

1 Joint School District No. 2, Meridian

2
3 CLASSIFIED PERSONNEL

4
5 Series 400

6
7 Policy Title Fringe Benefits & Salary

Code No. 402.40

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10 Vertical advancement on the salary schedule is limited to one step per year and will be
11 based on an employee receiving a satisfactory evaluation. It is not automatic and occurs
12 only through action by the board of trustees.

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14 Placement up to five (5) years on the salary schedule will be granted if the new hire
15 employee provides documentation of work experience following the criteria as outlined
16 below:

- 17
18 a. Work experience must be related to the particular job assignment.
19 b. Work experience must have occurred within the last six (6) years.
20 c. Work experience must be at the same education level (elementary, middle, or
21 senior), if applicable.
22 d. Documentation must be on official or business letterhead from the previous
23 employer(s).
24 e. Documentation should include years of service and job responsibilities.
25 f. Documentation should be submitted to the Personnel Department at the
26 District Office.
27 g. Work experience must exceed half time for eligibility.
28 h. Documentation must be received in the Administration Office within three
29 months from the time employee begins working. It is the employee's
30 responsibility to provide documentation.

31
32 A committee made up of administration and MCEA representatives will evaluate
33 eligibility for work experience in related fields.

34
35 If experience step(s) are granted, the hourly increase will be retroactive.

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37 If the positions are similar in responsibility and meet the criteria in a, b, and c above, the
38 employee may retain their years of experience. To ensure that the proper step and
39 grade is recorded, a payroll change form must be submitted to the district office.

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41 Library Assistants, Special Education Assistants, E.L.L. Assistants, Title I Assistants,
42 and Building Computer Technicians, who are able to take classes specified by the
43 Coordinator of Staff Development, must submit their certificates of completion on or
44 before October 1 of each year, in order to be eligible for the negotiated salary grade
45 changes.

46
47 Terms and conditions of salary in this policy supersede all previous salary schedules.
48 There are no other agreements or understandings not contained in this policy and all
49 communications, understandings, agreements - expressed or implied - not embodied
50 here shall be and are null and void and of no legal or enforceable effect.

51
52 Nothing in this policy shall restrict the districts right to contract or subcontract out work
53 currently being performed by members of the classified association. This reserved right

54 is without qualification; there is no district obligation to bargain as to any contracting or
55 subcontracting decision and the impact thereof. This is understood to be a waiver of the
56 right to demand decisional and impact bargaining.

57
58 Employees new to the district will be placed on the proper salary schedule by the
59 supervisor of personnel. Positions new to the district must have a job description and
60 then be assigned to a salary schedule after review by the assistant superintendent and
61 supervisor of the position.

62
63 For salary schedules, refer to APPENDIX A.

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65 Information on vacations, holidays, absences and leaves are covered in policy 402.41.

66 67 FRINGE BENEFITS

68
69 Joint School District No. 2 pays all of the monthly premiums for health and accident
70 insurance, dental care insurance, term life insurance and long term disability for the
71 classified employee. Enrollment in this program is not automatic; each qualified new
72 hire must enroll in the program and make coverage choices during the first month of
73 employment. Enrollment forms are available at the district office. Enrollment data
74 changes may be made during the month of December of the current year.

75
76 Full benefits will be paid for permanent full time classified employees who are hired
77 under terms of the district and hired to work more than five (5) continuous months. The
78 following are minimum requirements to qualify as full time:

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80 a. Assistants: at least 7.5 hours/day (excluding lunch)
81 b. Custodians, maintenance: 8 hours/day (excluding lunch)
82 c. District office staff: 8 hours/day (excluding lunch)
83 d. Food service personnel *at a school*: 20 hours or more per week
84 e. Transportation: 20 hours or more per week, with assigned route
85 f. Secretaries: 8 hours/day (excluding lunch)

86
87 Employees who work less than four (4) hours per day, noon-duty assistants, crossing
88 guards, and overcrowded classroom assistants are not eligible for fringe benefits.

89 90 PRORATED BENEFITS

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92 Employees who work fewer than the minimums given for full time employment and who
93 work 20 hours or more per week, will receive benefits on a prorated basis. The
94 employee will be charged for the remaining corresponding portion of the district's cost for
95 the benefit on a monthly basis.

