

ST. CLOUD AREA SCHOOL DISTRICT 742

GUIDELINES FOR WAGES, BENEFITS, AND

WORKING CONDITIONS

FOR

NON-REPRESENTED EMPLOYEES

2007-2009

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ARTICLE I
EMPLOYEE DRUG & ALCOHOL

The School District and the Non-Represented Employees Group have a commitment to provide a drug-free and alcohol-free school environment for all employees and students of District 742. The District and the Non-Represented Employees Group agree to the terms and conditions which are set forth in School District Policy Number 416, Employee Drug and Alcohol Testing Policy (including Administrative Guidelines on such policy), which was revised by the Board of Education on April 26, 2001. This Board Policy and Administrative Guidelines will allow the District (under the conditions specified in the Policy and/or Guidelines) to require an employee to submit to drug and/or alcohol testing.

ARTICLE II
WAGES

Section 2.1 Placement on the Salary Schedule:

Placement of positions on the salary schedule will be determined by the administration. The criteria used for placement on the schedule may include:

- Previous Experience
- Educational Requirements
- Duties and Responsibilities of the Position and such other criteria as determined by the board.

Section 2.2 Regular Work Week:

Five (5) consecutive, eight (8) hour days (exclusive of lunch period) Monday through Friday, shall constitute the regular work week, unless otherwise specified.

Section 2.3 Wages:

The wages and salaries reflected in the schedule shall be a part of the salary and benefits for the period commencing July 1, 2005~~7~~ to June 30, 2007~~9~~. A salary increase is not automatic and is effective only upon affirmative action of the school board. The school board reserves the right to withhold a salary increase in individual cases for good and sufficient reasons. The school board shall give written notice and the reason for such action.

A step increase was not approved for the 2003-2004 contract year, but will take place for the 2004-05 contract year.

Section 2.4 Payroll Base Date:

All employees will be assigned to a payroll base date of July 1 on which salary increases and fringe benefits accrual will be based.

An employee must have been employed five (5) months or longer in order to qualify for an increment on the salary schedule.

ARTICLE III
VACATIONS AND HOLIDAYS

Section 3.1 Vacation Allowance: Full-time twelve (12) month salaried employees will earn vacation according to the following schedule:

1. With none through six (6) continuous full years of District experience in this unit a staff member will earn one (1) day of vacation for each 36.5 calendar days employed. (ten (10) days/yr.)

2. After six (6) continuous full years through sixteen (16) full years of District experience in this unit the staff member will earn one (1) day of vacation for each 24.34 calendar days employed. (fifteen (15) days/yr.)
3. After sixteen (16) continuous full years in this unit the staff member will earn one (1) day of vacation for each 18.25 calendar days employed. (twenty (20) days/yr.)

(Vacation is calculated to the nearest one-half (½) day).

Section 3.2 Vacation Requirements: Vacation is computed to July 1, of each year. The members of this unit will be able to carry over up to ten (10) days of vacation time to be used in the subsequent school year.

Section 3.3 Part-Time Employees - Vacation: Permanent twelve (12) month employees who regularly work twenty-five (25) or more hours per week but less than forty (40) hours shall be entitled to prorata paid vacation time, in accordance with the schedule for full-time twelve (12) month salaried employees.

Section 3.4 Termination of Employment: An employee who has completed at least one (1) full year of service and whose employment terminated by reason of employee's death or disability, or who provided the employer with at least two (2) weeks written notice of voluntary resignation, shall be entitled to receive pro-rata vacation pay for unused vacation time.

Section 3.5 Holidays for Salaried Employees: the designated holidays for the fiscal year are:

- Independence Day
- Labor Day
- State Teachers Convention (one day/year as designated)
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve 1/2 day
- Christmas Day
- New Year's Eve 1/2 day
- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Easter Monday
- Memorial Day
- *Floating Holiday

*To be taken during the Christmas recess. The District shall have the right to designate a specific day at its discretion.

When a holiday falls on Saturday or Sunday, the holiday is celebrated on Friday or Monday respectively; provided, however, that if school is in session the employer may designate another day upon which the holiday will be observed.

