

**BEMIDJI AREA SCHOOLS
BEMIDJI, MINNESOTA**

DATE : JANUARY 22, 2024

TO : BOARD OF EDUCATION

FROM : Dr. JEREMY OLSON, SUPERINTENDENT OF SCHOOLS
JORDAN HICKMAN, DIRECTOR OF HUMAN RESOURCES

SUBJECT: CONFIDENTIAL ADMINISTRATIVE SUPPORT - TERMS & CONDITIONS OF
EMPLOYMENT FOR 2023-2025

COMMENT:

It is important to note that the District has always maintained that fair compensation within our means is an important bargaining principal. To ensure our ability to attract and retain quality staff, the District is committed to providing the best possible compensation for our employees within the means available. Wage adjustments are necessary to improve our ability to recruit new employees and retain current staff.

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 \$1.00 per hour for 2023-2024 and 3% for 2024-2025.
2. The District health insurance contribution remains unchanged at a maximum District contribution of \$12,200 per year for 2023-2024 and increases to \$12,680 per year for 2024-2025.
3. Grants twenty-five (25) days of vacation after 20 years of service effective July 1, 2024.
4. Revise language to allow up to forty hours of vacation per year to be taken as direct pay at the current hourly rate of pay.
5. Add short term disability insurance to the options employees may elect under the District's insurance program.
6. Add Juneteenth as a Holiday to reflect legislative changes.
7. Increase the Health Care Savings Plan (HCSP) contribution by \$25 per pay period effective July 1, 2024.
8. Increase the maximum District match for deferred compensation plan contributions by \$300 per year effective July 1, 2024.
9. Update language to reflect changes in definition of "immediate family" under state safe and sick legislation.
10. Add language regarding e-learning to reflect legislative changes.

Summary:

The estimated total two year cost for this group is \$37,862.59 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, 2023, through June 30, 2025.