SUPPORT STAFF

SALARY and BENEFITS

Effective

July 1, 2014 – June 30, 2015

CALENDAR YEAR EMPLOYEE UNITS
* Custodial Supervisors
* Information Services Staff
* Lead Skilled Crafts and Building Operations Coordinators
* Secretarial and Other Coordinators (52 Weeks)

SCHOOL YEAR EMPLOYEE UNITS
* Educational Support Personnel
* High School Food Supervisors
* School-Age Care (SAC) Program
* Secretarial (Less than 52 Weeks)
* Non-Scheduled Positions
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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. **Current 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. Secretaries 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. Secretaries 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 2 ½ % 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:

<table>
<thead>
<tr>
<th>Years of MCCSC Service</th>
<th>Vacation Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>2</td>
<td>13</td>
</tr>
<tr>
<td>6</td>
<td>16</td>
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<tr>
<td>10</td>
<td>19</td>
</tr>
<tr>
<td>15</td>
<td>21</td>
</tr>
</tbody>
</table>

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.

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 31st 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 found in MCCSC Board Policy (Policy 4421 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 at time-and-a-half shall begin with the 41st hour worked during any given week. Paid leaves of absence will not be considered hours worked when determining overtime pay except in instances of unforeseen, emergency situations with Supervisor 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:

<table>
<thead>
<tr>
<th>Position</th>
<th>Hours/day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodial Supervisor</td>
<td>8</td>
</tr>
<tr>
<td>Educational Support Personnel</td>
<td>6</td>
</tr>
<tr>
<td>Electronic Service Staff</td>
<td>8</td>
</tr>
<tr>
<td>High School Food Supervisors</td>
<td>8</td>
</tr>
<tr>
<td>Lead Skilled Crafts</td>
<td>8</td>
</tr>
<tr>
<td>School-Age Care Supervisors/ Coordinators</td>
<td>25</td>
</tr>
<tr>
<td>Secretarial</td>
<td>7.5</td>
</tr>
<tr>
<td>HR/Business Coordinators</td>
<td>8</td>
</tr>
</tbody>
</table>

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 Dental

Please see the addendum to appropriate salary schedule

8.4 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.

8.5 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.

8.6 Supplemental Insurance

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

8.7 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% of the employee’s base salary. 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 1%.

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)

<table>
<thead>
<tr>
<th>Program</th>
<th>Family Medical</th>
<th>Single Medical</th>
<th>Family Dental</th>
<th>Single Dental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodian Supervisor (Non AFSCME)</td>
<td>$320.26</td>
<td>$272.45</td>
<td>$66.00</td>
<td>$19.28</td>
</tr>
<tr>
<td>Lead Skilled Crafts</td>
<td>$431.81</td>
<td>$272.45</td>
<td>$66.00</td>
<td>$19.28</td>
</tr>
<tr>
<td>Technical Support Staff</td>
<td>$431.81</td>
<td>$272.45</td>
<td>$66.00</td>
<td>$19.28</td>
</tr>
<tr>
<td>Educational Support Staff</td>
<td>$296.94</td>
<td>$243.77</td>
<td>$66.00</td>
<td>$19.28</td>
</tr>
<tr>
<td>Extended Day Staff</td>
<td>$296.94</td>
<td>$243.77</td>
<td>$66.00</td>
<td>$19.28</td>
</tr>
</tbody>
</table>
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 secretaries 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 secretaries 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
2014-2015 Support Staff Salary and Insurance

Addendum for

CUSTODIAL SUPERVISORS

1. **Pay Rate** (hourly) Effective July 1, 2013, and July 1, 2014

<table>
<thead>
<tr>
<th># Custodians/Unit</th>
<th>Classification</th>
<th>2013/2014 Hourly Rate</th>
<th>2014/2015 Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-8</td>
<td>I-A Custodial Supervisor</td>
<td>$16.23</td>
<td>$16.47</td>
</tr>
<tr>
<td></td>
<td>I-B Assistant Custodial Supervisor</td>
<td>15.86</td>
<td>16.10</td>
</tr>
<tr>
<td>9-16</td>
<td>II-A Custodial Supervisor</td>
<td>$17.34</td>
<td>$17.60</td>
</tr>
<tr>
<td></td>
<td>II-B Assistant Custodial Supervisor</td>
<td>16.80</td>
<td>17.05</td>
</tr>
<tr>
<td>17+</td>
<td>III-A Custodial Supervisor</td>
<td>$18.78</td>
<td>$19.06</td>
</tr>
<tr>
<td></td>
<td>III-B Assistant Custodial Supervisor</td>
<td>17.93</td>
<td>18.20</td>
</tr>
</tbody>
</table>

2. **Medical and Dental:**
   Effective July 1, 2014, the school corporation will contribute the following to annual insurance costs: **Family Medical** - $5,272.91; **Single Medical** - $4,485.73; **Family Dental** - $1,086.69; and **Single Dental** - $317.37

   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 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 (2) employees working for the School Corporation who are married or hired on or after January 1, 2012, who elect the health and/or medical benefit, shall be entitled to the greater of one family plan contribution and one single plan contribution for their respective employee groups.