If a designated holiday falls within an employee's vacation period, he/she shall receive an additional day of vacation.

Section 3.6 Holiday Work: All work performed on a day designated as a holiday will be paid at one and one-half (1 ½) times the employee's regular hourly rate of pay.

Section 3.7 Eligibility for Holiday Pay: To be eligible to receive a paid holiday, an employee must be in a payroll status on the work day immediately preceding and the work day immediately following the holiday.

Section 3.8 Part-Time Employees - Holiday Pay: Employees who regularly work twenty-five (25) or more hours per week but less than forty (40) hours shall be entitled to prorata paid holidays.

Employees who work forty (40) hours a week for at least thirty-two (32) weeks but less than fifty-two (52) weeks shall be entitled to the following paid holidays: Labor Day, State Teachers Convention (one (1) day per year as designated), Thanksgiving Day, Friday after Thanksgiving, Martin Luther King Day, President's Day, Easter Monday, and Memorial Day.

ARTICLE IV
LEAVES AND ABSENCES

Section 4.1 Accumulative Leave Allowance: Each salaried employee will be granted one (1) day of accumulative leave allowance for each month of employment. Leave allowance will be prorated for part-time employees, including employees working extended weeks. Such leave allowance may only be used under the terms and conditions set forth below.

Accumulative leave earned shall be recorded to the nearest one-half (½) day and accumulated leave used for absences shall be recorded to the nearest one-fourth (¼) day for full time and prorated for hourly members.

Section 4.2 Sick Leave:

- A. Leave with pay shall be allowed by the District whenever an employee's absence is found to have been due to his/her illness which prevented his/her attendance at school and performance of duties on that day or days.
- B. Staff members who have frequent absences for health reasons or whose health status may be questionable may be required by the administration to have an examination. In such cases, the cost of the examination would be paid by the school district.
- C. The school district may require an employee to furnish a medical certificate from a qualified physician selected by the Board as evidence of illness, indicating such absence was due to illness, in order to qualify for leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the school board.
- D. In the event that a medical certificate will be required, the individual will be so advised.
- E. Sick leave allowed shall be deducted from accumulated leave.
- F. Sick leave pay shall be approved only upon submission of a signed request upon the authorized Accumulative Leave Pay Request Form.
- G. The District shall permit employees to donate up to two (2) accumulative leave days per year to a colleague who has exhausted accumulative leave due to long term illness or disability.

Each donated day shall have a value of one (1) accumulative leave day. In order to be eligible to donate, an employee must have at least sixty (60) days of accrued accumulative leave. Non-Represented employees that donated days at the rate of 3 to 1 in 2006-2007 will receive 2 days back in their leave bank for each donated day.

The number of donated accumulative leave days which an employee may receive is limited to the number of days donated, but may not continue beyond the employees eligibility for long-term disability.

The employee requesting donated days will apply in writing for those additional days to the District.

Section 4.3 Serious Illness and Bereavement Leave: All salaried employees are allowed a maximum of ten (10) days of leave per year and a maximum of five (5) days per incident without loss of pay for situations in which their absence from work is required by serious illness or death in the family. The immediate family includes: father, mother, brother, sister, wife, husband, child, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, spouse's grandparents and grandchildren. Included for bereavement are aunts, uncles, nephews, nieces, cousins or any members of the employee's household. Leave shall be deducted from the staff member's accumulative leave.

Section 4.4 Special Leave: Special leave, not to exceed two (2) days per year, may be granted to salaried members of the staff. The leave is to be used for personal business that cannot be consummated outside the school day without undue hardship. Special leave is not granted for purposes of recreation, vacation or for outside gainful employment except that which is incidental in the pursuit of a school related activity.

All such absences must be approved in advance. Leave used shall be deducted from the staff member's accumulative leave.

Section 4.5 Personal Leave:

All members of the Non-Represented group not eligible for vacation time will be allowed the equivalent of one (1) personal leave day per year. This day will be non-accumulative and one (1) accumulative leave day will be deducted and two (2) accumulative leave days will be deducted if used prior to a break in the school year.

