

# **Terms and Conditions of Employment**

**2023-2024  
2024-2025**

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**Technical Support**

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## **ARTICLE I – DEFINITIONS**

### **Section 1 – Definition Of Unit**

Subd. 1 – All positions listed in Salary Appendix A shall be considered a part of the Technical Support group.

Subd. 3 – Salary Appendices are for reference only and may be updated periodically. This is a meet and confer group, and unless an employment contract exists, employment is at-will.

### **Section 2 – Working Day**

A "working day" is defined as any day the employee is scheduled to work or any holiday the employee is eligible to be paid for.

### **Section 3 – Full-Time Employee**

Employees regularly scheduled to work six or more hours per day shall be considered full-time.

### **Section 4 – Part-Time Employee**

Employees regularly scheduled to work less than six hours per day shall be considered part-time.

## **ARTICLE II – REIMBURSEMENTS, DUES AND ALLOWANCES**

### **Section 1 – Professional Association Allowance**

Subd. 1 – Each employee is permitted an allowance of \$200 per year for the payment of professional dues.

### **Section 2 – Development/Tuition Reimbursement**

Upon pre-approval by the appropriate administrator, an employee may be eligible for reimbursement of tuition and materials (including software), up to a maximum of \$5,200 per year for coursework completed at an accredited college that is directly related to an employee's position or may lead to promotional opportunities. To be eligible for reimbursement, the employee must submit receipts for payment as well as grade slips indicating a grade of "C" or higher, or "Pass" if a pass/fail course, within 30 days of the completion of the course. If an employee receives financial support in the form of grants or aid (other than loans requiring repayment) toward their educational expenses, reimbursement will be reduced by such amounts. Employees working less than one year following the reimbursement of tuition will be required to repay a prorated amount of the reimbursement received during their last year of employment.

### **Section 3 – Mileage Reimbursement**

Employees who are required to use their personal cars in the performance of their duties, shall be reimbursed at the rate allowed by the Internal Revenue Service.

## **ARTICLE III – COMPENSATION**

### **Section 1 – Wages/Compensation**

Subd. 1 – The wages/compensation reflected in Appendices A shall be in effect for the period commencing July 1, 2023 and ending June 30, 2025.

Subd. 2 – The wages/compensation provided herein may, at the sole discretion of the District, be increased during the duration of this salary program for purposes of complying with applicable state and federal laws.

### **Section 2 – Initial Compensation**

At the time of hiring, initial placement on the salary schedule shall be determined by mutual agreement between the individual employee and the employer.

### **Section 3 – Pay**

Subd. 1 – Employees shall be paid twice per month. If a pay date falls on a Saturday, Sunday or holiday, employees will be paid on the last working day immediately preceding. Regular paychecks shall be delivered by electronic deposit.

Subd. 2 – For employees covered under Appendix A shall be compensated for hours actually worked during each defined pay period.

### **Section 4 – Advancement On The Salary Schedule**

Subd. 1 – Employees hired on or before December 31 shall be paid at their starting step on the salary schedule. Effective the following July 1, employees shall be advanced to the next step. Employees hired after December 31 shall be paid at their starting step on the salary schedule until July 1 of the following calendar year. Thereafter, employees shall advance on the salary schedule as of July 1 until the top step has been reached.

Subd. 2 – Employees shall be provided step advancement on the salary schedule following Board approval of the updated Terms and Conditions of Employment.

Subd. 3 – The District may, at its discretion, withhold step advancement/pay increase as a result of performance concerns. If it is determined that step advancement will be withheld, the employee shall be notified in writing by no later than May 15.

Subd. 4 – Employees receiving a promotion will be placed on the wage schedule at the discretion of the district in consideration of the employees related experience and district service.

## **Section 5 – Overtime**

An employee in the Technical Support group working overtime, not covered by compensatory time, shall be paid at the regular hourly pay rate up to a maximum of 40 hours worked per week. After working 40 hours in a week, an employee will be paid at the rate of time and one-half, in accordance with applicable state and federal laws.

## **Section 6 – Compensatory Time**

An employee in the Technical Support group may be granted compensatory time, in accordance with this Section.

Subd. 1 – Compensatory time is working beyond the regular workday/year as authorized by the administrator in charge. The use of compensatory time is a means of utilizing time best and may be arranged accordingly.

Subd. 2 – Compensatory time must be used within 30 days of when it is earned.

