

**Robbinsdale Area Schools**

**New Hope, MN 55427**

**PROGRAM ASSISTANTS**

**TERMS AND CONDITIONS OF EMPLOYMENT**

**2007-2008**

**2008-2009**

<b>PROGRAM ASSISTANT 2007-2008 &amp; 2008-2009</b>
Academic Support Specialist
Accountant
Cabinet Administrative Assistant
Adventure Club Assistant Site Supervisor
Adventure Club Site Supervisor
Adventure Club Special Needs Assistant
Assessment Specialist
Auditorium Supervisor
CMMS Systems Implementation
Child Nutrition Program Assistant
Community Relations Program Assistant
Early Childhood Creative Play Specialist
Enrichment Program Specialist
Extended Day Program Specialist
Facilities Specialist
Family Advocate Specialist
GED Specialist
Helping Us Grow (HUG) Coordinator
Home/School Liaison
HR Specialist
Indian Education Specialist
Information System Support Specialist
International Baccalaureate Coordinator
LAN/WAN Specialist
Middle School Diversity Coordinator
Mosaic Youth Center Coordinator
Operation Specialist
PC/LAN Technician
Print Production Technician
Program Specialist
Secondary Student Support
SOS/Streets Coordinator
Student Support Specialist
Transportation Assistant Program Director
Video Production Specialist
Volunteers Specialist
Welcome Center Specialist

## TABLE OF CONTENTS

Article 1	Definition	1
Article 2	Group Insurance, Full Time Employees	2-3
Article 3	Group Insurance, Part Time Employees	4
Article 4	Cafeteria Benefits and Deferred Compensation	5-6
Article 5	Vacations	7
Article 6	Sick Leave	8
Article 7	Leaves of Absence	9-10
Article 8	Working Conditions	11
Article 9	Holidays	11-12
Article 10	Retirement	12-14
Article 11	Salary and Addendum	15-17
	Clarification of Previous Severance Agreement	18

**ROBBINSDALE AREA SCHOOLS  
PROGRAM ASSISTANTS  
TERMS AND CONDITIONS OF EMPLOYMENT**

**ARTICLE 1**

**DEFINITION:**

**1-1** Program Assistants are members of a specific team, department or work group that provides support in a variety of ways for/to the educational process. All program assistants are employees at will.

**1-2 FULL TIME**

For the purpose of eligibility for the benefits set forth herein, a full time employee shall be defined as an employee working a minimum of 40 hours per week and 38 weeks per year.

All employees must work 40 hours per week in order to receive benefits as a full time employee.

**1-3 PART TIME**

For the purpose of eligibility for the benefits set forth herein, a part time employee shall be defined as an employee working at least 20 hours per week but less than 40 hours per week and working a minimum of 36 weeks per year.

## ARTICLE II

### GROUP INSURANCE – FULL TIME EMPLOYEES for employees hired prior to July 1, 1995

#### 2-1 HEALTH INSURANCE

The School Board will participate in the hospitalization/major medical insurance program by paying for full time employees the following amounts toward the monthly premium costs of the group health insurance plan approved by the School Board. Any additional cost of premium shall be borne by the employee and paid by payroll deduction.

<b>Effective:</b>	<b>Single Plan</b>	<b>Family Plan</b>
January 1, 2007	\$361.00	\$517.00
January 1, 2008	\$411.00	\$567.00
January 1, 2009	\$446.00	\$602.00

**2-1-1** Any full time program assistant who enrolls in the district medical insurance plan with at least a \$750 or a family plan annual deductible of at least \$1500, shall receive a VEBA contribution of \$20.84 twice a month.

#### 2-2 DENTAL INSURANCE

The school district will pay 100 percent of the annual single premium and 80 percent of the family premium for full time employees who participate in the district group dental insurance plan.

#### 2-3 TERM LIFE INSURANCE

Full time employees shall be eligible for term life insurance as follows:

**2-3-1** An employee may participate in the group life insurance program by carrying one basic unit of term insurance in an amount equal to \$50,000 and the district will pay 75 percent of the annual premium. Three additional units of term insurance (one unit equals \$50,000) may be purchased through the group, with the cost to be borne by the employee.

