

Burlington School District

ADMINISTRATIVE AGREEMENT

FOR

OFFICE PERSONNEL

July 1, 2009 – June 30, 2011

May 12, 2009

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Article 1: Administrative Agreement for Office Personnel

1.1 Recognition

The Board hereby recognizes the Office Personnel employee group for the purpose of collective bargaining with respect to rates of pay, hours of employment, and other conditions of employment, in accordance with laws of the State of Vermont (T.21 V.S.A., Chapter 20) respecting labor relations for public employees. Office Personnel eligible for the benefits of this contract are those Office Personnel scheduled to work twenty (20) or more hours per week and are included in Appendix B.

1.2 Agreement

This Agreement is entered into as of this first day of July 2009 by and between the Burlington Board of School Commissioners, Burlington, Vermont (hereinafter the Board) and the Office Personnel Employees of the Burlington School District (hereinafter the employee).

1.3 Employment

Candidates for employment as office personnel employees in the Burlington School District shall be recommended by the supervisor to whom the position reports and the person in charge of the budget charge station to the Director of Human Resources. Approval by the Superintendent of Schools or his/her designee is required. The new employee must report to the Central Office Human Resources Department to fill out all required forms before s/he commences employment.

1.4 General Qualifications

The candidate shall meet the qualifications as set out in individual job descriptions or such alternatives to the qualifications as the Superintendent may find appropriate and acceptable.

Article 2: Conditions of Employment

2.1 Compensation Guidelines

1. New hires will be placed at a starting salary according to the salary scale in Appendix A with due consideration given to the selected applicant's education and experience.
2. A formal, written evaluation of each employee will be made prior to May 1st of each year, and job descriptions updated, if needed. The evaluation will be signed by the employee at this time and a copy retained by the employee. The original will be filed in the employee's Personnel File at Central Office.
3. The Superintendent or designee will meet with same level/category office personnel at least once a year for the purpose of communication and identifying situations unique to their group.
4. Employees will receive a salary adjustment to their individual salary per Appendix A. All salary adjustments will be made at the beginning of the fiscal year.
5.
 - a. In the event that a position covered by this Agreement is to be eliminated in the following fiscal or school year the employee(s) affected will be notified of such by April 1st of the current year, or within thirty (30) calendar days of any subsequent failure of a tax referendum.
 - b. In the event that a position covered by this Agreement is to be modified substantially in the following fiscal or school year the office personnel will be notified by April 1st of the current year or as promptly as possible after such modification has been made.
 - c. In determining which employee is to be subject to reduction in force the school District will consider the requirements of the organization, seniority, job performance skills, and ability of individual to perform the remaining work. The District retains the right to determine the appropriate work assignment for the employee subject to reduction in force.
 - d. Employees, during the first two years of employment, are considered to be on "probation" and may be displaced due to budgetary cuts.
6. Employees receiving notice by April 1st will end their employment with the District at the end of their normal work year.

Employees who wish to challenge the rationale for the elimination of their employment may appeal directly to the Board.

2.2 Longevity Pay

Applicable only to employees hired before September 1, 2001 with no break in service.

Eligible employees will receive a salary adjustment, at each full year of service under this Agreement, according to the scale below and payable on the employee's anniversary date of hire. The employee will notify the District when they are eligible for longevity pay. Said

compensation shall be paid out during the remaining pay periods of the current fiscal year and shall increase the employee's total base salary for all subsequent years.

AFTER:

5 th year	10 th year	15 th year	20 th year	25 th year
\$300	\$500	\$750	\$1000	\$1500

2.3 Overtime

Overtime will require the approval of the Superintendent of Schools (or designee), and will be paid at a rate of 1.5 after 40 hours/week.

2.4 Notification of Vacancies within the System

All resignations, retirements and other such position vacancies shall be communicated to the Human Resources Department. Included in this provision would be any new office personnel positions created in the District. Upon receipt of such, the Human Resources Department shall create and post an announcement listing the details of the vacancy (responsibilities, salary range, level, hours of work, etc.) in all schools and buildings where office personnel are employed.