Subd. 3 – Compensatory time cannot be used whenever a substitute is necessary to replace the employee while using the compensatory time.

Subd. 4 – Compensatory time shall be given at the rate of one and one-half times, after 40 hours, subject to state and federal laws.

Subd. 5 – If compensatory time cannot be used within 30 days of when it is earned, then the employee shall be paid for such work. (Please note: This statement is not intended to contradict, nor de-emphasize the importance of adherence, if at all possible, to Subd. 2 above.)

## **Section 7 – Position Classification**

If an employee or their supervisor believes a position has changed significantly (by 30%) and therefore might warrant a change in Level, the employee can request a review of their position. Request for review must be submitted to Human Resources by March 1 of each year, using the district Request for Position Review form. Positions will be reviewed by June 1 of each year. If it is determined that a change is warranted, any appropriate change in pay rate shall take effect the July 1 following the review of the position.

# **ARTICLE IV – VACATION AND HOLIDAYS**

## **Section 1 – Vacation**

Subd. 1 – Employees holding positions in the Technical Support group prior to July 1, 2005, working 52 weeks per year, shall earn 20 days of paid vacation each year.

Subd. 2 – Employees who held positions in the ESO, which became part of the Technical Support group on August 31, 2005, shall earn vacation in accordance with the accrual schedule below:

<u>Employment Weeks</u>	<u>1-7 Years</u>	<u>8-13 Years</u>	<u>14 or More Years</u>
0-38	0	0	0
39-41	1	2	4
42-44	2	4	6
45-47	4	6	8
48-50	6	8	10

Beginning July 1, 2024 employees working 51-52 weeks per year shall earn vacation based on the following schedule:

- 0-1 years of service - 13 days
- After 1 year of service - 15 days
- After 5 years of service - 20 days

Subd. 3 – Employees hired into Technical Support positions on or after July 1, 2005, working less than 51 weeks shall not be entitled to paid vacation.

Subd. 4 – Vacation accruals will be allocated on July 1 each year. Accruals will be based on the actual number of years of service completed in the district at the time of the accrual.

Subd. 5 – Up to ten vacation days accrued during a fiscal year may be carried over into the next fiscal year.

## **Section 2 – Holidays**

Employees working 52 weeks shall be entitled to eleven district established paid holidays each year. Employees working less than a full year shall be eligible for paid holidays on a prorated basis, based on the number of weeks worked per year.

## **ARTICLE V – SUPPLEMENTAL BENEFIT PROGRAMS**

### **Section 1 – Eligibility for Benefits**

Subd. 1 – Full-time employees working 172 days or more per year shall be eligible to receive all health and welfare benefits as provided in this Article. Part-time employees are not eligible for health and welfare benefits.

Subd. 2 – Each employee may only be covered under one policy under each of the District’s insurance plans, i.e., health and dental. Employees eligible for coverage but covered as a spouse under a Stillwater School District employee’s plan shall be eligible for a VEBA contribution as defined in this Article, until such time as they retire.

### **Section 2 – Health and Hospitalization Insurance**

Subd. 1 – The School District shall provide a monthly contribution toward the premium for single or family insurance coverage for full-time employees, as defined in Article I, Section 3, who qualify for and are enrolled in the district’s group health and hospitalization plans.

For full-time employees participating in the non-high deductible insurance plan, the amount provided by the district shall be as follows; however, this amount shall not exceed the actual cost of the insurance premium:

July 1, 2023 through June 30, 2024: Up to \$2,252.91 per month  
This plan is eliminated effective July 1, 2024.

For full-time employees enrolled in the high deductible/HRA/VEBA insurance plan, the amount provided by the district shall be as follows, however, the amount shall not exceed the actual cost of insurance premium:

July 1, 2023 through June 30, 2024: Up to \$1,825.83 per month  
July 1, 2024 through June 30, 2025: Up to \$1,971.89 per month

For full-time employees participating in the high deductible/HRA/VEBA insurance plan, the monthly District contribution to a VEBA shall be as follows:

July 1, 2023 through June 30, 2025:

Family Coverage: Up to \$292.00 per month  
Single Coverage: Up to \$167.00 per month

For full-time employees provided a VEBA contribution due to coverage under another Stillwater School District employee's insurance policy, the monthly district contribution to a VEBA shall be as follows:

Effective July 1, 2023: \$189.58 per month

Subd. 2 – The District's contribution shall be made in conjunction with regularly scheduled salary payments.