**2-3-2** Employees shall sign a certificate of insurability after which the insurance carrier will determine whether or not the individual qualifies for the additional units.

## **2-4 LONG-TERM DISABILITY INSURANCE**

Full time employees shall be eligible for long-term disability insurance as follows:

**2-4-1** The program assistants will pay fifty percent (50%) of the monthly premium cost of the income disability plan subject to the conditions and specifications of the contract between the district and the insurance carrier.

**2-4-2** The plan shall provide an insured income benefit equal to two-thirds (2/3) of the employee's salary. Benefits under this plan will commence after a sixty-five (65) working day waiting period.

**2-4-3** Employees with sick leave accumulation in excess of sixty-five (65) days may, at the employee's option, be paid at one-third (1/3) of the annual contract income by the district until sick leave is exhausted at the rate of one-third (1/3) day per day of absence.

**ARTICLE III**

**GROUP INSURANCE - PART-TIME EMPLOYEES  
for employees hired prior to July 1, 1995**

**3-1 HEALTH INSURANCE**

The school district shall participate in the hospitalization/major medical insurance programs for employees who work a minimum of 20 hours per week and 36 weeks per year. The district will pay a prorated amount toward the premium costs of these programs calculated in the following manner:

Amount paid by Board for part-time	=	Hours of PT ----- Hours of FT	X	Amount paid by Board for a full time employee as specified above
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**3-1-1** Part time program assistants who enroll in the district medical plan with at least a \$750 annual deductible or a family plan annual deductible of at least \$1500, shall receive a prorated VEBA contribution of \$20.84 twice a month.

**3-2 DENTAL INSURANCE**

The school district will pay 100 percent of the annual single premium for dental insurance for part-time employees who work a minimum of 20 hours per week and 36 weeks per year. Part-time employees may purchase family dental coverage at no additional cost to the district.

**3-3 TERM LIFE INSURANCE**

The school district shall participate in the term life insurance program for part-time employees who work a minimum of 20 hours per week and 36 weeks per year. The school district will pay one-half (1/2) of the amount paid on behalf of full time employees for term life insurance.

**3-4 LONG-TERM DISABILITY INSURANCE**

The school district shall participate in the long-term disability program for part-time employees who work a minimum of 25 hours per week and 36 weeks per year. The school district will pay one-half (1/2) of the amount paid on behalf of full time employees for long-term disability insurance.

**ARTICLE IV**  
**CAFETERIA BENEFITS**  
**and**  
**DEFERRED COMPENSATION**  
for employees hired on or after July 1, 1995

**4-1 CAFETERIA**

**4-1-1 ELIGIBILITY**

Each full time employee whose employment commences on or after July 1, 1995, and who is scheduled to hold a permanent position will be allocated a specific dollar amount twice a month for use in purchasing fringe benefits. The monthly allocation shall be as follows:

January 1, 2007 to December 31, 2007	\$565
January 1, 2008 to December 31, 2008	\$615
January 1, 2009 to December 31, 2009	\$650

The full time employee shall purchase, at a minimum, single coverage under the group hospitalization/major medical insurance plan and shall purchase long-term disability income insurance. For purposes of computing the amount to be charged to the employee's account for the purchase of insurance coverage, the rate in effect for a particular month shall be the rate billed by the carrier for that month.

Any full time program assistant who enrolls in the district medical insurance plan with at least a \$750 annual deductible or a family plan annual deductible of at least \$1500, shall receive a VEBA contribution of \$20.84 twice a month.

**4-1-1-1** Full time employees hired before July 1, 1995 were given the opportunity to receive cafeteria benefits. This opportunity ended January 1, 2000. Once an employee chose to move to the cafeteria benefit plan, he/she could not go back to standard coverage.

**4-1-2 ADDITIONAL COVERAGE**

If an employee elects to purchase group insurance fringe benefits offered by the school district which results in monthly premium charges greater than the amount allocated to the employee's account pursuant to the above, any cost in excess of the monthly allocation shall be borne by the employee and paid by payroll deduction.



#### **4-1-3 EXCESS ALLOCATION**

If the insurance premiums for coverage elected are less than the allocation the money is added to the program assistant's salary each pay period twice a month.