Section 4.6 Jury Duty: A leave of absence for jury duty shall be granted to employees who are summoned to serve in such capacity. Such leave of absence shall not be deducted from the employee's accumulative leave.

An employee who is absent because of required jury duty will be granted leave and will sign his/her jury duty check over to the district in return for his/her regular salary. An employee who completed his/her jury duty with one-half (½) day or more of the work day remaining shall report for work for that period. The school district shall cease making such supplementary payments after thirty (30) working days of absence.

Employees on jury duty shall retain or accrue such benefits as they may have earned had they been in continuous employment.

Section 4.7 Notice of Absence: In order to be eligible for pay for any day of absence, an employee must notify the employer of his/her impending absence through a supervisor as far in advance as possible before being scheduled to report to work. All such absences are to be reported on either the Request for Sick Leave form or the Absence Report form immediately upon returning to work.

Section 4.8 Military Leave: Leave of absence for military service will be granted in accordance with all requirements of federal and state law.

Section 4.9 Child Care/Parental Leave: Will be granted subject to the following:

A leave of absence will not constitute a break in the continued employment status of the employee. Upon completion of an approved leave, the employee will be returning to her position and unused accumulated leave days will be restored.

All requests for childcare leave must be submitted in writing to the Superintendent of Schools. The request will indicate the proposed commencement and termination dates.

The leave will not exceed six (6) months.

Employees on leave will maintain their eligibility to participate in the District's group insurance programs. Unless otherwise provided, the employee will pay the premium(s) to the District on or before the 20th day of the month preceding the desired month of coverage.

Requests for such leave must be made at least ninety (90) calendar days prior to the estimated date of confinement or the date of home placement.

Leave will begin upon home placement of an adopted child or immediately after disability or at a natural break in the school year prior to the birth or home placement of the child or at such other date mutually agreed between the employee and the school district.

Parental Leave: Childbirth, Adoption – A non-represented employee may be allowed to use up to thirty (30) consecutive accumulative leave days (more if complications arise as authenticated by a properly licensed physician) within one (1) school year (Normal Work Year) for childbirth or adoption occurring during that school year. Any days within that time frame which would normally result in an accumulative leave deduction may be deducted from accrued accumulative leave for any so-affected employee.

Paid holidays that are scheduled within that time frame will be paid. Non-duty days that fall within that time frame are unpaid and no accumulative leave deduction will be made.

Section 4.10 Family and Medical Leave Act:

Pursuant to the Family and Medical Leave Act, P.L. 103-3, 1993, an eligible employee shall be granted, upon request, a leave up to a total of twelve (12) weeks of unpaid leave per year for a combination of leave situations. Employees may use a total of twelve (12) weeks of leave to care for a child anytime within the first year of the child's life, upon adoption or foster placement of a child or for the employee's own illness, or for the illness of the employee's spouse, parent or child. Any paid or unpaid leave already provided by the employer will be considered part of the twelve (12) weeks noted above.

An employee who is taking leave pursuant to FMLA has the right to continue to receive health and dental benefits from the employer on the same basis as s/he was provided immediately prior to the commencement of the leave of absence.

Section 4.11 Civic Responsibility: The number of days of absences allowed for participating in civic activities in which the staff has achieved leadership shall be two (2) days per year. The absence is granted by the Superintendent in keeping with this section and shall be deducted from the staff member's accumulative leave.

Section 4.12 Unpaid Leave:

Employees at the discretion of the District, may be granted up to one (1) year of leave without pay or loss of seniority. Seniority shall accumulate, however, the employee will not receive advancement on the salary schedule while on leave.

1. Short term absence (up to ninety (90) days). The employee shall be returned to their position.
2. Long term absence (up to one (1) year). The employee shall be returned to the same or like position with out loss of step or lane.

Section 4.13 Inclement Weather:

When schools are closed due to inclement weather, no employees are expected to work unless previous arrangements have been made with their supervisor.

