

**Monroe County Community School Corporation
315 North Drive
Bloomington, Indiana**

**SUPPORT STAFF
SALARY and BENEFITS**

Effective

January 1, 2005 - December 31, 2006

EMPLOYEE UNITS

- * Custodial Supervisors
- * Educational Support Personnel
- * Electronic Service Staff
- * High School Food Supervisors
- * Lead Skilled Crafts and Coordinators
- * School-Age Care (SAC) Program
- * Secretarial

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TERMS AND CONDITIONS OF EMPLOYMENT

ARTICLE 1 - ASSIGNMENT AND TRANSFER

- 1.1 The initial assignment of staff members and their transfer to positions in the various schools and departments of the school corporation shall be made by the Superintendent or his designee on the basis of the following criteria which are listed in order of priority (see “a” through “e” below).

Internal promotion of staff to positions of higher responsibility and compensation shall be given high priority where qualifications of a staff member are comparable to those of outside candidates. Where the following qualifications appear to be equal, the employee’s length of service in continuous permanent employment (seniority) shall be the deciding factor:

- a. Contribution which staff member could make to the new position.
- b. Length of service in the MCCSC.
- c. Qualifications of a staff member in terms of background, experience, and competence compared to those of outside candidates both for the position to be vacated and for the position to be filled.
- d. Opportunity to provide for growth in skills and competence.
- e. Stated desire of staff member regarding assignment and transfer.

1.2 Vacancies and Posting

- a. All support staff vacancies will be announced by placing a notice on a staff bulletin board at each campus location.
- b. Current employees will be allowed five (5) working days or seven (7) days whichever is shorter, to indicate to the Personnel Office an interest in the position.
- c. The Personnel Office and the immediate supervisor will review the evaluations and credentials of those responding to the posting and will schedule interviews with those persons believed to possess the highest qualifications for the position. Recommendations, for final action by the School Board, will be made for the position by the Personnel Office with concurrence by the immediate supervisor(s), using the criteria stated in Article 1.1 “a” through “e”.
- d. Employees who have been interviewed for a position shall be notified within ten (10) working days after the interview if they are no longer being considered for the position. A notice will be sent to all persons responding indicating the decision made on the position.

1.3 Elimination of Positions

- a. Employees displaced from a position due to factors not associated with job performance or attendance shall be given preferential consideration for transfer to other positions for

which the employee is qualified, as job openings occur and subject to the approval of the immediate supervisor.

- b. Employees working thirty-eight (38) weeks or more per year displaced by elimination of their position for any reason shall be given reasonable notification prior to the effective date for job elimination.
- 1.4 Employees may be transferred upon the recommendation of the immediate supervisor, if concurred on by the principal and the personnel administrator, for the purpose of improving the efficiency of the operation.
- 1.5 New employees shall be on probation for a period of 90 calendar days during the position's normal work schedule.

ARTICLE 2 - ELIGIBILITY FOR BENEFITS

- 2.1 New employees will be classified as PROBATIONARY for a period of the first 90 calendar days of continuous service in the same position during which time they do not qualify for fringe benefits. All policies relating to any leaves are not applicable during the PROBATIONARY period. An employee's eligibility for Board health/dental and life insurance contributions and leave/holiday entitlements shall start on the first day of the month following ninety (90) calendar days of PROBATIONARY period. The ninety (90) calendar days are while the employee is serving in a **benefited position during the normal work schedule**. Supervisor requests to modify the terms and conditions of the probationary period may be submitted to the Director of Human Resources for review and consideration.
- a. At the conclusion of the PROBATIONARY period, new employees who are regularly employed a minimum of 17.5 hours per week for the school year (180 school days) will be granted a pro-rated amount based on the following annual allocations:
 - (1) Ten (10) days sick leave
 - (2) Three (3) days personal business leave (PBL)
 - (3) Paid holidays
 - (4) Other applicable leave policies
- 2.2 Employees who work less than a 1.0 FTE but at least three and one-half (3.5) hours per day shall be eligible to receive Board contribution for health and dental insurance, sick leave, paid holidays and personal business leave. Individuals employed for more than 3.5 hours but less than the specified hours for 1.0 FTE, may receive benefits on a pro-rated basis matching their FTE equivalent.

