

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

**SUPPORT STAFF
SALARY and BENEFITS**

Effective

January 1, 2007 - December 31, 2008

EMPLOYEE UNITS

- * Custodial Supervisors
- * Educational Support Personnel
- * Electronic Service Staff
- * High School Food Supervisors
- * Lead Skilled Crafts and Coordinators
- * Non-Schedule Positions
(Interpreter, Security Guards, Traffic Control,
Lunchroom/Playground, Substitute Clerical,
Homebound Teachers, Substitute Teachers)
- * Nurses, Occupational and Physical Therapists
and Information Systems Managers
- * School-Age Care (SAC) Program
- * Secretarial

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TERMS AND CONDITIONS OF EMPLOYMENT

ARTICLE 1 - ASSIGNMENT AND TRANSFER

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

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

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

1.2 Vacancies and Posting

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

1.3 Elimination of Positions

- a. Employees displaced from a position due to factors not associated with job performance or attendance shall be given preferential consideration for transfer to other positions for which the employee is qualified, as job openings occur and subject to the approval of the immediate supervisor.

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

ARTICLE 2 - ELIGIBILITY FOR BENEFITS

2.1 New employees will be classified as PROBATIONARY for a period of the first 90 calendar days of continuous service in the same position during which time they do not qualify for fringe benefits. All policies relating to any leaves are not applicable during the PROBATIONARY period. An employee's eligibility for Board health/dental and life insurance contributions and leave/holiday entitlements shall start on the first day of the month following ninety (90) calendar days of PROBATIONARY period. The ninety (90) calendar days are while the employee is serving in a **benefited position during the normal work schedule**. Supervisor requests to modify the terms and conditions of the probationary period may be submitted to the Director of Human Resources for review and consideration.

a. At the conclusion of the PROBATIONARY period, new employees who are regularly employed a minimum of 17.5 hours per week for the school year (180 school days) will be granted a pro-rated amount based on the following annual allocations:

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

2.2 Employees who work less than a 1.0 FTE but at least three and one-half (3.5) hours per day shall be eligible to receive Board contribution for health and dental insurance, sick leave, paid holidays and personal business leave. Individuals employed for more than 3.5 hours but less than the specified hours for 1.0 FTE, may receive benefits on a pro-rated basis matching their FTE equivalent.

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

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

ARTICLE 3 - SICK LEAVE

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

ARTICLE 4 - PERSONAL BUSINESS LEAVE

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

ARTICLE 5 – ATTENDANCE INCENTIVE

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

ARTICLE 6 - BEREAVEMENT LEAVE

- 6.1 Each employee (custodial supervisor, educational support, electronic service, school-age care program supervisor, high school food supervisor, lead skilled craftsman and coordinator) shall be entitled to bereavement leave not to exceed five school days with pay on account of death in the immediate family during the period before and after death. In the case of death of other relatives, the employee shall be entitled to bereavement leave of one day without loss of compensation.

- a. Employees will notify their immediate supervisor of intent to use bereavement leave.
- b. Immediate family is defined as father, mother, brother, sister, child, wife, husband, grandparent, grandchild, step-father/mother/brother/sister, foster father/mother/ brother/sister, father/mother-in-law, son/daughter-in-law, and any other person who at the time of death was living as a member of the household of the employee.
- c. “Death of other relatives” referred to in the policy statement is interpreted to include the employee’s uncle, aunt, first cousin, niece, nephew, brother/sister-in-law (sibling’s spouse and spouse’s siblings), spouse’s grandparent, or spouse’s step-parent.

ARTICLE 7 - PAID VACATION

7.1 Vacation days will be issued July 1 of each year. Between the conclusion of the employee’s probationary period and July 1, pro-rated days, based upon the first year’s annual allocations, will be issued.

- a. Paid vacation days for 52-week employees will be taken annually between July 1st and June 30th. Vacation days are to be approved by the immediate supervisor and consideration is to be given for the utilization of all vacation days within the prescribed annual dates.
- b. Vacation days are granted according to the following schedule:

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

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

ARTICLE 8 - PAID HOLIDAYS

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

- New Year’s Day
- Martin Luther King, Jr. Day
- Two days during Spring Break

Memorial Day
July 4th ***only 52-week employees receive compensation**
Labor Day
Thanksgiving Day
Day after Thanksgiving (Friday)
Christmas Day
Two additional days during Winter Break

- 8.2 For employees working less than 1.0 FTE as listed under the “Other Benefits” category but at least 3.5 hours per day, the following holidays will be compensated:
New Year’s Day
Two days during Spring Break
Memorial Day
Labor Day
Thanksgiving Day
Day after Thanksgiving (Friday)
Christmas Day
- 8.3 For any holiday which occurs on a day when school is in session, the immediate supervisor will approve an alternate day as compensatory time.

