

**Board Approved 12/20/16**  
**Board Approved Revision 12/17/19**

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

## **SUPPORT STAFF**

### **SALARY and BENEFITS**

**Effective**

**January 1, 2020 – December 31, 2021**

#### **CALENDAR YEAR EMPLOYEE UNITS**

- \* Custodial Supervisors
- \* Information Services Staff
- \* Lead Skilled Crafts and Building Operations Coordinators
- \* Administrative Assistants and Other Coordinators (52 Weeks)
- \* Exempt Staff (Assessment Coordinator, Assistant Director of Network Operations, Benefits Manager, Building Automation System Specialist, Communications Officer, Curriculum Manager, District Readiness Coordinator, Early Learning Compliance and Integration Manager, Early Learning Program Assistant Manager, Equity and Inclusion Coordinator, Executive Assistant to the Assistant Superintendent, Executive Assistant to the Superintendent, Federal Grants Budget Management and Grant Writer Coordinator, Print Shop Coordinator/Graphic Designer, School Age Care Program Assistant Manager, School Age Care Program Coordinator, School Resource & Safety Officer, Senior Applications Specialist, Technology Coordinators)

#### **SCHOOL YEAR EMPLOYEE UNITS**

- \* Educational Support Personnel
- \* High School Food Supervisors
- \* Administrative Assistants (Less than 52 Weeks)
- \* Non-Scheduled Positions
- \* School-Age Care & Hoosier Hills Child Care Programs
- \* Exempt Staff (Behavior Coordinator, Behavioral Specialists, Child Care Manager, Family & Community Engagement Coordinator, Graduation Coaches, Long-Term Permanent Guest Teacher, Nurses, Occupational/Physical Therapist, Pathways and Remediation Coordinator, Preschool Family Literacy Liaison, Social Emotional Learning Coordinator, Strings Coordinators)

ARTICLE 1 - ASSIGNMENT AND TRANSFER..... 4

    1.1 Vacancies and Posting ..... 4

    1.2 Elimination of Positions..... 4

    1.3 Transfers ..... 5

    1.4 Orientation ..... 5

ARTICLE 2 - AFFIRMATIVE ACTION ..... 5

ARTICLE 3 – PAID TIME OFF ..... 5

    3.1 Eligibility ..... 5

        a. Scheduled Hours ..... 5

        b. Initial Eligibility..... 6

    3.2 Guidelines ..... 6

    3.3 Sick Time ..... 6

    3.4 Personal Business..... 7

    3.5 Vacation Time..... 7

ARTICLE 4 - ATTENDANCE INCENTIVE ..... 8

ARTICLE 5 - BEREAVEMENT LEAVE..... 8

ARTICLE 6 - PAID HOLIDAYS..... 9

    6.1 Full Time..... 9

    6.2 Part-Time ..... 9

ARTICLE 7 –PAYROLL/TIME RECORDS ..... 9

ARTICLE 8 – INSURANCE..... 10

    8.1 Eligibility ..... 10

        a. Scheduled Hours ..... 10

        b. Initial Eligibility..... 10

        c. FTE Equivalency..... 10

    8.2 Medical ..... 10

        a. MCCSC Health & Wellness Center ..... 10

    8.3 Vision..... 11

    8.4 Dental..... 11

8.5	Basic Life Insurance .....	11
8.6	Long Term Disability .....	11
8.7	Supplemental Insurance .....	11
8.8	COBRA.....	11
ARTICLE 9 - RETIREMENT BENEFITS .....		11
9.1	Definitions.....	11
9.2	Tax Sheltered Annuity (TSA) .....	12
	Tier I Matching Annuity .....	12
	Tier II Matching Annuity .....	12
	Tier III (Early Retirement Benefit) .....	12
9.3	Retirement Medical/Dental Insurance Benefits (VEBA).....	12
9.4	Retirement Life Insurance.....	14
ARTICLE 10 - SALARY SCHEDULE.....		14
10.1	Compensation .....	14
ARTICLE 11 - SCHOOL CLOSING / NON-WORKING DAYS .....		14
ADDENDUMS .....		16
CUSTODIAL SUPERVISORS .....		17
EDUCATIONAL SUPPORT PERSONNEL (ESP).....		18
INFORMATION SERVICES STAFF.....		20
HIGH SCHOOL FOOD SUPERVISORS (UNIT LEADERS) .....		22
LEAD SKILLED CRAFTS and BUILDING OPERATIONS COORDINATORS .....		24
NON-SCHEDULED POSITIONS .....		25
SCHOOL-AGE CARE (SAC) & HOOSIER HILLS CHILD CARE (HHCC) PROGRAMS.....		26
ADMINISTRATIVE ASSISTANTS AND HR/BUSINESS COORDINATORS.....		27

## **TERMS AND CONDITIONS OF EMPLOYMENT**

### **ARTICLE 1 - ASSIGNMENT AND TRANSFER**

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/her 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. **Employees must hold a position at least 90 days in order to be eligible for an internal transfer.** 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

#### **1.1 Vacancies and Posting**

- a. All support staff vacancies will be announced by emailing and 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 “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.

#### **1.2 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.

### **1.3 Transfers**

- a. 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.
- b. Administrative Assistants and HR/Business Coordinators who voluntarily elect to move to a position with a lower classification in that family will be placed at the entry level pay rate of the pay schedule.
- c. Administrative Assistants and HR/Business Coordinators who voluntarily elect to move to a position with a higher classification in that family will be placed on the entry level pay rate of the pay schedule or given a 2½ % increase in hourly rate, whichever will yield the higher hourly rate for the employee.

### **1.4 Orientation**

- a. The Support Staff orientation is an opportunity for employees to obtain key information concerning MCCSC policies, procedures and benefit offerings.
- b. Each employee will be required to attend an orientation scheduled as part of the hiring process.