Subd. 3 – The cost of any premium that exceeds the district's monthly contribution shall be paid by the employee through payroll deduction.

Subd. 4 – The health and hospitalization insurance program will be coordinated with Medicare in accordance with Minnesota Statutes.

### **Section 3 – Dental Insurance**

The district shall provide a monthly contribution toward the premium for dental coverage, including dependent coverage, for full-time employees who qualify for and are enrolled in the District's dental insurance plan. The amount provided shall be as follows; however, this amount shall not exceed the actual cost of the insurance premium:

July 1, 2023 through June 30, 2023: Up to \$100 per month  
July 1, 2024 through June 30, 2024: Up to \$100 per month

### **Section 4 – Survivors Benefits**

If an employee who is enrolled in the district's group health and hospitalization and/or dental plan, dies while actively employed by District 834, the District shall continue to



pay premiums for all eligible surviving dependents, in the same manner as was provided prior to the death of the employee. The district will continue to provide such paid benefits for a period of up to one calendar year from the date of the employee's death. If a survivor obtains employment with an employer other than the school district, and such survivor is covered by a group medical hospital insurance plan or HMO or dental plan, such coverage shall be considered primary.

### **Section 5 – Life Insurance**

Subd. 1 – The school district shall contribute the full premium necessary to purchase group term life insurance equal to two times the employee's annual salary, calculated to the nearest \$1,000. The policy shall contain a provision for double indemnity in case of accidental death, benefits in case of dismemberment, and waiver of premium when totally disabled.

Subd. 2 – Employees will have the option of paying the premium for group term life insurance in excess of \$50,000, consistent with the provisions of Subd. 1 of this Section, or elect to reduce such coverage to \$50,000.

Subd. 3 – So long as permitted by the school district's group insurance carrier, employees may purchase additional life insurance coverage on their own lives or on the lives of their spouse and/or children. The cost of the premium for this optional life insurance shall be borne by the employee and paid by payroll deduction.

### **Section 6 – Short Term Disability Income Protection**

Subd. 1 – Full-time employees become eligible for coverage upon completion of one full day of employment. To be eligible for short term disability, an employee must be actively at work, which is defined as being present and employed for at least six hours per day, working at least 30 hours per week, in a regular capacity.

Subd. 2 – Short term disability shall be available, upon receipt of medical certification, when sick leave benefits have been exhausted, but not before the tenth day of a disability. Short term disability income protection shall cease when the combination of sick leave and short-term disability total 120 days.

Subd. 3 – Employees on pre-approved unpaid leaves of absence are ineligible to participate in this benefit during the period of such leave. Eligibility for short term leave shall resume on the anticipated return to work date.

Subd. 4 – The school district shall provide eligible employees with short-term disability income protection equal to 70% of the employee's base daily rate of pay for each working day of disability.

### **Section 7 – Long Term Disability Insurance**

Subd. 1 – Full-time employees become eligible for coverage upon completion of one full day of employment. To be eligible for long term disability, an employee must be actively at work, which is defined as being present and employed for at least six hours per day, working at least 30 hours per week, in a regular capacity.

Subd. 2 – The school district shall provide eligible employees with long term disability insurance equal to 70% of one-twelfth (1/12) of the employee’s basic annual earnings in effect prior to the date of the disability, after fulfilling the plan waiting period.

Subd. 3 – Employees will have the option of paying the entire premium for LTD coverage on a payroll deduction basis.

### **Section 8 – Insurance Review Committee**

The District will establish an Insurance Review Committee that will be advisory to the board. The committee will be composed of three representatives designated by the district, three representatives selected from the teacher's association, and one representative selected by each of the remaining employee groups in the district. The committee shall review the operation of current insurance programs including benefit and claim payments, study and recommend changes in coverage, and review specifications prior to bidding. The District shall prepare documentation summarizing insurance benefits. The documentation shall be provided in writing to insurance committee members and newly hired employees and shall be posted on the District website.

## **ARTICLE VI – LEAVES**

### **Section 1 – Sick Leave**

Subd. 1 – Employees will be credited with an annual accrual of 12 days per year. Employees working less than the full year will be credited with sick leave on a pro-rated basis. During the initial year of employment only, the total sick leave allowable will be available to the employee after working a minimum of one day. Upon termination of employment, an employee’s last check will be deducted for any sick leave used in excess of that earned.