#### **4-1-4 DISCONTINUANCE OF ALLOCATION**

Monthly allocation to employees for the purposes of purchasing insurance fringe benefits shall cease on the first of the month following:

**4-1-4-1** Termination of employment with the district.

**4-1-4-2** Leaving on an authorized leave of absence, unless other provisions of this Agreement make provision for continuance of the monthly allocation.

#### **4-1-5 PART TIME EMPLOYEES**

Employees hired on or after July 1, 1995 who are regularly scheduled to work at least twenty hours per week shall be eligible for cafeteria benefits. The amount of the monthly allocation shall be prorated based on the full time equivalency. If the employee works at least 25 hours per week the employee must purchase long term disability coverage.

#### **4-2 DEFERRED COMPENSATION MATCH**

For employees hired after July 1, 1995, the district will provide up to \$650, in a deferred compensation match to all employees with three years of full time service or the equivalent. Effective July 1, 2007, deferred compensation match will be paid in 24 payments twice a month at the rate of \$27.09. Employees hired before July 1, 1995, and choosing the deferred comp match must waive their right to severance pay as described in Article X.

#### **4-3 CONTINUATION OF BENEFITS**

Subject to the provisions of this agreement, and the limitations of the group insurance plans, an employee on unpaid leave of absence may continue to participate in the group insurance plans. An employee choosing to continue participation shall pay the full monthly premium for such plans commencing on the date the unpaid leave of absence begins. This clause does not apply to employees on leaves approved under the federal Family Medical Leave Act.

## ARTICLE V

### VACATIONS

#### 5-1 ELIGIBILITY

Employees are eligible for vacation time, based on the approval of the supervisor. For those granted this benefit, the following earning schedule shall apply. Eligibility will be based on anniversary date of hire.

Earning Schedule for full-time, full year (52 weeks)

# Continuous Years of Service in the District	# Days Vacation/Year
During Years 1-4	11 days
During Years 5-12	16 days
During Years 13 and after	22 days

**5-1-1** Pro-rated vacation days will be provided to those employees working more than 42 weeks, but less than 52 weeks, or for those working full year (52 weeks) for 20-40 hours per week. The amount of hours will be prorated to the amount of hours for which the employee is regularly scheduled.

#### 5-2 TERMS

**5-2-1** Hours of vacation are earned in equal proportions over the course of the year. Amounts are earned and logged at every pay period.

**5-2-2** Vacations may be taken in blocks of time not to exceed two weeks. With supervisory approval, vacations can be extended beyond this limit.

**5-2-3** Employees may accumulate up to 25 days/year. Hours/days beyond the 25 day limit will be deducted from the employee account after September 1. If the district cannot grant an employee's request for vacation, this limitation will be waived for the number of days requested but denied. Approval of immediate supervisor and the Director of Human Resources is required.

## **ARTICLE VI**

### **SICK LEAVE**

#### **6-1 SICK LEAVE ALLOWANCE**

An annual sick leave allowance of twelve (12) paid days shall be granted to each full-year (52 week) employee working 40 hours per week. The unused sick leave allowance may be accumulated to an unlimited amount. Sick leave may be used for personal illness, injury and medical or dental appointments and for absences due to illness of the employee's spouse, parent, significant other, or child.

#### **6-2 FAMILY MEDICAL LEAVE ACT**

The District may apply the provisions of the Family Medical Leave Act to employees who are granted sick leave under 6-1.

#### **6-3 SICK LEAVE POOL**

The District agrees to maintain a Sick Leave Pool. Sick Leave Pool By-Laws are available from the Human Resources Office.

#### **6-4 PART TIME EMPLOYEES**

Part time employees who work at least 20 hours per week but less than 40 hours per week and who work a minimum of 36 weeks per year shall receive a prorated annual sick leave allowance.

Part time employees who work less than 52 weeks per year or less than 40 hours per week but at least 12 hours per week shall receive prorated annual sick leave allowance. The unused sick leave allowance may be accumulated to an unlimited amount. Sick leave may be used for personal illness, injury, medical or dental appointments, and for absences due to illness of the employee's spouse, parent, significant other, or child.