## **ARTICLE 2 - AFFIRMATIVE ACTION**

**2.1** 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.

**2.2** 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 3 – PAID TIME OFF**

### **3.1 Eligibility**

#### **a. Scheduled Hours**

At the end of the 90-day PROBATIONARY period, new employees who are regularly employed a minimum of 25 hours per week for the school year (180 school days) will be granted a pro-rated amount of paid time off based on the following annual allocations:

- (1) Ten (10) days sick leave
- (2) Four (4) days personal business leave (PBL)
- (3) Paid holidays
- (4) Other applicable leave policies

- i. For employees hired prior to January 1, 2012, eligibility for paid time off is based on a minimum of 17.5 scheduled weekly hours. For employees hired on or after January 1, 2012, eligibility for paid time off is based on a minimum of 25 scheduled weekly hours.

**b. Initial Eligibility**

New employees shall be on probation and will be classified as PROBATIONARY for a period of the first 90 calendar days (during the position's normal work schedule) of continuous service in a benefited position during which time they do not qualify for paid time off. All policies relating to any paid time off are not applicable during the PROBATIONARY period. An employee's eligibility for paid time off entitlements shall start at the conclusion of the first 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** (does not include non-working days during Summer Break). Supervisor requests to modify the terms and conditions of the probationary period may be submitted to the Assistant Superintendent for review and consideration.

- i. For employees moving from a 52-week benefited position to another 52-week benefited position, the probationary period for paid time off will be waived. For employees moving from a school year benefited position to a fifty-two (52) week benefited position, the probationary period must only be served for Vacation time.
- ii. For employees moving from a non-benefited position to a benefited position, the probationary period for paid time off must be served.
- iii. For employees moving from a benefited position to a non-benefited position, the time off balance will remain but in an inactive state.

**3.2 Guidelines**

1. Sick, personal, and vacation days will be issued on 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.
2. If an employee has a change in scheduled hours (factor hours) in the current position or as a result of moving from one school year position to another school year position after September 1, an adjustment will not be made in the time off allotment given on the prior July 1. The following July 1 allotment will reflect the new scheduled hours (factor hours).
3. Employees must use available paid time off before reporting off without pay. Sick time can only be used for reasons noted in Article 3.3 (4).

**3.3 Sick Time**

1. 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.
2. Annual sick time allocations are based upon scheduled work hours (factor hours).
3. Sick days that remain unused as of June 30 accumulate. Sick time is forfeited at the time of separation.

4. 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.

**3.4 Personal Business**

1. Employees who work more than 180 days will be granted additional personal business beyond four (4) days based on a pro-rated amount calculated by factoring work days times 4/180.
2. Annual personal business allocations are based upon scheduled work hours (factor hours).
3. Personal business days that remain unused as of June 30 move to sick and accumulate as sick time. Unused personal business time is forfeited at the time of separation.

**3.5 Vacation Time**

1. 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.
2. Vacation days are granted based on the employee's year of service as of July 1 according to the following schedule:

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

Employees hired prior to July 1, 2006 will be grandfathered and vacation days will be granted at the following years of service increments in addition to the above schedule.

<u>Years of MCCSC Service</u>	<u>Vacation Days</u>
10	19
15	21

3. Fifty-two (52) week employees who work less than full time will accrue vacation days pro-rated on the above schedule.
4. 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. All conversion requests are to receive prior approval from the immediate supervisor and the Assistant Superintendent. Requests to select this option shall be submitted to the Personnel Office prior to the last week of June. Vacation time not covered under an approved conversion request will be forfeited if not used by June 30.
5. Vacation time is not granted to less than fifty-two (52) week employees.
6. All years of uninterrupted service as a benefited MCCSC employee will apply for vacation credit.

School year employees (less than 52 weeks) will receive credit for 9 months of the 12 month service year (For example a school-year employee has been with MCCSC for 10 years and is hired for a 52 week position, the employee will get credit for 7.5 years applied as vacation credit).

7. Unused vacation time will be paid out to the employee at the time of separation or transfer to a non-benefited position.

#### **ARTICLE 4 - ATTENDANCE INCENTIVE**

- 4.1 Each full-time, benefited (25 hours per week) employee is eligible for an attendance bonus if the employee meets the following criteria:
- 4.2 Year-Round Employee (52 weeks) must be hired prior to September 1 and work until June 30 to be eligible.
- 4.3 School-Year Employee (Less than 52 weeks) must be hired prior to September 1 and work until the end of the school year to be eligible.
- 4.4 For perfect attendance, no use of sick, personal business or off without pay (OWP) days, the employee will receive an annual incentive payment of \$500.00. All federal and state withholdings will be made.
- 4.5 For use of three or fewer of combined sick, personal business or off without pay (OWP) days calculated on the employees' factor hours, the employee will receive an annual incentive payment of \$350.00. All federal and state withholdings will be made.
- 4.6 On-the-Job Injuries - For absences related to an on-the-job injury, time off used or off without pay will be waived from eligibility for the attendance incentive during the first seven (7) calendar days. Beyond the first seven (7) calendar days, time off related to the on-the-job injury will be considered when determining eligibility for the attendance incentive.
- 4.7 The incentive payment will be paid on or before July 31<sup>st</sup> of each year.

#### **ARTICLE 5 - BEREAVEMENT LEAVE**

- 5.1 Each employee 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 and must submit the Bereavement Leave Request form.
  - 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 6 - PAID HOLIDAYS**

### **6.1 Full Time**

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

- New Year’s Eve
- 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 Eve
- Christmas Day

### **6.2 Part-Time**

For employees working less than 1.0 FTE as listed under the “Other Benefits” category but at least 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

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

**6.4** If an employee is absent the last work day prior or first work day following a paid holiday or school break, he or she will not receive that holiday’s pay. The exception will be an employee who is ill and provides a physician statement attesting to the illness. Employees who use vacation or personal business benefit time must have prior written approval from the appropriate department Director.

## **ARTICLE 7 –PAYROLL/TIME RECORDS**

Overtime Pay – Non-exempt employees must receive overtime pay for hours worked over 40 per work week at a rate not less than one and one-half times the regular rate of pay. Paid leaves of absence will not be considered hours worked when determining overtime pay except in instances of unforeseen, emergency situations with Director approval.

## ARTICLE 8 – INSURANCE

### **8.1 Eligibility**

#### **a. Scheduled Hours**

For employees hired prior to January 1, 2012, eligibility for insurance is based on a minimum of 17.5 scheduled weekly hours. For employees hired on or after January 1, 2012, eligibility for benefits is based on a minimum of 25 scheduled weekly hours.