Subd. 2 – Unused sick leave days may accumulate without limit except that not more than 120 days may be utilized for any single disability. Additional days may be used on a prorated basis to supplement long term disability coverage.

Subd. 3 – The District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness in order to qualify for sick leave pay.

Subd. 4 – An employee who is unable to work because of personal illness or disability and who has exhausted all accumulated paid sick leave available may be granted a medical leave of absence for the duration of the contract year during such illness or disability. Upon Board approval, this leave may be extended a maximum of one additional year upon written request by the employee, on the basis of medical certification.

Subd. 5 – Sick leave is to be utilized for all absences resulting from an employee's physical and mental illnesses, therapy, examinations, and consultations, or that of a minor child. Sick leave may be utilized for absences due to illness or injury of the employee’s spouse, adult child, sibling, parent, grandparent, or stepparent, up to 160 hours per 12-month period, beginning July 1 of each year, pursuant to M.S. 181.9413.

Subd. 6 – Up to ten days of sick leave may be utilized for adoption of a child or for paternal leave upon the birth of a newborn child.

Subd. 7 – An employee who is injured on the job shall receive such compensation as prescribed by the Worker's Compensation Law of Minnesota. Such compensation shall be supplemented with an amount sufficient to maintain his/her regular salary for a period not to exceed the employee's sick leave reserve.

## **Section 2 – Sick Leave Bank**

Subd. 1 – Employees may participate in the District Sick Leave Bank, under the terms provided to other employee groups, to the extent that the Sick Leave Bank continues to be offered by the District.

## **Section 3 – Discretionary Leave**

Subd. 1 – Beginning July 1, 2024 Emergency Leave will be eliminated and replaced with Discretionary Leave as outlined in this section. Employees who work less than 51 weeks per year and who are not eligible for vacation will earn four (4) discretionary leave days per year.

Subd. 2 – Employees who held positions in the ESO, which became part of the Technical Support group on August 31, 2005, shall receive two (2) discretionary leave days per year.

Subd. 3 - Employees who work 51 or more weeks per year and who are eligible for vacation will earn two (2) days of discretionary leave per year.

Subd. 4 – Discretionary leave may be used for any absence reason and must be entered into the system a minimum of 24 hours in advance. Discretionary leave may not be used during the first ten or last ten student days of the school year. Unused days will be converted to sick leave at the end of the year.

## **Section 4 – Bereavement Leave**

Up to five days per occurrence of paid leave shall be granted for death in the immediate family. For purposes of this Section, immediate family is defined as spouse, children, stepchildren, parents, spouse's parents, stepparents, brothers, sisters, brothers-in-law, sisters-in-law, aunts, uncles, grandparents, and grandchildren. In extenuating circumstances, an employee can request approval from Human Resources for use of this benefit for an individual who is not listed above but who stands in the same relationship with the employee.

## **Section 5 – Parental Leave**

Subd. 1 – A parental leave without pay may be granted by the school district subject to the provisions of this Section. Parental leave may be requested because of the need to prepare and provide parental care for a child or children of the employee for an extended period of time.

Subd. 2 – An employee shall request parental leave in writing at least three calendar months in advance of the intended leave.

Subd. 3 – The school district may adjust the proposed beginning or ending date of parental leave so that the dates are coincident with some natural break in the school year.

Subd. 4 – Parental leave may be extended up to one full year following the school year in which the leave was granted.

Subd. 5 – An employee returning from parental leave shall be re-employed in a position equivalent to the position held prior to taking the leave.

Subd. 6 – Whenever parental leave extends to the end of a school year; the employee must notify the Human Resources Department in writing by March 1 of intent to return or not return to the district the following year.

Subd. 7 – An employee who is pregnant may elect to utilize a disability leave followed by a parental leave. When disability leave is utilized, the employee shall continue working until a doctor certifies that she can no longer fulfill the requirements of the position. During the period of disability only, the employee is eligible to receive sick leave and disability leave benefits. The employee is required to return to work as soon as she is physically able unless an unpaid parental leave is granted.

Subd. 8 – If the reason for parental leave is occasioned by pregnancy and the period of disability is interrupted, the employee may return to work prior to the ending date of the leave only if she is physically able and a suitable opening is available.

Subd. 9 – Periods of time when an employee is on parental leave may not be used to satisfy probationary time requirements, when applicable.

### **Section 6 – Military Leave**

Conditions for military leave shall comply with all applicable laws.