When schools are closed due to inclement weather and the District Offices are also closed, employees can choose either of the following options for making up time missed. Employees can use vacation time, accumulated leave time, discretionary leave (if applicable), take a full pay deduct or use accumulated comp time if available. Employees are to make arrangements for making up the time with their supervisor. If the District has a late start or early dismissal due to inclement weather, employees are expected to work their normal hours unless an exception is made by the Superintendent or his/her designee.

ARTICLE V
INSURANCE

Section 5.1 Hold Harmless Clause: It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Section 5.2 Life Insurance: The District shall contribute the full monthly premium for \$50,000 life insurance for all salaried employees in accordance with the coverage in the current insurance benefits. With approval of the District's Insurance carrier, employees in this unit will be permitted to purchase additional life insurance up to \$50,000 in minimum of \$10,000 units.

Employees who work twenty-five (25) or more hours per week but less than forty (40) hours shall be entitled to life insurance with the District paying seventy-five percent (75%) of the premium for \$50,000 life insurance coverage.

Employees who work forty (40) hours a week for at least thirty-two (32) weeks but less than fifty-two (52) weeks shall be entitled to life insurance with the District making the full contribution during the weeks employed; the employee must pick up the entire cost during the weeks not employed in order to continue coverage during those weeks. An employee who works less than twelve months may have summer premiums prorated from October through June 15 or October through August paychecks. Requests for this option must be in the Human Resources Office no later than September 15.

With the approval of the District's Insurance carrier, part time employees in this unit will be permitted to purchase additional life insurance up to \$50,000 in minimum of \$10,000 units at their own expense.

Section 5.3 Long Term Disability: Each employee who is eligible for benefits is eligible to participate in the long term disability insurance program provided by the employer. The employer pays the full monthly premium for such coverage. An employee may not use sick leave for any day of absence which he/she is eligible for long term disability insurance benefits. It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier. The district will pay the first \$500 (or full premium if less than \$500) of the monthly health insurance premium for LTD recipients during the period of disability, but for no more than 17 months.

Section 5.4 Health and Hospitalization Insurance: The school district shall contribute a sum not to exceed the amounts specified for dependent or individual coverage for each full-time salaried employee who qualifies and is enrolled in the school district's group health and hospitalization plan:

Effective May 2008

Family coverage:	\$815.00 per month
Single coverage:	\$360.00 per month

Effective October 2008

Family coverage:	\$870.00 per month
Single coverage:	\$410.00 per month

Effective October 1, 2008, any District employee in the non-represented group qualifying for health and hospitalization insurance coverage by this agreement whose spouse is also a district employee qualifying for health and hospitalization insurance shall qualify for one Blue Cross / Blue Shield Triple Gold family insurance premium paid by the district.

Section 5.5 Duration of Insurance Contribution: An employee is eligible for School District contribution as provided in this Article as long as the employee is employed by the School District. Upon termination of employment, all District contribution shall cease.

Section 5.6 Part-Time Employees - Health Insurance: Employees who work twenty-five (25) hours or more per week but less than forty (40) hours shall be entitled to health/hospitalization insurance coverage during the months employed, with the District contribution to the premium being seventy-five percent (75%) of the cap established for the group for family or individual coverage.

Employees who work forty (40) hours a week for at least thirty-two (32) weeks but less than fifty-two (52) weeks shall be entitled to health/hospitalization insurance with the District making the full contribution of the cap during the weeks employed; the employee must pick up the entire cost during the weeks not employed in order to continue coverage during those weeks. An employee who works less than twelve (12) months may have summer premiums prorated from October through June 15, or October through August paychecks. Requests for this option must be in the Human Resources Office no later than September 15.

Section 5.7 Dental Insurance: Effective October 15, 1999, the District will contribute a sum not to exceed \$63.75 per month for family coverage for each salaried employee who is eligible for family coverage, as appropriate, and enrolled in the District's Standard Group Dental Plan. Effective October 15, 1999, the District will contribute a sum not to exceed \$22.80 per month for single coverage for each salaried employee who is eligible and enrolled in the District's Standard Group Dental Plan.