#### **b. Initial Eligibility**

New employees eligible for Board health/dental and life insurance contributions shall start on the first day of the month following sixty (60) calendar days. All policies relating to any insurance offerings are not applicable during the insurance PROBATIONARY period.

- i. For employees moving from benefited position to another benefited position, the employee will not be required to serve an additional probationary period for insurance. If applicable, board contributions will be adjusted accordingly.
- ii. For employees moving from a non-benefited position to a benefited position, the probationary period for insurance must be served.

#### **c. FTE Equivalency**

Employees hired on or after January 1, 2012, who work less than a 1.0 FTE but at least 5 hours per day (3.5 hours per day for employees hired prior to January 1, 2012) shall be eligible to receive Board contributions. Individuals hired on or after January 1, 2012, employed for more than 5 hours per day (3.5 hours per day for employees hired prior to January 1, 2012) 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:**

### **Insurance**

Custodial Supervisor	8 hours/day
Educational Support Personnel	6 hours/day
Electronic Service Staff	8 hours/day
High School Food Supervisors	8 hours/day
Lead Skilled Crafts	8 hours/day
School-Age Care Supervisors/ Coordinators (Preschool & Site)	25 hours/week
Secretarial	7.5 hours/day
HR/Business Coordinators	8 hours/day

### **8.2 Medical**

Please see the addendum to appropriate salary schedule.

#### **a. MCCSC Health & Wellness Center**

- i. MCCSC is concerned about the health and well-being of employees and their families. In creating the Health and Wellness Center, the goal of MCCSC was to provide a primary care office that is dedicated to helping patients achieve and maintain good health. The Health and Wellness Center is designed to combine a variety of healthcare resources into one convenient location.

- ii. The Health and Wellness Center is for the exclusive use of MCCSC employees and their dependents that are covered under the MCCSC-sponsored medical plan.

### **8.3 Vision**

The School Corporation, commencing January 1, 2020, will make a voluntary vision plan available at the employee's option and cost.

### **8.4 Dental**

Please see the addendum to appropriate salary schedule

### **8.5 Basic Life Insurance**

Life insurance will be effective the first day of the month following sixty (60) days of employment. The school corporation's contribution shall start on the first day of the month following the first sixty (60) days of the probationary period. Basic life insurance coverage will be equal to one times the employee's annual salary or \$30,000, whichever is greater. Coverage is contingent upon employee contribution of \$12 per year.

### **8.6 Long Term Disability**

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.

### **8.7 Supplemental Insurance**

The school corporation offers additional supplemental insurance products (i.e. Voluntary Life Insurance) to MCCSC employees paid for by the employee.

### **8.8 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.

## **ARTICLE 9 - RETIREMENT BENEFITS**

### **9.1 Definitions**

- a. Notification – A letter filed with the personnel office 30 days prior to retirement date. Notification does not define “retire” or “retirement”.

- b. Retire - When an employee leaves corporation at or after attaining age 55 and has been employed for 10 or more continuous years.

## **9.2 Tax Sheltered Annuity (TSA)**

### **Tier I Matching Annuity**

- a. The school corporation agrees to match employee contributions to 403(b) (TSA) programs up to a maximum of 1.25% of the employee's base salary effective January 1, 2020. This match will increase to 1.50% effective January 1, 2021. Base salary does not include pay for summer school, ECA assignments, overtime or workshops. The school corporation's match will be made to a 401(a) retirement account on the employee's behalf.
- b. Contributions already being made to a 403(b) program do count toward the employee's percentage.
- c. Employees are vested in the school corporation's 401(a) match after five (5) continuous 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.

### **Tier II Matching Annuity**

- 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.

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

Not applicable to non-certified employees.

## **9.3 Retirement Medical/Dental Insurance Benefits (VEBA)**

- a. In the event a part-time employee between the ages of fifty-five (55) and sixty-five (65) who is qualified for unreduced 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 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.

- b. The following language applies to benefited members of the MCCSC support staff with the exception of Secretaries and HR/Business Coordinators (see the addendum for Secretaries and HR/Business Coordinators).

**(Group 1)** – For full time employees who as of November 1, 2001, had vested in the MCCSC 401(a) savings plan pursuant to Section 11.1 (c) (Tier 1) of the document entitled Support Staff Salary and Benefits, who retire with unreduced retirement benefits under the Public Employees Retirement Fund “Rule of 85”:

1. The individual has been enrolled in the health and/or dental insurance program in the year immediately preceding retirement; and
2. The individual has been employed by the MCCSC for a minimum of ten (10) years; and
3. The individual agrees to pay the balance of the premium cost after the Board contribution is applied;

The Board shall establish and maintain a pooled VEBA (Voluntary Employee Beneficiary Association) plan pursuant to Section 510(c)(9) of the Internal Revenue Code. For employees in Group 1, the following will apply when the employee actually retires from Monroe County Community School Corporation:

The School Corporation agrees to provide an amount equal to the present value of the monthly amounts shown in “Schedule A” (attached), based upon the plan(s) in which the employee was enrolled in the school year immediately preceding retirement, for each month between the employee’s actual retirement date and the month before their eligibility for Medicare coverage as prescribed by 42 USC 1395 et. seq., as in effect on November 1, 2005. The assumed interest rate for purposes of determining the present value shall be 5%. In order to be eligible for the amounts shown, the retiree must have been enrolled in the plan or plans they wish to continue in the school year immediately preceding retirement.

This present value shall be deposited into an individual VEBA (Voluntary Employee Beneficiary Association) account in the retiring employee’s name. The deposit shall first come from the pooled VEBA (Voluntary Employee Beneficiary Association) account and if that account is exhausted, then from the School Corporation.