### **Section 7 – Short Term Leave**

Short term leave without pay may be granted according to the following provisions:

Subd. 1 – An employee desiring a short-term leave without pay shall present a written request to his/her supervisor at least 15 days prior to the beginning date of the leave.

Subd. 2 – During the first two years of employment, the Human Resources Supervisor, after consulting with the immediate supervisor, may grant up to five days of leave per year.

Subd. 3 – Starting the third year of employment, the Human Resources Supervisor, after consulting with the immediate supervisor, may approve up to ten days of leave during any two-year rolling period of time. The two-year period will be determined by looking back two years from the date of the request.

Subd. 4 – No short-term leave without pay will be granted if an employee has applicable paid leave available.

## **Section 8 – Special Leave**

Subd. 1 – Employees in the Technical Support and Coordinators/Supervisors/Specialists groups are eligible to apply for a one-year leave of absence without pay after two full years in the district.

Subd. 2 – Sick leave will be frozen during the leave.

Subd. 3 – An employee whose leave extends to the end of a school year shall notify the Human Resources Department in writing by March 1 of intent to return or not return to the district for the following school year.

Subd. 4 – An employee returning from leave will be reassigned to the same or an equivalent position, if available.

## **Section 9 – Jury Duty**

Subd. 1 – An employee who is called to jury duty shall notify the Human Resources office immediately upon receipt of the notice so that arrangements to excuse an employee to serve may be made if necessary.

Subd. 2 – An employee who is absent because of jury service will receive their regular salary from the district during the period of service, provided the employee submits pay received for the jury service, less any reimbursement for mileage or parking, in accordance with state laws.

## **Section 10 – School Conference Leave**

In accordance with Minnesota Statute 181.9412, the employer will grant an employee leave up to a total of 16 hours during any school year to attend conferences or classroom activities related to the employee's child, providing such activities cannot be scheduled during non-working hours. School conference and classroom activities will apply only to students in grades kindergarten through 12. Such leave is unpaid unless the employee has Emergency Leave, or other applicable paid leave, available to them.

## **ARTICLE VII – EMPLOYMENT PRACTICES**

### **Section 1 – Emergency School Closings**

If school is canceled for students by the Superintendent, or designee, because of weather conditions, employees may choose to report to work, or work remotely, with supervisor approval.

### **Section 2 – Work Stoppage**

In the event of a strike or work stoppage by other employees, it is mutually agreed that employees covered by this agreement shall be on duty and carry out policy, rules and assignments as may be directed by the employer. The employer reserves the right to make whatever directives deemed appropriate for the operation or protection of district programs and facilities.

### **Section 3 – In-Service**

The school district will pay the cost for job related workshops with prior approval of the appropriate district administrator.

## **ARTICLE VIII – RETIREMENT PAY**

### **Section 1 – Retirement Eligibility**

An employee may elect retirement from District 834 effective at the conclusion of the school year during which they reach the age of TRA/PERA eligibility or any of the succeeding school years, or to meet opportunities, or at such other times as may be approved by the School District.

## **ARTICLE IX – MATCHING DEFERRED COMPENSATION PLAN**

### **Section 1 – Eligibility**

Full-time employees shall be entitled to a matching school district contribution of up to 3.5% of their current annual salary, not to exceed \$3,000 per year, to a tax deferred account subject to Minnesota Statutes. Effective July 1, 2024 Full-time employees shall be entitled to a matching school district contribution of up to 3.5% of their current annual salary, not to exceed \$3,500 per year, to a tax deferred account subject to Minnesota Statutes.

Subd. 1 – The district contribution will begin when the employee establishes participation in an eligible investment program as defined by statute. The district match cannot be accumulated on a retroactive basis if an employee elects to begin participation after the first year of eligibility.

Subd. 2 – Changes to or initial entry into the plan shall occur on the first pay day following the date information is received by the Human Resources Department.

Subd. 3 – Employees eligible for retirement pay, who elect to participate in the tax deferred matching plan, may do so, with the amount of matching Board contribution being deducted from their final retirement pay amount.