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

3. **Days Worked** – 260 (Calendar Year; 52 Weeks)
1. **Pay Rate** (hourly)*  
   **Effective July 1, 2013 and July 1, 2014**
   
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.
   
<table>
<thead>
<tr>
<th>Hours/Day</th>
<th>2013/2014</th>
<th>2014/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;6 hrs/day</td>
<td>$8.87</td>
<td>$9.00</td>
</tr>
<tr>
<td>6+ hrs/day</td>
<td>$8.87</td>
<td>$9.00</td>
</tr>
</tbody>
</table>

b. Health Aides - Health Aides will be paid at the hourly rate of $10.91 effective July 1, 2013 and an hourly rate of $11.07 effective July 1, 2014 unless their current pay is above this rate, then they will receive the increase factored by their current hourly rate.

c. Special Education Aides in Self-Contained Classes - Aides employed in self-contained special education classes will be paid at the hourly rate of $10.91 effective July 1, 2013 and at the hourly rate of $11.07 effective July 1, 2014.

2. **Medical and Dental:**

   Class-size aides are not benefit eligible.

   **Effective July 1, 2014,** the school corporation will contribute the following to annual insurance costs: **Family Medical** - $4,888.97; **Single Medical** - $4,013.55; **Family Dental** - $1,086.69; and **Single Dental** - $317.37

   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 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 (2) employees working for the School Corporation who are married or hired on or after January 1, 2012, who elect the health and/or medical benefit, shall be entitled to the greater of one family plan contribution and one single plan contribution for their respective employee groups.

   c. Two employees working for the MCCSC and participating in the family dental plan will receive one family dental contribution.
3. **Days Worked**

   a. Instructional/Special Education Aides/Other Aides – 180 (School Year; Student Schedule)

   b. Health Aides – 190 (School Year; Student Schedule – 5 days before and 5 days after)
Monroe County Community School Corporation

2014-2015 Support Staff Salary and Insurance

Addendum for

INFORMATION SERVICES STAFF

1. **Pay Rate** (hourly) Effective July 1, 2014 to June 30, 2015

<table>
<thead>
<tr>
<th>Level 1</th>
<th><strong>2014/2015 Hourly Rate</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>-A+ certification required, or must be obtained within 1st year</td>
<td></td>
</tr>
<tr>
<td>Level 2/The Academy of Science &amp; Entrepreneurship</td>
<td>$19.27</td>
</tr>
<tr>
<td>- A+ certification required</td>
<td></td>
</tr>
<tr>
<td>- Minimum 2 years of service in the field</td>
<td></td>
</tr>
<tr>
<td>Level 3/Senior</td>
<td>$21.95</td>
</tr>
<tr>
<td>-A+ certification required</td>
<td></td>
</tr>
<tr>
<td>- Minimum 4 years of service in the field</td>
<td></td>
</tr>
<tr>
<td>Seasonal/Temporary Technician (Non-benefited)</td>
<td>$15.53</td>
</tr>
</tbody>
</table>

2. **Medical and Dental:**

   **Effective July 1, 2014,** the school corporation will contribute the following to annual insurance costs: **Family Medical** - $7,109.62; **Single Medical** - $4,485.73; **Family Dental** - $1,086.69; and **Single Dental** - $317.37

   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 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 (2) employees working for the School Corporation who are married or hired on or after January 1, 2012, who elect the health and/or medical benefit, shall be entitled to the greater of one family plan contribution and one single plan contribution for their respective employee groups.

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

3. **Days Worked** - 260 (Calendar Year; 52 Weeks)
Monroe County Community School Corporation

2014 - 2015 Support Staff Salary and Insurance

Addendum for

HIGH SCHOOL FOOD SUPERVISORS (UNIT LEADERS)

1. **Pay Rate** (hourly)
   - Effective July 1, 2013 – $14.76
   - Effective July 1, 2014 – $14.98

2. **Medical and Dental:**
   - Effective July 1, 2014, the school corporation will contribute the following to annual insurance costs: **Family Medical** - $5,487.73; **Single Medical** - $4,485.73; **Family Dental** - $1,086.69; and **Single Dental** - $317.37

   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, participating in the family medical and/or the family dental plan(s) will be grandfathered and receive two single medical and/or dental contributions(s).

   b. Two (2) employees working for the School Corporation who are married or hired on or after January 1, 2012, who elect the health and/or medical benefit, shall be entitled to the greater of one family plan contribution and one single plan contribution for their respective employee groups.

   c. Effective January 1, 2011, two employees working for the MCCSC and participating in the family dental plan will receive one family dental contribution.