**(Group 2)** – For employees hired by the Board of School Trustees of the Monroe Community School Corporation prior to May 1, 2004, who as of November 1, 2001 had not vested in the MCCSC 401(a) Savings Plan pursuant to Section 29.1c (Tier 1) of the Agreement, the following language will apply in lieu of Section 29.4 of the Agreement:

The Board shall establish a VEBA (voluntary Employee Benefit Assistance) plan pursuant to 501(c)(9) of the Internal Revenue Code. For employees in Group 2 the school corporation shall deposit an amount equal to one half of one percent (.5%) of each employee’s base pay amount annually into an individual VEBA account on behalf of each employee. This one half of one percent (.5%) ongoing contribution will vest with an employee upon completion of five (5) years of continuous service with the School Corporation. One year of service shall be credited upon completion of one hundred twenty (120) days in a given school year. Years of service completed prior to November 1, 2005, shall be credited toward completion of the five (5) year vesting period. In addition to this ongoing contribution, the school corporation shall deposit a one-time lump sum payment of two hundred dollars (\$200.00) into an individual VEBA account on behalf of each employee.

**(Group 3)** - For employees hired by the Board of School Trustees of the Monroe Community School Corporation on or after May 1, 2004, the following language will apply in lieu of Section 29.4 of the Agreement:

The Board shall establish a VEBA (voluntary Employee Benefit Assistance) plan pursuant to 501(c) (9) of the Internal Revenue Code. For employees in Group 3 the school corporation shall deposit an amount equal to one half of one percent (.5%) of each employee's base pay amount annually into an individual VEBA account on behalf of each employee. This one half of one percent (.5%) ongoing contribution will vest with an employee upon completion of five (5) years of continuous service with the School Corporation. One year of service shall be credited upon completion of one hundred twenty (120) days in a given school year. Years of service completed prior to November 1, 2005, shall be credited toward completion of the five (5) year vesting period. In addition to this ongoing contribution, the school corporation shall deposit a one-time lump sum payment of two hundred dollars (\$200.00) into an individual VEBA account on behalf of each employee.

**Schedule A**

Schedule of Monthly Contributions by Employee Group  
(Contributions will be lowered by appropriate present value factors)

Program	Family Medical	Single Medical	Family Dental	Single Dental
Custodian Supervisor (Non AFSCME)	\$320.26	\$272.45	\$66.00	\$19.28
Lead Skilled Crafts	\$431.81	\$272.45	\$66.00	\$19.28
Technical Support Staff	\$431.81	\$272.45	\$66.00	\$19.28
Educational Support Staff	\$296.94	\$243.77	\$66.00	\$19.28
Extended Day Staff	\$296.94	\$243.77	\$66.00	\$19.28

**9.4 Retirement Life Insurance**

\$15,000 term life coverage for employees enrolled in the life insurance program at the time of retirement, who retire at age 55 or older, qualify for unreduced PERF, and have been employed with MCCSC for ten or more continuous years will receive life insurance under the group plan until the employee's death conditioned upon the payment of one dollar (\$1.00) per year by January 30th.

**ARTICLE 10 - SALARY SCHEDULE**

**10.1 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 11 - SCHOOL CLOSING / NON-WORKING DAYS**

**11.1** When buildings are closed for the entire school day during inclement weather, other emergency closings or for non-working (NW) days/breaks (i.e. Fall Break), the following procedures will be followed:

- a. Educational support personnel, high school food supervisors, and less than 52-week Administrative Assistants are not to work and are not paid.
- b. Fifty-two (52) week employees work or request personal business, or vacation time.

**11.2** 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 report to work for the portion of the day that is scheduled to be in session.
- b. Less than 52-week Administrative Assistants report to work at the regular time or may request use of personal business time for time missed due to school closing.
- c. Fifty-two (52) week employees work or may request use of personal business, or vacation time for time missed due to school closing.

**11.3** Full day school cancellations will be made up as prescribed by the school calendar.

**11.4 Mandatory Corporation-Wide Closure**

- a. In the event that all MCCSC buildings are forced to close due to a local, state or federal emergency, 52-week employees will have the option of using available personal business or vacation time. If no personal business or vacation time is available, 52-week employees must report the absence as off-without-pay (OWP).

**Additional Support Staff Guidelines can be found by selecting Support Staff Guidelines on the left side of the following web page:**

<http://www.boarddocs.com/in/mccsc/Board.nsf/Public?open&id=policies>

## **ADDENDUMS**

Salary schedule, insurance and other benefit information as it pertains to the specific employee groups.



**Monroe County Community School Corporation**

Support Staff Salary and Insurance

Addendum for

**CUSTODIAL SUPERVISORS**

1. **Pay Rate** (hourly) Effective January 1

# Custodians/Unit	Classification	1/1/2019	1/1/2020	1/1/2021
5-8	I-A Custodial Supervisor	\$18.36	\$18.91	\$19.45
	I-B Assistant Custodial Supervisor	\$17.94	\$18.48	\$19.01
9-16	II-A Custodial Supervisor	\$19.62	\$20.21	\$20.79
	II-B Assistant Custodial Supervisor	\$19.00	\$19.57	\$20.13
17+	III-A Custodial Supervisor	\$21.24	\$21.88	\$22.50
	III-B Assistant Custodial Supervisor	\$20.30	\$20.91	\$21.51

2. **Medical and Dental:**

The school corporation will contribute the following to annual insurance costs: **Family Dental** - \$1,086.68; and **Single Dental** - \$317.36

Plan	Single	Family
Plan A	\$6,505.18	\$12,703.96
Plan B	\$6,064.77	\$9,611.78
Plan C	\$5,837.30	\$9,251.07

- a. Employees who were married prior to January 1, 2012 and who were both employed by the school corporation in a benefit eligible position on December 31, 2011 will be grandfathered and will receive two family board contributions toward a family medical plan if at least one of the two qualifies as 1.0 FTE for insurance benefits. The board contributions will be prorated based on FTE. If the board contributions exceed the total premium the monthly deduction will be \$0.10.
- b. Two (2) employees working for the School Corporation who are married or hired on or after January 1, 2012, who elect the family medical benefit, shall be entitled to the greater of one family plan contribution and one single plan contribution for their respective employee groups. The board contributions will be prorated based on FTE.
- c. Two employees working for the MCCSC and participating in the family dental plan will receive one family dental contribution.
- d. The School Corporation, commencing January 1, 2020, will make a voluntary vision plan available at the employee's option and cost.