## **ARTICLE X – RETIREMENT INSURANCE**

### **Section 1 – Employees Hired Prior To July 1, 2000**

Subd. 1 – Employees hired prior to July 1, 2000, and those listed in the attached Memorandum of Agreement, who have ten consecutive years of employment in the school district, immediately preceding their retirement, may continue as a member of the insurance group until eligible for Medicare, provided they are between the ages of eligibility for TRA/PERA (based on the 1997 definitions of eligibility) and Medicare. Employees shall be eligible to continue single or dependent coverage, provided they maintained such coverage prior to retirement and elect such coverage. Employees electing dependent coverage shall make a monthly contribution equal to the amount they paid at the time of their retirement.

Subd. 2 – For employees electing to participate in the high deductible/HRA/VEBA option upon retirement, the District shall contribute to an HRA/VEBA account for the employee an amount equal to the amount they were eligible for at the time of their retirement, based on the level of coverage elected, i.e., single, or dependent.

Subd. 3 – Such benefits shall cease when the retiree becomes eligible for Medicare, however, in no event shall such coverage extend beyond 15 consecutive years.

Subd. 4 – When a retiree reaches Medicare eligibility, the District shall provide a Medicare supplement as a conversion plan to the retiree at the retiree's expense.

Subd. 5 – In circumstances where an employee is ineligible to continue insurance coverage due to their eligibility for Medicare, the retiree's spouse under the age of Medicare eligibility may purchase single coverage at the group rate for up to five years (inclusive of COBRA requirements) or until such time as they reach Medicare eligibility, whichever occurs first, provided such spouse had been covered under the plan prior to such date.

Subd. 6 – At the time of retirement, an employee may continue life insurance coverage at his/her expense under the group plan to the extent such employee has maintained coverage prior to retirement.

## **Section 2 – Employees Hired On Or After July 1, 2000, and Prior To July 1, 2006**

Subd. 1 – For employees hired on or after July 1, 2000, and prior to July 1, 2006, who have worked in District 834 for at least ten consecutive years immediately preceding such retirement and are between the ages of eligibility for TRA/PERA (based on the 1997 definitions of eligibility) and Medicare, the district's post-retirement insurance contribution shall be equal to the single health insurance premium. An employee may elect to continue dependent coverage (within the existing eligibility requirements of this Section) by paying the difference between the amount provided by the district and the full premium amount, provided they maintained such coverage prior to retirement.

Subd. 2 – For employees electing to participate in the high deductible/HRA/VEBA option upon retirement, the District shall contribute to an HRA/VEBA account for the employee an amount equal to the amount they were eligible for under single coverage at the time of their retirement, provided they were enrolled in the district's insurance plan prior to retirement and elect such coverage.

Subd. 3 – Such benefits shall cease when the retiree becomes eligible for Medicare, however, in no event shall such coverage extend beyond 15 consecutive years.

## **Section 3 – Employees Hired On or After July 1, 2006**

Subd. 1 – Employees hired on or after July 1, 2006, and those employees who made an irrevocable election to participate in the Health Care Savings Plan by April 15, 2006, will be ineligible for district paid retiree insurance. Employees eligible for district paid insurance, will receive a district contribution of \$1000 to be deposited into the district designated Health Care Savings Plan (HCSP) at the conclusion of each school year, and no later than June 30. Effective July 1, 2011, an employee receiving District paid retirement health insurance benefits shall not be eligible for HCSP benefits in this subdivision.

## APPENDIX A – SALARY PROGRAM

### Technical Support Group

#### Level IX (C42) School Year Only

Health Care Specialist

	2023-2024		2024-2025	
	C42		C42	
	Level IX		Level IX	
step 1	\$	34.00	\$	35.53
step 2	\$	35.97	\$	37.58
step 3	\$	38.63	\$	40.37
step 4	\$	40.94	\$	42.79
step 5	\$	43.26	\$	45.20

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#### Level VII A

None

	2023-2024		2024-2025	
	Level 7A		Level 7A	
step 1	\$	33.71	\$	35.23
step 2	\$	34.54	\$	36.09
step 3	\$	35.40	\$	37.00
step 4	\$	36.28	\$	37.91
step 5	\$	37.19	\$	38.86

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#### Level VII B (B32 / B25)

Administrative Assistant V– Assistant Superintendent

Administrative Assistant V - Executive Director

Administrative Assistant V - Director

Project Assistant – Learning and Innovation

Administrative Assistant – Secondary Principal

Technician – Computer Network

Technician – Graphic Design

Technician/Project Assistant – Electronic Communications

	2023-2024		2024-2025	
	B32/B25		B32/B25	
	Level VII B		Level VII B	
step 1	\$	27.62	\$	28.86
step 2	\$	28.31	\$	29.58
step 3	\$	29.02	\$	30.32
step 4	\$	29.74	\$	31.08
step 5	\$	30.49	\$	31.86



