

6/30/94

**Caledonia Community Schools
Wages and Working Conditions
Instructional and Non Instructional Aides
School Years 1991 92 through 1993-94**

Below is a summary of the wages and benefits for the educational aides of the Caledonia Schools. They represent agreement from talks over the years.

- ✓ **Sick Days and Snow Days:** - Each employee is granted 10 paid sick days per school year cumulative to 180. Employees will be paid their normal daily pay for act of God days also
- ✓ **Eight Paid Holidays** These are: Labor Day, Thanksgiving Day, day after Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, Good Friday and Memorial Day. Employees will receive their normal daily pay for these days. They should be written and labeled on the time card.
- ✓ **Bereavement Leave:** - Up to five (5) days per school year (not to be charged against accumulated sick leave) are available for leave for death in the immediate family. Immediate family includes parents, grandparents, children, grandchildren, brothers, sisters, aunts, uncles, in-laws, spouses and individuals residing for an extended period of time in the household. One of these five(5) may be used to attend the funeral of someone not in the immediate family. At the district's discretion, additional days may be granted. Bereavement days are not cumulative.
- ✓ **Personal Business Days:** The Board agrees to provide twelve (12), one-person days per year, non accumulative, for business or personal reasons. The aides group itself (by some established structure) is charged with the responsibility of granting/denying said days to its membership and reporting, in writing, to the supervisor each time a day is granted. While it is not necessary to explain each of the days granted, the aides group agrees that the appropriate immediate supervisor will know at least five days in advance of the absence of such leaves (if possible). The group accepts the responsibility for monitoring their usage so that neither the image of the employee nor that of the Board of Education is tarnished in any way.
- ✓ **Personal Days:** Each employee will be granted one day per year, non cumulative, for personal reasons. Employee's supervisor should be notified in ample time to allow for her/his absence. The payroll clerk should be notified each time one of these days is used.
- ✓ **Severance Pay:** Upon exit in good standing from the system, an employee who has worked for the Caledonia Schools for a minimum of 10 years and accumulated 100 sick days will be paid a severance amount of \$2,000 for these days. If an employee has accumulated less days than this after 10 years, he/she will receive proportionately less, i.e. \$1800 for 90 accumulated days, etc.
- ✓ **Position Postings:** Employees will be informed as to the openings around the district. This will be done by postings as they occur during the school year. During the summer, posting notices will be mailed to the president of the association and one alternate member as long as our central office staff is informed who the designated person will be before summer starts.
- ✓ **College Tuition:** Aides will be reimbursed for 3 hours of college credit per year similarly to the teachers. They may be granted an additional 3 credit hours if those three are work related. Maximum of 6 credit hours per employee per year. To qualify for this benefit, an aide must work a minimum of 15 hours per week.

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✓ Insurance/Annuity Benefits:

A. Any employee who works at least 35 or more hours per week and is either the primary wage earner in the family or resides in a family where the primary wage earner has no access to insurance benefits will receive \$250/month toward payment of health insurance.

B. Any employee who does not qualify for the above and works 35 or more hours per week will have available to him/her \$100/month to be paid into a tax sheltered annuity. The employee group must meet and choose which annuity the funds will be paid, however, as the entire group must use the same company. Employees working fewer than 35 hours per week will have pro rated amounts per month as follows:

1-15 hours/week	\$25/month
16-25 hours/week	\$50/month
26-34 hours/week	\$75/month

The above will be on a paid on a 9 month basis beginning in October of each year of the agreement and continuing through June of each contract year.

✓ Wages are as follows:

Instructional Aides

Step	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
1	\$7.06	\$7.41	\$7.78
2	\$7.57	\$7.95	\$8.35
3	\$8.09	\$8.50	\$8.92
4	\$8.67	\$9.10	\$9.56
5	\$9.00	\$9.45	\$9.92
8	\$9.40	\$9.87	\$10.37
11	\$9.82	\$10.31	\$10.83
15	\$10.26	\$10.77	\$11.31
20	\$10.71	\$11.25	\$11.81

Non Instructional Aides

Step	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
1	\$6.53	\$6.85	\$7.20
2	\$7.06	\$7.41	\$7.78
3	\$7.57	\$7.95	\$8.35
4	\$8.09	\$8.50	\$8.92
5	\$8.45	\$8.88	\$9.32
8	\$8.84	\$9.28	\$9.74
11	\$9.23	\$9.69	\$10.17
15	\$9.64	\$10.12	\$10.62
20	\$10.06	\$10.57	\$11.10

The above wages and working conditions represent those agreed to by representatives of the Aides Association of The Caledonia Schools and the Board of Education. Effective dates are July 1, 1991 through June 30, 1994.

Signed:

For the Board of Education

For the Association of Aides

Date

Date