3. **Days Worked** – 260 (Calendar Year; 52 Weeks)

**Monroe County Community School Corporation**

Support Staff Salary and Insurance

Addendum for

**EDUCATIONAL SUPPORT PERSONNEL (ESP)**

1. **Pay Rate (hourly)\* Effective January 1**

- a. Instructional Aides / Special Education Aides / Other Aides – Instructional aides and special education aides will be paid at the hourly rate specified below unless their current pay is above the rate.

	<u>1/1/2019</u>	<u>1/1/2020</u>	<u>1/1/2021</u>
<6 hours/ day	\$10.25	\$11.00	\$11.31
6+ hours/day	\$10.25	\$11.00	\$11.31

- b. Health Aides - Health Aides will be paid at the hourly rate of \$12.71 unless their current pay is above this rate, then they will receive the increase factored by their current hourly rate. (1/1/2021= \$13.07)
- c. Health Aides Plus – Health Aides plus will be paid at the hourly rate of \$16.04. (1/1/2021=\$16.50)
- d. Special Education Aides in Self-Contained Classes - Aides employed in self-contained special education classes will be paid at the hourly rate of \$12.71. (1/1/2021=13.07)
- e. Class-size aides are not benefit eligible.

2. **Medical and Dental:**

The school corporation will contribute the following to annual insurance costs: **Family Dental** - \$1,086.68; and **Single Dental** - \$317.36

<b>Plan</b>	<b>Single</b>	<b>Family</b>
Plan A	\$6,505.18	\$12,703.96
Plan B	\$6,064.77	\$9,611.78
Plan C	\$5,837.30	\$9,251.07

- a. Employees who were married prior to January 1, 2012 and who were both employed by the school corporation in a benefit eligible position on December 31, 2011 will be grandfathered and will receive two family board contributions toward a family medical plan if at least one of the two qualifies as 1.0 FTE for insurance benefits. The board contributions will be prorated based on FTE. If the board contributions exceed the total premium the monthly deduction will be \$0.10.
- b. Two (2) employees working for the School Corporation who are married or hired on or after January 1, 2012, who elect the family medical benefit, shall be entitled to the greater of one family plan contribution and one single plan contribution for their respective employee groups. The board contributions will be prorated based on FTE.

- c. Two employees working for the MCCSC and participating in the family dental plan will receive one family dental contribution.
- d. The School Corporation, commencing January 1, 2020, will make a voluntary vision plan available at the employee's option and cost.

3. **Days Worked**

- a. Instructional/Special Education Aides/Other Aides – 180 (School Year; Student Schedule)
- b. Health Aides – 186 (School Year; Student Schedule – 5 days before and 1 day after)

**Monroe County Community School Corporation**

Support Staff Salary and Insurance

Addendum for

**INFORMATION SERVICES STAFF**

1. **Pay Rate** (hourly) Effective January 1

<b>Technicians</b>	<b>1/1/2019</b>	<b>1/1/2020</b>	<b>1/1/2021</b>
Level 1	\$20.13	\$20.73	\$21.32
-A+ certification required, or must be obtained within 1 <sup>st</sup> year			
Level 2/The Academy of Science & Entrepreneurship	\$21.47	\$22.11	\$22.74
- A+ certification required			
- Minimum 2 years of service in the field			
Level 3/Senior	\$24.47	\$25.20	\$25.92
-A+ certification required			
- Minimum 4 years of service in the field			
Seasonal/Temporary Technician (Non-benefited)	\$17.30	\$17.82	\$18.33
<b>Specialists</b>			
Helpdesk Support	\$23.12	\$23.81	\$24.49
-A+ certification required, or must be obtained within 1 <sup>st</sup> year			
Senior Applications	\$23.12	\$23.81	\$24.49

2. **Medical and Dental:**

The school corporation will contribute the following to annual insurance costs: **Family Dental** - \$1,086.68; and **Single Dental** - \$317.36

<b>Plan</b>	<b>Single</b>	<b>Family</b>
Plan A	\$6,505.18	\$12,703.96
Plan B	\$6,064.77	\$9,611.78
Plan C	\$5,837.30	\$9,251.07

- a. Employees who were married prior to January 1, 2012 and who were both employed by the school corporation in a benefit eligible position on December 31, 2011 will be grandfathered and will receive two family board contributions toward a family medical plan if at least one of the two qualifies as 1.0 FTE for insurance benefits. The board contributions will be prorated based on FTE. If the board contributions exceed the total premium the monthly deduction will be \$0.10.
- b. Two (2) employees working for the School Corporation who are married or hired on or after January 1, 2012, who elect the family medical benefit, shall be entitled to the greater of one family plan contribution and one single plan contribution for their respective employee groups. The board contributions will be prorated based on FTE.
- c. Two employees working for the MCCSC and participating in the family dental plan will receive one family dental contribution.

- d. The School Corporation, commencing January 1, 2020, will make a voluntary vision plan available at the employee's option and cost.
3. **Days Worked** - 260 (Calendar Year; 52 Weeks)

**Monroe County Community School Corporation**

Support Staff Salary and Insurance

Addendum for

**HIGH SCHOOL FOOD SUPERVISORS (UNIT LEADERS)**

- 1. **Pay Rate** (hourly)      Effective January 1, 2020 - \$17.19  
   Effective January 1, 2021 - \$17.68
  
- 2. **Medical and Dental:**  
The school corporation will contribute the following to annual insurance costs: **Family Dental** - \$1,086.68; and **Single Dental** - \$317.36

<b>Plan</b>	<b>Single</b>	<b>Family</b>
Plan A	\$6,505.18	\$12,703.96
Plan B	\$6,064.77	\$9,611.78
Plan C	\$5,837.30	\$9,251.07

- a. Employees who were married prior to January 1, 2012 and who were both employed by the school corporation in a benefit eligible position on December 31, 2011 will be grandfathered and receive two family board contributions toward a family medical plan if at least one of the two qualifies as 1.0 FTE for insurance benefits. The board contributions will be prorated based on FTE. If the board contributions exceed the total premium the monthly deduction will be \$0.10.
  
  - b. Two (2) employees working for the School Corporation who are married or hired on or after January 1, 2012, who elect the family medical benefit, shall be entitled to the greater of one family plan contribution and one single plan contribution for their respective employee groups. The board contributions will be prorated based on FTE.
  