2.5 Work Schedule

- a. All employees will schedule their work schedule with their immediate supervisor.

- b. Employees hired to work less than 12 months each year may be hired to work additional days at their hourly rate, with the prior approval of the Superintendent or designee.
- c. Workdays for individual positions are included in Appendix B, Job Classification by Position.
- d. Unless otherwise indicated, the workday is defined as eight (8) hours. This excludes a thirty (30) minute unpaid lunch period, see Section 3.9, below.

2.6 Probation

New employees are subject to 120 workday probation period for performance only, this does not apply to eligibility for benefits. The applicable starting hourly rate shall apply for the duration of this period. Termination during this period may be without cause and is not subject to grievance.

Article 3: Benefits

3.1 Policy

The benefits for office personnel employees described below will be prorated according to hours of work per day, and weeks of work per year. An eligible employee is an employee who is regularly scheduled to work not less than 30 hours per week. To be eligible for “full benefits” an employee must be regularly scheduled to work not less than 40 hours per week.

3.2 Pay Schedule

All office personnel employees will be paid in 26 equal installments

3.3 Absenteeism

Absenteeism for reasons other than that provided herein shall result in loss of full pay, prorated for time absent from work.

3.4 Personal Illness

- a. Employees with a regular schedule of twelve (12) consecutive months:
 - Years 1 – 10: 15 days
 - Years 10+: 18 days
 - (1) Employees hired prior to September 1, 2001 with no break in service:
Cumulative to 227 days;
 - (2) Employees hired on or after September 1, 2001:
Cumulative to 60 days;

- b. Employees with a regular schedule of less than twelve (12) consecutive months:
 - Years 1 – 10: 12 days
 - Years 10+: 15 days
 - (1) Employees hired prior to September 1, 2001 with no break in service:
Cumulative to the number of days equal to their contract year, including the days allowed for the current year;
 - (2) Employees hired on or after September 1, 2001:
Cumulative to 60 days;

- c. Employees who have accumulated the maximum number of unused sick leave will begin each fiscal year (July 1 through June 30) with the annual number of sick leave days available to them per section (a) or (b), above.

- d. Up to ten (10) days per year of the employee’s sick leave may be granted for serious illness of a member of the employee’s family living in the household, or parent, grandparent, or child residing outside of the employee’s household. For catastrophic purpose, an employee may request additional time under this provision with the endorsement of their direct supervisor.

3.5 Personal Business Days

- a. Employees hired before September 1, 2001 with no break in service may be allowed four (4) days for personal business other than personal illness or family emergency, without loss of pay or deduction from sick leave. These days are not cumulative and cannot be carried from year to year. They will be granted each year on July 1.
- b. Employees hired after September 1, 2001 may be allowed three (3) personal business days in their first year and four (4) personal business days in each year thereafter. These days are not cumulative and cannot be carried from year to year. Personal days will be granted each year on July 1.
- c. Whenever possible, the employee shall notify his/her supervisor forty-eight (48) hours in advance of the intent to use the personal business day. In emergency situations where notice cannot be given, the employee will call their supervisor prior to or at the beginning of the work day to notify him/her that the personal business day will be used.

3.6 Bereavement Days

Office personnel employees will be granted no less than five (5) days nor more than ten (10) (beyond five [5] would be charged to personal days as available) days of paid bereavement leave for attendance at the funeral of a member of the immediate family to include: spouse or domestic partner, children, parent, son-in-law, daughter-in-law, mother-in-law, father-in-law, grandchildren, grandparent, brother, sister, aunt and uncle.

3.7 Paid Vacation Days – Veteran Staff

In order to compensate for the change to a 227 work day schedule, the following employees will receive five non-work days in order to compensate for vacation earned under the previous system:

1. Irene Longe

These conditions will remain in effect as long as these employees are employed in the District or until changed by the mutual consent of the employees and the District.