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**
   - **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.
   - **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.
   - **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

2014 - 2015 Support Staff Salary and Insurance

Addendum for

LEAD SKILLED CRAFTS and BUILDING OPERATIONS COORDINATORS

1. Positions

- Food Service Coordinator
- Transportation Coordinator
- Maintenance Coordinator
- Supervising Foreman
- Lead Maintenance

2. Pay Rate (hourly)  Effective July 1, 2013 – $20.43  
                           Effective July 1, 2014 – $20.74

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:

<table>
<thead>
<tr>
<th>Experience within the Same Position(s)</th>
<th>Increment</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 years</td>
<td>$7.00</td>
</tr>
<tr>
<td>25 years</td>
<td>$7.00</td>
</tr>
</tbody>
</table>

4. Medical and Dental:

Effective July 1, 2014, the school corporation will contribute the following to annual insurance costs: Family Medical - $7,109.62; Single Medical - $4,485.73; Family Dental - $1,086.69; and Single Dental - $317.37

   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 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 (2) employees working for the School Corporation who are married or hired on or after January 1, 2012, who elect the health and/or medical benefit, shall be entitled to the greater of one family plan contribution and one single plan contribution for their respective employee groups.

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

5. Days Worked – 260 (Calendar Year; 52 Weeks)
Monroe County Community School Corporation

2014 - 2015 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.]

<table>
<thead>
<tr>
<th>Position</th>
<th>2013/2014</th>
<th>2014/2015</th>
<th>Fringe Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Interpreter/Hearing Impaired</td>
<td>$16.93/hr.</td>
<td>$17.18/hr.</td>
<td>Educational Support</td>
</tr>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Child Care Manager</td>
<td>$10.90/hr.</td>
<td>$11.07/hr.</td>
<td>Educational Support</td>
</tr>
<tr>
<td>Security Guards</td>
<td>$14.99/hr.</td>
<td>$15.21/hr.</td>
<td>Educational Support (effective 1/1/14)</td>
</tr>
<tr>
<td>Traffic Control</td>
<td>$16.67/hr.</td>
<td>$16.92/hr.</td>
<td>None</td>
</tr>
<tr>
<td>Lunchroom Supervisor</td>
<td>$8.16/hr.</td>
<td>$8.28/hr.</td>
<td>None</td>
</tr>
<tr>
<td>Substitute Clerical Staff</td>
<td>$10.30/hr.</td>
<td>$10.45/hr.</td>
<td>None</td>
</tr>
<tr>
<td>Homebound Teachers</td>
<td>$14.21/hr.</td>
<td>$14.42/hr.</td>
<td>None</td>
</tr>
<tr>
<td>*Substitute Teachers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Certified Certified</td>
<td>$64.26/day</td>
<td>$65.22/day</td>
<td>None</td>
</tr>
<tr>
<td>1. General Education</td>
<td>$74.46/day</td>
<td>$75.58/day</td>
<td>None</td>
</tr>
<tr>
<td>2. Retired MCCSC Teachers</td>
<td>$84.66/day</td>
<td>$85.93/day</td>
<td>None</td>
</tr>
<tr>
<td>Class-Size Aides</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; 5 hrs per day</td>
<td>$ 8.87/hr.</td>
<td>$ 9.00/hr.</td>
<td>None</td>
</tr>
<tr>
<td>Sub Cooks</td>
<td>$ 8.16/hr.</td>
<td>$ 8.28/hr.</td>
<td>None</td>
</tr>
<tr>
<td>Sub Health Aides</td>
<td>$ 9.89/hr.</td>
<td>$10.04/hr.</td>
<td>None</td>
</tr>
<tr>
<td>D5 Custodians</td>
<td>$12.74/hr.</td>
<td>$12.93/hr.</td>
<td>None</td>
</tr>
<tr>
<td>ENL Tutoring Supervisor</td>
<td>$10.70/hr.</td>
<td>$10.86/hr.</td>
<td>Educational Support</td>
</tr>
<tr>
<td>Learning Center Coordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(PACE/BHSS)</td>
<td>$24.00/hr.</td>
<td>$25.85/hr.</td>
<td>None</td>
</tr>
<tr>
<td>Summer Wash Crew</td>
<td>$9.43/hr.</td>
<td>$9.57/hr.</td>
<td>None</td>
</tr>
<tr>
<td>Summer Engine Cleaner</td>
<td>$9.91/hr.</td>
<td>$10.06/hr.</td>
<td>None</td>
</tr>
<tr>
<td>Position</td>
<td>Min Pay</td>
<td>Max Pay</td>
<td>Notes</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------</td>
<td>---------</td>
<td>-------</td>
</tr>
<tr>
<td>Honey Creek Aide</td>
<td>$20.43</td>
<td>$20.74</td>
<td>None</td>
</tr>
<tr>
<td>Science Resource Center Aide</td>
<td>$12.36</td>
<td>$12.55</td>
<td>None</td>
</tr>
</tbody>
</table>