Section 5.8 Part-Time Employees - Dental Insurance: Employees who work twenty-five (25) or more hours per week but less than forty (40) hours shall be entitled to dental insurance coverage during the months employed, with the District contribution to the premium being seventy-five percent (75%) of the cap established for the group for family or individual coverage.

Employees who work forty (40) hours a week for at least thirty-two (32) weeks but less than fifty-two (52) weeks shall be entitled to dental insurance with the District making the full contribution of the cap during the weeks employed; the employee must pick up the entire cost during the weeks not employed in order to continue coverage during those weeks. An employee who works less than twelve months may have summer premiums prorated from October through June 15, or October through August paychecks. Requests for this option must be in the Human Resources Office no later than September 15.

ARTICLE VI WELLNESS PAY

Nonrepresented employees who have accrued more than sixty (60) days of accumulative leave shall be paid thirty percent (30%) of his/her days salary for each day in excess of sixty (60). Employees may opt to take vacation days in lieu of wellness pay at the rate of one vacation day for each three (3) days of earned accumulative leave.

Nonrepresented employees may choose to accrue accumulative leave up to one hundred (100) days. These requests must be submitted in writing to the Human Resource Office by June 10.

Section 6.1 Wellness Buy Back:

At retirement, accrued accumulative leave shall be purchased as wellness buy back by the District based on the following formula:

Basic daily rate of pay times the number of accrued accumulative leave days times years of service as set forth below.

The employee shall have the option of receiving wellness buy back at retirement:

1. In one (1) lump sum payment within sixty (60) calendar days of termination, or
2. In up to four (4) annual installments beginning with the first regular pay day in January

following termination.

The compensation to be paid each eligible employee shall be the product of the number of accrued accumulative leave days (up to one hundred (100)) times the average daily rate of pay times the years of service formula. The percentage determined by the employee's years of service on his/her last day of employment.

15 full years of service	30%
20 full years of service	40%
25 full years of service	50%
30 full years of service	60%

If an employee dies prior to the submitting a written resignation to the District, the estate shall not be eligible for this benefit. If an employee dies subsequent to submitting a written resignation to the District, any unpaid wellness buy back shall be paid to the estate, if all other conditions have been met.

Steps were disallowed in contract years 1991-92, 1993-94 and 2003-04.

ARTICLE VII
403(b)

Tax Sheltered Annuity:

Employees will be eligible to participate in a tax-sheltered annuity plan with vendors approved by the District, pursuant to Minnesota Statutes Section 365.24 and the Internal Revenue Code .26U.S.C. 403(b).

Vendors can only be changed once per year in June to be effective July 1. Members of this unit wishing to participate must contact the Human Resources Office by June 30th. Members must also contact the Human Resources Office by June 30th if they are eligible for the next level of matching and wish to participate at that level. Beginning July 1, 2002, the School District will match each participating non-represented member's contribution to such annuity up to a year as set forth in the following table for a lifetime cap of \$12,600.00.

Human Resources Office in conjunction with a representative of the non-represented group will create a notification procedure for reminders to meet TSA timelines.

Full-time years of service in District

0-3	No Match	
4-8	\$300.00	\$ 1,500.00
9-12	\$400.00	\$ 1,600.00
13-17	\$500.00	\$ 2,500.00
18-26+	\$875.00	<u>\$ 7,000.00</u>
		\$12,600.00

Upon an employee's retirement, the total amount of the District matching contribution to the 403b annuity account shall be deducted from any wellness buy back obligation entitlement. If the total amount of the District matching contribution to a participating employee's 403b annuity account is more than he/she would have received in wellness buy back under the Master Agreement, the employee shall not be entitled to receive any wellness buy back.

There will be a one (1) time election at the employee's discretion. An employee must be eligible for benefits to qualify for this tax-sheltered annuity. Also, an employee receiving this tax-sheltered annuity must elect one hundred (100) days of accumulative leave.