Accumulated vacation days as of July 1, 1986 for current staff employed at that time will be paid upon separation of employment, or to their estate in the event of death, based on the salary rate at the time of separation per Appendix C. Employees may also opt for such payment to be made on January 1 of the year following their separation of employment from the district or in three (3) equal installments paid annually on January 1 beginning the year following their separation of employment from the district.

No other accumulation of vacation days will be payable upon separation of employment with the district.

Vacation days (non-work days) may not be carried over into subsequent years. Employees who have carried over non-work days prior to July 1, 1999 per Appendix D may use up their days at a maximum rate of ten (10) days per fiscal year.

3.8 Vacation Time

Employees hired on or after September 1, 2001, regularly scheduled to work twelve (12) months each year:

Year 1:	248 work days, .83 vacation days earned per month*
Year 2- 4:	238 work days, 10 paid vacation days
Years 5- 9:	233 work days, 15 paid vacation days
Years 10+:	227 work days, 21 paid vacation days

*1. The number of days calculated will be rounded up to the next half day, for example 4.1 days will become 4.5 days.

2. These vacation days shall be available effective the first of the month following two (2) full months of employment.

3. As of July 1 following the date of hire, vacation days shall be calculated as of July 1 for the individual employee.

3.9 Duty Free Lunch Period

Full time office personnel employees, whose work week consists of forty (40) hours or more will be entitled to a thirty (30) minute, duty free, non-paid lunch period during each work day. The scheduling of the lunch period will be mutually agreed upon by the employee and the immediate supervisor.

3.10 Release Time & Visiting Days

Each year, the Superintendent may grant release time without loss of pay for attendance at the following:

1. Vermont Association of Educational Office Personnel Annual Meeting
2. National Association of Education Office Personnel Annual Meeting
3. Meetings, conferences, or visitations in the individual's working field

3.11 Reimbursement for Educational & Professional Development

The Board will set \$5000 aside each fiscal year to pay for education and skills development for office personnel employees. Fifty Percent (50%) of funds will be available on July 1 and fifty percent (50%) on January 1.

Requests for reimbursement can be made on or after July 1st of each fiscal year for courses or skills training which will be completed during that fiscal year.

Requests for reimbursement will be considered on a first come, first served basis.

Reimbursement will cover tuition, course fees, books, travel, service charges, library fees, athletic fees, registration fees, and other fees reasonably related to the educational development or skills training.

The maximum reimbursement which any one office person may receive in any one fiscal year will be limited to one hundred percent (100%) of the tuition cost of three credit hours at the prevailing in-state winter tuition rates of the University of Vermont.

In all instances reimbursement for educational and skills training expenses will not be paid unless prior approval of the Superintendent has been obtained before the courses or training had begun.

If reimbursement is derived from other sources, the Burlington School District's payment will be reduced accordingly by the amount of reimbursement received from other sources.

Office personnel employees will not be reimbursed until they have submitted documentation of having satisfactorily completed the course or skills training and receipts or cancelled checks as proof of costs having been paid.

On April 15th of the fiscal year, if there are unencumbered monies remaining in the fund, office personnel employee's requests for further reimbursements (if over the maximum defined above) may be considered by the office of the Superintendent. In no instance will an office personnel employee receive reimbursement greater than the cost of six (6) winter semester credits for in state students at the University of Vermont.

3.12 City Retirement

The City of Burlington Retirement plan available to eligible employee shall be the plan as approved by the City council and shall include any and all changes and amendments thereto approved by the City Council. All eligible employees are required to report for a physical exam with an approved City Medical Examiner within 60 days of the date of hire. For further information, please call the City Retirement Office at 865-7097.

3.13 Separation

Payment will be made upon separation of employment or employees may opt for such payment to be made on January 1 of the year following their separation of employment from the District or in three (3) equal installments paid annually on January 1 beginning the year following their separation of employment from the district.

a. Applicable only to employees hired before September 1, 2001 with no break in service.

For the purposes of this subsection (3.13(a)), separation refers to retirement, resignation, elimination of position or severance other than for criminal purposes. After ten (10) years, employees, or their estate in the event of death, are entitled to 1/3 of accumulated sick leave, not to exceed 75 days for Class A employees or 45 days for Class B, at the employee's per diem rate.

b. For employees hired after September 2001 as office personnel, with no break in service.

