

Personnel Guidelines for Non-Union Employees
Maple Run Unified School District (MRUSD)
Effective July 1, 2021

I. INTRODUCTION

These guidelines provide a general overview of the wages, benefits, and policies provided to the non-union employees of Maple Run Unified School District. The contents of these guidelines are presented as information only. The language used in these guidelines is not intended to create, nor is it construed to constitute, a contract between the Employer and any one or all non-union employees. The Employer reserves the right to add to, change, or discontinue any aspect of its salary and benefits program, policies, or procedures in whole or in part, at any time, with or without notice.

As to the positions covered by these guidelines, the employees are “at will” employees. This at-will relationship can only be changed in writing, by a document signed by the employee and the Employer.

Each non-union employee will be provided a copy of these guidelines. The acknowledgment of receipt and understanding of these guidelines (attached to these guidelines) must be signed by the employee.

MRUSD employs several types of employees. Some are located at the MRUSD Central Office, some are located in a single building, some have shared duties among several sites, and others may receive their funding from a grant.

Each employee considered and approved for the MRUSD payroll shall be classified and may be subject to the terms of these guidelines in one of the following categories:

1. **School Year and Extended school-year staff:** Full-time staff are employed for a minimum of student days but fewer than 260 days per year and work a minimum of 40 hours per week. Part-time employees who work a minimum of 17.5 hours per week are entitled to pro-rated benefits as described herein.
2. **Full year staff:** Full-time staff are employed for 260 days per year and work a minimum of 40 hours per week. Part-time employees who work a minimum of 17.5 hours per week are entitled to pro-rated benefits as described herein.
3. **Workday:** A workday is equal to eight (8) hours for leave time calculations.
4. **Other:** Employees being paid by grants and/or outside the MRUSD budget will be paid in a manner as consistent as possible with these guidelines, considering the conditions and availability of funds as determined by the funding source(s). If the employee is eligible for benefits, they will be so notified in his/her letter of employment. Where benefits differ from these guidelines, specific details shall be outlined in the letter of employment. Casual employees are not eligible for benefits.

II. EMPLOYMENT TERMINATION/RESIGNATION

Non-union employees are “at-will”. Either the non-union employee or the Employer may terminate employment for any reason or no reason. In the interest of providing consistency in service, it is requested that the employee provide a written letter of resignation with fourteen (14) calendar days’ notice to the Superintendent.

III. WORKING CONDITIONS

Year: The term “per year” shall refer to the fiscal year from July 1 to June 30 for full-year full time employees, unless otherwise identified (i.e. grant funded positions.) “Per Year” for a school year, full-time employee refers to the student attendance days plus any additional days that the employee is required to attend up to 186 days or current staff school calendar. “Per Year” for extended school year employees refers to any number of days over those required in current staff school calendar but fewer than 260 days.

Work Schedule: The normal workweek shall be Monday through Friday. The Superintendent shall establish the normal workday with input from the employee’s supervisor.

Employees are expected to work on days when schools are closed to students for any reason unless the Superintendent/ Designee officially closes the building. If the building is not officially closed, personnel who do not report to work must either use earned time off (i.e. personal time, vacation day, floating holiday, or compensation time) or request unpaid time.

Approved time away from work, such as for lunch or breaks, will be unpaid.

Evaluations: New employees shall be apprised of the nature of the evaluation procedures upon hiring. Evaluations will be based on the employee’s job description and the responsibilities assigned. A written copy of each evaluation will be given to the employee who will then have the right to discuss it with his/her supervisor and to provide a written response, prior to its being placed in the employee’s personnel file.

Personnel File: An employee shall have the right to review the contents of his/her personnel file, excluding references, in the presence of the Superintendent’s Administrative Assistant (assigned the task of keeping those records) or a designee. If the employee believes that any material contained in his/her personnel file is inappropriate, he/she may request its removal, but the decision of the Superintendent shall be final on this matter.

IV. COMPENSATION

Timekeeping: All hourly employees will record daily work hours on the time management system to document actual time worked for each bi-weekly period.

Wages: All wages shall be compensated consistent with Fair Labor Standards Act (FLSA) guidelines for exempt and non-exempt jobs and as approved by the Employer during the budget process. Any wage increase will take effect on July 1 of the following year. The Employer, as recommended by the Superintendent, can approve individual adjustments.

Overtime: Overtime hours (beyond 40 hours worked per week for hourly employees) shall be compensated where applicable at a rate of 150% of the weighted hourly rate. The employee's immediate supervisor must approve overtime hours in advance.

