



**AGREEMENT &
SCHEDULE OF BENEFITS**

BETWEEN

NORTHVILLE PUBLIC SCHOOLS

AND

OFFICE SUPPORT PERSONNEL

EFFECTIVE

JULY 1, 2013 – JUNE 30, 2015

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SCHEDULE OF BENEFITS

OFFICE SUPPORT PERSONNEL

JULY 1, 2013 - JUNE 30, 2015

I GENERAL

The benefits outlined herein are for Office Support Personnel of the Northville Public Schools as listed under Table A of this Schedule of Benefits.

II EMPLOYEE BENEFITS

Full benefits as stated herewith shall be available to only those who are employed in a full time capacity in a position listed under Table A .

For the purpose of establishing eligibility for implementation of those benefits, a full-time employee shall be considered a person who performs an assignment of:

- A. Eight hours per day for 12 Month Calendar Year staff, less eligible vacation, holidays and authorized absences, or
- B. Eight hours per day for K-12 Calendar Year staff or
- C. Eight hours per day for the Standard SEP calendar plus 6 hours per day for the summer days making up the Extended SEP calendar and any additional hours needed to complete the 1766 actual work hours required each year.
- D. Any OSP employee working regularly and continuously at or above 30 hours a week is eligible for full medical benefits subject to the required employee contributions.

Employees whose assignment meets or exceeds an average of four (4) hours per day (but is less than full time as previously defined) and constitutes a K-12 or SEP school calendar work year, shall be entitled to a pro-rated portion of the benefits provided to full-time Office Support Personnel, including holiday pay.

III COMPENSATION

OSP members accept a 1% off-schedule wage increase to take effect in July 1, 2013. Hourly wage levels from 2012-13 will be increased by 1% for the 2013-14 school year. The same 1% shall remain in effect, without an additional adjustment for the 2014-15 school year. Steps remain frozen for the life of this agreement.

Members will take two (2) unpaid furlough days in each of the two school years. The District will consult with OSP on the scheduling of these two days, but the District shall make the final determination.

All Office Support Personnel shall be paid in accordance with the District adopted Hourly Wage Schedule. All wages shall be set on an hourly basis in keeping with the classification of assignment. For full-time employees, annual salaries will be computed by multiplying the hourly rate for a given classification as follows:

A. 12 Month Calendar Year Staff

The annual salary for full-time 12 Month Calendar Year staff equals the hourly rate times 256 days times 8 hours per day. Of the 12 Month Calendar Year, ten (10) days are paid holidays, and a number are paid vacation days in accordance with vacation eligibility.

Full-time 12 Month Calendar Year staff will have 5 unpaid work days off between the Christmas and New Years Holidays. Should any of these days be paid holiday(s), the 12 Month Calendar Year staff will be granted another day off as requested and approved by their supervisor and the Director of Human Resources. The day must be used during the same 12 Month Calendar Year.

Full-time 12 Month Calendar Year staff and SEP employees shall receive their annual salary in 26 equal bi-weekly pays. However, K-12 Calendar Year staff have the option of electing 24 pays or 26 pays.

All 12 Month Calendar Year staff and SEP employee salaries shall be adjusted as of July 1 of each fiscal year.

All K-12 Calendar Year staff salaries shall be adjusted as of August 1 of each fiscal year. Hourly employees shall be paid bi-weekly on an hourly basis for actual hours worked.

Any employee serving in a classification between July 1 and June 30th shall receive a pay level adjustment pro-rated according to number of days worked.

B. K-12 Calendar Year Staff

The annual salary for full-time K-12 Calendar Year staff equals the hourly rate times 212 days times 8 hours per day, plus the hourly rate times twenty (20) days times eight hours per day. These 20 days represent 12 vacation days and 8 holidays. Thus, vacation time and holidays are built into the K-12 Calendar Year salary. Therefore, the 212 days in the work schedule reflect actual work days. Vacation days do not accrue since the salary reflects payment for same.

At six (6) years of employment, the annual salary for full-time K-12 Calendar Year staff shall be increased by 3 days times 8 hours. At 12 years of employment, the annual salary will be increased by \$146 for each year past the 11th year up to the 16th year. This amount will be increased by the same percentage rate that is applied in establishing the salary schedule.

K-12 Calendar Year staff work the regular K-12 school calendar plus the additional days required to complete the annual 212 days.

C. SEP Personnel

The annual salary for SEP consists of the hourly rate applied to the SEP Standard Calendar eight-hour days, and six-hour shortened summer days to complete the standard K12 year and summer program.

