



**Robbinsdale Area Schools**  
**New Hope, MN 55427**

**PROGRAM ASSISTANTS**  
**TERMS AND CONDITIONS OF EMPLOYMENT**

**2023-2024**

**2024-2025**

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

**ARTICLE 1**

**DEFINITION:**

**1-1 PROGRAM ASSISTANTS**

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 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.

Effective:	Single Plan	Family Plan
January 1, 2024	\$986	\$1124
January 1, 2025	\$1086	\$1224

**2-1-1** Any full-time program assistant who enrolls in the district medical insurance plan with at least a \$1600 annual deductible or a family plan annual deductible of at least \$2500, shall receive a VEBA contribution of \$22.92 twice a month: \$550 maximum.

**2-1-2 HSA Option:** Employees with a HSA qualified insurance plan will be allowed to direct District VEBA contributions to their HSA.

## **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 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, if the LTD claim is approved by the insurance carrier. 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.

**3-1-1** Part time program assistants who enroll in the district medical plan with at least a \$1600 annual deductible or a family plan annual deductible of at least \$2500, shall receive a prorated VEBA contribution of \$22.92 twice a month: \$550 maximum.

**3-1-2 HSA Option:** Employees with an HSA qualified insurance plan will be allowed to direct District VEBA contributions to their HSA.

### **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 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, 2024 to December 31, 2024      \$1200

January 1, 2025 to December 31, 2025      \$1300

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 \$1600 annual deductible or a family plan annual deductible of at least \$2500, shall receive a VEBA contribution of \$22.92 twice a month: \$550 maximum. Employees with a HSA qualified insurance plan will be allowed to direct District VEBA contributions to their HSA.

**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 more than 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 is 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. The deferred compensation match will be paid twice monthly at the rate of \$27.09. Part time employees whose assignment is at least .5 will receive a prorated match. Employees hired before July 1, 1995, and choosing the deferred comp match must waive their right to severance pay as described in Article X.

##### **4-2-1 Roth 403(b)**

Effective January 1, 2011 and subject to federal law within the 403(b) plan, in addition to pre-tax 403(b) contributions, employees shall be allowed the option of making after-tax Roth 403(b) contributions through approved vendors accepting such contributions. However, any employer contributions shall be made on a non-Roth pre-tax 403(b) basis.

### 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 the 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	15 days
During Years 5-10	20 days
During Years 11 and after	25 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 number of hours will be prorated to the number of hours for which the employee is regularly scheduled.

**5-1-2** Program assistants working 25-42 week/year assignments shall receive 3 vacation days, based on contracted hours each school year. These hours will be posted to the employee's vacation leave balance in the month of September. Employees shall request vacation via the Skyward system, (in the Time Off screen), which will be approved or denied by the employee's supervisor. Vacation requests must also be indicated on the employee's timecard. Vacation days will be prorated for program assistants starting after the first day of the school year. See article 5-2-3 for accumulation.

#### 5-2 TERMS

**5-2-1** Vacation hours are allocated on July 1 for employees to use. For employees starting after July 1, employees will receive vacation on a pro-rated basis calculated to the end of the fiscal year. Employees leaving the district who have used days in excess of this allotment will have the equivalent amount deducted from their final paycheck at their daily rate of pay in the year of separation.

**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 30 days/year. Hours/days beyond the 30-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 Executive Director of Human Resources is required.

**5-2-4** Upon retirement or resignation, any unused vacation hours will be paid to the employee at their daily rate of pay. Payment shall be made in a lump sum to the employee.

## **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.

##### **6-1-1 EXCESS SICK LEAVE DAYS**

At the end of the contract year, program assistants who were hired after July 1, 1995, may sell back up to 4 days of unused sick leave days at their daily rate of pay for a lump sum payment. The program assistant must have a sick leave balance of 65 days or more to be eligible.

#### **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. If the employee works in another assignment/unit, sick leave will be earned based on the majority of hours worked in an assignment, (no combination of earned hours).

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.

## **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 members shall be granted if approved by the supervisor. These days will not be deducted from the employees' accumulated sick leave or vacation.

**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 members shall be granted if approved by the supervisor. These days will not be deducted from the employees' accumulated sick leave or vacation.

**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/ ELECTION JUDGE**

Employees called for jury duty, election judge, or called as a witness in court in a matter pertaining to District 281, shall suffer no loss in compensation from the school district, Program Assistants who receive a summons are to notify their supervisor immediately of the proposed dates of service. A copy of the jury duty or election judge check should be sent to the Payroll Department as proof of service.