ARTICLE 9 - INSURANCE

- 9.1 **Hospitalization/Medical** - Please see the addendum to appropriate salary schedule
- 9.2 **Dental** - Please see the addendum to appropriate salary schedule
- 9.3 **Life Insurance** - \$30,000 coverage contingent upon employee contribution of \$12 per year. The Board’s pro-rated contribution shall start to be made on the first day of the month following the first ninety (90) days of the probationary period. Life insurance will be effective the first day of the month following ninety (90) days of employment.
- 9.4 **Retirement Life Insurance** - \$10,000 term life coverage for employees (custodial supervisor, educational support, electronic service, school-age care program supervisor, lead skilled craftsman and coordinator) enrolled in the life insurance program who retire at age 50 or older and qualify for PERF, paid under the group plan until the employee’s death conditioned upon the payment of One Dollar (\$1.00) per year by January 30th.
- 9.5 **COBRA** - The Consolidated Omnibus Budget Reconciliation Act, hereinafter COBRA, requires that upon the occurrence of certain qualifying events, individuals who cease to be covered under a plan of health insurance provided by their employer be permitted, at their own expense, to continue to participate in such health insurance plan for specified periods of time following the occurrence of such qualifying events.
- a. To the extent provided, the school corporation continues to pay its portion of health insurance premiums on behalf of an individual employee not actively at work (on a paid leave of absence during which health insurance benefits continue, for example), the coverage provided on such basis shall constitute satisfaction, in whole or in part, as applicable of the opportunity for continued health insurance coverage to such employee as required by COBRA.

- b. Whenever an individual employee not actively at work is permitted to continue group health insurance coverage at his/her own expense, such shall constitute satisfaction, in whole or in part, as applicable, of the school corporation's obligation to provide the opportunity for continued group health insurance coverage as required by COBRA.

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

ARTICLE 10 - LONG TERM DISABILITY

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

ARTICLE 11 - RETIREMENT BENEFITS

11.1 Tier 1 (Matching Annuity)

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

11.2 Tier II (Regular Retirement Benefit)

- a. This Tier applies to those who qualified for immediate ASL (accumulated sick leave) benefits under the respective employee agreement as of 6/30/99 (age 50 and at least five years experience), or who had at least ten (10) years experience with the school corporation and had at least 50 accumulated sick leave days as of June 30, 1999.
- b. A frozen value has been established for the ASL benefit as of 6/30/99. The ASL benefit is factored for time value and tax impact (59.95%).
- c. The amount of the frozen value was paid to each eligible staff member's 401(a) Plan beginning January 2000, and ending January 2002.
- d. Vesting occurs at age 50 and five (5) years of MCCSC experience.

- e. Accumulation of sick leave is unaffected for sick leave purposes.
- f. No further accumulation of ASL for retirement purposes.

11.3 Tier III (Early Retirement Benefit)

Not applicable to non-certified employees.

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

ARTICLE 12 - AFFIRMATIVE ACTION

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

ARTICLE 13 - SALARY SCHEDULE

13.1 Compensation

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

ARTICLE 14 - SCHOOL CLOSING

- 14.1** When buildings are **closed for the entire school day** during inclement weather or other emergency closings, the following procedures will be followed:
- a. Educational support personnel, high school food supervisors, and less than 52-week secretaries are not to work and are not paid.
 - b. Fifty-two (52) week employees work or request personal business, vacation or emergency leave.