1.0 FTE daily hours for employee units are:	<u>Insurance</u>	<u>Other Benefits</u>
Custodial Supervisor	8 hours/day	8 hours/day
Educational Support Personnel	6 hours/day	6 hours/day
Electronic Service Staff	8 hours/day	8 hours/day
High School Food Supervisors	8 hours/day	8 hours/day
Lead Skilled Crafts	8 hours/day	8 hours/day
School-Age Care Supervisors	30 hours/week	30 hours/week
Secretarial	7.5 hours/day	7.5 hours/day

- 2.3 Employees who are eligible for benefits under the provisions of this agreement shall also be eligible to participate in the MCCSC Salary Reallocation Program.

ARTICLE 3 - SICK LEAVE

- 3.1 Sick leave days will be issued July 1 of each year. Between the conclusion of the employee's probationary period and July 1, pro-rated days, based upon annual allocations, will be issued.
- 3.2 Employees who work more than 180 days will be granted additional sick leave beyond ten (10) days based on a pro-rated amount calculated by factoring work days times 10/180.
- 3.3 Annual sick leave allocations are based upon 1.0 FTE hours as specified under the "Other Benefits" category.
- 3.4 Sick days that remain unused accumulate.
- 3.5 Sick days shall be used only for individual or employee family illness. Family illness shall be defined to mean illness, surgery or accident involving an employee's spouse, children or parents which requires the employee to be absent from work.

ARTICLE 4 - PERSONAL BUSINESS LEAVE

- 4.1 Personal business leave days will be issued July 1 of each year. Between the conclusion of the employee's probationary period and July 1, pro-rated days, based upon annual allocations will be issued.
- 4.2 Employees who work more than 180 days will be granted additional personal business leave beyond three (3) days based on a pro-rated amount calculated by factoring work days times 3/180.
- 4.3 Annual personal business leave allocations are based upon 1.0 FTE hours as specified under the "Other Benefits" category.
- 4.4 One emergency day may be granted after all personal business days have been utilized. Unused emergency leave will be converted to sick leave on July 1.

ARTICLE 5 – ATTENDANCE INCENTIVE

- 5.1 For any school year (July to July) and effective July 2001, each support staff employee (custodial supervisor, educational support, electronic service, school-age care program supervisor, high school food supervisor, lead skilled craftsman and coordinator, secretary) who uses three days or less of **combined** sick and personal business leave will receive in July a payment of \$350 (in the form of a check). All federal and state withholdings will be made.
- 5.2 For perfect attendance – no use of sick days or PB days – the employee will receive a \$500.00 incentive. All federal and state withholdings will be made.

ARTICLE 6 - BEREAVEMENT LEAVE

- 6.1 Each employee (custodial supervisor, educational support, electronic service, school-age care program supervisor, high school food supervisor, lead skilled craftsman and coordinator) shall be entitled to bereavement leave not to exceed five school days with pay on account of death in the immediate family during the period before and after death. In the case of death of other relatives, the employee shall be entitled to bereavement leave of one day without loss of compensation.
- a. Employees will notify their immediate supervisor of intent to use bereavement leave.
 - b. Immediate family is defined as father, mother, brother, sister, child, wife, husband, grandparent, grandchild, step-father/mother/brother/sister, foster father/mother/ brother/sister, father/mother-in-law, son/daughter-in-law, and any other person who at the time of death was living as a member of the household of the employee.
 - c. “Death of other relatives” referred to in the policy statement is interpreted to include the employee’s uncle, aunt, first cousin, niece, nephew, brother/sister-in-law (sibling’s spouse and spouse’s siblings), spouse’s grandparent, or spouse’s step-parent.

ARTICLE 7 - PAID VACATION

- 7.1 Vacation days will be issued July 1 of each year. Between the conclusion of the employee’s probationary period and July 1, pro-rated days, based upon the first year’s annual allocations, will be issued.
- a. Paid vacation days for 52-week employees will be taken annually between July 1st and June 30th. Vacation days are to be approved by the immediate supervisor and consideration is to be given for the utilization of all vacation days within the prescribed annual dates.
 - b. Vacation days are granted according to the following schedule:

<u>Years of MCCSC Service</u>	<u>Vacation Days</u>
1	7
2	13
6	16
10	19
15	21

- c. Fifty-two (52) week employees who work less than full time will accrue vacation days pro-rated on the above schedule.
- d. When a special departmental need exists, a supervisor or employee may request up to five (5) unused vacation days, per fiscal year (July 1 to June 30), be converted into sick leave or the employee may receive reimbursement for these days. All conversion requests are to receive prior approval from the immediate supervisor and the Director of Human Resources. Requests to select this option shall be submitted to the Personnel Office prior to the last week of June. If the reimbursement option is selected, payment will be issued with the second pay in July. Conversion requests do not obligate any party for compliance.