#### **7-4 CHILD CARE LEAVE**

Child care leave shall be granted for birth or adoption. Such leave shall be granted because of the need to prepare and provide parental care to a natural born or adopted child or children. An employee making an application for child care leave shall submit a written request to the Executive Director of Human Resources of the intention to take the leave at least two (2) calendar months before commencement of the intended leave. Accumulated sick leave and/or vacation may be used in lieu of unpaid leave. A pregnant employee will also provide at the time of the leave application a statement from the physician indicating the expected date of delivery.

All child care leaves shall be without compensation, except for sick leave or vacation use for the period of time during which the employee is temporarily, medically disabled because of a pregnancy or a pregnancy-related condition.



The child care leave, including the period of disability, shall not exceed twelve (12) months in duration. However, if complications arise because of pregnancy or adoption, a program assistant may apply for additional leave time. Failure of the employee to return pursuant to the date determined under this section shall constitute grounds for termination unless the school district and the employee mutually agree to an extension of the leave. The employee's position at the time of the leave shall be held for 60 working days.

**7-4-1** Program assistants returning from authorized leave shall have the option of returning to the same or similar position.

**7-4-2** A program assistant will not accrue credit for salary advancement while on leave of absence. Advancement is based on subd. 11-4.

## **7-5 MILITARY LEAVE**

Employees shall be eligible for up to fifteen (15) days of military leave per calendar year 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 Executive Director of Human Resources by the employee upon receipt of such orders, but in no event more than two (2) workdays 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 WORKING CONDITIONS**

The normal work schedule shall be forty (40) hours per week consisting of five eight-hour days. The starting and ending times of the workday 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. In the case of schools being closed due to extreme cold, employees will report to work.

**8-3 LUNCH**

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

**8-4 SPLIT SHIFTS**

Program Assistants who work split shifts will be paid a differential of \$.20 more per hour.

**8-5 TRUE TIME**

True Time must be used by 188-day program assistants, Adventure Club, and hourly program assistant positions to record their time worked.

**ARTICLE IX**

**HOLIDAYS**

**9-1**

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

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
Presidents' Day	Thanksgiving Day
Good Friday*	Friday after Thanksgiving
Easter Monday* (removed 2025-2026)	Christmas Eve
Memorial Day	Christmas Day
Juneteenth* (added 2025-2026)	

\*Adventure Club employees who are required to work on holidays will be granted an alternative day off with pay based on mutual agreement with the 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 Executive 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 85 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 eighty-five (85) 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 eighty five (85) 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
121-370	1 day paid for 10 unused days max. 25 paid days

### **10-3-2-1 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 reimbursement 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 deposited into a health care reimbursement account two (2) months following the date of retirement. Severance pay for years of service shall be paid into the health care reimbursement 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 reimbursement account.

### **10-6 SEVERANCE INSURANCE**

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** 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 \$604 at the start of fiscal year seven, \$1,209 at year 11, \$1,813 at year 16, and \$2,418 at year 21 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 years of service in the district, regardless of employee group.

#### **11-3 PROFESSIONAL DEVELOPMENT**

Program Assistants who would like to attend professional development will need to submit a professional development form to their supervisor for approval.

#### **11-2 ADJUSTMENT**

An employee may research a salary adjustment on their own time if they have determined their position is not comparable to surrounding districts. Employees may submit a request to their supervisor for an increase based on this research. The supervisor has the discretion to deny the requestor, or to bring the adjustment proposal to cabinet by submitting a budget impact form for approval.

#### **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

(Annualized Salary = 52 weeks)

**2023-2024**

Annual Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	7th Yr	11th Yr	16th Yr	21st Yr
13	94,315	97,954	101,591	105,207	108,844	114,345	116,630	604	1209	1813	2418
12	84,955	88,482	92,031	95,580	99,106	104,120	106,183	604	1209	1813	2418
11	76,615	80,430	84,267	88,082	91,942	96,578	98,508	604	1209	1813	2418
10	68,829	72,312	75,794	79,144	82,715	86,930	88,659	604	1209	1813	2418
9	63,218	66,389	69,606	72,822	75,994	79,854	81,450	604	1209	1813	2418
8	60,245	63,261	66,300	69,383	72,401	76,083	77,590	604	1209	1813	2418
7	54,233	56,939	59,646	62,396	65,103	68,407	69,783	604	1209	1813	2418
6	50,152	52,570	55,210	57,716	60,245	63,261	64,526	604	1209	1813	2418
5	46,160	48,466	50,751	53,058	55,343	58,138	59,291	604	1209	1813	2418
4	41,812	43,964	46,071	48,178	50,285	52,814	53,857	604	1209	1813	2418
3	37,508	39,417	41,324	43,232	45,117	47,424	48,355	604	1209	1813	2418
2	33,427	34,936	36,422	37,931	39,417	41,435	42,256	604	1209	1813	2418
1	30,211	31,698	33,228	34,692	36,200	38,041	38,817	604	1209	1813	2418