At six (6) years of employment, the annual salary for full-time SEP personnel shall be increased by 3 days times 8 hours. At 12 years of employment, the annual salary will be increased by \$143 for each year past the 11th year up to the 16th year. This amount will be increased by the same percentage rate that is applied in establishing the salary schedule.

SEP Personnel will also be paid for twenty (20) full (eight hour) days to compensate for vacation and holidays. Vacation days do not accrue since the salary reflects payment for vacation time.

D. Longevity

Office Support Personnel whose assignment meets or exceeds an average of four (4) hours per day and constitutes a minimum K-12 or SEP school calendar work year, shall be eligible for a wage or salary adjustment of 6% above their base, beginning with the 11th year of full-time equated employment within the District. The six (6%) percent will be applied annually to the appropriate base rate.

E. Outside Experience

Credit may be granted on the salary schedule subject to worthy outside experience and subject to approval of the Superintendent or his designee. However, such credit will only be granted at the time of employment or at the end of the first 90 days of employment.

F. Interim Principal/Supervisor

In the event an interim principal/supervisor is hired for a building in which there is only one (1) administrator, the Administrative Assistant shall receive the 12 Month Calendar Year, Group G hourly rate at their same level for a period not to exceed three (3) months.

G. Associates Degree

There will be a seven hundred and fifty dollar (\$750) stipend for employees who have earned an Associates Degree or higher from an accredited college or university. The employee is responsible for providing official transcripts to the District. This stipend will not be added to the base salary but will be payable with the first check in December of each year. This section and provisions shall not apply to new hires after July 1, 2011.

IV HOURS OF WORK

Office Support Personnel staff members shall document hours worked on a daily log and submit the log to the Director of Human Resources each month. OSP staff members will utilize a computerized time and attendance system should the District implement such during this agreement.

The District shall schedule the hours of work according to the needs of the school system. The normal work week shall be Monday through Sunday. All work authorized by an employee's supervisor and performed by an employee in excess of forty (40) hours in any one (1) work week will be paid at the rate of time and one-half (1-1/2) an employee's regular rate. Compensatory time-off in lieu of overtime shall be permitted as set forth above, i.e., one hour and ½ (1-1/2) will be granted for one hour's work if the employee works 40 hours in that week.

V INSURANCE

A. Term Life Insurance

All full-time employees shall be entitled to a \$25,000 Term Life Insurance plus accidental death and dismemberment. An additional twenty-five thousand dollars (\$25,000) of term life insurance will be provided to those full-time employees who elect not to be covered by the School District's health insurance policy.

Employees whose assignment exceeds an average of four (4) hours per day (but is less than full-time as previously defined) and who work a K-12 or SEP school calendar year, shall be entitled to \$15,000 term life insurance plus accidental death and dismemberment.

All employees (20 hours or more per week) may purchase additional term life insurance in multiples of \$10,000. The plan enables you to purchase from \$10,000 - \$100,000 of term life insurance.

B. Health Insurance

1. OSP employees currently enrolled in the District's medical insurance BCBS Flex Blue 2 will continue under that plan until July 1, 2013. Following the employer's notification of a plan change to take effect on July 1, 2013, eligible employees may enroll in the revised BCBS Flexible Blue 2 medical plan, with a 10/60 Rx, for the balance of the 2013 calendar year. The deductible will not reset during this 2013 plan revision and there will be no additional employer contribution to the Health Savings Account.

Any employee contribution paid in advance of the incurred cost which has already been collected under the current plan, where applicable, will be applied toward the future cost of the employee's contributions towards the revised plan. Any employee currently enrolled who does not elect the revised plan, will be reimbursed any contributions advanced while covered under the current plan.

The maximum monthly employer cost for medical insurance from July 1, 2013 to December 31, 2013 shall be:

Single - \$471.02
Two Person - \$942.05
Family - \$1,233.17

Employees who elect the revised plan shall be responsible for the remaining cost of the revised plan, which shall be paid via payroll deduction pursuant to the District's IRS section 125 plan and, as stated above, may be reduced by contributions advanced under the current plan.

Effective January 1, 2014 and continuing through December 31, 2014, and thereafter during the life of this agreement, the employer's cost shall not exceed the hard cap amounts established by the State Treasurer. Employees electing coverage shall pay the difference in cost via payroll deduction pursuant to the District's IRS section 125 plan.

Effective January 1, 2014, eligible employees may elect to enroll in one of the following plans. These plan options and the respective contributions, as communicated during consultation, are estimates only and will be subject to adjustment. Should Blue Cross modify their plan offerings in a manner that impacts these plans, the District will consult with OSP on other plan options. Under no circumstance would any such modification of plan options impact or increase the employer contribution limits stated above. Any changes will be communicated through Open Enrollment, following consultation with OSP. Such adjustments in the employee costs shall not be subject to challenge.