Compensatory Time: The employer may choose to offer compensatory time in lieu of overtime. If approved by his/her employer, an employee may choose to accumulate time off ("Comp" time) instead of accepting overtime pay if the employee has notified his/her supervisor and the payroll department in writing, prior to payroll processing, that he/she wishes to take "Comp" time in lieu of cash. A maximum of 40 overtime hours may be accumulated as "Comp" time during the year. Should an employee accumulate compensatory hours beyond 40 hours at any point in the year, the worked time beyond 40 hours must be taken as "pay". "Comp" time must be used or paid out at the end of each year or prior to leaving employment and cannot be rolled over to any subsequent employment year.

Pay Period: Employees shall be paid bi-weekly. Pay will be direct deposited to employee accounts on the Thursday after the Saturday that ends the bi-weekly period covered by that paycheck. When a scheduled Thursday payday falls on a holiday, the employee shall receive their pay on the banking day previous to the holiday.

Merit Bonus: Employees may be paid a merit bonus at the discretion of the Superintendent.

Longevity Bonus: Part-time or Full-time employees shall be paid a longevity bonus on their anniversary date of hire as follows: 5 years=\$150, 10 years=\$200, 15 years=\$250, 20 years=\$300, 25 years=\$350. The Board, in its sole discretion, reserves the right to annually adjust the amount.

Deductions from Salary: The Employer agrees to deduct from an employee's wages, and submit on behalf of the employee, usual and customary taxes, and legally obligated withholdings. The Employer agrees to deduct from employees' wages the insurance premium share and optional plan election payments in equal installments whenever possible.

V. BENEFITS

Benefit Eligibility: Casual employees are not eligible for benefits. All employees are subject to the rules/regulations of the insurance carriers. Benefits and leaves cease (except for Cobra rights) should an employee resign or be terminated. All employee benefits are subject to pro-ration based on the FTE (full-time equivalent) and start date. For an employee who has a spouse, civil union partner, or child working in the district, only one person may carry insurance benefits for the family. The other person is not eligible for the cash-in-lieu option.

Waiting Period: All new hires will be subject to a thirty (30) day waiting period for district provided insurance benefits (except health insurance as negotiated at the state level) and for election of pre-tax deductions. Insurance coverage will begin on the first of the month following the waiting period.

Full Year employees: In the first year of employment, employees hired after July 1st will receive benefits prorated based on an employee's date of hire and FTE status. Eligible full year

employees who work a minimum of 17.5 hours per week and/or 910 hours per year will be entitled, on a pro-rated basis, to Health Insurance, Long Term Disability (LTD) coverage, participation in a Section 125 plan, time off (sick, personal/emergency, holiday, vacation, and bereavement), and professional development opportunities. Coverage and premium costs will be on a pro-rata basis considering the employee's scheduled work year. All insurance benefits are subject to the rules and regulations of the insurance carriers.

School Year and Extended School Year employees: School year/extended school year employees who work a minimum of 17.5 hours per week in a 5-day work week will be entitled, on a pro-rated basis, to Health Insurance, Long Term Disability (LTD) coverage, participation in a Section 125 plan, time off (sick, personal/emergency, and bereavement), and professional development opportunities. Coverage and premium costs will be on a pro-rata basis considering the employee's scheduled work year. All insurance benefits are subject to the rules and regulations of the insurance carriers.

Fully Grant Funded employees: Fully grant funded employees are subject to the grant specifications and the non-union guidelines that apply (i.e. full year or school year/extended school year guidelines).

Section 125 Plan: The Employer shall establish a Section 125 plan and pay any fees necessary to maintain the account. Employees may utilize this plan for qualified insurance premiums, covered medical expenses, dependent childcare expenses, and/or any other allowable expenses under this tax code.

Insurances: All insurance benefits shall refer to group plan coverage (subject to the rules and regulations of the insurance carrier) offered by MRUSD to its employees as follows:

Health Insurance: Pursuant to 16 V.S.A Chapter 61 (Commission on Public School Employee Health Benefits) health care benefits and coverage, excluding stand-alone vision and dental benefits, but including health reimbursement arrangements and health savings accounts, shall be governed by an Appendix A which will be added when finalized by both the Employer and the Employee Commissions.

Employees will authorize a payroll deduction for premiums per the payroll procedures.

Employees may change their membership in the health insurance plan as provided by the health carrier regulations or during open enrollment (January 1).

For employees who have a spouse/civil union partner working in the district, only one person may carry the insurance for the family. The other person will not be eligible for the cash-in-lieu option.