Hourly Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	7th Yr	11th Yr	16th Yr	21st Yr
13	45.34	47.09	48.84	50.58	52.33	54.97	56.07	0.29	0.58	0.87	1.16
12	40.84	42.54	44.25	45.95	47.65	50.06	51.05	0.29	0.58	0.87	1.16
11	36.83	38.67	40.51	42.35	44.20	46.43	47.36	0.29	0.58	0.87	1.16
10	33.09	34.77	36.44	38.05	39.77	41.79	42.62	0.29	0.58	0.87	1.16
9	30.39	31.92	33.46	35.01	36.54	38.39	39.16	0.29	0.58	0.87	1.16
8	28.96	30.41	31.88	33.36	34.81	36.58	37.30	0.29	0.58	0.87	1.16
7	26.07	27.37	28.68	30.00	31.30	32.89	33.55	0.29	0.58	0.87	1.16
6	24.11	25.27	26.54	27.75	28.96	30.41	31.02	0.29	0.58	0.87	1.16
5	22.19	23.30	24.40	25.51	26.61	27.95	28.51	0.29	0.58	0.87	1.16
4	20.10	21.14	22.15	23.16	24.18	25.39	25.89	0.29	0.58	0.87	1.16
3	18.03	18.95	19.87	20.78	21.69	22.80	23.25	0.29	0.58	0.87	1.16
2	16.07	16.80	17.51	18.24	18.95	19.92	20.32	0.29	0.58	0.87	1.16
1	14.52	15.24	15.98	16.68	17.40	18.29	18.66	0.29	0.58	0.87	1.16

## ADDENDUM

### Program Assistants Salary Schedule

(Annualized Salary = 52 weeks)

**2024-2025**

Annual Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	7th Yr	11th Yr	16th Yr	21 <sup>st</sup> YR
13	96,673	100,403	104,131	107,837	111,565	117,204	119,546	604	1209	1813	2418
12	87,079	90,694	94,332	97,970	101,584	106,723	108,838	604	1209	1813	2418
11	78,530	82,441	86,374	90,284	94,241	98,992	100,971	604	1209	1813	2418
10	70,550	74,120	77,689	81,123	84,783	89,103	90,875	604	1209	1813	2418
9	64,798	68,049	71,346	74,643	77,894	81,850	83,486	604	1209	1813	2418
8	61,751	64,843	67,958	71,118	74,211	77,985	79,530	604	1209	1813	2418
7	55,589	58,362	61,137	63,956	66,731	70,117	71,528	604	1209	1813	2418
6	51,406	53,884	56,590	59,159	61,751	64,843	66,139	604	1209	1813	2418
5	47,314	49,678	52,020	54,384	56,727	59,591	60,773	604	1209	1813	2418
4	42,857	45,063	47,223	49,382	51,542	54,134	55,203	604	1209	1813	2418
3	38,446	40,402	42,357	44,313	46,245	48,610	49,564	604	1209	1813	2418
2	34,263	35,809	37,333	38,879	40,402	42,471	43,312	604	1209	1813	2418
1	30,966	32,490	34,059	35,559	37,105	38,992	39,787	604	1209	1813	2418

Hourly Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	7th Yr	11th Yr	16th Yr	21st Yr
13	46.48	48.27	50.06	51.84	53.64	56.35	57.47	0.29	0.58	0.87	1.16
12	41.86	43.60	45.35	47.10	48.84	51.31	52.33	0.29	0.58	0.87	1.16
11	37.75	39.64	41.53	43.41	45.31	47.59	52.87	0.29	0.58	0.87	1.16
10	33.92	35.63	37.35	39.00	40.76	42.84	43.69	0.29	0.58	0.87	1.16
9	31.15	32.72	34.30	35.89	37.45	39.35	40.14	0.29	0.58	0.87	1.16
8	29.69	31.17	32.67	34.19	35.68	37.49	38.24	0.29	0.58	0.87	1.16
7	26.73	28.06	29.39	30.75	32.08	33.71	34.39	0.29	0.58	0.87	1.16
6	24.71	25.91	27.21	28.44	29.69	31.17	31.80	0.29	0.58	0.87	1.16
5	22.75	23.88	25.01	26.15	27.27	28.65	29.22	0.29	0.58	0.87	1.16
4	20.60	21.66	22.70	23.74	24.78	26.03	26.54	0.29	0.58	0.87	1.16
3	18.48	19.42	20.36	21.30	22.23	23.37	23.83	0.29	0.58	0.87	1.16
2	16.47	17.22	17.95	18.69	19.42	20.42	20.82	0.29	0.58	0.87	1.16
1	14.89	15.62	16.37	17.10	17.84	18.75	19.13	0.29	0.58	0.87	1.16

## **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:

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 the health care savings account and deduct 30 days from their sick leave.