- e. Vacation time is not granted to less than fifty-two (52) week employees.

ARTICLE 8 - PAID HOLIDAYS

- 8.1 For full time, 1.0 FTE employees listed under the “Other Benefits” category, the following paid holidays will be compensated:

- New Year’s Day
- Martin Luther King, Jr. Day
- Two days during Spring Break
- Memorial Day
- July 4th ***only 52-week employees receive compensation**
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving (Friday)
- Christmas Day
- Two additional days during Winter Break

- 8.2 For employees working less than 1.0 FTE as listed under the “Other Benefits” category but at least 3.5 hours per day, the following holidays will be compensated:

- New Year’s Day
- Two days during Spring Break
- Memorial Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving (Friday)
- Christmas Day

- 8.3 For any holiday which occurs on a day when school is in session, the immediate supervisor will approve an alternate day as compensatory time.

ARTICLE 9 - INSURANCE

- 9.1 **Hospitalization/Medical** - Please see the addendum to appropriate salary schedule
- 9.2 **Dental** - Please see the addendum to appropriate salary schedule
- 9.3 **Life Insurance** - \$30,000 coverage contingent upon employee contribution of \$12 per year. The Board’s pro-rated contribution shall start to be made on the first day of the month following the first ninety (90) days of the probationary period. Life insurance will be effective the first day of the month following ninety (90) days of employment.
- 9.4 **Retirement Life Insurance** - \$10,000 term life coverage for employees (custodial supervisor, educational support, electronic service, school-age care program supervisor, lead skilled craftsman and coordinator) enrolled in the life insurance program who retire at age 50 or older and qualify for PERF, paid under the group plan until the employee’s death conditioned upon the payment of One Dollar (\$1.00) per year by January 30th.
- 9.5 **COBRA** - The Consolidated Omnibus Budget Reconciliation Act, hereinafter COBRA, requires

that upon the occurrence of certain qualifying events, individuals who cease to be covered under a plan of health insurance provided by their employer be permitted, at their own expense, to continue to participate in such health insurance plan for specified periods of time following the occurrence of such qualifying events.

- a. To the extent provided, the school corporation continues to pay its portion of health insurance premiums on behalf of an individual employee not actively at work (on a paid leave of absence during which health insurance benefits continue, for example), the coverage provided on such basis shall constitute satisfaction, in whole or in part, as applicable of the opportunity for continued health insurance coverage to such employee as required by COBRA.
- b. Whenever an individual employee not actively at work is permitted to continue group health insurance coverage at his/her own expense, such shall constitute satisfaction, in whole or in part, as applicable, of the school corporation's obligation to provide the opportunity for continued group health insurance coverage as required by COBRA.

9.6 In the event a part-time employee between the ages of sixty-two (62) and sixty-five (65) who is qualified for retirement under the Public Employees' Retirement Fund and has ten (10) or more consecutive years of employment with the Monroe County Community School Corporation retires, said employee will be allowed to continue to participate in the Group Hospitalization/Medical and Dental Plan until said employee attains the age of sixty-five (65) or qualifies for Medicare, whichever occurs first; provided further that said employee pays the full cost of the insurance premium on a timely basis.

ARTICLE 10 - LONG TERM DISABILITY

10.1 The school corporation agrees to provide a long term disability program for all service staff employees who qualify for benefits if the employee elects the benefit and contributes the assessed amount for the benefit.

ARTICLE 11 - RETIREMENT BENEFITS

11.1 Tier 1 (Matching Annuity)

- a. The School Corporation agrees to match employee contributions to 403(b) (TSA) programs up to a maximum of 1% of the employee's base salary. Base salary does not include pay for summer school, ECA assignments, overtime or workshops.
- b. Contributions already being made to a 403(b) program do count toward the employee's 1%.
- c. Employees are vested after five (5) years of participation. Current employees will be vested after completing five (5) years with the MCCSC. Employees who have been with the MCCSC more than five (5) years are already vested. Vesting means the employee gets to keep the balance in the account even if no longer employed by the MCCSC.

11.2 Tier II (Regular Retirement Benefit)

- a. This Tier applies to those who qualified for immediate ASL (accumulated sick leave) benefits

under the respective employee agreement as of 6/30/99 (age 50 and at least five years experience), or who had at least ten (10) years experience with the school corporation and had at least 50 accumulated sick leave days as of June 30, 1999.