The number of days of sick leave allowance per year for part time employees shall be calculated in the following manner:

Example for part time employees:

40 hours per week/42 weeks per year

Full-time, full year (1.0 FTE) 12 days x 8 hrs = 96 hours annual sick leave

$96 - 52 = 1.846$                        $1.846 \times 42 \text{ weeks} = 77.53 \text{ hours}$

Total sick leave accrued for year would be 78 hours

38 hours per week/38 weeks per year

Full-time, full year (1.0 FTE) 12 days x 8 hrs = 96 hours annual sick leave

$38 - 40 = .95 \text{ FTE} \times 96 = 91.2 \text{ hours}$

$91.2 - 52 = 1.754$                        $1.754 \times 38 \text{ weeks} = 66.65 \text{ hours}$

Total sick leave accrued for year would be 67 hours

**ARTICLE VII**  
**LEAVES OF ABSENCE**

**7-1 BEREAVEMENT LEAVE**

**7-1-1** A leave of absence with pay, not to exceed five (5) days, shall be granted because of the death in the employee's immediate family, which shall be defined as spouse, child, parent, brother, sister, significant other, or legal guardian. Requests for bereavement leave for other family deaths shall be granted if approved by supervisor.

**7-1-2** Up to three (3) days shall be granted because of death in the family, which shall be defined as sister-in-law, brother-in-law, parent-in-law, son or daughter-in-law, aunt, uncle, grandparents and grandchildren. Requests for bereavement leave for other family deaths shall be granted if approved by supervisor.

**7-1-3** In addition to the leave specified in this provision, employees may use up to three (3) days personal leave for bereavement.

**7-2 PERSONAL LEAVE**

Employees shall be granted up to three (3) days of personal leave per year without salary deduction for necessary absence required for the transaction of personal business which cannot be completed outside of work hours. Each day used for personal leave will be deducted from sick leave. Unused personal leave days are not cumulative.

**7-3 JURY DUTY**

Employees called for jury duty, or called as a witness in court in a matter pertaining to District 281, shall suffer no loss in compensation from the school district, but fees received for serving for jury duty, excluding travel and meal expenses, shall be deducted from the employee's paycheck. Employees who receive a stipend for jury duty must send a copy of the check to the payroll department along with parking receipts. The jury duty payment less the mileage and parking will be deducted from the employee's district check.

**7-4 CHILD CARE LEAVE**

Child care leave shall be provided in accordance with Minnesota Statute 181.9413 and the federal Family Medical Leave Act.

#### **7-5 MILITARY LEAVE**

Employees shall be eligible for up to fifteen (15) days of military leave without loss of pay in accordance with Minnesota Statute 192.26. Additional unpaid leave may be granted. Requests for such leave shall be submitted to the Director of Human Resources by the employee upon receipt of such orders, but in no event more than two (2) work days following receipt of such orders.

#### **7-6 OTHER LEAVES**

Under conditions and procedures prescribed by the superintendent, a general leave of absence may be requested. Upon the superintendent's recommendation, such leave may be granted by the School Board.

#### **7-7 EXTENDED YEAR**

Employees working less than 52 weeks may use leave provisions in Article VI and VII during extended year assignments.

## ARTICLE VIII

### WORKING CONDITIONS

**8-1** The normal work schedule shall be forty (40) hours per week consisting of five eight-hour days. The starting and ending times of the work day shall be determined by the supervisor of the employee. For nonexempt employees, overtime shall be compensated in compliance with FLSA regulations (time in excess of forty hours per week).

#### **8-2 EMERGENCY CLOSING**

**8-2-1** When there is an emergency school closing, employees may be expected to report to work at their supervisor's request. Employees required to work when there is an emergency school closing will be granted a makeup day that is mutually agreed upon.

**8-2-2** Employees not required to work shall be paid when there is an emergency school closing.

#### **8-3 LUNCH**

Full time employees shall have a thirty (30) minute non-paid duty free lunch.

## ARTICLE IX

### HOLIDAYS

#### **9-1**

Full time (52 week) employees will receive these holidays off with pay.

New Year's Day
Martin Luther King Day
Presidents' Day
Good Friday*
Easter Monday*
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day

\*Adventure Club employees who are required to work on holidays will be granted an alternative day off with pay based on mutual agreement with supervisor.