For the purposes of this subsection (3.13(b)), separation refers only to the retirement of the eligible employee. After 15 years of service in good standing, employees are entitled to 1/3 of accumulated sick leave, not to exceed 20 days.

3.14 District-Wide Emergency Close Down

In the event that the Administrative Offices of the School District and/or Administrative Offices of the various schools are closed for emergency reasons such as bomb threat, lack of heat in the building etc., those employees who are allowed to go home or stay home from their regularly scheduled work day will receive pay for that portion of the work day missed. Employees scheduled for paid or other unpaid leave during the close down will not be affected in any way by the close down.

In the event of inclement weather, employees are expected to report to work on such days when driving conditions are safe in preparation for the next school day. District make-up days may be added to the school calendar at the discretion of the Administration.

3.15 Procedures for Changing Level or Job Description

Any employee may request a change in level or job description during the first week in March of any year by following the procedures listed below:

1. First discuss the change with his/her immediate supervisor and put same in writing. This should state the purpose and justification for the change.
2. If the supervisor approves, this will be presented to the Director of Human Resources who will study it and either recommend it or return it with his/her reason for denial by April 1st.
3. If the change is approved, the information will be sent to the Business Office and Human Resources for noting the appropriate changes in salary or level.
4. This procedure shall not be subject to the grievance process.
5. A request for change does not require the approval of the bargaining unit. Appropriate notice will be sent to the bargaining unit and the change will become an addendum to this contract with signatures from both parties.

Article 4: Insurances

4.1 Health Insurance

- a. Office personnel employees who work thirty (30) hours per week or more will receive Health Care Insurance as stated below:

The health care provider offered by the Board. The cost to the Board shall be the same regardless of the plan chosen by the employee. Currently the Board's cost is based upon the VEHI Dual Option Plan.

The plan chosen by the individual shall be subject to the waiting periods, application procedures, transfer or reapplication requirements of the carrier and the specific provisions of the specified plan. In no event shall the Board be obligated to directly provide such medical coverage, but shall be responsible solely for making such insurance available for office personnel employees. Levels of protection currently provided under such plans shall not be reduced during the term hereof without mutual agreement of the parties hereto, excluding changes made by the insurance carrier.

- b. Employees choosing to access the available health care insurance shall contribute a percentage of the health care insurance premium per the following schedule:

Employee Salary:	Percentage Premium Contribution:
2009/2011:	
Up to \$25,00 -	7%
\$25,000 - \$34,999 -	10%
\$35,000 -	12%

- c. An employee retiring after fifteen (15) years of continuous service in the Burlington School District and at age fifty-five (55) shall be entitled to choose single or two-person coverage under any coverage plan offered by the Board, with the Board paying not more than fifty percent (50%) of the cost of VEHI Dual Option Plan coverage until such employee has attained the age of sixty-five (65). To be eligible for this benefit, the employee must have worked through the end of the school year prior to retirement and have notified the administration of the intention to retire no later than May 1 of that school year. The Board at its sole discretion may permit an employee who has met the age and length of service requirements to receive the benefits of this section without compliance with the requirements of the immediately preceding sentence. A Board decision on this issue shall be non-grievable.

For more details of coverage refer to your booklet provided by the Insurance carrier.

4.2 Health Insurance Savings Pay Back

Office personnel employees, other than an office personnel employees whose spouse is entitled to coverage under the Board's health insurance plan by virtue of such spouse's employment by the Board, shall on or before July 1 of each year be paid twenty-five percent (25%) of the amounts not paid by the Board for health insurance for which such employee

was eligible under rules of the carrier and pursuant to this document, due to the waiver of such coverage by the office personnel employee. The payment shall be for Board savings during the year prior to the payment.

4.3 Life Insurance

The following Life Insurance benefits are provided by the School Department for office personnel employees who work 30 hours per week or more.