- b. A frozen value has been established for the ASL benefit as of 6/30/99. The ASL benefit is factored for time value and tax impact (59.95%).
- c. The amount of the frozen value was paid to each eligible staff member's 401(a) Plan beginning January 2000, and ending January 2002.
- d. Vesting occurs at age 50 and five (5) years of MCCSC experience.
- e. Accumulation of sick leave is unaffected for sick leave purposes.
- f. No further accumulation of ASL for retirement purposes.

11.3 **Tier III (Early Retirement Benefit)**

Not applicable to non-certified employees.

- 11.4 **Retirement Benefits** – This section has been replaced by a Memorandum of Understanding dated January 5, 2006. This memorandum is distributed as a separate document.

ARTICLE 12 - AFFIRMATIVE ACTION

- 12.1 It is the policy of the Monroe County Community School Corporation to provide equal employment opportunity to all individuals regardless of their race, color, religion, sex, national origin, disabilities, age, or veteran status. Equal employment opportunity refers to all applicable corporation practices, including employee recruiting, hiring, transferring, training, promoting, disciplining, terminating, and all other conditions or privileges of employment. The selection of persons for positions with the Monroe County Community School Corporation is based upon the qualifications and abilities to do the job.
- 12.2 Copies of the MCCSC AFFIRMATIVE ACTION program are available for examination in the Administrative Office of each building Principal, Coordinator/Director, the Office of the Superintendent of Schools, the Personnel Office, and the Office of the Director of Extended Services.

ARTICLE 13 - SALARY SCHEDULE

13.1 **Compensation**

- a. Salary Schedule: See addendum for appropriate employee unit
- b. PERF (Public Employees Retirement Fund) Contribution: The Corporation agrees to continue paying the three (3) percent employee contribution to PERF.
- c. Increment Step: If an increment step is provided within the unit's salary schedule, the employee must be employed in the position within the MCCSC for a minimum of 120 paid work days during the previous calendar year.

ARTICLE 14 - SCHOOL CLOSING

- 14.1 When buildings are **closed for the entire school day** during inclement weather or other emergency closings, the following procedures will be followed:
- a. Educational support personnel, high school food supervisors, and less than 52-week secretaries are not to work and are not paid.
 - b. Fifty-two (52) week employees work or request personal business, vacation or emergency leave.
- 14.2 When buildings are **closed for part of the school day** during inclement weather or other emergency closings, the following procedures will be followed:
- a. Educational support personnel do not report to work.
 - b. Less than 52-week secretaries do report to work at the regular time or may request use of personal business or emergency leave for time missed due to school closing.
 - c. Fifty-two (52) week employees work or may request use of personal business, vacation or emergency leave for time missed due to school closing.
- 14.3 Full day school cancellations will be made up as prescribed by the school calendar.

Monroe County Community School Corporation

2005 and 2006 Support Staff Salary and Insurance Addendum
for
CUSTODIAL SUPERVISORS

1. **Salary** (hourly rate effective January 1)

<u># Custodians/Unit</u>	<u>Classification</u>	<u>2005 Hourly Rate</u>	<u>2006 Hourly Rate</u>
5-8	I-A Custodial Supervisor	\$14.254	\$14.539
	I-B Assistant Custodial Supervisor	\$13.940	14.219
9-16	II-A Custodial Supervisor	\$15.235	15.540
	II-B Assistant Custodial Supervisor	\$14.765	15.060
17+	III-A Custodial Supervisor	\$16.498	16.828
	III-B Assistant Custodial Supervisor	\$15.757	16.072

2. **Hospitalization, Medical and Dental:**

Effective January 1, 2005, the school corporation will contribute the following to annual insurance costs: **Family Medical** - \$3,843.09; **Single Medical** - \$3,269.37; **Family Dental** - \$792.02; and **Single Dental** - \$231.31

Effective January 1, 2006, the school corporation will contribute the following to annual insurance costs: **Family Medical** - \$4,304.26; **Single Medical** - \$3,661.69; **Family Dental** - \$887.06; and **Single Dental** - \$259.07

- a. Employees with a spouse working for the MCCSC in a benefited position will pay \$1,324.80 per year for a family medical plan if at least one of the two qualifies as 1.0 FTE for insurance benefits. If neither qualifies as 1.0 FTE for insurance benefits the \$1,324.80 will be prorated based upon the FTE of the employee with the greater full time equivalency.
- b. Two employees working for the MCCSC and participating in the family dental plan will receive one family dental contribution.