The first tentative plan option for 2014 is not a High Deductible Health Plan (HDHP,) and therefore is not eligible for employee pre-tax contributions into a Health Savings Account (HSA.) The second and third plan options are HDHPs and allow HSA pre-tax employee contribution elections.

Plan A – Community Blue PPO Hybrid A (not an HDHP)

Plan B – Simply Blue 1250 HDHP PPO

Plan C – Simply Blue 2000 HDHP PPO

Prior to Open Enrollment for the 2015 plan year, beginning January 1, 2015, the District agrees to present up to three plan options for eligible employees. The District shall not pay more towards annual medical costs than the hard cap limits established pursuant to section 3 of the Publicly Funded Health Insurance Contribution Act.

2. Any claim settlement between the employee and the above carrier will not be subject to the challenge with the District. The District's obligation is limited to paying the portion of the illustrative rates specified herein.

3. If during the life of the agreement the Federal Government develops, implements or amends a National Health Program, OSP will maintain, for the life of the agreement, the health insurance in place at the time

the National Program is implemented. If the Federal Government imposes a National Health Program on existing agreements before their term expires, and the program results in additional costs for the District, individual members will absorb the new costs. In addition, if during the life of the agreement the Federal Government issues new regulations under PPACA which would lead to the District paying any type of tax, penalty or fee, this contract shall be re-opened for further modifications.

4. Each OSP employee receiving health insurance during all or any portion of a calendar month will contribute by pre-tax payroll deduction a monthly amount equal to the difference between the District's contribution and the actual cost of the coverage. The cost of the health insurance for these purposes shall be based upon the then-applicable illustrative renewal rates.

5. Both parties agree to comply with the federal Affordable Care Act and agree that the district may make any adjustments in this Article which may be necessary to ensure compliance, following consultation with OSP.

6. It is the responsibility of the OSP employee to notify Human Resources of any change in coverage eligibility.

7. To be eligible for health insurance, the OSP employee must be regularly-scheduled to work at least twenty (20) hours or more per week, and not less than the standard school year, and not otherwise be covered by another Employer-paid health plan.

8. In order to be eligible for the full District contribution towards medical insurance, full time shall be considered 30 hours or more each week for a period not less than the standard school calendar. The District contribution for employees who are scheduled to work less than 30 hours but more than 20 hours shall be pro-rated, with the employee picking up their pro-rated portion of the premium and the amount paid by an otherwise full time OSP employee. Such employee will pay the difference between the prorated employer contribution and the actual cost of the plan.

9. Eligible OSP employees scheduled to work a minimum of thirty (30) hours per week and not less than the standard school calendar *may* enroll in the District provided health care plan provided they pay their portion of the costs as defined in this agreement.

10. Any employee working less than 20 hours shall not be eligible for the District provided health care.

11. Full family coverage is limited to spouse and eligible children under age 26.

12. The maximum wait period for medical insurance after the date of hire shall be 80 calendar days.

13. OSP employees and/or dependents who have their primary health coverage provided through the employer of their spouse will not be entitled to duplicate payment on the same benefit pursuant to the

above, nor will they be eligible for a separate District contribution to the HSA. If the employee should lose such coverage, they will become eligible for benefits of this agreement without penalty.

C. Dental Insurance

After one (1) year of service to the District, all full-time employees shall be entitled to be covered by a dental plan paid for by the District. The District will provide an orthodontic rider to cover dependent children through age eighteen at a fifty percent (50%) benefit level (co-pay) with a \$1,000 maximum per eligible member.

The District will pay a pro-rated share of the dental insurance premium for employees whose assignment meets or exceeds an average of four (4) hours per day (but is less than full-time as previously defined) and constitutes a K-12 or SEP school calendar year, provided that they agree to pay the balance through payroll deduction.

D. Incentive Health Care Opt Out

Full-time Office Support Personnel who decline the District medical and dental coverage will receive payment up to \$1,000 according to the following schedule for the period between:

July 1 and December 31 - \$500 payable on the first pay in January
January 1 and June 30 - \$500 payable on the second pay in June

To be eligible, the employee must show proof of insurance elsewhere and have been without District insurance for the full period. Employees will not be eligible if their spouse has District coverage.

E. Vision Insurance

All full-time employees shall be entitled to enroll in a Vision Care insurance program paid for by the District.