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

Monroe County Community School Corporation

**2007 and 2008 Support Staff Salary and Insurance Addendum
for
CUSTODIAL SUPERVISORS**

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

<u># Custodians/Unit</u>	<u>Classification</u>	<u>2007 Hourly Rate</u>	<u>2008 Hourly Rate</u>
5-8	I-A Custodial Supervisor	\$14.844	\$15.289
	I-B Assistant Custodial Supervisor	14.518	14.954
9-16	II-A Custodial Supervisor	\$15.866	\$16.342
	II-B Assistant Custodial Supervisor	15.376	15.837
17+	III-A Custodial Supervisor	\$17.181	17.696
	III-B Assistant Custodial Supervisor	16.410	16.902

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

Effective January 1, 2007, the school corporation will contribute the following to annual insurance costs: **Family Medical** - \$4,605.56; **Single Medical** - \$3,918.01; **Family Dental** - \$949.16; and **Single Dental** - \$277.20

Effective January 1, 2008, the school corporation will contribute the following to annual insurance costs: **Family Medical** - \$4,927.95; **Single Medical** - \$4,192.27; **Family Dental** - \$1,015.60; and **Single Dental** - \$296.59

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

Monroe County Community School Corporation
2007 and 2008 Support Staff Salary and Insurance Addendum
for
EDUCATIONAL SUPPORT PERSONNEL (ESP)

1. **Salary** (hourly rate effective January 1) - The hourly rate for ESP personnel will be at the level based on ESP experience and hours employed per day. Employees whose current hourly rate is above the appropriate level stated below will receive the increase (2.1% in 2007 and 3.0% in 2008) factored by their currently hourly rate.
2. **Experience Factor** - ESP personnel will also be paid a factor of the ratio listed below times the base rate, or their hourly rate of pay as of December 2000, in accordance with qualification for ESP years of experience.

ESP		2007		2008	
<u>Experience</u>	<u>Ratio</u>	<u><6 hours/day</u>	<u>6+ hours/day</u>	<u><6 hours/day</u>	<u>6+ hours/day</u>
0	1.00	\$7.467	\$7.825	\$7.691	\$8.060
1	1.01	\$7.542	\$7.904	7.768	8.141
2	1.02	\$7.616	\$7.982	7.844	8.221
3	1.03	\$7.691	\$8.061	7.922	8.303
4	1.04	\$7.766	\$8.138	7.999	8.382
5*	1.05	\$7.840	\$8.216	8.075	8.462

- a. 5* is available to qualifying ESP employees who are employed in aide positions in special education, in-school suspension, health services.
- b. Qualification for a year of ESP experience is employment in an ESP position within the MCCSC for a minimum of 120 work days in a given calendar year.
3. **Health Aides** - Health Aides will be paid at the hourly rate of \$8.569 in 2007 and \$9.011 in 2008 unless their current pay is above this rate, then they will receive the increase (2.1% in 2007 and 3.0% plus a 2.1% comparable wage adjustment in 2008) factored by their current hourly rate.
4. **Special Education Aides** - Aides employed in self-contained special education classes for the severe/profound (MOMH) will be paid at the hourly rate of \$9.853 in 2007 and \$10.149 in 2008 unless their current pay is above this rate then they will receive the increase (2.1% in 2007 and 3.0% in 2008) factored by their current hourly rate.
5. **Hospitalization, Medical and Dental:**
Effective January 1, 2007, the school corporation will contribute the following to annual insurance costs: **Family Medical** - \$4,270.22; **Single Medical** - \$3,505.59; **Family Dental** - \$949.16; and **Single Dental** - \$277.21
Effective January 1, 2008, the school corporation will contribute the following to annual insurance costs: **Family Medical** - \$4,569.14; **Single Medical** - \$3,750.98; **Family Dental** - \$1,015.60; and **Single Dental** - \$296.61
 - a. Employees with a spouse working for the MCCSC in a benefited position will pay \$1,324.80 per year for a family medical plan if at least one of the two qualifies as 1.0 FTE for insurance benefits. If neither qualifies as 1.0 FTE for insurance benefits the \$1,324.80 will be prorated based upon the FTE of the employee with the greater full time equivalency.
 - b. Two employees working for the MCCSC and participating in the family dental plan will receive one family dental contribution.

Monroe County Community School Corporation

**2007 and 2008 Support Staff Salary and Insurance Addendum
for
ELECTRONIC SERVICE STAFF**

1. Salary (hourly rate effective January 1)	2007	2008
	<u>Hourly Rate</u>	<u>Hourly Rate</u>
Technician		
Entry Level	\$16.006	\$16.486
Completion of A+ Certification	\$16.280	\$16.768
Completion of School System Standard Networking System Test 1	\$16.833	\$17.338
Completion of School System Standard Networking System Test 2	\$17.378	\$17.899
Senior Technician	\$19.792	\$20.386
Senior System Support Technician	\$23.185	\$23.881
Senior Applications Technician	\$17.513	\$18.038