Cash-in-Lieu Option: An employee who qualifies for health coverage may have the choice of accepting said plan or accepting a taxable cash benefit of twenty percent (20%) of the district premium share for the Gold CDHP family plan in lieu of coverage.

1. An employee must provide written certification annually, by January 1, or within thirty (30) days of hire, that the employee is covered under other permissible health plan coverage.
2. This cash-in-lieu option shall not apply to the dental or life insurance benefits.
3. If the employee accepts cash-in-lieu of health coverage, then he/she shall forego health coverage until the next open enrollment opportunity, unless he/she becomes eligible for enrollment under a qualifying event, as determined by health carrier regulations.
4. Payments for the cash-in-lieu option will be made in each payroll based on the payroll schedule for the district.

Dental Insurance: The MRUSD Board shall select and maintain a dental insurance plan for full-time employees and shall contribute one hundred percent (100%) of the cost for single or family coverage. For an employee who has a spouse/civil union partner or child working in the district, only one person may carry the dental insurance for the family.

Life Insurance: The Employer will bear the full cost of the premium for term life insurance with the face amount of \$30,000 for full-time employees.

Long Term Disability (LTD) Insurance: The Employer shall offer full-time and part-time employees, who are eligible for health insurance, a long-term disability insurance benefit that shall provide coverage beginning with the 60th calendar day of disability. The insurance premiums are to be deducted from the employee's wages in equal installments over the school year. The employee will be reimbursed for the full amount of premiums deducted from the employee's wages per pay period.

Once an employee starts receiving long-term disability benefits pursuant to this section, the Employer will not be responsible for contributing toward the premium costs of health insurance and other insurance provided by these guidelines and the individual will no longer be considered an employee of the MRUSD.

Mileage Reimbursement: Subject to supervisor's approval, mileage for work-related travel submitted for reimbursement within sixty (60) days of the travel date shall be reimbursed to the employee at the current IRS rate. Traffic and parking violation fines shall not be a reimbursable expense.

Retirement: All eligible employees shall participate in Plan B of the Vermont Municipal Employee's Retirement System (VMERS) in accordance with its rules and regulations.

Professional Development: The Employer will provide reimbursement for tuition and registration costs at the discretion of the Principal or Administrator who supervises and evaluates the employee. Such professional development shall be relevant to the current job assignment of the employee and be approved in advance by the Administration. The employee may also be required to attend other job-related training and/or workshops at MRUSD expense as deemed necessary by their supervisor and if funds are available.

VI. LEAVES

Sick Leave: Each eligible employee shall be entitled to either 80 hours or 120 hours per year (see chart) with the unused portion thereof accumulative from year to year to a maximum of 480 hours, including the current year. Any employees with prior accrued sick leave above 480 hours shall be allowed to retain accumulated sick days, but no additional days will be accumulated until their total falls below 480 hours.

Medical verification is required for absences beyond three (3) days and/or may be required for any sick time taken, at the Superintendent's discretion. If any part of the attending physician's fees is not covered by insurance, the Employer shall pay the difference.

Family Sick Leave: Employees shall be permitted to use 80 hours per year of their accumulated sick leave credit for illness of a member(s) of the employee's immediate family as defined as: spouse, children, stepchildren, foster children, parents, stepparents, grandparents, in-laws, siblings, (and any other similar family members mentioned above due to a civil union), or a resident member of the employee's household.

Emergency/Personal Leave: Thirty-two (32) hours per year for school year/extended school year full-time employees and 40 hours per year for full year full-time employees may be granted by the Superintendent to conduct personal business, which cannot be conducted outside of school or work hours. Forty-eight (48) hours' notice is required to an administrator, except in extenuating circumstances as shared by the employee and approved by an administrator. Personal leave cannot be used to extend a holiday or school break.

Bereavement: Up to 40 hours of leave for each occurrence of a death in the immediate family or household. Immediate family shall be defined as: spouse, children, stepchildren, foster children, parents, stepparents, grandparents, in-laws, siblings (and any other similar family members mentioned above due to a civil union) or a resident member of the employee's household.

Family/Medical Leave (FMLA) and Vermont Parental and Family Leave Act (VPFLA): The Employer shall comply with the requirements of the federal Family and Medical Leave Act ("FMLA") and the Vermont Parental and Family Leave Act ("VPFLA.") Leave pursuant to each of these acts shall be provided according to the Employer's policies and practices. An employee who intends to be absent or is absent from work for longer than three (3) days for a medical reason shall notify the Superintendent/designee in writing no later than thirty (30) days prior to their absence, or in the case of emergency, as soon as possible.