  - c. Effective January 1, 2011, two employees working for the MCCSC and participating in the family dental plan will receive one family dental contribution.
  
  - d. The School Corporation, commencing January 1, 2020, will make a voluntary vision plan available at the employee’s option and cost.
- 3. **Certification Bonus** – High School Food Supervisors who are members of the School Nutrition Association and have earned required CEU to maintain certification 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. **Uniforms**
    - a. *Cash Allowance:* All returning Food Service employees will receive a uniform allowance of \$150.00 on the first pay in September (All Federal and State withholdings will be made). The cash allowance does not apply to new employees on probation.
  
    - b. *Shoes:* All returning Food Service employees will receive one pair of shoes each fall. The shoe allocation does not apply to new employees on probation.

- c. *Shirts*: New hires will receive 5 uniform shirts after probation is completed. Additional shirts will be allocated to returning employees as needed.

5. **Days Worked** - 185 (School Year; Teacher Schedule)

**Monroe County Community School Corporation**

Support Staff Salary and Insurance

Addendum for

**LEAD SKILLED CRAFTS and BUILDING OPERATIONS COORDINATORS**

1. **Positions**

- Food Service Coordinator
- Transportation Coordinator
- Maintenance Coordinator
- Supervising Foreperson
- Lead Maintenance
- Routing Specialist

2. **Pay Rate** (hourly)      Effective January 1, 2020 - \$25.17  
   Effective January 1, 2021 - \$25.89

3. **Experience Increment** - Employees hired prior to January 1, 1996, will qualify for the following weekly increments, to be paid in addition to any across-the-board raise:

<b><u>Experience within the Same Position(s)</u></b>	<b><u>Increment</u></b>
20 years	\$7.00
25 years	\$7.00

4. **Medical and Dental:**

Effective July 1, 2014, the school corporation will contribute the following to annual insurance costs: **Family Dental** - \$1,086.68; and **Single Dental** - \$317.36

<b>Plan</b>	<b>Single</b>	<b>Family</b>
Plan A	\$6,505.18	\$12,703.96
Plan B	\$6,064.77	\$9,611.78
Plan C	\$5,837.30	\$9,251.07

- a. Employees who were married prior to January 1, 2012 and who were both employed by the school corporation in a benefit eligible position on December 31, 2011 will be grandfathered and will receive two family board contributions toward a family medical plan if at least one of the two qualifies as 1.0 FTE for insurance benefits. The board contributions will be prorated based on FTE. If the board contributions exceed that total premium the monthly deduction will be \$0.10
- b. Two (2) employees working for the School Corporation who are married or hired on or after January 1, 2012, who elect the family medical benefit, shall be entitled to the greater of one family plan contribution and one single plan contribution for their respective employee groups. The board contributions will be prorated based on FTE.
- c. Two employees working for the MCCSC and participating in the family dental plan will receive one family dental contribution.
- d. The School Corporation, commencing January 1, 2020, will make a voluntary vision plan available at the employee’s option and cost.

5. **Days Worked** – 260 (Calendar Year; 52 Weeks)



**Monroe County Community School Corporation**

Support Staff Salary and Insurance

Addendum for

**NON-SCHEDULED POSITIONS**

[Several positions, due to the nature of the job, are not classified on the salary schedules of any of the employee groups. Pay rates are hourly except for Guest Teachers which are daily]

<u>Position</u>	<u>1/1/2019</u>	<u>1/1/2020</u>	<u>1/1/2021</u>	<u>Fringe Benefits</u>
Adult Ed Volunteer Coordinator Public Relations	\$20.17	\$20.78	\$21.37	Educational Support
Assistant Child Care manager	\$12.34	\$12.71	\$13.07	Educational Support
Bilingual Family Liaison	\$13.89	\$14.31	\$14.72	None
Class-Size Aides < 5 hrs. per day**	\$10.25	\$11.00	\$11.31	None
D5 Custodian	\$14.41	\$14.84	\$15.26	None
ENL Tutoring Supervisor	\$12.17	\$12.54	\$12.90	Educational Support
Guest Teacher*				
Non-Certified	\$73.90	\$76.12	\$78.29	None
Certified – General Education	\$84.46	\$86.99	\$89.47	None
Certified – Retired MCCSC Teacher	\$100.30	\$103.31	\$106.25	None
Homebound Teacher	\$16.07	\$16.55	\$17.02	None
Honey Creek Aide	\$23.12	\$23.81	\$24.49	None
Interpreter/Hearing Impaired Personnel*	\$19.15	\$19.72	\$20.28	Educational Support
Learning Center Coordinator (PACE/BHSS)	\$28.81	\$29.67	\$30.52	None
Lunchroom Supervisor**	\$10.25	\$11.00	\$11.31	None
Registered Behavior Technician	N/A	\$18.00	\$18.51	Educational Support
Science Resource Center Aide	\$13.99	\$14.41	\$14.82	None
Security Guard	\$16.94	\$17.45	\$17.95	Educational Support
Sub Clerical Staff	\$11.65	\$12.00	\$12.34	None
Sub Cook**	\$10.25	\$11.00	\$11.31	None
Sub Health Aide	\$11.19	\$11.53	\$11.86	None
Sub Nurse	\$22.43	\$23.10	\$23.76	None
Summer Engine Cleaner	\$11.21	\$11.55	\$11.88	None
Summer School Site Coordinator	\$21.54	\$22.19	\$22.82	None
Summer Wash and Paint Crew**	\$10.66	\$11.00	\$11.31	None
Traffic Control	\$18.86	\$19.43	\$19.98	None

\*In addition to the listed pay rate, the corporation pays three percent (3%) to PERF for qualified employees.

\*\*Salary increase to \$11.00 effective January 1, 2020

Employees will not be hired in more than one (1) non-benefited position within the School Corporation effective with the 2013-2014 school year.