The District will pay a pro-rated share of the vision insurance premium for employees whose assignment meets or exceeds an average of four (4) hours per day (but is less than full-time as previously defined) and constitutes a K-12 or SEP school calendar year, provided that they agree to pay the balance through payroll deduction.

F. Long Term Disability Insurance

All full-time employees, as well as part-time employees, employed on a regular basis for six (6) or more hours daily under the K-12 or SEP school calendar annually, shall be entitled to be covered by long-term disability insurance paid by the District. Full-time employees, as defined above, shall be entitled to long-

term disability coverage equal to two-thirds (2/3) of their monthly salary capped at two thousand (\$2,000) dollars. Payment of benefits shall be determined by the terms and conditions as established by the carrier in the contract with the District. Employees have the option, through payroll deduction, to purchase additional coverage if the District's contribution does not equal two-thirds (2/3) of the employee's monthly salary.

G. Workers' Compensation

Any employee who is absent from work due to an injury or disease compensable under the Michigan Worker's Compensation Act will receive from the Board of Education the difference between the allowance under the Act and his/her regular salary for a period of time that funds from his/her accumulated sick leave bank will provide, but not to exceed one year.

In addition, the Board of Education will pay either the regular or the difference between the regular salary and the allowance under the Act for all working days prior to the eighth day after injury or disease without loss or credit from the sick leave bank.

VI LEAVE DAYS

A. Sick Leave, Family Illness and Business Days

Each full time employee, as previously defined, shall accrue leave days annually. Leave days, under this section are defined as personal illness, family illness and business days. Business days are defined as business related to the individual employee which cannot be attended to during non-working hours. Business days must be approved by the immediate supervisor with one day advance notice.

Office Support Personnel may use their yearly leave allocation in order to care for a member of their immediate family who has a health condition. Immediate family is defined as father, mother, spouse, sister, brother, father-in-law, mother-in-law, children, step-parents, step-child, step-brother/sister, foster child living in the home and legal guardian.

This provision shall run concurrently with the Family Medical Leave Act (FMLA) provision as applicable.

Personal and family illness absences must be reported to the District's sub-finder system no later than sixty (60) minutes prior to the regular reporting time on the day of the absence.

Leave days for current Office Support Personnel will accrue as follows:

	<u>12 Month Cal.</u>	<u>K-12 Calendar</u>	<u>SEP Calendar</u>
Less than five (5) years	14.5 days/year	12.5 days/year	13.5 days/year
More than five (5) years	20.5 days/year	17.5 days/year	19.0 days/year

Leave days for Office Support Personnel **hired after July 1, 2007**, will accrue as follows:

	<u>12 Month Cal.</u>	<u>K-12 Calendar</u>	<u>SEP Calendar</u>
Less than five (5) years	12 days/year	10 days/year	11 days/year
More than five (5) years	14 days/year	12 days/year	13 days/year

All employees whose assignment meets or exceeds an average of four hours daily and constitutes a normal K-12 or SEP school calendar year, shall be entitled to a pro-rated portion of Leave Days.

B. Family and Medical Leave Act (F.M.L.A.)

The District shall grant, per year, unpaid leaves up to a total of twelve (12) weeks under the terms and conditions as described herein.

Employees are eligible for up to twelve (12) weeks of unpaid leave if they have been employed by the District for at least twelve (12) months prior to the commencement of the leave and have worked at least 1250 hours during the year preceding the start of the leave. When unpaid leave is foreseeable, the employee will provide the District with a minimum of thirty (30) days prior written notice. The notice will include the reason for the leave, the beginning date and expected ending date.

Eligible employees may take up to twelve (12) weeks of unpaid leave for one or more of the following reasons:

1. Because of the birth of a son or a daughter of the employee and in order to care for such son or daughter.
2. Because of the placement of a son or daughter with the employee for adoption or foster care.
3. In order to care for the spouse, son, daughter, step child, legal ward or parent, of the employee, if such spouse, son, daughter, step child, legal ward or parent has a serious health condition which requires inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.
4. The employee's own serious health condition that makes the employee unable to perform the functions of the employee's position.

The District may require medical certification of the serious health condition from the health care provider. Certification, if required, must include the date on which the condition commenced, the probable duration of the condition, the appropriate medical facts regarding the condition and a statement that the employee either is needed to care for the person or is unable to perform the functions of his/her position.

The District, at its expense, may designate a second health care provider to provide a second opinion. Upon return to work, the District may require a written notification from the health care provider certifying that the employee is able to resume work.

When both spouses are employed by the Northville Public Schools, the combined amount of leave for birth, adoption, foster placement or illness of a parent will be limited to twelve (12) weeks in any 12 month period. Entitlement for child care ends after the child reaches age one (1) year or twelve (12) months after the adoption or placement.