Classification	Life Insurance	Accidental Death or Dismemberment
Over \$8,000 per annum	\$50,000	\$50,000
Retired Employees*	\$10,000	\$10,000

The Board will pay the full premium amount for each eligible office personnel.

Additional \$37,500 Life coverage is available to office personnel at the employee’s expense. Rates as determined by employee’s present age.

* Retired Employees eligible for this benefit are those who have (1) served at least 15 years of continued service, and (2) are aged 55 or higher.

4.4 Dental Insurance

Office personnel employees who work 30 hours per week or more will be eligible for dental insurance.

The Board will pay the full premium amount for each eligible office personnel employee who elects single coverage.

The Board will pay seventy percent (70%) of the difference in cost between the cost for an individual plan and the cost of the plan selected by the office personnel employee.

Insurance coverage shall be subject to the waiting periods, application procedures, and transfer or reapplication procedures of the carriers.

4.5 125 K Basic Plan

A basic plan will be in effect at Board expense to protect the tax exempt status of health care insurance benefits. Any pay back for health insurance cited above remains taxable.

The Board and the Office Personnel agree to assemble a committee including other employees units, to study the feasibility of a flexible spending account benefit and to have a proposal to the Board by 1/1/2010.

Article 5: Leaves

5.1 Sick Leave

a. Leave Due to Illness or Temporary Disability

Office personnel employees who are unable to work because of disability associated with childbearing or any other form of medical disability (illness) will have his/her job retained for a period of time equal to accumulated sick leave, or six (6) consecutive calendar months, or until physically able to return to work. During the period of medical leave, office personnel will be entitled to pay only for that portion of his/her disability (illness) that is covered by accumulated sick leave, but s/he shall accumulate longevity for pay and benefit purposes during the entire period of the leave. (Employees may only use paid sick leave during their normal period of employment). Also, the District will continue to maintain the District's contribution toward his/her Blue Cross/Blue Shield and other insurances for the full period of the leave. The employee will contact the Business Office to make the appropriate arrangement for the employee's portion of the insurance premium during unpaid leave.

In the event of extended illness or medical disability, two (2) weeks or longer in duration, the immediate supervisor (at his/her sole discretion) may request periodic updates as to the status of the employee's illness or disability. The immediate supervisor may, at his/her discretion, ask for a second opinion or verification of an illness or medical disability. If such second opinion is requested, the opinion may be obtained from a physician of the Board's choice. The cost of the second opinion will be at the expense of the District.

b. Leave for Work-Related Injury or Illness

The Board will comply with its statutory responsibilities with regard to an employee who is absent due to work related injury or illness (workers compensation).

5.2 Personal Leave of Absence (without pay)

Employees may request a personal leave of unpaid absence of up to a maximum of two years duration. Requests for additional time beyond one year, but not to exceed one additional year, must be supported by extenuating personal circumstances that would pose significant hardship if the extension were not granted.

Personal leave of absence will be without benefit of pay, but during the period of absence the employee on leave will retain the following entitlement. Employees with five or more years of continuous employment in the District shall be returned to the office position they held prior to commencing the leave of absence.

- a. The District's contribution toward insurance during the period of the unpaid personal leave will be discontinued but the employee may participate in all insurances at the District's group rate subject to the concurrence of the insurance coverage provider.
- b. Employees will receive the next year's salary increase and longevity credit if s/he works or is on paid status for half or more of the normal work year during the period of July 1 through June 30 of the year s/he is on leave.

When an employee is granted a Personal Leave of Absence one month in duration or longer, there will be no vacation or personal illness days credited during the leave. (For example, if the leave is for a period of two (2) full months, two twelfths of the year's entitlement for vacation and personal illness days will be deducted from the office person's accumulation of vacation and personal illness days.)

Personal leaves of absence should be requested thirty (30) days in advance and require the approval of the immediate supervisor and the office of the Superintendent of Schools. In case of emergency, the thirty (30) day advance notice may be waived with the approval of the immediate supervisor and Superintendent or his/her designee.

