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2 Joint School District No. 2, Meridian  
3 Meridian Technical Charter High School, Inc. has adopted West Ada's (Joint School District No. 2) policy.  
4 CLASSIFIED PERSONNEL

5  
6 Series 400

7  
8 Policy Title Fringe Benefits & Salary Code No. 402.40  
9

10  
11 Vertical advancement on the salary schedule is limited to one step per year and will be based on  
12 an employee receiving a satisfactory evaluation. It is not automatic and occurs only through  
13 action by the board of trustees. Employees that work for less than 230 days at 20 hours or more a  
14 week must work for a full semester in order for it to count for one (1) year of experience.  
15 Employees that work for 230 days or more at 20 hours or more a week must be employed prior to  
16 December 31<sup>st</sup> in order for it to count for one (1) year of experience.

17  
18 Placement up to six (6) years on the salary schedule will be granted if the new hire employee  
19 provides documentation of work experience following the criteria as outlined below:  
20

- 21 a. Work experience must be related to the particular job assignment.
- 22 b. Work experience must have occurred within the last seven (7) years.
- 23 c. Work experience must be at the same education level (elementary, middle, or senior),  
24 if applicable.
- 25 d. Documentation must be on official or business letterhead from the previous  
26 employer(s).
- 27 e. Documentation should include years of service and job responsibilities.
- 28 f. Documentation should be submitted to the Human Resources Department at the  
29 District Office.
- 30 g. Work experience must exceed half time for eligibility.
- 31 h. Documentation must be received in the Human Resources Department within three  
32 months from the time employee begins working. It is the employee's responsibility  
33 to provide documentation.  
34

35 If experience step(s) are granted, the hourly increase will be retroactive to initial hire. If the  
36 district has frozen classified steps for any reason, the steps granted for initial placement for the  
37 new hire will be reduced by the number of steps that have been frozen.  
38

39 To ensure that the proper step and grade is recorded, a payroll change form must be submitted to  
40 the Human Resources Department.  
41

42 Terms and conditions of salary in this policy supersede all previous salary schedules. There are  
43 no other agreements or understandings not contained in this policy and all communications,  
44 understandings, agreements - expressed or implied - not embodied here shall be and are null and  
45 void and of no legal or enforceable effect. Nothing in this policy shall restrict the district's right  
46 to contract or subcontract out work currently being performed by classified employees. This  
47 reserved right is without qualification; there is no district obligation to bargain as to any  
48 contracting or subcontracting decision and the impact thereof. This is understood to be a waiver  
49 of the right to demand decisional and impact bargaining.  
50

51 Employees new to the district will be placed on the proper salary schedule by Human Resources.  
52 Positions new to the district must have a job description and then be assigned to a salary schedule  
53 after review by the assistant superintendent and Human Resources.

54 For salary schedules, refer to APPENDIX A.

55

56 Information on vacations, holidays, absences and leaves are covered in policy 402.41.

57

#### 58 FRINGE BENEFITS

59

60 Joint School District No. 2 offers a benefit package for employees. Enrollment in this program is  
61 not automatic; each qualified new hire must enroll in the program and make coverage choices  
62 during the first month of employment. Enrollment forms are available at the Human Resources  
63 Department. Enrollment data changes may be made annually during open enrollment.

64

65 Benefits will be paid for permanent full time classified employees who are hired under terms of  
66 the district and hired to work more than five (5) continuous months. The following are minimum  
67 requirements to qualify as full time:

68

- 69 a. Paraprofessionals: at least 7.5 hours/day (excluding lunch)
- 70 b. Custodians, maintenance: 8 hours/day (excluding lunch)
- 71 c. District office staff: 8 hours/day (excluding lunch)
- 72 d. Food service personnel *at a school*: 20 hours or more per week (Hired prior to  
73 2/2/15)
- 74 e. Food Service personnel: 8 hours/day (excluding lunch) hired after 2/1/15
- 75 f. Secretaries: 8 hours/day (excluding lunch)

76

77 Employees who work less than four (4) hours per day, noon-duty assistants, crossing guards, and  
78 overcrowded classroom assistants are not eligible for fringe benefits.