In the event that an employee shall require intermittent or reduced leave under the terms of the Family and Medical Leave Act, the District will work with the employee to arrange a mutually agreeable leave schedule according to the provisions of Section 102B and Section 108C of the Family and Medical Leave Act of 1993. The decision of the District shall be final.

Upon the employee's return from leave, he/she will be restored either to the position of employment previously held or an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

Assignment of the employee shall be the decision of the Board. Health benefits will be continued during the leave under the same conditions and at the same level as if the employee was employed. Seniority will continue to accrue during the leave.

The District, at its sole option, may require the employee to use accrued paid sick leave prior to beginning an unpaid leave under the Family and Medical Leave Act. No employee will be required to draw their personal accrued sick bank below a total of twenty (20) days.

The District, at its sole option, may require the employee to use accrued paid vacation leave prior to beginning an unpaid leave under the Family and Medical Leave Act. No employee will be required to draw their personal accrued vacation bank below a total of ten (10) days.

C. Bereavement

All full-time employees, and employees whose assignment meets or exceeds four (4) hours/day, annually, under the regular K-12 or SEP school calendar shall be entitled to be absent in the event of a death in the immediate family, for up to the three (3) normally scheduled work days following the death to attend the funeral, if the distance is within a 200 mile radius of the employee's home, and four (4) days outside the radius.

Immediate family for purposes of bereavement shall mean father, mother, spouse, sister, sister-in-law, brother, brother-in-law, father-in-law, mother-in-law, parental grandparents, children, grandchildren, step-parents, step-child, step-brother/sister, foster child living in the home and legal guardian. Said bereavement days are subject to the approval of the Superintendent or the Superintendent's designee.

D. Jury Duty Leave

Office Support Personnel staff members shall be granted a leave of absence not deductible from his/her leave allocation for jury duty.

An Office Support Personnel staff member who serves on jury duty on a scheduled work day shall endorse the juror's pay over to the Northville Public Schools, minus the mileage allowance and will be paid their regular pay rate for the day(s).

The District reserves the right to ask to have the Office Support Personnel staff member excused from jury duty and the Office support Personnel staff member agrees to assist the District in this effort if requested.

Office Support Personnel staff members requested to appear in Court to give testimony in a case connected with the Office Support Personnel staff member's employment with the District shall be granted a leave of absence not deducted from his/her leave allocation, provided such appearance is not brought about by an illegal and/or negligent action on the part of the Office Support Personnel staff member or by an action against the District by an employee.

E. Holidays

All full-time 12 Month Calendar Year staff employees shall be granted time off with pay for the following holidays: Independence Day, Labor Day, Thanksgiving and the day after, Christmas Eve Day, Christmas Day, New Year's Day, Good Friday, Easter Monday and Memorial Day.

Additional days off with pay resulting from regular school closings may be granted subject to the approval of the Superintendent.

Holiday pay has been built into the salary schedule for K-12 Calendar Year staff and SEP Calendar Year staff.

Additionally, 12 Month Calendar Year staff may use accrued vacation time to cover unpaid work days over the winter break.

F. Vacation

Vacation pay is built into the salary schedule for K-12 Calendar staff and SEP staff in accordance with the provisions outlined in Article III-B.

12 Month Calendar Year staff earn paid vacation time off in accordance with the provisions outlined in this section.

Effective July 1, 2007, full-time 256-day employees shall earn vacation with pay based on full-time equated years of service (see paragraph 6 below) in the Office Support Personnel group as of June 30th of each year in accordance with the following:

<u>Completed Years of Service as of June 30th</u>	<u>Vacation Days With Pay</u>
First Year through Fifth Year	13 Days
Sixth Year through Tenth Year	17 Days
Eleventh Year	18 Days
Twelfth Year	19 Days
Thirteenth Year and Beyond	20 Days

1. Vacation days will be pro-rated for new hires.
2. Vacation time will be front loaded on July 1st each year. If an employee discontinues employment during the school year, said employee will be charged for any unearned vacation that may have been used.
3. An employee whose assignment meets or exceeds an average of four (4) hours per day and constitutes a 12 Month Calendar Year shall be entitled to a pro-rated portion of vacation days.

The District agrees to compensate regular full time Office Support Personnel with 5 or more years of active service to the District, a maximum of 25 unused vacation days at the employees hourly rate upon resignation/retirement.

