



FOREST LAKE AREA SCHOOLS
FOREST LAKE, MN 55025

AGENDA ITEM: 9.4

**TOPIC: APPROVE GENERAL BENEFITS GROUP
EMPLOYMENT POLICIES ADJUSTMENTS**

BACKGROUND: The general benefits group employment policies expired on June 30, 2014 and will be considered for updating at a later time.

PROCESS: The Administration has revised the policies for the Confidential Administrative Assistants group of employees due to a comparable worth job analysis review for these positions. The salary schedule of the general benefits employment policy has been adjusted to include the addition of the B25 level. The change will be retroactive to January 1, 2014, necessitating revision to the 2012-2014 policy.

RECOMMENDATION: Administration recommends approval of the adjustments to the 2012-2014 general benefits group employment policy for the Confidential Administrative Assistant positions and the 2013-2014 general benefits salary schedule.

CONFIDENTIAL ADMINISTRATIVE ASSISTANTS

July 1, 2012 – June 30, 2014

Revised 11/06/2014 Effective January 1, 2014

The Confidential Administrative Assistants will receive benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if they are eligible with the following exceptions or additions:

Work Schedule:

Duty week and year: A regular work week shall consist of five (5) eight (8) hour days for 52 weeks per year.

Call Back: A minimum of two hours pay or overtime pay for the actual hours worked, whichever is greater, will be paid for work assigned beyond regular work hours.

Breaks: Confidential Administrative Assistants receive an unpaid duty-free lunch of not less than thirty (30) minutes and are entitled to a fifteen (15) minute paid break in each four (4) hour period of work or major portion thereof.

Medical Insurance:

The school district shall provide the employee and their dependents with medical insurance coverage, under the school district's plan at the expense of the school district. If the employee elects single medical insurance, the difference in cost between single coverage and dependent coverage will be deposited into the employee Health Care Reimbursement Account.

Dental Insurance:

The school district shall provide the employee and their dependents with dental insurance coverage, under the school district's group plan at the expense of the school district.

Long-Term Disability Insurance:

The School District shall deduct from the Confidential Administrative Assistants' paycheck the premium for the current long-term disability plan in effect in the School District for which the Confidential Administrative Assistant is qualified. This deduction shall be made in after tax dollars. All full-time Confidential Administrative Assistants who qualify for and are enrolled in the plan shall participate in the district long-term disability policy coverage.

Compensation:

Administrative Assistant to the Superintendent (~~B24~~) (B25)

Administrative Assistants to the Director of Administration and Human Resources (~~B23~~) (B24)

Administrative Assistant to the Director of Business Services (~~B23~~) (B24)

Salary Schedules

Salary schedules for employees who have a comparative worth rating from A11 to B33 are listed below. Please refer to collective bargaining agreements, individual contracts, or board approved employment policies for any additional compensation or for compensation for employees with a comparative worth higher than B33.

PLEASE NOTE: The lunch break is unpaid.

2012 – 2013 WAGE RATES NO STEP INCREASE FOR 2012-2013

<u>Level</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>4th Step</u>	<u>5th Step</u>
I(A11)	\$12.57	\$12.87	\$13.26	\$13.75	\$14.55
II (A12)	\$13.51	\$13.83	\$14.19	\$14.72	\$15.49
III (A13)	\$14.53	\$14.86	\$15.24	\$15.75	\$16.55
IV (B21)	\$15.50	\$15.80	\$16.18	\$16.69	\$17.50
V (B22)	\$16.34	\$16.65	\$17.04	\$17.56	\$18.34
VI (B23)	\$17.24	\$17.57	\$17.94	\$18.46	\$19.23
VII (B24)	\$18.20	\$18.52	\$18.91	\$19.42	\$20.21
VIII (B31)	\$19.71	\$20.02	\$20.41	\$20.91	\$21.71
IX (B32)	\$21.89	\$22.19	\$22.58	\$23.09	\$23.88
X (B33)	\$23.11	\$23.58	\$24.05	\$24.49	\$25.11

2013 – 2014 WAGE RATES **Revised 11/06/2014 Effective January 1, 2014**

A STEP INCREASE is granted for 2013-2014 for those employees hired on or before January 1, 2014

<u>Level</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>4th Step</u>	<u>5th Step</u>
I(A11)	\$12.57	\$12.87	\$13.26	\$13.75	\$14.75
II (A12)	\$13.51	\$13.83	\$14.19	\$14.72	\$15.69
III (A13)	\$14.53	\$14.86	\$15.24	\$15.75	\$16.75
IV (B21)	\$15.50	\$15.80	\$16.18	\$16.69	\$17.70
V (B22)	\$16.34	\$16.65	\$17.04	\$17.56	\$18.54
VI (B23)	\$17.24	\$17.57	\$17.94	\$18.46	\$19.43
VII (B24)	\$18.20	\$18.52	\$18.91	\$19.42	\$20.41
B25	\$18.85	\$19.16	\$19.55	\$20.06	\$21.05
VIII (B31)	\$19.71	\$20.02	\$20.41	\$20.91	\$21.91
IX (B32)	\$21.89	\$22.19	\$22.58	\$23.09	\$24.08
X (B33)	\$23.11	\$23.58	\$24.05	\$24.49	\$25.31

Overtime

Nonexempt employees who are eligible will be paid overtime for hours compensated beyond 40 hours a week. PLEASE NOTE that you may not work overtime unless authorized by the appropriate supervisor. Overtime shall be paid at a rate of time and one-half for all hours worked over forty (40) working hours in the week.