**9-2** Part-time employees scheduled to work less than 52 weeks per year will receive holiday pay on a prorated basis only if they are scheduled to work on the day and the week of the above holidays.

**9-3** Program assistants may be granted up to two (2) days of leave with pay per year for observance of religious holidays. Program assistants requesting time off for a religious holiday shall submit a request to the Director of Human Resources prior to the holiday. Such days will not be deducted from accrued sick leave.

In the years that it is necessary for some program assistants to have three (3) days for religious observances, an additional day may be granted upon request to the Human Resources Department for approval.

## **ARTICLE X**

### **RETIREMENT**

#### **10-1 SEVERANCE**

The purpose of the severance program in Robbinsdale Area Schools is to reward employees for service rendered over a long period of time and to provide a severance for employees.

#### **10-2 ELIGIBILITY**

To qualify for severance pay, the employee must:

**10-2-1** Be at least 55 years of age at the time the employee's retirement becomes effective or be less than 55 years of age and have worked full time in District 281 for thirty (30) years.

**10-2-2** Have completed fifteen (15) or more years of full time service, or the equivalent, in Robbinsdale Area Schools on June 30 of the school year in which the employee's retirement becomes effective.

**10-2-3** Have provided to the school district a written resignation 60 calendar days prior to the date the retirement becomes effective.

**10-2-4** Employees who elected to participate in the deferred compensation plan are not eligible for severance provisions in Article X.

**10-2-5** Employees hired on or after July 1, 1995 are not eligible for severance.

#### **10-3 BASIS OF PAY**

Severance pay shall be composed of two parts: Years of Service and Unused Sick Leave.

##### **10-3-1 UNUSED SICK LEAVE**

The amount of severance pay shall be up to 70 days based on the employee's final salary. If an employee qualifies under 10-2-2 but does not have fifteen (15) or more years of full time service, the amount of severance shall be calculated by multiplying the average amount of the employee's full-time equivalency times the employee's full-time salary for the last full

year of service. Salary shall be defined as contract salary amount and shall not include any additional compensation, extended employment or other extra compensation. A maximum of seventy (70) days may be accumulated for unused sick leave.

**10-3-2 ACCUMULATED SICK LEAVE**

The maximum number of severance pay days an employee may receive for accumulated sick leave is seventy (70) days. Provisions in 10-3-2 are subject to limitations noted in 10-3-1.

Below is the table to determine the number of days an employee may receive severance pay for:

Sick Days Accumulated	Days of Severance Pay
1 - 30	1 day paid for 1 day unused max. 30 paid days
31-120	1 day paid for 3 unused days max. 30 paid days
121-220	1 day paid for 10 unused days max. 10 paid days

**10-3-3 YEARS OF SERVICE**

When program assistants, who were hired prior to July 1, 1995, reach 15 years of service or the equivalent and 55 years of age, 30 days of salary will be added to a health care savings account.

**10-4 AMOUNT OF PAY**

Days accumulated toward severance pay as noted in previous articles shall be multiplied by the daily rate of pay at time of retirement. The product of this multiplication will be the number of days of severance pay to be paid to the employee upon retirement.

**10-5 TIME OF PAYMENT**

Severance pay for unused sick leave shall be in one lump sum no later than a date seven and one-half (7 1/2) months following the date of retirement. In case of the employee's death, the severance pay shall be paid to the employee's designated beneficiary, or if the designated beneficiary predeceases or dies within three (3) days of the retiring employee, then to the employee's secondary beneficiary or estate. Severance pay for years of service shall be paid into the health care savings account on July 1 following the date of eligibility.

**10-5-1 SEVERANCE POST RETIREMENT**

To the extent that this agreement provides for payments to employees near or after retirement, and to the extent that the Internal Revenue Code provides tax deferral and tax savings opportunities, the District agrees to make a reasonable effort to provide such plans. The entire payment shall be deposited into an approved health care savings plan.