4. All vacation time shall be taken upon the approval of the employee's immediate supervisor and the Human Resources Office, subject to the understanding vacation days may not be approved if it creates an overtime situation.
5. Vacation pay for full-time K-12 Calendar year staff is built into the Compensation Schedule, as set forth in Article III.B, above.
6. A K-12 Calendar year employee who becomes a 12 Month Calendar Year staff will have their years of service equated to full-time for purposes of this vacation policy.

VII K-12 CALENDAR YEAR – START/END DATES

The typical work year for K-12 Calendar Year staff will begin approximately 15 work days before the school year begins and conclude approximately 10 work days after the school year is completed.

VIII SCHOOL CLOSINGS

When the District determines that a school building or buildings are closed during a work day, the "school building" Office Support Personnel will not report for work unless specifically instructed to do so by the immediate supervisor.

Central Office and Educational Technology Office Support Personnel are categorized as "Central Office" therefore, when school is cancelled those employees who must report to work to complete their normal duties, or those who report at their own discretion shall receive an additional day off at another time if they report to work by 10:00 a.m. and remain until the conclusion of the work day. This additional day off must be used before the end of the school year in which it is earned.

IX PROFESSIONAL DEVELOPMENT

The District agrees to budget \$2,000 per year to enable employees to attend approved conferences and workshops in topical areas directly related to their work assignment as approved by the immediate supervisor and the Director of Human Resources

CPR First Aid Training

All office support personnel working in schools should be trained in CPR and first aid as back up personnel to handle emergency situations. Administration will schedule training in consultation with the Office Support Personnel leadership.

X DISTRIBUTION OF STUDENT MEDICATION

Office Support Personnel will not be required to administer medication without a signed prescription form from a medical doctor.

Office Support Personnel will not administer injections (shots) with the exception of a prescribed Epi-pen, and then only in the case of a life-threatening emergency.

XI PERSONNEL FILE

Upon written request, employees will be allowed to review their personnel file with the Human Resources Office. If the employee believes that the material included in her/his personnel file is inaccurate or inappropriate, that employee has the right to submit a written statement regarding the material in question.

XII EVALUATION

Office Support Personnel shall be evaluated every three (3) years unless performance concerns warrant more frequent evaluations. If this individual's performance is deemed unsatisfactory, the supervisor will develop an individual plan of development.

XIII APPEAL PROCEDURE

An employee having a complaint regarding his/her conditions of employment, shall first address the matter with his/her immediate supervisor. If the matter is not resolved, the employee may appeal the matter to the Director of Human Resources or his/her designee.

IVX POLICY DURATION

This policy was adopted with the full intent that the conditions of employment as

established herein shall be in full force and effective for the period of July 1, 2013 through June 30, 2015.

By: _____
Dave Rodgers, Human Resources

By: _____
Lois McGonnell, OSP

By: _____
Mary Kay Gallagher, Superintendent

OFFICE SUPPORT PERSONNEL - JOB CLASSIFICATIONS

GROUP H

Administrative Assistant – Assistant Superintendent of Administrative Services
Administrative Assistant – Assistant Superintendent of Instructional Services
Administrative Assistant – Director of Human Resources

GROUP G

Administrative Assistant – Superintendent
Administrative Assistant – Director of Business and Finance
Attendance Specialist / Administrative Assistant – Director of Human Resources
Administrative Assistant – Director of Special Services
Payroll Specialist
Accounts Payable Specialist
Student Records Specialist - District
Benefits Specialist

GROUP F

Administrative Assistant – High School Building
Administrative Assistant – Middle School Building
Administrative Assistant – Elementary Building
Administrative Assistant – Director of Operations
Administrative Assistant/Dispatcher – Transportation
Administrative Assistant – Food Service Manager
Administrative Assistant – Instructional Services
Administrative Assistant – Curriculum Resource Center

GROUP E

Administrative Assistant – K-12 Special Education Program

GROUP D

Administrative Assistant – Director of Educational Technology
Administrative Assistant – SEP Building
Administrative Assistant – High School Assistant Principal
Administrative Assistant – High School Attendance Specialist
Administrative Assistant – High School Counseling Office
Administrative Assistant – Athletic Director
Student Records Specialist – High School

OFFICE SUPPORT PERSONNEL - JOB CLASSIFICATIONS

(continued)

GROUP C

Administrative Aide – Board of Education
Administrative Aide – High School
Administrative Aide – Middle School Building
Administrative Aide – Elementary Building

GROUP B

None at this time

GROUP A

Administrative Aide – Educational Technology
Administrative Aide – Transportation
Administrative Aide – High School
Administrative Aide – Special Education