NON-REPRESENTED POSITIONS

Accountant
Adult Crossing Guards
Benefits Secretary
Buildings/Grounds Supervisor
Community Education Program Assistants
Computer Programmers/Operators
Confidential Secretaries
Coordinator of Community, Governmental Relations and Grants
Controller
Executive Secretaries
Food Service Supervisor
Human Resource Assistant
Media Technicians (Hourly)
Media Technicians
Purchasing/Accounts Payable Supervisor
Research Assistants
Security Officers
Supervisor of Environmental Health and Safety
Transportation Supervisor
Visual Communication Technician
Assistant Transportation Supervisor
Transportation Routing Coordinator
Transportation Safety Coordinator

SALARY SCHEDULE

Non-Union Employees
Salary Schedule 2007-2008

Step	49	54	56	58	61	65	70	72	74	75	77
	A	B	C	D	E	F	G	H	I	J	K
1	16,346	19,292	20,692	22,153	24,503	28,010	33,115	35,360	37,804	39,093	47,498
2	17,357	20,484	21,969	23,519	26,014	29,741	35,117	37,546	40,143	41,505	49,996
3	18,369	21,678	23,248	24,601	27,598	31,468	37,156	39,728	42,476	43,921	52,496
4	19,377	22,871	24,529	26,345	29,043	33,200	39,201	41,915	45,878	46,396	54,997
5	20,388	23,670	25,807	27,625	30,553	34,933	41,246	43,806	47,152	48,751	57,497
6	21,610	25,510	27,355	29,283	32,387	37,029	43,720	46,740	49,980	51,677	60,104

Non-Union Employees
Salary Schedule 2008-2009

Step	49	54	56	58	61	65	70	72	74	75	77
	A	B	C	D	E	F	G	H	I	J	K
1	16,672	19,678	21,106	22,596	24,994	28,570	33,778	36,068	38,560	39,874	48,448
2	17,704	20,893	22,408	23,990	26,534	30,336	35,819	38,297	40,946	42,335	50,996
3	18,737	22,112	23,713	25,093	28,150	32,097	37,899	40,523	43,325	44,800	53,546
4	19,764	23,329	25,020	26,871	29,624	33,864	39,985	42,753	46,795	47,324	56,097
5	20,796	24,144	26,323	28,177	31,164	35,632	42,071	44,682	48,095	49,726	58,647
6	22,042	26,020	27,902	29,869	33,035	37,770	44,595	47,675	50,980	52,711	61,306

Longevity increase for employees, to be received on the July 1 date following years of employment with the School District:

	<u>2007-2008</u>	<u>2008-2009</u>
After 10 years of service, add	\$.45 per hour	\$.50 per hour
After 15 years of service, add	\$.65 per hour	\$.70 per hour
After 20 years of service, add	\$.95 per hour	\$ 1.05 per hour
After 25 years of service, add	\$ 1.05 per hour	\$ 1.25 per hour

This salary grid is based upon a 260-day work year. Adjustments in this work year will be made accordingly.

After five (5) years of coaching experience in St. Cloud Area School District 742, members of this bargaining unit will be paid according to the St. Cloud Education Association Master Contract Agreement.