Monroe County Community School Corporation
 2005 and 2006 Support Staff Salary and Insurance Addendum
 for
 EDUCATIONAL SUPPORT PERSONNEL (ESP)

1. **Salary** (hourly rate effective January 1) - The hourly rate for ESP personnel will be at the level based on ESP experience and hours employed per day. Employees whose current hourly rate is above the appropriate level stated below will receive the increase (2.88% in 2005 and 2.0% in 2006) factored by their currently hourly rate.
2. **Experience Factor** - ESP personnel will also be paid a factor of the ratio listed below times the base rate, or their hourly rate of pay as of December 2000, in accordance with qualification for ESP years of experience.

ESP		2005		2006	
<u>Experience</u>	<u>Ratio</u>	<u><6 hours/day</u>	<u>6+ hours/day</u>	<u><6 hours/day</u>	<u>6+ hours/day</u>
0	1.00	\$7.170	\$7.514	\$7.313	\$7.664
1	1.01	\$7.242	\$7.589	7.387	7.741
2	1.02	\$7.313	\$7.665	7.459	7.818
3	1.03	\$7.385	\$7.840	7.533	7.895
4	1.04	\$7.457	\$7.815	7.606	7.971
5*	1.05	\$7.528	\$7.889	7.679	8.047

- a. 5* is available to qualifying ESP employees who are employed in aide positions in special education, in-school suspension, health services.
 - b. Qualification for a year of ESP experience is employment in an ESP position within the MCCSC for a minimum of 120 work days in a given calendar year.
3. **Health Aides** - Health Aides will be paid at the hourly rate of \$7.998 unless their current pay is above this rate, then they will receive the increase (2.88% in 2005 and 2.0% in 2006) factored by their current hourly rate.
 4. **Special Education Aides** - Aides employed in self-contained special education classes for the severe/profound (MOMH) will be paid at the hourly rate of \$9.196 unless their current pay is above this rate then they will receive the increase (2.88% in 2005 and 2.0% in 2006) factored by their current hourly rate.
 5. **Hospitalization, Medical and Dental:**
Effective January 1, 2005, the school corporation will contribute the following to annual insurance costs: **Family Medical** - \$3,563.27; **Single Medical** - \$2,925.23; **Family Dental** - \$792.02; and **Single Dental** - \$231.31
Effective January 1, 2006, the school corporation will contribute the following to annual insurance costs: **Family Medical** - \$3,990.86; **Single Medical** - \$3,276.26; **Family Dental** - \$887.06; and **Single Dental** - \$259.07
 - a. Employees with a spouse working for the MCCSC in a benefited position will pay \$1,324.80 per year for a family medical plan if at least one of the two qualifies as 1.0 FTE for insurance

benefits. If neither qualifies as 1.0 FTE for insurance benefits the \$1,324.80 will be prorated based upon the FTE of the employee with the greater full time equivalency.

- b. Two employees working for the MCCSC and participating in the family dental plan will receive one family dental contribution.

Monroe County Community School Corporation

2005 and 2006 Support Staff Salary and Insurance Addendum
for
ELECTRONIC SERVICE STAFF

1. Salary (hourly rate effective January 1)	2005	2006
	<u>Hourly Rate</u>	<u>Hourly Rate</u>
Technician		
Entry Level	\$15.370	\$15.677
Completion of A+ Certification	\$15.632	15.945
Completion of School System Standard Networking System Test 1	\$16.164	16.487
Completion of School System Standard Networking System Test 2	\$16.687	17.021
Senior Technician	\$19.005	19.385
Senior System Support Technician	\$22.263	22.708
Senior Applications Technician	\$16.817	17.153

2. **Hospitalization, Medical and Dental:**

Effective January 1, 2005, the school corporation will contribute the following to annual insurance costs: **Family Medical** - \$5,181.76; **Single Medical** - \$3,269.37; **Family Dental** - \$792.02; and **Single Dental** - \$231.31

Effective January 1, 2006, the school corporation will contribute the following to annual insurance costs: **Family Medical** - \$5,803.57; **Single Medical** - \$3,661.69; **Family Dental** - \$887.06; and **Single Dental** - \$259.07

- a. Employees with a spouse working for the MCCSC in a benefited position will pay \$1,324.80 per year for a family medical plan if at least one of the two qualifies as 1.0 FTE for insurance benefits. If neither qualifies as 1.0 FTE for insurance benefits the \$1,324.80 will be prorated based upon the FTE of the employee with the greater full time equivalency.
- b. Two employees working for the MCCSC and participating in the family dental plan will receive one family dental contribution.