**Monroe County Community School Corporation**

Support Staff Salary and Insurance

Addendum for

**SCHOOL-AGE CARE (SAC) PROGRAM and  
HOOSIER HILLS CHILD CARE (HHCC) PROGRAM**

<b>1. Pay Rate (hourly)</b>	<b>1/1/2019</b>	<b>1/1/2020</b>	<b>1/1/2021</b>
Aides	\$10.25	\$11.00	\$11.31
Supervisors	\$12.34	\$12.71	\$13.07
Preschool Coordinators	\$13.89	\$14.31	\$14.72
Site Coordinators	\$13.89	\$14.31	\$14.72

**2. Medical and Dental:**

The school corporation will contribute the following to annual insurance costs for Extended Day: **Family Dental** - \$1,086.68; and **Single Dental** - \$317.36

<b>Plan</b>	<b>Single</b>	<b>Family</b>
Plan A	\$6,505.18	\$12,703.96
Plan B	\$6,064.77	\$9,611.78
Plan C	\$5,837.30	\$9,251.07

- a. Employees who were married prior to January 1, 2012 and who were both employed by the school corporation in a benefited position on December 31, 2011 will be grandfathered and will receive two family board contributions toward a family medical plan if at least one of the two qualifies as 1.0 FTE or insurance benefits. The board contributions will be prorated based on FTE. If the board contributions exceed the total premium, the monthly deduction will be \$0.10.
- b. Two (2) employees working for the School Corporation who are married or hired on or after January 1, 2012, who elect the family medical benefit, shall be entitled to the greater of one family plan contribution and one single plan contribution for their respective employee groups. The board contributions will be prorated based on FTE.
- c. Two employees working for the MCCSC and participating in the family dental plan will receive one family dental contribution.
- d. The School Corporation, commencing January 1, 2020, will make a voluntary vision plan available at the employee's option and cost.

**Monroe County Community School Corporation**

Support Staff Salary and Insurance

Addendum for

**ADMINISTRATIVE ASSISTANTS AND HR/BUSINESS COORDINATORS**

**1. Positions**

- Benefits Coordinator
- Business Office Coordinator
- Certified Staff Coordinator
- Certified Staff Payroll Coordinator
- Lead Administrative Assistant
- Substitute Coordinator
- Support Administrative Assistant
- Support Staff Coordinator
- Support Staff Payroll Coordinator
- Transportation Assistant Coordinator
- Training Specialist

**2. Pay Rate** (hourly) Effective January 1

	<u>1/1/2019</u>	<u>1/1/2020</u>	<u>1/1/2021</u>
HR/Business Coordinator	\$23.12	\$23.81	\$24.49
Lead Administrative Assistant	\$15.50	\$15.97	\$16.43
Support Administrative Assistant	\$14.13	\$14.55	\$14.96
Transportation Assistant Coordinator	\$17.95	\$18.49	\$19.02
Training Specialist	\$16.45	\$16.94	\$17.42

**3. Medical and Dental:**

The school corporation will contribute the following to annual insurance costs for Administrative Assistants: **Family Dental** - \$1,086.68; and **Single Dental** - \$317.36

<b>Plan</b>	<b>Single</b>	<b>Family</b>
Plan A	\$6,505.18	\$12,703.96
Plan B	\$6,064.77	\$9,611.78
Plan C	\$5,837.30	\$9,251.07

- a. Employees who were married prior to January 1, 2012 and who were both employed by the school corporation in a benefited position on December 31, 2011 will be grandfathered and will receive two family board contributions toward a family medical plan if at least one of the two qualifies as 1.0 FTE for insurance benefits. The board contributions will be prorated based on FTE. If the board contributions exceed the total premium the monthly deduction will be \$0.10.
- b. Two (2) employees working for the School Corporation who are married or hired on or after January 1, 2012, who elect the family medical benefit, shall be entitled to the greater of one family plan contribution and one single plan contribution for their respective employee groups. The board contributions will be prorated based on FTE.

- c. Two employees working for the MCCSC and participating in the family dental plan will receive one family dental contribution.
4. **Bereavement Leave** – Each Administrative Assistant may be absent with pay per bereavement for not more than five (5) school days. The Administrative Assistant’s professional judgment shall be used to determine the extent of the leave needed and under what circumstances the leave is taken.

5. **Retirement Medical/Dental Insurance Benefits** –

- a. In the event a part-time employee between the ages of fifty-five (55) and sixty-five (65) who is qualified for unreduced 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 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.
- b. The following language applies to benefited members of the MCCSC secretarial staff.

**(Group 1)** – For full time Secretaries who as of November 1, 2001, had vested in the MCCSC 401(a) savings plan pursuant to Section 11.1 (c) (Tier 1) of the document entitled Support Staff Salary and Benefits, who retire under the Public Employees Retirement Fund:

- (1) The individual has been enrolled in the health and/or dental insurance program in the year immediately preceding retirement; and
- (2) The individual has been employed by the MCCSC for a minimum of ten (10) years; AND
- (3) The individual agrees to pay the balance of the premium cost after the Board contribution is applied;

The Board shall establish and maintain a pooled VEBA (Voluntary Employee Beneficiary Association) plan pursuant to Section 510(c)(9) of the Internal Revenue Code. For employees in Group 1, the following will apply when the employee actually retires from Monroe County Community School Corporation:

The School Corporation agrees to provide an amount equal to the present value of the monthly amounts shown in “Schedule A” (attached), based upon the plan(s) in which the employee was enrolled in the school year immediately preceding retirement, for each month between the employee’s actual retirement date and the month before their eligibility for Medicare coverage as prescribed by 42 USC 1395 et. seq., as in effect on November 1, 2005. The assumed interest rate for purposes of determining the present value shall be 5%. In order to be eligible for the amounts shown, the retiree must have been enrolled in the plan or plans they wish to continue in the school year immediately preceding retirement.

This present value shall be deposited into an individual VEBA (Voluntary Employee Beneficiary Association) account in the retiring employee’s name. The deposit shall first come from the pooled VEBA (Voluntary Employee Beneficiary Association) account and if that account is exhausted, then from the School Corporation.

