

**BEMIDJI AREA SCHOOLS  
BEMIDJI, MINNESOTA**

**DATE :** MAY 16, 2016

**TO :** BOARD OF EDUCATION

**FROM:** DR. JAMES A. HESS, SUPERINTENDENT OF SCHOOLS  
JORDAN HICKMAN, DIRECTOR OF HUMAN RESOURCES

**SUBJECT:** NONLICENSED STAFF - TERMS & CONDITIONS OF EMPLOYMENT  
FOR 2015-2017

**COMMENT:**

Attached please find the terms and conditions of employment for Non-licensed staff. The following changes are recommended:

1. Increase the salary schedule by 2.5% for 2015-2016 and \$0.70 per hour for 2016-2017.
2. Insurance: The District insurance contribution remains unchanged at a maximum District contribution of \$745.00 per month for each year.
3. Extend the existing tool and boot allowance for 2015-2016, but eliminate this benefit effective July 1, 2016, and shift the dollars previously expended on this benefit to increase the hourly stipend for Automotive Service Excellence (ASE) certification from \$0.90 per hour to \$1.20 per hour effective July 1, 2016.
4. Increase the District contribution to a Health Care Savings Plan (HCSP) from \$75 per pay period to \$90 per pay period beginning July 1, 2016.
5. Provide language, consistent with past practice and Board policy, clarifying the effective date of vacation accrual rates.

Additionally, the members of this group have been notified of the District's intent to sunset the Double Gold health insurance plan option on June 30, 2017, and eliminate the past practice of providing a third payroll date each December.

**Summary:**

The estimated total two year cost for this group is \$111,192.12 for a two year settlement of 4.24% based on the Minnesota School Board Association (MSBA) costing model. 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 Non-licensed staff for the period July 1, 2015, through June 30, 2017.