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

Effective January 1, 2007, the school corporation will contribute the following to annual insurance costs: **Family Medical** - \$6,209.82; **Single Medical** - \$3,918.01; **Family Dental** - \$949.16; and **Single Dental** - \$277.21

Effective January 1, 2008, the school corporation will contribute the following to annual insurance costs: **Family Medical** - \$6,644.51; **Single Medical** - \$4,192.27; **Family Dental** - \$1,015.60; and **Single Dental** - \$296.61

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

**2007 and 2008 Support Staff Salary and Insurance Addendum
for
HIGH SCHOOL FOOD SUPERVISORS**

1. **Salary** (hourly rate effective January 1): 2007 – \$13.510
2008 – \$13.915

2. **Hospitalization, Medical and Dental:**
Effective January 1, 2007, the school corporation will contribute the following to annual insurance costs: **Family Medical** - \$4,793.20; **Single Medical** - \$3,918.01; **Family Dental** - \$949.16; and **Single Dental** - \$277.21
Effective January 1, 2008, the school corporation will contribute the following to annual insurance costs: **Family Medical** - \$5,128.72; **Single Medical** - \$4,192.27; **Family Dental** - \$1,015.60; and **Single Dental** - \$296.61
 - a. Two employees (employee with a spouse) working for the MCCSC in benefited positions and participating in the family medical and/or the family dental plan(s) will receive two single medical and/or dental contributions(s).

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

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

**2007 and 2008 Support Staff Salary and Insurance Addendum
for
LEAD SKILLED CRAFTS and COORDINATORS**

1. **Salary** (hourly rate effective January 1): 2007 – \$18.693
2008 – \$19.254
2. **Experience Increment** - Employees will qualify for the following weekly increments, to be paid in addition to any across-the-board raise:

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

3. **Hospitalization, Medical and Dental:**
Effective January 1, 2007, the school corporation will contribute the following to annual insurance costs: **Family Medical** - \$6,209.82; **Single Medical** - \$3,918.01; **Family Dental** - \$949.16; and **Single Dental** - \$277.21
Effective January 1, 2008, the school corporation will contribute the following to annual insurance costs: **Family Medical** - \$6,644.51; **Single Medical** - \$4,192.27; **Family Dental** - \$1,015.60; and **Single Dental** - \$296.61
 - a. Employees with a spouse working for the MCCSC in a benefited position will pay \$1,324.80 per year for a family medical plan if at least one of the two qualifies as 1.0 FTE for insurance benefits. If neither qualifies as 1.0 FTE for insurance benefits the \$1,324.80 will be prorated based upon the FTE of the employee with the greater full time equivalency.
 - b. Two employees working for the MCCSC and participating in the family dental plan will receive one family dental contribution.

Monroe County Community School Corporation

**2007 and 2008 Support Staff Salary and Insurance Addendum
for
NON-SCHEDULE POSITIONS**

[Several positions, due to the nature of the job, are not classified
on the salary schedules of any of the employee groups.]

<u>Position</u>	<u>Salary 2007</u>	<u>Salary 2008</u>	<u>Fringe Benefits</u>
*Interpreter/Hearing Impaired	0 -- \$15.054/hr. 1 -- \$15.257/hr. 2 -- \$15.493/hr.	** \$15.956/hr.	Educational Support Personnel
Security Guards	\$13.713/hr.	\$14.124/hr.	None
Traffic Control	\$15.224/hr.	\$15.681/hr.	None
Lunchroom/Playground	\$7.467/hr.	\$7.691/hr.	None
Substitute Clerical Staff	\$10.00/hr.	\$10.00/hr.	None
Homebound Teachers	\$13.00/hr	\$13.00/hr.	None
*Substitute Teachers			
Non-Certified	\$60.00/day	\$60.00/day	None
Certified	\$70.00/day	\$70.00/day	None

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

**2008 is flat rate

**2007 and 2008 Salary and Insurance Addendum
for
NURSES, OCCUPATIONAL AND PHYSICAL THERAPISTS,
AND INFORMATION SYSTEMS MANAGERS**

1. **SALARY**

- a. **Nurses** – The salary for nurses is computed on a school year basis as follows:
The salary for nurses hired prior to January 1, 1990, will be the rate on the Teachers' Salary Schedule at the Bachelor's and 0 years experience level. Salaries for nurses hired on or after January 1, 1990, will be computed as follows:

1 st year	85% of Beginning Teacher Salary (BS & 0)
2 nd year	90% of Beginning Teacher Salary (BS & 0)
3 rd year	95% of Beginning Teacher Salary (BS & 0)
4 th year	100% of Beginning Teacher Salary (BS & 0)

Commencing with the 1995-1996 school year, nurses employed in the MCCSC and being compensated at 100% of the Beginning Teacher Salary Schedule will be placed at step one of the schedule on the bachelor's degree level. Each year thereafter the nurse will be advanced to the next step higher on the schedule until the fifth year of experience is reached. The fifth year of experience concludes advancement on the teachers' salary schedule for nurses employed in the corporation.