Monroe County Community School Corporation

2005 and 2006 Support Staff Salary and Insurance Addendum
for
HIGH SCHOOL FOOD SUPERVISORS

1. **Salary** (hourly rate effective January 1): 2005 – \$12.97
2006 – \$13.23

2. **Hospitalization, Medical and Dental:**
Effective January 1, 2005, the school corporation will contribute the following to annual insurance costs: **Family Medical** - \$3,999.67; **Single Medical** - \$3,269.37; **Family Dental** - \$792.02; and **Single Dental** - \$231.31
Effective January 1, 2006, the school corporation will contribute the following to annual insurance costs: **Family Medical** - \$4,479.63; **Single Medical** - \$3,661.69; **Family Dental** - \$887.06; and **Single Dental** - \$259.07
 - a. Two employees (employee with a spouse) working for the MCCSC in benefited positions and participating in the family medical and/or the family dental plan(s) will receive two single medical and/or dental contributions(s).

3. **Certification Bonus** – High School Food Supervisors who have active certification through the Indiana School Food Service Association Certification program will receive a \$110.00 per year bonus. Qualifying employees must provide the Food Service Department with a current ASFSA membership and certification card between August 1 and August 15 of each year. Bonuses will be paid on the first payroll in September of each year.

4. **Retirement Life Insurance** - \$15,000 term life coverage for high school food supervisors enrolled in the life insurance program that retire at age 50 or older and qualify for PERF, paid under the group plan until the employee's death conditioned upon the payment of \$1.00 per year by January 30th.

Monroe County Community School Corporation

2005 and 2006 Support Staff Salary and Insurance Addendum
for
LEAD SKILLED CRAFTS and COORDINATORS

1. **Salary** (hourly rate effective January 1): 2005 – \$17.950
2006 – \$18.309
2. **Experience Increment** - Employees will qualify for the following weekly increments, to be paid in addition to any across-the-board raise:

<u>Experience</u>	<u>Increment</u>
20 years	\$7.00
25 years	\$7.00

3. **Hospitalization, Medical and Dental:**
Effective January 1, 2005, the school corporation will contribute the following to annual insurance costs: **Family Medical** - \$5,181.76; **Single Medical** - \$3,269.37; **Family Dental** - \$792.02; and **Single Dental** - \$231.31
Effective January 1, 2006, the school corporation will contribute the following to annual insurance costs: **Family Medical** - \$5,803.57; **Single Medical** - \$3,661.69; **Family Dental** - \$887.06; and **Single Dental** - \$259.07
 - a. Employees with a spouse working for the MCCSC in a benefited position will pay \$1,324.80 per year for a family medical plan if at least one of the two qualifies as 1.0 FTE for insurance benefits. If neither qualifies as 1.0 FTE for insurance benefits the \$1,324.80 will be prorated based upon the FTE of the employee with the greater full time equivalency.
 - b. Two employees working for the MCCSC and participating in the family dental plan will receive one family dental contribution.

Monroe County Community School Corporation

2005 and 2006 Support Staff Salary and Insurance Addendum
for
SCHOOL-AGE CARE (SAC) PROGRAM

1. **Salary** (hourly rate)

Effective January 1, 2005

Assistants - \$7.169 (or their current hourly rate factored by 2.88% if above \$7.169 per hour)

Supervisors - \$9.585 (or their current hourly rate factored by 2.88% if above \$9.585 per hour)

Effective January 1, 2006

Assistants - \$7.312 (or their current hourly rate factored by 2.0% if above \$7.312 per hour)

Supervisors - \$9.777 (or their current hourly rate factored by 2.0% if above \$9.777 per hour)

2. **Experience Factor** - SAC personnel will also be paid a factor of the ratio listed below times the base rate, or their hourly rate of pay as of December 2000, in accordance with qualification for SAC years of experience.

SAC		2005	2005	2006	
<u>Experience</u>	<u>Ratio</u>	<u>Assistant</u>	<u>Supervisor</u>	<u>Assistant</u>	<u>Supervisor</u>
0	1.00	\$7.169	\$9.585	\$7.312	\$ 9.777
1	1.01	7.242	9.681	7.387	9.875
2	1.02	7.313	9.777	7.459	9.973
3	1.03	7.385	9.873	7.533	10.070
4	1.04	7.457	9.969	7.606	10.168

Qualification for a year of SAC experience is employment in a regular SAC position with the MCCSC for a minimum of 120 work days in a given calendar year.