79

#### 80 PRORATED BENEFITS

81

82 Employees, who work fewer than the minimums given for full time employment and who work  
83 20 hours or more per week, will receive benefits on a prorated basis. The employee will be  
84 charged for the remaining corresponding portion of the district's cost for the benefit on a monthly  
85 basis.

86

#### 87 TUITION ASSISTANCE PROGRAM

88

89 Classified Employees have a \$10,000 Tuition Assistance Program which is used to pay for  
90 classes, workshops, seminars, certification examinations or competency assessments that are  
91 directly related to the job position they hold with the district. Employees are entitled to 60% of  
92 total cost of class, exam, books and/or study guides. If the class cost is \$60 or less, 100% of the  
93 class, exam, books and/or study guides will be paid. Each employee may receive a maximum of  
94 \$500 a year. Classes, workshops and seminars must be completed in the same school year as  
95 reimbursement is requested. Employees on leave are not eligible for tuition assistance.  
96 Applications are available from the District Office or through the Meridian Classified Employees  
97 Association. Tuition Assistance monies are district funds, overseen by the Classified Executive  
98 Board with final approval by the assistant superintendent or designee.

99

100 If funds are still available as of June 1, the executive board and the assistant superintendent will  
101 meet to review additional requests from that school year. This includes those who have exceeded  
102 the \$500 maximum.

103

#### 104 SECTION 125 CAFETERIA FLEXIBLE BENEFITS PLAN

105 For each full-time classified employee, the board agrees to provide employer-paid fringe benefits  
106 as follows:

107

108 a. Employee \$50,000 term life insurance with accidental death and dismemberment.

109 b. Employee health program (employee contributes \$25 per month).

110 c. Employee Short Term Disability

111

112 Carriers and plans shall be mutually determined by the district and the teachers' association.

113

114 Each full-time classified employee may annually set aside a portion of their wages, up to the  
115 maximum amount allowable under the Internal Revenue Code for Medical Reimbursement and  
116 for Dependent Care using the Flexible Spending Plan. This amount may be allocated for benefits  
117 for themselves and/or their dependents.

118

119 The individual changes in allocation of benefits or payroll deductions may be made annually  
120 during open enrollment, except for family status changes.

121

122 CAREER ENHANCEMENT

123

124 Eligibility for Career Enhancement is determined by total years of service in Joint School District  
125 No. 2.

126 \*\*Step 15 with 15-19 years in district will receive \$600.00 annually.

127 Step 15 with 20-24years in district will receive \$900.00 annually.

128 Step 15 with 25-29 years in district will receive \$1,200.00 annually.

129 Step 15 with 30+ years in district will receive \$2,400.00 annually.

130

131 \*\*Employees who are on step 15 but less than 15 years of service will not receive compensation  
132 until they have worked 15 years.

133

134 Due to budget reductions, movement on the career enhancement ladder was frozen for three  
135 years. "Years in district" does not reflect the amount you are receiving on your paycheck.

136

137 Date of Revision:

Legal Reference: Code of Idaho

138 03/17/09; 7/19/11; 7/17/12

139 01/28/14; 5/31/14; 10/28/14 (B)

140 01/13/15

CLASSIFIED SALARY SCHEDULE  
2014-2015  
JOINT SCHOOL DISTRICT #2

Addendum A 402.40

GRADE	(2)	(3)	(4)	(5)	(7)	(8)	(9)	(10)	(11)
STEP									
0	9.58	11.02	12.69	14.60	8.87	10.18	12.19	19.99	17.56
1	9.77	11.23	12.95	14.88	9.04	10.39	12.43	20.38	17.90
2	9.97	11.46	13.22	15.18	9.23	10.61	12.67	20.79	18.26
3	10.17	11.69	13.48	15.49	9.41	10.81	12.94	21.21	18.72
4	10.38	11.92	13.75	15.81	9.61	11.03	13.20	21.64	19.18
5	10.58	12.16	14.02	16.12	9.78	11.25	13.45	22.06	19.66
6	10.79	12.41	14.30	16.44	10.00	11.48	13.72	22.52	20.15
7	11.01	12.65	14.60	16.77	10.18	11.71	14.00	22.96	20.65
8	11.23	12.91	14.88	17.11	10.39	11.94	14.28	23.42	21.18
9	11.56	13.29	15.33	17.61	10.70	12.30	14.70	24.12	21.70
10	11.91	13.69	15.80	18.14	11.03	12.66	15.14	24.85	22.25
11	12.27	14.10	16.26	18.70	11.35	13.04	15.59	25.58	22.80
12	12.65	14.51	16.75	19.26	11.70	13.44	16.08	26.35	23.38
13	13.15	15.10	17.41	20.02	12.16	13.98	16.72	27.41	23.96
14	13.67	15.71	18.12	20.82	12.65	14.53	17.38	28.52	24.56
*15	14.22	16.33	18.83	21.66	13.15	15.12	18.07	29.67	25.18