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

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

2014 - 2015 Support Staff Salary and Insurance

Addendum for

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

1. Pay Rate (hourly)

<table>
<thead>
<tr>
<th></th>
<th>Effective January 1, 2014</th>
<th>Effective July 1, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aides</td>
<td>$8.87</td>
<td>$9.00</td>
</tr>
<tr>
<td>Supervisors</td>
<td>$10.91</td>
<td>$11.07</td>
</tr>
<tr>
<td>Preschool Coordinators</td>
<td>$12.28</td>
<td>$12.46</td>
</tr>
<tr>
<td>Site Coordinators</td>
<td>$12.28</td>
<td>$12.46</td>
</tr>
</tbody>
</table>

2. Medical and Dental:

Effective July 1, 2014, the school corporation will contribute the following to annual insurance costs for
Extended Day: Family Medical - $4,888.97; Single Medical - $4,013.55; Family Dental - $1,086.69; and
Single Dental - $317.37

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 pay $1,324.80 per year for a family medical plan if at least one of the two qualifies as 1.0 FTE or 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 (2) employees working for the School Corporation who are married or hired on or after January 1, 2012, who elect the health and/or medical benefit, shall be entitled to the greater of one family plan contribution and one single plan contribution for their respective employee groups.

c. Two employees working for the MCCSC and participating in the family dental plan will receive one family dental contribution.
Monroe County Community School Corporation

2014-2015 Support Staff Salary and Insurance

Addendum for

SECRETARIES AND HR/BUSINESS COORDINATORS

1. Positions

- Support Secretary
- Lead Secretary
- Benefit Coordinator
- Support Staff Coordinator
- Certified Staff Coordinator
- Substitute Coordinator
- Support Staff Payroll Coordinator
- Certified Staff Payroll Coordinator

2. Pay Rate (hourly)*

<table>
<thead>
<tr>
<th>Year</th>
<th>Rate</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Support</td>
<td>July 1, 2013</td>
</tr>
<tr>
<td></td>
<td>Lead</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HR/Business Coordinators</td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td></td>
<td>July 1, 2014</td>
</tr>
<tr>
<td></td>
<td>Support</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lead</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Training Specialist</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HR/Business Coordinators</td>
<td></td>
</tr>
</tbody>
</table>

3. Medical and Dental:

Effective July 1, 2014, the school corporation will contribute the following to annual insurance costs for secretaries:

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Family Medical</th>
<th>Single Medical</th>
<th>Family Dental</th>
<th>Single Dental</th>
</tr>
</thead>
<tbody>
<tr>
<td>52-week</td>
<td>$5,918.57</td>
<td>$4,485.73</td>
<td>$1,086.69</td>
<td>$317.37</td>
</tr>
<tr>
<td>Less than 52-week</td>
<td>$5,030.79</td>
<td>$3,812.88</td>
<td>$923.69</td>
<td>$269.77</td>
</tr>
</tbody>
</table>

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 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 (2) employees working for the School Corporation who are married or hired on or after January 1, 2012, who elect the health and/or medical benefit, shall be entitled to the greater of one family plan contribution and one single plan contribution for their respective employee groups.
c. Two employees working for the MCCSC and participating in the family dental plan will receive one family dental contribution.

4. **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.

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)

<table>
<thead>
<tr>
<th>Program</th>
<th>Family</th>
<th>Single</th>
<th>Family</th>
<th>Single</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Medical</td>
<td></td>
<td>Dental</td>
<td></td>
</tr>
<tr>
<td>Secretary (52 week)</td>
<td>$359.47</td>
<td>$272.45</td>
<td>$66.00</td>
<td>$19.28</td>
</tr>
<tr>
<td>Secretary (all other)</td>
<td>$305.55</td>
<td>$231.55</td>
<td>$56.10</td>
<td>$16.39</td>
</tr>
</tbody>
</table>

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 a secretary 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:

<table>
<thead>
<tr>
<th>Years of Enrollment</th>
<th>Number of Days in Sick Bank</th>
<th>Number of Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than 0</td>
<td>-</td>
<td>0 days</td>
</tr>
<tr>
<td>1</td>
<td>-</td>
<td>15 days</td>
</tr>
<tr>
<td>2</td>
<td>-</td>
<td>30 days</td>
</tr>
<tr>
<td>3</td>
<td>-</td>
<td>45 days</td>
</tr>
<tr>
<td>4</td>
<td>-</td>
<td>60 days</td>
</tr>
<tr>
<td>5+</td>
<td>-</td>
<td>90 days</td>
</tr>
</tbody>
</table>

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.