**APPENDIX A - cont'd**

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**Level VI (B31 / B24)**

Technician – IT Support  
Technician – Theater  
Technician – Accounts Processing

	2023-2024	2024-2025
	B31/B24	B31/B24
	Level VI	Level VI
step 1	\$ 27.12	\$ 28.34
step 2	\$ 27.80	\$ 29.05
step 3	\$ 28.49	\$ 29.77
step 4	\$ 29.20	\$ 30.52
step 5	\$ 29.91	\$ 31.25

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**Level V (B23)**

Administrative Assistant IV – Elementary Principal  
Specialist – Human Resources  
Technician – Enrollment Processor

	2023-2024	2024-2025
	B23	B23
	Level V	Level V
step 1	\$ 23.66	\$ 24.73
step 2	\$ 24.25	\$ 25.34
step 3	\$ 24.85	\$ 25.97
step 4	\$ 25.48	\$ 26.63
step 5	\$ 26.08	\$ 27.26

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**Level IV (B22)**

Bookkeeper – High School  
Registrar – High School  
Administrative Assistant III - ALC  
Specialist - Finance

	2023-2024	2024-2025
	B22	B22
	Level IV	Level IV
step 1	\$ 22.59	\$ 23.61
step 2	\$ 23.16	\$ 24.21
step 3	\$ 23.73	\$ 24.79
step 4	\$ 24.30	\$ 25.39
step 5	\$ 24.89	\$ 26.01

**APPENDIX A - cont'd**

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**Level III (B21)**

Administrative Assistant II – Athletics  
Administrative Assistant II – ECFC  
Administrative Assistant II – Food Service  
Administrative Assistant II – Manager of Facilities & Site Operations  
Administrative Assistant II – Secondary Asst. Principal  
Administrative Assistant II – Due Process  
Technician – Accounting (Comm. Ed)  
Technician – Community Ed Enrichment and Athletics Office  
Technician – Screening/ECFC  
Technician – Community Ed PAC and Facilities  
Technician - Media Center

	2023-2024		2024-2025	
	B21		B21	
	Level III		Level III	
step 1	\$	22.12	\$	23.12
step 2	\$	22.66	\$	23.68
step 3	\$	23.24	\$	24.28
step 4	\$	23.78	\$	24.85
step 5	\$	24.37	\$	25.46

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**Level II (A13)**

Student, Family and Community Engagement Specialist

	2023-2024		2024-2025	
	A13		A13	
	Level II		Level II	
step 1	\$	21.52	\$	22.49
step 2	\$	22.05	\$	23.04
step 3	\$	22.58	\$	23.60
step 4	\$	23.13	\$	24.17
step 5	\$	23.69	\$	24.76

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**APPENDIX A - cont'd**

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**Level I (A12)**

Data Technician – Student Support Services  
Clerk – Athletics  
Clerk – Information and Student Records  
Project Assistant – AVID Promise Fellows  
Receptionist – CSB Front Office  
Administrative Assistant I – College and Career Center  
Administrative Assistant I – Counselor  
Administrative Assistant I – Elementary Building  
Administrative Assistant I – Instructional Support Services/Office of Equity  
Administrative Assistant I – Secondary Office  
Technician – ABE/ECFE Data  
Clerk – Middle School Office

	2023-2024	2024-2025
	A12	A12
	Level I	Level I
step 1	\$ 20.91	\$ 21.85
step 2	\$ 21.40	\$ 22.36
step 3	\$ 21.92	\$ 22.91
step 4	\$ 22.47	\$ 23.48
step 5	\$ 23.01	\$ 24.05

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**Longevity**

Employees who have completed ten years of service in the TS and/or CSS group as of July 1 shall be eligible for Longevity 1 based on their hire date into a position in either the TS or CSS.

Employees hired prior to July 1, 2003, who have completed 15 years of service in the TS/CSS group as of July 1 shall be eligible for Longevity 2. Employees hired on or after July 1, 2003, shall be eligible for longevity based on their hire date into a position in either the TS or CSS.

(Note: Longevity 2 is inclusive of Longevity 1, not in addition.)

Longevity 1 Hourly Rate: \$.25  
Longevity 2 Hourly Rate: \$.50