- b. **Director of Health Services** – The Director of Health Services is employed annually for 200 days under an administrator's contract with a role ratio of 0.37. Fringe benefits and other provisions of the MCCSC Administrators' Agreement will determine terms and conditions of employment.
- c. **Occupational Therapists, Physical Therapists and Information Systems Manager** will be placed on the current Teachers' Salary Schedule at the appropriate level of training and experience. Course work beyond the bachelor's degree must be in Occupational or Physical Therapy for purposes of salary schedule placement. An increment step will be awarded at the beginning of the school year.
- d. **PERF Contribution** – The school corporation will continue to pay the three percent (3%) employee retirement contribution to PERF.

2. **TERMS AND CONDITIONS OF EMPLOYMENT**

- a. **Salary Payments** will be scheduled in 26 payments, on the certified dates.
- b. **Benefits** – Nurses, Therapists and Information Systems Manager are eligible to receive benefits to the same extent as teachers, as specified in the MCCSC policies or MCEA contract for:
Absence: Sick Leave, Professional Purposes
Leaves: Bereavement, Civic, Emergency, Parental, Professional, Health and Hardship
Retirement, Early Retirement
COBRA
Salary Reallocation Program
- c. **Mileage** will be reimbursed at the Internal Revenue Service rate per mile in accordance with standard procedures prescribed by the MCCSC Business Office.
- d. **Insurance** – All health, dental, long-term disability and life insurance programs provided to teachers will be provided to nurses, therapists and information systems manager on the same basis, including the post retirement insurance program.

Monroe County Community School Corporation

**2007 and 2008 Support Staff Salary and Insurance Addendum
for
SCHOOL-AGE CARE (SAC) PROGRAM**

1. **Salary** (hourly rate)

Effective January 1, 2007

Assistants - \$7.466 (or their current hourly rate factored by 2.1% if above \$7.466 per hour)

Supervisors - \$9.982 (or their current hourly rate factored by 2.1% if above \$9.982 per hour)

Preschool Coordinators - \$11.231 (or their current hourly rate factored by 2.1% if above \$11.231 per hour)

Effective January 1, 2008

Assistants - \$7.690 (or their current hourly rate factored by 3.0% if above \$7.690 per hour)

Supervisors - \$10.281 (or their current hourly rate factored by 3.0% if above \$10.281 per hour)

Preschool Coordinators - \$11.568 (or their current hourly rate factored by 3.0% if above \$11.568 per hour)

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

SAC		2007	2007	2008	2008
<u>Experience</u>	<u>Ratio</u>	<u>Assistant</u>	<u>Supervisor</u>	<u>Assistant</u>	<u>Supervisor</u>
0	1.00	\$7.466	\$ 9.982	\$7.690	\$10.281
1	1.01	7.542	10.082	7.768	10.384
2	1.02	7.616	10.182	7.844	10.487
3	1.03	7.691	10.281	7.922	10.589
4	1.04	7.766	10.382	7.999	10.693

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

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

Effective January 1, 2007, the school corporation will contribute the following to annual insurance costs: **Family Medical** - \$4,270.22; **Single Medical** - \$3,505.59; **Family Dental** - \$949.16; and **Single Dental** - \$277.21

Effective January 1, 2008, the school corporation will contribute the following to annual insurance costs: **Family Medical** - \$4,569.14; **Single Medical** - \$3,750.98; **Family Dental** - \$1,015.60; and **Single Dental** - \$296.61

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

Monroe County Community School Corporation
2007 Support Staff Salary and Insurance Addendum
for
SECRETARIES

SECRETARIAL "Step & Class" SALARY SCHEDULE - Hourly Rate Effective January 1, 2007