96 97 TUITION ASSISTANCE PROGRAM

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99 Classified Employees have a \$10,000 Tuition Assistance Program which is used to pay
100 for classes, workshops, seminars, certification examinations or competency
101 assessments that are directly related to the job position they hold with the district.
102 Employees are entitled to 60% of total cost of class, exam, books and/or study guides. If
103 the class cost is \$60 or less, 100% of the class, exam, books and/or study guides will be
104 paid. Each employee may receive a maximum of \$500 a year.

105 Applications are available from the District Office or through the Meridian Classified
106 Employees Association. Tuition Assistance monies are district funds, overseen by the
107 Classified Executive Board with final approval by the assistant superintendent or
108 designee.

109
110 If funds are still available as of June 1, the executive board and the assistant
111 superintendent will meet to review additional requests from that school year. This
112 includes those who have exceeded the \$500 maximum.

113
114 SECTION 125 CAFETERIA FLEXIBLE BENEFITS PLAN
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116 For each full-time classified employee, the board agrees to provide employer-paid fringe
117 benefits up to \$399.41 per month for the 2006-2007 school year. The monthly premium
118 payments shall be applied as follows:

- 119
- 120 a. Employee \$50,000 term life insurance with accidental death and
 - 121 dismemberment.
 - 122 b. Employee health, vision, and assistance program.
 - 123 c. Employee dental insurance.
 - 124 d. Long-term disability
- 125

126 Carriers and plans shall be mutually determined by the district and the teachers'
127 association.

128
129 Each full-time classified employee may set aside up to \$600 per month of their wages for
130 the Flexible Spending Plan. This amount may be allocated for benefits for themselves
131 and/or for their dependents. The following options are available:

- 132
- 133 a. Group hospital and surgery insurance
 - 134 b. Disability income insurance
 - 135 c. Cancer insurance
 - 136 d. Dental insurance
 - 137 e. Group term life insurance
 - 138 f. Dependent care assistance plan
 - 139 g. Medical expense reimbursement plan
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141 Should the employee choose benefits whose premiums are less than the \$600 monthly
142 amount that may be sheltered from tax, the difference shall be included in the
143 employee's salary payments and shall be subject to federal and state income taxes.

144
145 The individual changes in allocation of benefits or payroll deductions may be made only
146 during December of each year, except for family status changes. If a part time
147 employee qualifies for a portion of paid benefits and waives the medical benefit, the
148 district will pay all of the cost of one-party dental.

149
150 Benefits for part-time employees will be prorated on the basis of full-time equivalency.
151 Employees electing early assignment payoffs will be dropped from district paid benefits
152 at the time their last paycheck is issued.

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156 CAREER ENHANCEMENT

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158 Eligibility for Career Enhancement is determined by total years of service in Joint School
159 District No. 2.

160 **Step 15 with 15-19 years in district will receive \$600.00 annually.

161 Step 15 with 20-24years in district will receive \$900.00 annually.

162 Step 15 with 25-29 years in district will receive \$1,200.00 annually.

163 Step 15 with 30+ years in district will receive \$2,400.00 annually.

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165 **Employees who are on step 15 but less than 15 years of service will not receive
166 compensation until they have worked 15 years.

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203 Date of Revision:

204 6/13/06

Legal Reference: Code of Idaho

7.77

CLASSIFIED SALARY SCHEDULE 2006-2007 JOINT SCHOOL DISTRICT #2

GRADE >	1	2	3	4	5	6	7	8	9	10
STEP										
0	7.77	8.89	10.22	11.78	13.54	20.57	8.23	9.45	11.31	18.54
1	7.93	9.07	10.42	12.02	13.81	20.98	8.39	9.64	11.53	18.91
2	8.08	9.25	10.63	12.26	14.09	21.40	8.56	9.84	11.76	19.29
3	8.25	9.44	10.84	12.50	14.37	21.83	8.73	10.03	12.00	19.68
4	8.41	9.63	11.06	12.75	14.66	22.27	8.91	10.23	12.24	20.07
5	8.58	9.82	11.28	13.01	14.95	22.71	9.08	10.44	12.48	20.47
6	8.75	10.01	11.51	13.27	15.25	23.17	9.27	10.65	12.73	20.88
7	8.93	10.21	11.74	13.54	15.56	23.63	9.45	10.86	12.99	21.30
8	9.10	10.42	11.97	13.81	15.87	24.10	9.64	11.08	13.25	21.73
9	9.38	10.73	12.33	14.22	16.34	24.58	9.93	11.41	13.64	22.38
10	9.66	11.05	12.70	14.65	16.83	25.08	10.23	11.75	14.05	23.05
11	9.95	11.39	13.08	15.09	17.34	25.58	10.53	12.10	14.47	23.74
12	10.25	11.73	13.47	15.54	17.86	26.09	10.85	12.47	14.91	24.45
13	10.66	12.20	14.01	16.16	18.57	26.61	11.28	12.97	15.50	25.43
14	11.08	12.68	14.57	16.81	19.32	27.14	11.74	13.49	16.13	26.45
*15	11.53	13.19	15.16	17.48	20.09	27.69	12.20	14.02	16.77	27.51

CROSSING GUARDS	9.45
TUTOR	9.35
NOON DUTY	7.71
NOON DUTY (WITH LUNCH)	5.67

*CAREER ENHANCEMENT
Step 15 with 15-19 years in district: \$600/year
Step 15 with 20-24 years in district: \$900/year
Step 15 with 25 -29 years in district: \$1200/year
Step 15 with 30+ years in district: \$2400/year

GRADE	Step 0 Rate	Administrative Support	Education	Food Service	Transportation	Maintenance
1	7.77			Technician		Summer Maintenance Mower
			Library Assistant Elem/Sec (w/o classes)			
			Overcrowded Classroom Assistant			
7	8.23		Library Technician Secondary (w/classes)			
2	8.89	Absence Reporting Assistant	Career Center Assistant	Assistant Manager-Cashier	Driver Assistant	Custodian
		Assistant Secretary	Computer Lab Assistant (w/o classes)		Bus Assistant / Special Needs	Grounds Worker
		Gifted & Talented Assistant / Challenge Program	Head Library Assistant Elementary (w/o classes)		Receptionist	
		Receptionist	Library Technician Elementary (w/classes)			
		Secretary / Special Services	Safe School Assistant			
		Accounts Payable Clerk	Teacher Assistant – ELL			
			Teacher Assistant – Resource Room (w/o classes)			
			Title I Assistant			
8	9.45		Head Library Tech Elem (w/classes)			
			Teacher Assistant – Extended Resource / PS / PLC / ED (w/o classes)			
			Teacher Assistant – Resource Room (w/classes)			
			SLP / OT / PT Assistant (w/o classes)			
3	10.22	Absence Reporting & Sub-Placement Coordinator	Computer Lab Technician (w/classes)	Clerk		Custodian / Night Supervisor
		Accounts Payable Clerk	Teacher Assistant – Extended Resource / PS / PLC / ED (w/classes)	Manager / Elementary		
		Billing Clerk	SLP / OT / PT Assistant (w/classes)			
		Administrative Assistant				
		Counseling Secretary				
		Finance Assistant				
		Head Secretary / Elementary				
		Head Secretary / Secondary				
		Payroll Clerk				
		Personnel Clerk				
		Registrar / High School				
		Registrar / Middle School				
		Secretary / Operations				
		Secretary / Medicaid				
9	11.31			Manager / Secondary	Bus Driver	
					Dispatch Assistant	
4	11.78	Accounts Payable Bookkeeper		Bookkeeper	Service Mechanic	Grounds Worker
		Bookkeeper				Head Custodian / Elementary
		Security Officer				Mail Delivery
		Data Clerk				Supply Worker
5	13.54		Certified Occupational Therapist Assistant (COTA)		Bus Mechanic	Custodian/Head Secondary
			Interpreter			Maintenance Technician
			SLP Assistant w/ Bachelors			Head Custodian / Secondary
6	20.57				Lead Mechanic	