## **10-6 SEVERANCE INSURANCE**

**10-6-1** Employees who qualify for the severance pay program shall have partial health insurance premiums paid by the school district according to the following:

**10-6-1-1** An employee of the district who is a member of the Robbinsdale Area Schools major medical and hospitalization group plan, who has 15 years of full time employment in the school district, and who retires following the age of 55 may continue as a member in the insurance group.

**10-6-1-2** The district will continue to pay the exact dollar amount the employee received towards the monthly hospitalization/medical insurance premium prior to retirement. If this is family coverage and the employee subsequently switches to single coverage, the district will provide the exact dollar amount paid for the single coverage during the year in which the employee retired.

**10-6-1-3** For employees hired prior to July 1, 1995, who elected to participate in the cafeteria plan, the district will continue to pay the exact cafeteria dollar amount toward the employee's medical and dental premiums, that the employee is receiving at the time of retirement. Excess money not applied to the premium will not be refunded to the retiree.

For employees hired on or after July 1, 1995, 10-6-1 shall not apply. Such employees can, at the time of their retirement, continue in the district's existing health insurance program at their own expense.

**10-6-1-4** After eligibility for Medicare, the retired employee may continue in the group at no cost to the district unless prohibited by the insurance carrier.

**10-6-2** Retired employees who do not meet the eligibility requirements for severance shall have the option of remaining within the health and dental insurance groups at no cost to the district unless prohibited by Minnesota Statute or by the agency or insurance carrier involved.

## **ARTICLE XI**

### **SALARY**

#### **11-1 Longevity Pay**

Longevity pay (career increment) of \$540 at the start of fiscal year of year 6, \$1,080 at year 11, and \$1,620 at year 16 will be added to annual salary for Program Assistants who begin in the indicated year of service by December 31. Longevity pay is based on total consecutive years of employment in the district, regardless of employee group.

#### **11-2 Education/Certification Increase**

An employee may earn up to \$1000 additional compensation each year by taking specific additional training. That training must be directly related to the duties of the position held by the employee, at employee's expense.

In order to qualify for any additional compensation the training must:

- A. Be received outside of the work site.
- B. Be graded or rated by an outside evaluator.
- C. Be rewarded with some kind of rating, certificate of skill related diploma.

All training must be pre-approved by the supervisor and Human Resources.

#### **11-3 MARKET PLACE ADJUSTMENT**

The District may adjust a salary on an annual basis to address the current market place demands in order to keep key employees. Any upward adjustment is for one year only and must be reviewed annually in order to continue. The salary may, if market conditions change, revert back to the original job level and step.

#### **11-4 SALARY SCHEDULE**

See Addendum for current schedule. Employees hired after January 1 of the current fiscal year will not receive a step increase until July 1 of the fiscal year after the following fiscal year.

#### **11-5 SALARY PAYMENT OPTION**

During new employee orientation, program assistants whose work year is 40 weeks or less will have an option to be paid on a 21 or 26-pay basis. Employees will have an annual opportunity to change pay options, provided they notify Human Resources no later than August 1 for the upcoming year.

## ADDENDUM

Program Assistants- Salary Schedule						Career Increments		
	(Annualized Salary = 52 weeks)							
2007-2008						6th year	11th year	16th year
Level	Step 1	Step 2	Step 3	Step 4	Step 5			
13	74,725	77,601	80,474	83,347	86,222	540	1,080	1,620
12	67,296	70,098	72,903	75,707	78,511	540	1,080	1,620
11	60,687	63,720	66,755	69,789	72,823	540	1,080	1,620
10	54,546	57,293	60,042	62,699	65,542	540	1,080	1,620
9	50,085	52,614	55,139	57,667	60,193	540	1,080	1,620
8	47,709	50,121	52,534	54,951	57,366	540	1,080	1,620
7	42,948	45,101	47,262	49,420	51,569	540	1,080	1,620
6	39,752	41,671	43,729	45,717	47,709	540	1,080	1,620
5	36,559	38,383	40,199	42,022	43,839	540	1,080	1,620
4	33,140	34,184	36,486	38,161	39,831	540	1,080	1,620
3	29,720	31,225	32,730	34,241	35,743	540	1,080	1,620
2	26,477	27,665	28,856	30,047	31,231	540	1,080	1,620
1	23,927	25,113	26,306	27,497	28,683	540	1,080	1,620
Hourly Level								
	Step 1	Step 2	Step 3	Step 4	Step 5			
13	35.93	37.31	38.69	40.07	41.45	0.26	0.52	0.78
12	32.35	33.70	35.05	36.40	37.75	0.26	0.52	0.78
11	29.18	30.63	32.09	33.55	35.01	0.26	0.52	0.78
10	26.22	27.54	28.87	30.14	31.51	0.26	0.52	0.78
9	24.08	25.30	26.51	27.72	28.94	0.26	0.52	0.78
8	22.94	24.10	25.26	26.42	27.58	0.26	0.52	0.78
7	20.65	21.68	22.72	23.76	24.79	0.26	0.52	0.78
6	19.11	20.03	21.02	21.98	22.94	0.26	0.52	0.78
5	17.58	18.45	19.33	20.20	21.08	0.26	0.52	0.78
4	15.93	16.74	17.54	18.35	19.15	0.26	0.52	0.78
3	14.29	15.01	15.74	16.46	17.18	0.26	0.52	0.78
2	12.73	13.30	13.87	14.45	15.01	0.26	0.52	0.78
1	11.50	12.07	12.65	13.22	13.79	0.26	0.52	0.78