3. **Hospitalization, Medical and Dental:**

Effective January 1, 2005, the school corporation will contribute the following to annual insurance costs: **Family Medical** - \$3,563.27; **Single Medical** - \$2,925.23; **Family Dental** - \$792.02; and **Single Dental** - \$231.31

Effective January 1, 2006, the school corporation will contribute the following to annual insurance costs: **Family Medical** - \$3,990.86; **Single Medical** - \$3,276.26; **Family Dental** - \$887.06; and **Single Dental** - \$259.07

- a. Employees with a spouse working for the MCCSC in a benefited position will pay \$1,324.80 per year for a family medical plan if at least one of the two qualifies as 1.0 FTE for insurance benefits. If neither qualifies as 1.0 FTE for insurance benefits the \$1,324.80 will be prorated based upon the FTE of the employee with the greater full time equivalency.
- b. Two employees working for the MCCSC and participating in the family dental plan will receive one family dental contribution.

Monroe County Community School Corporation
2005 Support Staff Salary and Insurance Addendum
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SECRETARIES

SECRETARIAL "Step & Class" SALARY SCHEDULE - Hourly Rate Effective January 1, 2005

STEP/CLASS	I-A	I	II	III	IV	V
1	12.142	11.062	10.146	9.323	8.448	7.605
2	12.192	11.112	10.196	9.373	8.498	7.655
3	12.243	11.163	10.247	9.424	8.550	7.706
4	12.295	11.214	10.299	9.476	8.601	7.758
5	12.428	11.348	10.443	9.630	8.725	7.871
6	12.583	11.482	10.607	9.784	8.838	7.994
7	12.727	11.636	10.762	9.939	8.961	8.118
8	12.871	11.791	10.906	10.083	9.085	8.231
9	13.035	11.935	11.070	10.237	9.208	8.375
10	13.190	12.109	11.256	10.422	9.352	8.509
11	13.354	12.264	11.420	10.597	9.476	8.663
12	13.529	12.428	11.605	10.793	9.620	8.786
13	13.704	12.624	11.791	10.947	9.774	8.930
14	13.848	12.778	11.965	11.122	9.908	9.085
15	14.044	12.933	12.151	11.307	10.052	9.208
16	14.177	13.097	12.326	11.492	10.186	9.373
17	14.352	13.272	12.500	11.677	10.330	9.486
18	14.527	13.437	12.696	11.863	10.474	9.640
19	14.702	13.612	12.871	12.027	10.607	9.784
20	14.867	13.766	13.046	12.212	10.772	9.918
21	15.031	13.951	13.221	12.387	10.885	10.062
22	15.186	14.105	13.395	12.572	11.029	10.196
23	15.381	14.270	13.591	12.747	11.173	10.340
24	15.525	14.445	13.756	12.922	11.307	10.484
25	15.690	14.589	13.951	13.097	11.451	10.618
26	15.854	14.784	14.116	13.282	11.595	10.782
27	16.029	14.928	14.291	13.467	11.729	10.895
28	16.184	15.103	14.486	13.642	11.883	11.040
29	16.348	15.247	14.661	13.807	12.017	11.184
30	16.523	15.443	14.836	14.013	12.161	11.328
31	16.677	15.607	15.011	14.167	12.284	11.461
32	16.863	15.772	15.186	14.352	12.428	11.605
33	17.007	15.926	15.391	14.537	12.603	11.739
34	17.202	16.112	15.546	14.723	12.727	11.893
35	17.346	16.256	15.731	14.898	12.871	12.027

NOTE: Secretaries with “Step” locations above step 35 will receive the same percentage increase in pay as those located on the above schedule. [For Benefits, See Addendum for Secretarial Staff]

Monroe County Community School Corporation
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SECRETARIAL "Step & Class" SALARY SCHEDULE - Hourly Rate Effective January 1, 2006