Crossing Guard	9.54
Tutor	9.44
Noon duty	7.79
Noon duty (w/lunch)	5.91

<b>*CAREER ENHANCEMENT</b>
Step 15 with 15-19 years in district: \$600/year
Step 15 with 20-24 years in district: \$900/year
Step 15 with 25-29 years in district: \$1200/year
Step 15 with 30+ years in district: \$2400/year

\*Due to budget reductions, movement on the career enhancement ladder was frozen for three years. "Years in district" does not reflect the amount you are receiving on your paycheck.

**CLASSIFIED SALARY SCHEDULE  
EFFECTIVE JANUARY 5, 2015**

Grade	Step 0 Rate	Administrative Support	Education	Maintenance
2	9.58			Custodian
				Grounds Keeper I
3	11.02	Absence Reporting & Sub-Placement Coordinator	Paraprofessional Computer Lab (w/classes) **	Night Supervisor
		Administrative Assistant/Secretary	Paraprofessional (w/classes) **	
		Clerk-Accounts Payable/Payroll/Personnel		
		Registrar / Middle School		
4	12.69	Bookkeeper		Grounds Keeper II
		Security Officer		Head Custodian / Elementary
		Registrar / High School		Mail Delivery
		Data Clerk		Supply Worker
5	14.60		Certified Occupational Therapist Assistant (COTA)	Head Custodian / Secondary
			Interpreter	Maintenance Technician
			Paraprofessional SLP w/ Bachelors	
7	8.87		Overcrowded Classroom Assistant	Summer Maintenance
8	10.18	Absence Reporting	Career Center Assistant	
		Assistant Secretary/Receptionist	Paraprofessional Computer Lab (w/o classes) **	
		Attendance Secretary	Head Library Technician	
		Gifted & Talented Assistant/Challenge	Assistant Library Technician	
			Safe School Assistant	
		Paraprofessional		
9	12.19			
10	19.99			
11	17.56		Sign Language Interpreter	
			IBI Professional	

402.40 Addendum B

\*\* Employees are grandfathered, classes are no longer offered for movement on the salary schedule

**SCHOOL NUTRITION SALARY SCHEDULE**  
 2014-15 (Effective 2-2-15)  
 WEST ADA SCHOOL DISTRICT

P-T Techs & Subs      FT Techs      Asst Managers      Elem Managers      Sec Managers

GRADE	1	2	3	4	5
<b>STEP</b>					
<b>0</b>	9.58	9.76	10.44	11.79	12.80
<b>1</b>	9.77	9.94	10.65	12.02	13.05
<b>2</b>	9.97	10.15	10.87	12.26	13.30
<b>3</b>	10.17	10.35	11.09	12.51	13.59
<b>4</b>	10.38	10.57	11.31	12.75	13.86
<b>5</b>	10.58	10.76	11.53	13.01	14.12
<b>6</b>	10.79	11.00	11.76	13.28	14.41
<b>7</b>	11.01	11.20	12.00	13.54	14.70
<b>8</b>	11.23	11.43	12.24	13.81	14.99
<b>9</b>	11.56	11.77	12.60	14.22	15.44
<b>10</b>	11.91	12.13	12.98	14.65	15.90
<b>11</b>	12.27	12.49	13.37	15.09	16.37
<b>12</b>	12.65	12.87	13.79	15.53	16.88
<b>13</b>	13.15	13.38	14.33	16.16	17.56
<b>14</b>	13.67	13.92	14.90	16.81	18.25
<b>15</b>	14.22	14.47	15.50	17.47	18.97