Employees granted a leave and who wish to return to active employment prior to the end of the leave may be denied that opportunity. The sole exception is guaranteed parental leave as follows:

Family & Medical Leave (Please see Board Policy GCBDC)

The Board will comply with its statutory responsibilities with regard to an employee's access to Family and Medical Leave.

5.3 Military Leave (Please see Board Policy GCBDB)

Military Leave of Absence shall be granted by the Board in accordance with existing state and/or federal statutes.

5.4 Jury Duty

Employees who, despite having made good faith efforts to be relieved from the same, is required to perform jury service, shall be paid for any necessary absence caused by such jury service. Such employees shall sign over to the District any amounts received from the government as compensation for such jury service.

Article 6: Grievances

6.1 Grievance Procedure

A grievance is defined as being a dispute between an employee and his/her supervisor, or any member of the administration of the District, concerning the meaning or application of a specific provision as stated in this Administrative Agreement

It is recognized by all parties that grievances should be settled at the lowest step possible. If such is accomplished it will be done without the establishment of precedent for future cases.

6.2 Definitions

- a. A grievant is the person making the complaint.
- b. All time limits in this grievance procedure consist of calendar days.
- c. Grievance advisor: A grievance advisor may be any employee, or District employee chosen by the grievant to assist him/her in processing his/her grievance. The grievant may name witnesses, or other employees who may be present for any meetings, hearings, appeals, or other proceedings relating to a grievance that has been formally presented. Grievant, grievance advisor and witnesses will be given reasonable paid time off from their duties to prepare for and present their grievance.

Prior to the implementation of Step 1 office personnel may choose to seek informal resolution of work related problems.

6.3 Procedure

Step I

Employees may file a grievance at Step I of the Grievance Procedure if the grievance is presented to the immediate supervisor within ten (10) calendar days of the employee's having become knowledgeable of the occurrence(s) which is the basis of the grievance, or within thirty (30) calendar days of having begun the informal process of problem resolution involving an ombudsperson. A hearing will be held within five (5) calendar days of the supervisor's receipt of the grievance. The supervisor will give his/her written answer to the grievance within five (5) calendar days of the date of the hearing. The supervisor's answer will include the specific reasons for reaching whatever conclusion is made. If no satisfactory settlement is reached at this level, the grievance may be submitted to Step II of the grievance procedure.

In order to assist the employee in the presentation of his/her grievance, the employee and his/her representative(s) will have access to the employee's file and other information which is identified as being pertinent to the employee's complaint.

Step II

If the grievance is not settled at Step I, the grievant shall forward a copy of the grievance and the Step I response to the Superintendent of Schools or his/her designee within five (5) calendar days of the receipt of said Step I response. The Superintendent or his/her designee will hold a hearing within seven (7) calendar days of the receipt of the grievance and Step I response, and will give the written answer within seven (7) calendar days with the specific reasons for reaching whatever conclusion is made. If satisfactory settlement is not reached

at this level, the grievance may be submitted to Step III within five (5) calendar days of the receipt of the Step II response.

Persons who may attend the second step will include parties invited by the grievant and/or the office of the Superintendent whose testimony or information would be pertinent to the grievance.

Step III

The Board or a Board Committee will hold a hearing on the grievance at the next regularly scheduled meeting of the Board after the receipt of the grievance. The Board will give their written answer within five (5) calendar days of their next regularly scheduled meeting or within twenty (20) calendar days, whichever comes sooner. The determination of the Board will be final and binding on all parties.

The time period specified in this procedure may be extended by mutual agreement.

Grievances involving the termination of employment may be started at Step II of this grievance procedure.

All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the grievant(s).

Employees using this grievance procedure will not be subject to reprisal as a result of using the grievance procedure.

DURATION OF AGREEMENT

This Agreement shall be effective as of the 1st day of July 2009 and shall remain in full force and effect until the 30th day of June 2011. It shall be automatically renewed from year to year thereafter unless either party shall notify the other that it desires to modify this Agreement. In the event that such notice is given, this Agreement shall remain in full force and effect during the period of negotiations and until the new Agreement is signed by the parties.