**(Group 2)** – For employees hired by the Board of School Trustees of the Monroe Community School Corporation prior to May 1, 2004, who as of November 1, 2001 had not vested in the MCCSC 401(a) Savings Plan pursuant to Section 29.1c (Tier 1) of the Agreement, the following language will apply in lieu of Section 29.4 of the Agreement:

The Board shall establish a VEBA (voluntary Employee Benefit Assistance) plan pursuant to 501(c)(9) of the Internal Revenue Code. For employees in Group 2 the school corporation shall deposit an amount equal to one half of one percent (.5%) of each employee's base pay amount annually into an individual VEBA account on behalf of each employee. This one half of one percent (.5%) ongoing contribution will vest with an employee upon completion of five (5) years of continuous service with the School Corporation. One year of service shall be credited upon completion of one hundred twenty (120) days in a given school year. Years of service completed prior to November 1, 2005, shall be credited toward completion of the five (5) year vesting period. In addition to this ongoing contribution, the school corporation shall deposit a one-time lump sum payment of two hundred dollars (\$200.00) into an individual VEBA account on behalf of each employee.

**(Group 3)** - For employees hired by the Board of School Trustees of the Monroe Community School Corporation on or after May 1, 2004, the following language will apply in lieu of Section 29.4 of the Agreement:

The Board shall establish a VEBA (voluntary Employee Benefit Assistance) plan pursuant to 501(c)(9) of the Internal Revenue Code. For employees in Group 3 the school corporation shall deposit an amount equal to one half of one percent (.5%) of each employee's base pay amount annually into an individual VEBA account on behalf of each employee. This one half of one percent (.5%) ongoing contribution will vest with an employee upon completion of five (5) years of continuous service with the School Corporation. One year of service shall be credited upon completion of one hundred twenty (120) days in a given school year. Years of service completed prior to November 1, 2005, shall be credited toward completion of the five (5) year vesting period. In addition to this ongoing contribution, the school corporation shall deposit a one-time lump sum payment of two hundred dollars (\$200.00) into an individual VEBA account on behalf of each employee.

**Schedule A**

Schedule of Monthly Contributions by Employee Group  
(Contributions will be lowered by appropriate present value factors)

Program	Family Medical	Single Medical	Family Dental	Single Dental
Secretary (52 week)	\$359.47	\$272.45	\$66.00	\$19.28
Secretary (all other)	\$305.55	\$231.55	\$56.10	\$16.39

**6. Secretarial Sick Bank –**

- a. A sick leave bank shall be established to relieve members of the secretarial/clerical staff from undue financial burdens due to absence from work because of illness, injury, or incapacitation sufficiently severe that it would make their presence in school inadvisable. The purpose of the bank is not to provide compensation for extended disabilities. Guidelines for administration of the Sick Leave Bank shall be incorporated in the administrative guidelines.
- b. The sick leave bank will be established for the voluntary participation of all secretarial/clerical personnel of the Monroe County Community School Corporation.
- c. Membership in the bank program will be open to all secretarial/clerical personnel. A member will be defined as an Administrative Assistant who has made a contribution of one day sick leave to the bank at the appropriate time of enrollment.
- d. Each participant must donate one (1) of his or her sick leave days per year to the bank for a total of four (4) years. This one (1) sick day per year is to be deducted from each

volunteer's yearly sick days provided by the school corporation. Sick leave days donated to the bank are considered a permanent contribution. Members may be asked to contribute an additional day when the sick leave bank falls below fifty (50) days.

- e. Secretarial/clerical personnel using sick bank days must pay back two (2) days per year from their annual allotted sick days until fifty percent (50%) of the days granted through the Sick Leave Bank Committee have been paid back.
- f. If employee uses sick bank then resigns his/her position before days are paid back, fifty percent (50%) of the used days may be deducted from remaining paycheck(s).
- g. Only new employees shall be permitted to join the bank. Forms for enrollment will be distributed to new secretarial/clerical employees at the time of employment. New employees will have a period of seven (7) weeks to join subsequent to their first day of service. Staff conditions as a new employee. If returning staff member was previously a member of Sick Bank, his/her years of service in the Sick Bank will reflect that membership.
- h. The Personnel Office will maintain a record of the total number of days in the bank based on these voluntary contributions. Subsequent deductions will be made on the employee's anniversary date.
- i. Any participating member who has exhausted his or her accumulated sick leave and personal business, and vacation days, and who has also used three (3) uncompensated sick leave days will be eligible to apply to the Sick Leave Bank committee. The number of days granted to any member during any school year will be limited as follows:

<b>Years of Enrollment</b>			<b>Number of Per Year</b>
<b>Days in Sick Bank</b>			
<b>More than</b>		<b>Less than</b>	
0	-	1	0 days
1	-	2	15 days
2	-	3	30 days
3	-	4	45 days
4	-	5	60 days
5+			90 days

Applications will be made in writing to the Committee and will be accompanied by a physician's statement describing the nature of the disability. Application for a grant may be made by a personal representative of the applicant in cases where the individual participant is unable to do so. Any persons with unusual circumstances not accounted for above may be allowed sick leave bank benefits on an individual basis with the approval of the Sick Leave Bank Committee.

- j. Upon notification from the Sick Leave Bank Committee, the Personnel Office will charge deductions to the sick leave bank.
- k. The sick leave bank will be administered by a committee of six (6) participants who will be appointed for two (2) year staggered terms. Secretarial representatives will be elected by the secretarial group. Administration representatives will be appointed by the Superintendent. The secretarial group will elect four (4) committee members and the Superintendent will appoint two (2) committee members. The initial appointments will be made as follows: Two (2) secretarial committee members will serve one (1) year terms and

two (2) will serve two (2) terms. One (1) administration representative will serve a one (1) year term. The purpose of this appointment strategy is to ensure continuity of the committee's membership.

- l. The entire membership of the committee will select one of the members to act as chairperson for the duration of each year. The committee will meet during the school year as needed with special meetings called by the chairperson or at the request of individual committee members. A majority of the committee membership will be required for any official action of the committee.
- m. The Sick Leave Bank Committee may grant, deny, or alter the number of days requested by an applicant. Grants may be suspended as deemed appropriate by the Sick Leave Bank Committee. Grants may be retroactive or may be made in advance.
- n. The Sick Leave Bank Committee may ask the applicant to be examined by a physician, specialist, or psychiatrist designated by the committee before granting such leave and at any time during the leave at the expense of the applicant.