

**BEMIDJI AREA SCHOOLS
BEMIDJI, MINNESOTA**

DATE : APRIL 20, 2020

TO : BOARD OF EDUCATION

FROM : TIM LUTZ, SUPERINTENDENT OF SCHOOLS
JORDAN HICKMAN, DIRECTOR OF HUMAN RESOURCES

SUBJECT: CONFIDENTIAL ADMINISTRATIVE SUPPORT - TERMS & CONDITIONS OF EMPLOYMENT FOR 2019-2021

COMMENT:

Attached please find the terms and conditions of employment for Confidential Administrative Support staff. The following changes are recommended:

1. Increase the salary schedule by 2.75% for 2019-2020 and 2% for 2020-2021.
2. Increase Longevity rates by \$0.10 per hour effective July 1, 2019; for employees with 20 or more years of continuous employment, 25 years of continuous employment and 30 years of continuous employment.
3. The District health insurance contribution remains unchanged at a maximum District contribution of \$10,000 per year for 2019-2020 and increases to \$11,200 per year for 2020-2021.
4. Effective July 1, 2020, increase the district maximum annual deferred compensation match from \$1,200/year to \$1,800/year for employees with 2 through 7 years of service and from \$2,400/year to \$3,600/year for employees with 8 or more years of service.
5. Increase the District contribution to the Health Care Savings Plan from \$160 per pay period to \$200 per pay period effective July 1, 2020.

Summary:

The estimated total two year cost for this group is \$25,988 and is consistent with the established pattern of settlements with District bargaining groups. This includes all costs for salary steps, insurance premium contributions, PERA contributions, FICA, and other fringe benefits.

ACTION:

The motion was offered by _____, seconded by _____, and carried () to approve the provisions of the terms and conditions of employment for the Confidential Administrative Support employees for the period July 1, 2019, through June 30, 2021.