IN WITNESS THEREOF, the parties hereto have hereunto set their hands and seals this 26th day of June 2009, by their duly authorized representatives.

In Presence of:

For BURLINGTON BOARD OF SCHOOL
COMMISSIONERS

by: _____

In Presence of:

for the OFFICE PERSONNEL

by: _____

**APPENDIX A
Salary Schedule**

Starting Salary Hourly Rates*:

Class:	2009/2010		2010/2011	
FULL YEAR:	Probation Rate:	Post Probation Cap:	Probation Rate:	Cap:
4A	\$15.74	\$18.14	\$16.50	\$18.90
3A	\$15.01	\$17.41	\$15.74	\$18.14
2A	\$13.30	\$15.70	\$13.96	\$16.36
1A	\$12.50	\$14.90	\$13.13	\$15.53

SCHOOL YEAR:

4B	\$15.74	\$18.14	\$16.50	\$18.90
3B	\$15.01	\$17.41	\$15.74	\$18.14
2B	\$13.30	\$15.70	\$13.96	\$16.36
1B	\$12.50	\$14.90	\$13.13	\$15.53

Post Probation Cap assumes:

Education: at least four (4) years post secondary; and

Experience: at least ten (10) years of related experience.

Upon successful completion of the probationary period, newly hired employees with less education/experience than above shall receive:

\$.10/hour for each year of post secondary education up to four (4) years; and/or

\$.20/hour for each year of related experience up to ten (10) years; or

\$.50/hour, whichever is greater.

Annual Increases:

2009/2010: 3.99%;

2010/2011: 4.2%

APPENDIX B

Job Classifications by Position:

<u>POSITION</u>		Grade	Annual Days*
Administrative Services:	Curriculum Administrative Assistant	3A	248
	Curriculum Administrative Assistant/EEEC	4B	205
	Grants Administrative Assistant	2A	248
	Maintenance Administrative Assistant	4A	248
	Special Services Administrative Assistant	4A	248
Alternative Programs:	Administrative Assistant:	3B	
	Horizon – Part-time		195
	OnTop – 32 hours/week		210
Business Office:	Accountant1	4A	248*
	Accountant2	3A	248
	Accounts Payable	4A	248
	Administrative Assistant	3A	248
	Payroll Officer	4A	248*
Continuing Education:	Administrative Assistant	3A	248
EEE Program:	Administrative Assistant	3B	195
Elementary Schools:	Administrative Assistant:	3B	
	Barnes and Wheeler		200
	Champlain, Edmunds, Flynn and Smith		205
High School:	Administrative Assistant	4A	248*
	Grade Office Administrative Assistant (2.0 FTE)	2B	195
	Guidance Administrative Assistant	2A	248
	Registrar	3A	248
	Student Activities Administrative Assistant	2A	248
	Student Accounts Administrative Assistant	2A	248
	Student Database Administrative Assistant	4A	248
Linking Learning to Life	Administrative Assistant	2A	248
Middle School:	Administrative Assistant	4A	248
	Guidance Administrative Assistant:	3B	
	Edmunds Middle		205
	Hunt Middle		200
Technical Center:	Administrative Assistant	3A	248
	Guidance Administrative Assistant	3A	248

* 248 Days (12 month employees) applicable to employees hired after September 1, 2001. Current employees hired prior to September 1, 2001 work 227 days, and are not eligible for paid vacation days.

APPENDIX C

Name	Date of Hire	Vacation Days*
Linda Blair	1/21/77	15
Claire Bushnell	7/08/74	17
Irene Longe	3/29/62	20
Sandra Marcotte	4/23/79	15
Debra McNamara	5/14/73	15
Jane Shepard	8/27/79	13

* Earned prior to 1986-87 school year

APPENDIX D

Non-work days carried over prior to July 1, 1999

Name	Number of days
Linda Blair	4.5
Claire Bushnell	55.5
Irene Longe	18.5
Sandy Marcotte	5
Debbie McNamara	8
Donna Mitchell	3
Jane Richardson	4