STEP/CLASS	I-A	I	II	III
1	12.594	11.470	10.515	9.659
2	12.645	11.521	10.566	9.710
3	12.697	11.573	10.618	9.762
4	12.750	11.626	10.671	9.815
5	12.804	11.679	10.726	9.869
6	12.943	11.818	10.876	10.029
7	13.105	11.958	11.047	10.190
8	13.255	12.118	11.209	10.351
9	13.405	12.280	11.359	10.501
10	13.575	12.430	11.529	10.661
11	13.737	12.611	11.723	10.854
12	13.908	12.773	11.894	11.036
13	14.090	12.943	12.087	11.240
14	14.273	13.147	12.280	11.400
15	14.422	13.308	12.461	11.583
16	14.626	13.469	12.655	11.776
17	14.765	13.640	12.837	11.968
18	14.947	13.822	13.018	12.161
19	15.129	13.994	13.222	12.355
20	15.312	14.177	13.405	12.526
21	15.483	14.337	13.586	12.719
22	15.654	14.530	13.769	12.900
23	15.815	14.690	13.950	13.093
24	16.018	14.862	14.154	13.275
25	16.169	15.043	14.327	13.458
26	16.340	15.194	14.530	13.640
27	16.512	15.397	14.701	13.833
28	16.693	15.547	14.883	14.025
29	16.855	15.730	15.086	14.207
30	17.025	15.879	15.269	14.380
31	17.208	16.083	15.451	14.594
32	17.368	16.254	15.634	14.754
33	17.562	16.426	15.815	14.947
34	17.712	16.586	16.029	15.139
35	17.915	16.780	16.190	15.333

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

Monroe County Community School Corporation
2008 Support Staff Salary and Insurance Addendum
for
SECRETARIES

SECRETARIAL "Step & Class" SALARY SCHEDULE - Hourly Rate Effective January 1, 2008

STEP/CLASS	I-A	I	II	III
1	12.972	11.814	10.830	9.949
2	13.024	11.867	10.883	10.001
3	13.078	11.920	10.937	10.055
4	13.133	11.975	10.991	10.109
5	13.188	12.029	11.048	10.165
6	13.331	12.173	11.202	10.330
7	13.498	12.317	11.378	10.496
8	13.653	12.482	11.545	10.662
9	13.807	12.648	11.700	10.816
10	13.982	12.803	11.875	10.981
11	14.149	12.989	12.075	11.180
12	14.325	13.156	12.251	11.367
13	14.513	13.331	12.450	11.577
14	14.701	13.541	12.648	11.742
15	14.855	13.707	12.835	11.930
16	15.065	13.873	13.035	12.129
17	15.208	14.049	13.222	12.327
18	15.395	14.237	13.409	12.526
19	15.583	14.414	13.619	12.726
20	15.771	14.602	13.807	12.902
21	15.947	14.767	13.994	13.101
22	16.124	14.966	14.182	13.287
23	16.289	15.131	14.369	13.486
24	16.499	15.308	14.579	13.673
25	16.654	15.494	14.757	13.862
26	16.830	15.650	14.966	14.049
27	17.007	15.859	15.142	14.248
28	17.194	16.013	15.329	14.446
29	17.361	16.202	15.539	14.633
30	17.536	16.355	15.727	14.811
31	17.724	16.565	15.915	15.032
32	17.889	16.742	16.103	15.197
33	18.089	16.919	16.289	15.395
34	18.243	17.084	16.510	15.593
35	18.452	17.283	16.676	15.793

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

Monroe County Community School Corporation
2007 and 2008 Support Staff Salary and Insurance Addendum
for
SECRETARIES

(continued)

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

Effective January 1, 2007, the school corporation will contribute the following to annual insurance costs for secretaries:

	<u>Family Medical</u>	<u>Single Medical</u>	<u>Family Dental</u>	<u>Single Dental</u>
52-week	\$5,169.51	\$3,918.01	\$949.16	\$277.21
Less than 52-week	\$4,394.09	\$3,330.31	\$806.79	\$235.62

Effective January 1, 2008, the school corporation will contribute the following to annual insurance costs for secretaries:

	<u>Family Medical</u>	<u>Single Medical</u>	<u>Family Dental</u>	<u>Single Dental</u>
52-week	\$5,531.38	\$4,192.27	\$1,015.60	\$296.61
Less than 52-week	\$4,701.68	\$3,563.44	\$ 863.26	\$252.12

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

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

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

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

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

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

a. The secretary must have been enrolled in the program in the year immediately preceding retirement.

b. The secretary must have been employed by the MCCSC for a minimum of ten (10) years.

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