

# WAGE AND SALARY PLAN

## Assignment of Positions to Ranges

Effective Date: July, 2009

### NON-EXEMPT POSITIONS

<b>Range II</b>	<b>\$8.60 - \$13.92</b>	<b>(\$17,888 - \$28,954)</b>	<b>(Point Spread = 200 - 299)</b>
	Custodian, Bus Driver, Cook Assistant, Teacher Aide, Transportation Assistant, Substitute Teacher Aide, Bus Monitor		
<b>Range III</b>	<b>\$9.68 - \$15.14</b>	<b>(\$20,134 - \$31,491)</b>	<b>(Point Spread = 300 - 364)</b>
	Administrative Services Coordinator, Human Resources Assistant, Accounting Associate, Account Clerk/MIS Assessment Monitor, Payroll/Insurance/Finance Clerk, Teacher Assistant, Cook, Community Services Advisor, Community Services Administrative Assistant, Head Start Administrative Assistant, Head Start Data Assistant, Head Start Data Specialist, Energy Assistance Clerk, EA Program Assistant, Connecting for Children Intake Specialist/Administrative Assistant, Housing Assistant, Weatherization Administrative Assistant, Weatherization Data Assistant, ICAN Administrative Data Assistant, Housing Specialist		
<b>Range IV</b>	<b>\$10.75 - \$16.35</b>	<b>(\$22,360 - \$34,008)</b>	<b>(Point Spread = 365- 429)</b>
	Family Advocate, Weatherization Services Specialist, Weatherization Crew Laborer, Assisted Housing Representative, Foster Grandparent Program Administrative Assistant, Head Start Site Assistant, Greeter, Property Site Manager, Weatherization Inventory Control Assistant, Weatherization Crew Foreman, PC Specialist		
<b>Range V</b>	<b>\$11.84 - \$17.57</b>	<b>(\$24,627 - \$36,546)</b>	<b>(Point Spread = 430 - 494)</b>
	Weatherization Auditor, Child and Family Development Advocate, Foster Grandparent Volunteer Coordinator, Volunteer Coordinator, Substitute Teacher, Family Development Advocate II		
<b>Range VI</b>	<b>\$12.92 - \$18.80</b>	<b>(\$26,874 - \$39,104)</b>	<b>(Point Spread = 495 - 559)</b>
	Employment and Training Administrative Coordinator, Client Services Coordinator, Family Support Coordinator for Circles, Connecting for Children Trainer, Building Manager, Intervention Specialist, Classroom Coach, Compliance Specialist		

### EXEMPT POSITIONS

<b>Range VII</b>	<b>\$13.07- \$21.98</b>	<b>(\$27,186 - \$45,718)</b>	<b>(Point Spread = 400 - 464)</b>
	Community Service Supervisor, Team Leader, Senior Client Services Coordinator, Employment and Training Administrative Manager, Financial Education Coordinator, Information Technology Specialist, Energy Coordinator, Accounting Systems Specialist, System Specialist, Business Representative, Career Counselor, Client Services Specialist, CFDA/Team Leader, Chief Weatherization Auditor, Weatherization Construction Inspection Chief, Housing Project Coordinator		
<b>Range VIII</b>	<b>\$15.18 - \$23.55</b>	<b>(\$31,574 - \$48,984)</b>	<b>(Point Spread = 465 - 529)</b>
	Accountant, Financial Operations Supervisor, Foster Grandparent Project Director, Facilities Administrator, Assistant Administrator of Health/Nutrition, Executive Assistant, Section 8 Program Coordinator, Client Services Manager, Weatherization Program Administrator, Education Specialist, Team Leader II, Mental Health Specialist, Connecting for Children Assistant Administrator, Connecting for Children Project Manager.		
<b>Range IX</b>	<b>\$16.22 - \$25.12</b>	<b>(\$33,738 - \$52,250)</b>	<b>(Point Spread = 530 - 594)</b>
	Family and Community Partnership Administrator, Training Administrator, Career Center Manager, Intervention Team Administrator, Head Start Assistant Director – Operations, Head Start Assistant Director – Quality Assurance, Energy Conservation Coordinator, Energy Conservation Coordinator, Family Development Coordinator		
<b>Range X</b>	<b>\$18.31 - \$26.68</b>	<b>(\$38,085-\$55,494)</b>	<b>(Point Spread = 595-659)</b>
	Development and Communication Director		
<b>Range XI</b>	<b>\$20.93 - \$33.32</b>	<b>(\$43,534-\$69,306)</b>	<b>(Point Spread = 660 -700)</b>
	Early Childhood Program Director, Employment and Training Director, Economic Development Director, Information Technology Director, Community Services Director, Human Resources Director, Finance Director		

The Board of Directors determines the salary of the Executive Director.

Revised 07/01/2009

# Benefits Available to Employees of Central MO Community Action

## INSURANCE

(Available to employees working 32+ hours/week)

### Health Insurance

Mercy Health Plans

Monthly premium paid by CMCA

\*see back for employee cost for family coverage

\$15 co-pay for office visits

### Life Insurance

Jefferson Pilot Life Insurance Co.

\$10,000 policy at no cost to employee

### Voluntary Guardian Dental Insurance

Cost to Employee = \$36.28 per month

Family dental plan also available

### Voluntary Guardian Life Insurance Policy

Employee may choose to purchase

additional life insurance coverage through the Guardian Life Insurance Co.

**Family And Medical Leave Act (FMLA)** – This agency follows the policy and procedure required by the Family and Medical Leave Act of 1993.

## RETIREMENT PLAN

CMCA offers a retirement plan through the American Funds Group

The current agency contribution to the employee's retirement is:

- 2% of the gross wage/salary for those employed five consecutive years or less
- 2.5% of the gross wage/salary for those employed six to ten consecutive years
- 3% of the gross wage/salary for those employed eleven or more consecutive years

## PAID TIME OFF

CMCA offers its employees paid time off for Sick, Annual, Personal, and Holiday time. The rate at which sick and annual leave is accumulated depends on the classification of full-time or part-time, Annual or Regular status and on the length of time employed. Part-time employees will earn sick and annual leave for hours worked at a rate that is proportional to that of full-time employees. The following is the rate of accrual for a full-time employee.

### **Sick Leave**

- Those employed five consecutive years or less will earn 1 day per month
- Those employed six through ten consecutive years will earn 1 ½ days per month
- Those employed more than 10 consecutive years will earn 2 days per month

### **Annual Leave** (Applies to employees on Regular status only.)

- Those employed five consecutive years or less will earn 1 ¼ days per month
- Those employed six through ten consecutive years will earn 1 ½ days per month
- Those employed more than 10 consecutive years will earn 2 days per month

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## **Personal Leave**

Consecutive Employment Personal Leave is awarded annually on January 1. Full-time employees who have completed:

- Five consecutive years of employment will be awarded two days of personal leave. In each year of consecutive employment thereafter the employee will be awarded two days of personal leave until the completion of the tenth year of employment.
- Ten years of consecutive employment will be awarded three days of personal leave. In each year of consecutive employment thereafter the employee will be awarded three days of personal leave.

Anniversary Personal Leave is awarded to employees during the calendar year in which they celebrate the completion of the 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, etc year of consecutive employment. One day of personal leave will be awarded on the first day of the month following the completion of the anniversary period.

**Holidays** – This agency observes 13 paid holidays per year.

The above benefits are excerpts from the Employee Handbook. The Employee Handbook has complete explanation of benefits.

### **\*Health Insurance monthly premium for family coverage – 2009**

**Employee + children = \$317.17**

**Employee + spouse = \$625.16**

**Employee + full family = \$942.33**