APPENDIX C

St Cloud Area School District 742 - Insurance Worksheet Base

Prepared 01/23/2008

Part time rate 0.75 NonRepresented Fund 1
rate of increase 1.00

MEDICAL		Previous FTE	Previous Rate	Jul-Sep 06 Premium	Current FTE	Current Rate	Oct-Jun 07 Premium	Current FTE	Current Rate	Jul-Apr 08 Premium	New FTE	New Rate	May-Jun 08 Premium	New FTE	New Rate	Jul-Sep 08 Premium	Projected FTE	Projected Rate	Oct-Jun 09 Premium
Double Gold																			
3	BCBS Family	3	731.88	6,586.92	3	761.16	20,551.32	3	761.16	22,834.80	3	815.00	4,890.00	3	815.00	7,335.00	3	870.00	23,490.00
9	BCBS Single		298.58			310.52			310.52			360.00			360.00			410.00	
12	BCBS P/T Fam		548.91			570.87			570.87			611.25			611.25			652.50	
10	BCBS P/T Single		223.94			232.89			232.89			270.00			270.00			307.50	
	BCBS EME	4	610.00	7,320.00	4	639.50	23,022.00	4	639.50	25,580.00	4	746.75	5,974.00	4	746.75	8,961.00	4	709.78	25,552.08
Triple Gold																			
	BCBS Family	14	731.88	30,738.96	14	761.16	95,906.16	14	761.16	106,562.40	14	815.00	22,820.00	14	815.00	34,230.00	14	870.00	109,620.00
	BCBS Single	3	298.58	2,687.22	3	310.52	8,384.04	3	310.52	9,315.60	3	360.00	2,160.00	3	360.00	3,240.00	3	410.00	11,070.00
	BCBS P/T Fam	2	548.91	3,293.46	2	570.87	10,275.66	2	570.87	11,417.40	2	611.25	2,445.00	2	611.25	3,667.50	2	652.50	11,745.00
	BCBS P/T Single	1	223.94	671.81	1	232.89	2,096.01	1	232.89	2,328.90	1	270.00	540.00	1	270.00	810.00	1	307.50	2,767.50
	BCBS EME	3	524.00	4,716.00	3	549.00	14,823.00	3	549.00	16,470.00	3	645.25	3,871.50	3	645.25	5,807.25	3	709.78	19,164.06
BCBS Deductible																			
	BCBS Family	4	731.88	8,782.56	4	761.16	27,401.76	4	761.16	30,446.40	4	815.00	6,520.00	4	815.00	9,780.00	4	870.00	31,320.00
	BCBS Single		298.58			310.52			310.52			360.00			360.00			410.00	
	BCBS P/T Fam	1	548.91	1,646.73	1	570.87	5,137.83	1	570.87	5,708.70	1	611.25	1,222.50	1	611.25	1,833.75	1	652.50	5,872.50
	BCBS P/T Single		223.94			232.89			232.89			270.00			270.00			307.50	
Comprehens Care																			
	H P Family	1	731.88	2,195.64	1	761.16	6,850.44	1	761.16	7,611.60	1	815.00	1,630.00	1	815.00	2,445.00	1	870.00	7,830.00
	H P Single	1	298.58	895.74	1	310.52	2,794.68	1	310.52	3,105.20	1	360.00	720.00	1	360.00	1,080.00	1	410.00	3,690.00
	H P P/T Family		548.91			570.87			570.87			611.25			611.25			652.50	
	H P P/T Single		223.94			310.52			310.52			270.00			270.00			410.00	
	H P EME	2	538.56	3,231.36	2	572.48	10,304.64	2	572.48	11,449.60	2	697.90	2,791.60	2	697.90	4,187.40	2	709.78	12,776.04
Custom Care																			
	H P Family	1	731.88	2,195.64	1	761.16	6,850.44	1	761.16	7,611.60	1	815.00	1,630.00	1	815.00	2,445.00	1	870.00	7,830.00
	H P Single		298.58			310.52			310.52			360.00			360.00			410.00	
	H P P/T Family		548.91			570.87			570.87			611.25			611.25			652.50	
	H P P/T Single		223.94			232.89			232.89			270.00			270.00			307.50	
H P Deductible																			
	H P Family	1	731.88		1	761.16		1	761.16		1	815.00		1	815.00		1	870.00	
	H P Single	1	298.58	895.74	1	310.52	2,794.68	1	310.52	3,105.20	1	360.00	720.00	1	360.00	1,080.00	1	410.00	3,690.00
	H P P/T Family		548.91			570.87			570.87			611.25			611.25			652.50	
	H P P/T Single	1	223.94	671.81	1	232.89	2,096.01	1	232.89	2,328.90	1	270.00	540.00	1	270.00	810.00	1	307.50	2,767.50
	Total	42		76,529.58	42		239,288.67	42		265,876.30	42		58,474.60	42		87,711.90	42		279,184.68

07-08 Health Prem Total 324,351
08-09 Health Prem Total 366,897
2Yr Health Prem Total 691,247