OFFICE SUPPORT PERSONNEL
2013 - 2014 and 2014-15 SALARY SCHEDULE

Hourly Rate <i>a/</i>									
GROUP	STEP								
	1	2	3	4	5	6	7	8	
F	\$ 16.31	\$ 16.95	\$ 17.59	\$ 18.26	\$ 18.96	\$ 19.68	\$ 20.43	\$ 21.44	
E	15.69	16.28	16.92	17.55	18.23	18.93	19.65	20.59	
D	15.09	15.66	16.26	16.90	17.52	18.20	18.90	19.81	
C	14.50	15.07	15.63	16.23	16.85	17.50	18.18	19.05	
B	13.96	14.47	15.05	15.60	16.21	16.81	17.47	18.33	
A	13.41	13.93	14.45	15.02	15.58	16.18	16.79	17.61	

Annual Salary (Net of 2 Furlough Days) - Hourly Rate x 1,840 Hours									
GROUP	STEP								
	1	2	3	4	5	6	7	8	
F	\$ 30,013	\$ 31,184	\$ 32,373	\$ 33,600	\$ 34,882	\$ 36,220	\$ 37,595	\$ 39,454	
E	28,861	29,957	31,128	32,299	33,544	34,826	36,164	37,893	
D	27,764	28,805	29,920	31,091	32,243	33,488	34,771	36,443	
C	26,687	27,727	28,768	29,864	30,998	32,206	33,451	35,049	
B	25,683	26,631	27,690	28,712	29,827	30,924	32,150	33,730	
A	24,680	25,627	26,594	27,634	28,675	29,772	30,887	32,410	

Adjusted Salary (For Employees with 6-10 Years of Service) - Hourly Rate x 1,864 Hours									
GROUP	STEP								
	1	2	3	4	5	6	7	8	
F	\$ 30,405	\$ 31,591	\$ 32,796	\$ 34,038	\$ 35,337	\$ 36,693	\$ 38,086	\$ 39,968	
E	29,237	30,348	31,534	32,720	33,982	35,281	36,636	38,387	
D	28,127	29,181	30,311	31,497	32,664	33,925	35,224	36,919	
C	27,035	28,089	29,143	30,254	31,402	32,626	33,888	35,507	
B	26,018	26,978	28,051	29,087	30,216	31,327	32,570	34,170	
A	25,001	25,962	26,941	27,995	29,049	30,160	31,289	32,833	

Salary (Beginning 11th Year of Service) - Adjusted Salary x 1.06 for Longevity									
GROUP	STEP								
	1	2	3	4	5	6	7	8	
F	\$ 32,229	\$ 33,486	\$ 34,763	\$ 36,080	\$ 37,457	\$ 38,894	\$ 40,371	\$ 42,367	
E	30,992	32,169	33,426	34,684	36,021	37,398	38,834	40,690	
D	29,814	30,932	32,129	33,386	34,624	35,961	37,338	39,134	
C	28,657	29,774	30,892	32,069	33,287	34,584	35,921	37,637	
B	27,579	28,597	29,734	30,832	32,029	33,207	34,524	36,220	
A	26,502	27,519	28,557	29,675	30,792	31,969	33,167	34,803	

Salary (Beginning 12th Year of Service & Beyond) - Step 8 Salary + (\$146 x 1.01) per year in 12th - 16th year					
GROUP	12	13	14	15	16 +
	Years	Years	Years	Years	Years
F	42,514	42,661	42,809	42,956	43,104
E	40,838	40,985	41,133	41,280	41,428
D	39,281	39,429	39,576	39,724	39,871
C	37,784	37,932	38,079	38,227	38,374
B	36,368	36,515	36,662	36,810	36,957
A	34,951	35,098	35,246	35,393	35,541

a/ Rates reflect a 1% off-schedule increase from 2012-13 rates. Pending the outcome of 2015-16 negotiations, the hourly rates will revert to the 2012-13 wage scale at expiration of the current contract.

**OFFICE SUPPORT PERSONNEL
2013 - 2014 and 2014-15 SALARY SCHEDULE**

Hourly Rate <i>a/</i>									
GROUP	STEP								
	1	2	3	4	5	6	7	8	
D	\$ 15.09	\$ 15.66	\$ 16.26	\$ 16.90	\$ 17.52	\$ 18.20	\$ 18.90	\$ 19.81	
A	13.41	13.93	14.45	15.02	15.58	16.18	16.79	17.61	

Annual Salary (Net of 2 Furlough Days) - Hourly Rate x 1,808 Hours									
GROUP	STEP								
	1	2	3	4	5	6	7	8	
D	\$ 27,282	\$ 28,304	\$ 29,400	\$ 30,550	\$ 31,682	\$ 32,906	\$ 34,166	\$ 35,809	
A	24,250	25,182	26,131	27,154	28,176	29,254	30,349	31,847	