STEP/CLASS	I-A	I	II	III	IV	V
1	12.335	11.234	10.299	9.460	8.567	7.708
2	12.385	11.284	10.349	9.510	8.617	7.758
3	12.436	11.335	10.400	9.561	8.668	7.809
4	12.488	11.387	10.452	9.613	8.721	7.861
5	12.541	11.439	10.505	9.666	8.774	7.914
6	12.677	11.575	10.652	9.823	8.900	8.029
7	12.835	11.712	10.820	9.980	9.015	8.154
8	12.982	11.869	10.978	10.138	9.141	8.281
9	13.129	12.027	11.125	10.285	9.267	8.396
10	13.296	12.174	11.292	10.442	9.393	8.543
11	13.454	12.352	11.482	10.631	9.540	8.680
12	13.622	12.510	11.649	10.809	9.666	8.837
13	13.800	12.677	11.838	11.009	9.813	8.962
14	13.979	12.877	12.027	11.166	9.970	9.109
15	14.125	13.034	12.205	11.345	10.107	9.267
16	14.325	13.192	12.395	11.534	10.254	9.393
17	14.461	13.359	12.573	11.722	10.390	9.561
18	14.640	13.538	12.750	11.911	10.537	9.676
19	14.818	13.706	12.950	12.101	10.684	9.833
20	14.997	13.885	13.129	12.268	10.820	9.980
21	15.165	14.042	13.307	12.457	10.988	10.117
22	15.332	14.231	13.486	12.635	11.103	10.264
23	15.490	14.388	13.663	12.824	11.250	10.400
24	15.689	14.556	13.863	13.002	11.397	10.547
25	15.836	14.734	14.032	13.181	11.534	10.694
26	16.004	14.881	14.231	13.359	11.681	10.831
27	16.172	15.080	14.399	13.548	11.827	10.998
28	16.350	15.227	14.577	13.737	11.964	11.113
29	16.508	15.406	14.776	13.915	12.121	11.261
30	16.675	15.552	14.955	14.084	12.258	11.408
31	16.854	15.752	15.133	14.294	12.405	11.555
32	17.011	15.920	15.312	14.451	12.530	11.691
33	17.201	16.088	15.490	14.640	12.677	11.838
34	17.348	16.245	15.699	14.828	12.856	11.974
35	17.547	16.435	15.857	15.018	12.982	12.131

NOTE: Secretaries with “Step” locations above step 35 will receive the same percentage increase in pay as those located on the above schedule. [For Benefits, See Addendum for Secretarial Staff]

Monroe County Community School Corporation
 2005 and 2006 Support Staff Salary and Insurance Addendum
 for
 SECRETARIES
 (continued)

1. Hospitalization, Medical and Dental:

Effective January 1, 2005, the school corporation will contribute the following to annual insurance costs for secretaries:

	<u>Family Medical</u>	<u>Single Medical</u>	<u>Family Dental</u>	<u>Single Dental</u>
52-week	\$4,313.68	\$3,269.37	\$792.02	\$231.31
Less than 52-week	\$3,666.63	\$2,778.97	\$673.22	\$196.62

Effective January 1, 2006, the school corporation will contribute the following to annual insurance costs for secretaries:

	<u>Family Medical</u>	<u>Single Medical</u>	<u>Family Dental</u>	<u>Single Dental</u>
52-week	\$4,831.32	\$3,661.69	\$887.06	\$259.07
Less than 52-week	\$4,106.63	\$3,112.45	\$754.01	\$220.21

- a. Employees with a spouse working for the MCCSC in a benefited position will pay \$1,324.80 per year for a family medical plan if at least one of the two qualifies as 1.0 FTE for insurance benefits. If neither qualifies as 1.0 FTE for insurance benefits the \$1,324.80 will be prorated based upon the FTE of the employee with the greater full time equivalency.
- b. Two employees working for the MCCSC and participating in the family dental plan will receive one family dental contribution.

2. Retirement Life Insurance – \$15,000 term life coverage for secretarial employees enrolled in the life insurance program that retire at age 50 or older and qualify for PERF, paid under the group plan until the employee’s death conditioned upon the payment of \$1.00 per year by January 30th.

3. Bereavement Leave – Each secretary may be absent with pay per bereavement for not more than five (5) school days. The secretary’s professional judgment shall be used to determine the extent of the leave needed and under what circumstances the leave is taken.

4. Retirement Health Insurance – For secretaries actively employed on January 1, 1998, continue compliance to concepts presented in Article VIII.C. of the 1997 Secretarial agreement which is stated as follows:

Employees who retire and qualify for retirement under PERF will continue to receive Board contributions for the health insurance program to age sixty-five (age of Medicare) provided the following conditions are met:

- a. The secretary must have been enrolled in the program in the year immediately preceding retirement.
- b. The secretary must have been employed by the MCCSC for a minimum of ten (10) years.

- c. The secretary must agree to pay the balance of the cost after the Board contribution is applied.