DENTAL		Current FTE	Current Rate	06-07 Premium	New FTE	New Rate	07-08 Premium	Projected FTE	Projected Rate	08-09 Premium
	Delta Family	29	63.75	22,185.00	29	63.75	22,185.00	29	63.75	22,185.00
	Delta Single	3	22.80	820.80	3	22.80	820.80	3	22.80	820.80
	Delta P/T Family	8	47.81	4,590.00	8	47.81	4,590.00	8	47.81	4,590.00
	Delta P/T Single	3	17.10	615.60	3	17.10	615.60	3	17.10	615.60
	Total	43		28,211.40	43		28,211.40	43		28,211.40

07-08 Health Prem Total 28,211
08-09 Health Prem Total 28,211
2Yr Health Prem Total 56,423

CROSSING GUARDS SALARY SCHEUDLE

Step	<u>2007-2008</u>	<u>2008-2009</u>
1	\$9.65	\$10.05
2	\$10.40	\$10.80
3	\$11.49	\$11.89

In addition, Crossing Guards, after the first full year of employment, will receive three (3) paid holidays: Labor Day, Memorial Day and Martin Luther King Day. (Labor Day if the person has worked the entire previous year, Memorial Day if the person has worked the entire current year).

Longevity:

	<u>2007-2008</u>	<u>2008-2009</u>
5 Years	\$.45	\$.55
10 Years	\$.55	\$.65
15 Years	\$.70	\$.80

To be received on the July 1st date following their 5th, 10th or 15th year of employment with the School District.

Discretionary Leave 2007 – 2009
Nine (9) & Ten (10) Month Non-Represented and District 742 Schools
Memorandum of Understanding (2007-2008 & 2008 – 2009)

Number of Discretionary Days

- Discretionary days for employees in this participating group will be six (6) days per employee.

Use of Discretionary Days

- Discretionary leave takes the place of all short-term leaves.
- All discretionary leaves must be earned prior to use and will be deducted from accumulative leave.
- Consecutive use of three (3) days will be allowed. Over three (3) consecutive days will be 2-for-1 deducted from accumulative leave (for example: six (6) consecutive discretionary leave days = nine (9) accumulative leave days). Any time used over and above the three (3) days will require administrative approval. Nine (9) and Ten (10) month non-represented can take up to five (5) consecutive discretionary days without penalty, provided days four (4) and five (5) are non-student contact days and administrator approval is granted.
- No discretionary leave days in excess of the employee's maximum of six (6) days will be granted.
- A three (3) day notice is required-except in cases of emergency.
- The first two (2) days per year of bereavement will be discretionary (and deducted from accumulative leave) except for immediate family as defined by individual contract. After those two (2) days have been used the remainder of time off for bereavement will be deducted from accumulative leave.
- Discretionary days will not carry over to consecutive years and therefore, will not be able to be accrued.
- Day before and after major breaks in December, Mid-Winter and Spring and first and last week of school will be 2-for-1 deducted from accumulative leave.
- Full-day increments.

MEMORANDUM OF UNDERSTANDING

2008-2009 One-Time Payment of Unrestricted State Revenue

This agreement between the Saint Cloud Non-Represented Employee Group and District 742 outlines the parameters for a one-time payment of unrestricted state revenue for the 2008-2009 school year.

In the event the 2008 Legislative session awards the District “new money” in the form of unrestricted state revenue for the 2008-2009 school year, the parties have agreed to the following:

Eligibility

Members of this bargaining unit who participated in medical health coverage for the 2007-2008 school year, excluding employees who utilized EME dependent insurance coverage.

Payment

The total amount of \$12,500 (5% of \$250,000), one-time payment of unrestricted state revenue to be disbursed to each eligible member based upon a members prorated employment.

Effective Date

Eligible member will receive as specified in a separate payment a one-time payment of unrestricted state revenue on October 15th, 2008.

(THIS MOU SHALL NOT APPLY TO MONIES MADE AVAILABLE FOR TRANSFER FROM THE CAPITAL FUND)