Adjusted Salary (For Employees with 6-10 Years of Service) - Hourly Rate x 1,832 Hours									
GROUP	STEP								
	1	2	3	4	5	6	7	8	
D	\$ 27,644	\$ 28,680	\$ 29,790	\$ 30,956	\$ 32,103	\$ 33,343	\$ 34,619	\$ 36,285	
A	24,572	25,516	26,478	27,514	28,550	29,642	30,752	32,270	

Salary (Beginning 11th Year of Service) - Adjusted Salary x 1.06 for Longevity									
GROUP	STEP								
	1	2	3	4	5	6	7	8	
D	\$ 29,302	\$ 30,401	\$ 31,578	\$ 32,813	\$ 34,029	\$ 35,343	\$ 36,697	\$ 38,462	
A	26,047	27,047	28,067	29,165	30,263	31,421	32,597	34,206	

Salary (Beginning 12th Year of Service & Beyond) - Step 8 Salary + (\$146 x 1.01) per year in 12th - 16th year					
GROUP	12	13	14	15	16 +
	Years	Years	Years	Years	Years
D	\$ 38,609	\$ 38,757	\$ 38,904	\$ 39,052	\$ 39,199
A	34,353	34,501	34,648	34,796	34,943

a/ Rates reflect a 1% off-schedule increase from 2012-13 rates. Pending the outcome of 2015-16 negotiations, the hourly rates will revert to the 2012-13 wage scale at expiration of the current contract.

**OFFICE SUPPORT PERSONNEL
2011 - 2012 SALARY SCHEDULE**

Hourly Rate a/									
GROUP	STEP								
	1	2	3	4	5	6	7	8	
H	\$ 17.64	\$ 18.33	\$ 19.02	\$ 19.75	\$ 20.50	\$ 21.30	\$ 22.09	\$ 23.17	
G	16.97	17.61	18.29	19.02	19.72	20.46	21.26	22.28	
F	16.31	16.95	17.59	18.26	18.96	19.68	20.43	21.44	
E	15.69	16.28	16.92	17.55	18.23	18.93	19.65	20.59	
D	15.09	15.66	16.26	16.90	17.52	18.20	18.90	19.81	
C	14.50	15.07	15.63	16.23	16.85	17.50	18.18	19.05	
B	13.96	14.47	15.05	15.60	16.21	16.81	17.47	18.33	
A	13.41	13.93	14.45	15.02	15.58	16.18	16.79	17.61	

Annual Salary (Net of 2 Furlough Days) - Hourly Rate x 2,032 Hours									
GROUP	STEP								
	1	2	3	4	5	6	7	8	
H	35,854	37,250	38,645	40,123	41,662	43,283	44,884	47,080	
G	34,479	35,792	37,168	38,645	40,061	41,580	43,201	45,274	
F	33,145	34,438	35,751	37,106	38,522	40,000	41,518	43,571	
E	31,873	33,083	34,376	35,669	37,044	38,460	39,938	41,847	
D	30,662	31,811	33,042	34,335	35,608	36,983	38,399	40,246	
C	29,471	30,621	31,770	32,981	34,233	35,567	36,942	38,707	
B	28,363	29,410	30,580	31,708	32,940	34,151	35,505	37,250	
A	27,255	28,301	29,369	30,518	31,667	32,878	34,110	35,792	

Salary (Beginning 11th Year of Service) - Adjusted Salary x 1.06 for Longevity									
GROUP	STEP								
	1	2	3	4	5	6	7	8	
H	\$ 38,005	\$ 39,485	\$ 40,964	\$ 42,530	\$ 44,162	\$ 45,880	\$ 47,577	\$ 49,905	
G	36,548	37,940	39,398	40,964	42,465	44,075	45,793	47,990	
F	35,134	36,504	37,896	39,332	40,833	42,400	44,009	46,185	
E	33,785	35,068	36,439	37,809	39,267	40,768	42,334	44,358	
D	32,502	33,720	35,025	36,395	37,744	39,202	40,703	42,661	
C	31,239	32,458	33,676	34,960	36,287	37,701	39,159	41,029	
B	30,065	31,175	32,415	33,610	34,916	36,200	37,635	39,485	
A	28,890	29,999	31,131	32,349	33,567	34,851	36,157	37,940	

a/ Rates reflect a 1% off-schedule increase from 2012-13 rates. Pending the outcome of 2015-16 negotiations, the hourly rates will revert to the 2012-13 wage scale at expiration of the current contract.