## ADDENDUM

Program Assistants- Salary Schedule						Career Increments		
	(Annualized Salary = 52 weeks)							
2008-2009						6th year	11th year	16th year
Level	Step 1	Step 2	Step 3	Step 4	Step 5			
13	76,593	79,541	82,486	85,431	88,378	540	1,080	1,620
12	68,978	71,850	74,726	77,600	80,474	540	1,080	1,620
11	62,204	65,313	68,424	71,534	74,644	540	1,080	1,620
10	55,910	58,725	61,543	64,266	67,181	540	1,080	1,620
9	51,337	53,929	56,517	59,109	61,698	540	1,080	1,620
8	48,902	51,374	53,847	56,325	58,800	540	1,080	1,620
7	44,022	46,229	48,444	50,656	52,858	540	1,080	1,620
6	40,746	42,713	44,822	46,860	48,902	540	1,080	1,620
5	37,473	39,343	41,204	43,073	44,935	540	1,080	1,620
4	33,969	35,684	37,398	39,115	40,827	540	1,080	1,620
3	30,463	32,006	33,548	35,097	36,637	540	1,080	1,620
2	27,139	28,357	29,577	30,798	32,012	540	1,080	1,620
1	24,525	25,741	26,964	28,184	29,400	540	1,080	1,620
Hourly Level	Step 1	Step 2	Step 3	Step 4	Step 5			
13	36.82	38.24	39.66	41.07	42.49	0.26	0.52	0.78
12	33.16	34.54	35.93	37.31	38.69	0.26	0.52	0.78
11	29.91	31.40	32.90	34.39	35.89	0.26	0.52	0.78
10	26.88	28.23	29.59	30.90	32.30	0.26	0.52	0.78
9	24.68	25.93	27.17	28.42	29.66	0.26	0.52	0.78
8	23.51	24.70	25.89	27.08	28.27	0.26	0.52	0.78
7	21.16	22.23	23.29	24.35	25.41	0.26	0.52	0.78
6	19.59	20.54	21.55	22.53	23.51	0.26	0.52	0.78
5	18.02	18.91	19.81	20.71	21.60	0.26	0.52	0.78
4	16.33	17.16	17.98	18.81	19.63	0.26	0.52	0.78
3	14.65	15.39	16.13	16.87	17.61	0.26	0.52	0.78
2	13.05	13.63	14.22	14.81	15.39	0.26	0.52	0.78
1	11.79	12.38	12.96	13.55	14.13	0.26	0.52	0.78

## **ADDENDUM**

### **CLARIFICATION OF PREVIOUS SEVERANCE AGREEMENT**

The following employees were hired prior to July 1, 1995 and did not elect deferred compensation under 10-4 of previous agreement:

Pat Brummitt

Pat Fedorka

Karylanne Marchand

When these employees reach 55 years of age and 15 years of employment, the district will contribute the equivalent of 30 days of pay to health care savings account and deduct 30 days from their sick leave.