Unpaid Leave: An employee may request an unpaid leave. Unpaid leave for up to 80 hours without pay may be granted by the employer. Unpaid leave, requested in writing by an employee, for up to one (1) year without pay may be granted at the discretion of and with the prior approval of the MRUSD Board. An eligible employee on unpaid leave may have health insurance coverage in the plan if he/she pays the full premium in monthly installments as they are due, subject to carrier conditions.

Jury Duty: An employee called for jury duty shall be excused from work as required by the court. If not compensated by the court, MRUSD will pay for regularly scheduled work hours.

Military Duty: An employee shall be allowed paid leave for temporary military duty, up to eighty (80) hours. An employee shall make a reasonable attempt to schedule such duty at times when the schools are not in session.

Professional Leave: Paid leave may be granted at the discretion of the employee's supervisor for the purposes of attending meetings or conferences and workshops of a job-related nature. The scheduling of these days shall be at the discretion of the employee's supervisor.

Holidays: 12 Holidays: Labor Day, Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas, New Year's Eve, New Years, Town Meeting Day, Memorial Day, Independence Day, and 2 Holidays/Floaters: Veterans Day, MLK Day. Floaters (floating holidays) can be assigned at the discretion of the Principal/Director.

Vacation: Full Year Staff Only

1-5 years:	80 hours, pro-rated for 1st year
6-10 years:	add 8 hours each year to max 120 hours
11-15 years:	add 8 hours each year to max 160 hours

The vacation year is through June 30. Up to 80 hours may be carried forward to the next fiscal year with written approval from the Superintendent/Administrator and must be taken prior to December 31 and/or prior to termination. Any employees with prior vacation leave above the days listed in the chart shall be allowed to retain that number of vacation leave days, but no additional days will be accumulated until their leave total aligns with that listed in the chart.

Non-Union Insurance and non-leave Benefits

Benefit	FY22	DESCRIPTION
Employee Health insurance	Employee pays 20% of premium share	See Guidelines. Includes H.S.A. or H.R.A
Health Cash in Lieu	Available	Employee option to receive dollar value equal to 20% of employer share for Gold CDHP in lieu of enrolling in MRUSD health insurance.
Dental Insurance	Employer pays 100% of premium for single or family coverage	Full-time employees only
125 Plan	Status Quo	Provides Flex Spending Accounts to employees. Employer absorbs plan fees.
Life Insurance	\$30,000	Term Life Insurance provided by employer
Long Term Disability	Employer Reimburses	Biweekly Payroll Deduction and reimbursement
VT State Retirement	VT Municipal Retirement System (VMERS)	Plan B provided for all Employees.
Professional Development	Discretion of Administrator	Dollar amount and/or number of credits per individual at the discretion of the Principal/Administrator
Merit Bonus	At Discretion of Board	At Discretion of Superintendent
Longevity Bonus	See Guidelines	See Guidelines
Waiting Period	30 days	Newly hired employees are eligible for insurance coverage on the first day of the month following thirty (30) days of employment, except for health insurance as stated in State negotiated agreement.
Retirement Savings	Available to Employees	Employee option to contribute to 403B or 457 plans

Non-Union Leave Benefits		
LEAVE BENEFIT	EMPLOYEE CATEGORY	DESCRIPTION
Professional Leave	School Year/Extended School Year	Professional leave is available at the discretion of the Principal or designated administrator/supervisor
	Full Year	
	Grant Funded (if applicable)	
Personal/Emergency Leave	School Year/Extended School Year	32 hours
	Full Year	40 hours
	Grant Funded (if applicable)	see above-as provided by the Grant
Bereavement Leave	School Year/Extended School Year	40 hours per year
	Full Year	
	Grant Funded (if applicable)	see above-as provided by the Grant
Jury Duty	School Year/Extended School Year	Paid
	Full Year	
	Grant Funded (if applicable)	see above-as provided by the Grant
Military Leave	School Year/Extended School Year	Paid for up to 80 hours
	Full Year	
	Grant Funded (if applicable)	
Unpaid Leave	School Year/Extended School Year	Up to 10 days at the discretion of the Administrator. Up to one (1) year at the discretion of the board
	Full Year	
	Grant Funded (if applicable)	
Child Rearing Leave	School Year/Extended School Year	FMLA/VPLA leave as provided by state and federal laws
	Full Year	
	Grant Funded (if applicable)	
Lunch	School Year/Extended School Year	Unpaid unless employee is pre-approved by Supervisor to work or be on-duty
	Full Year	
	Grant Funded (if applicable)	
School Closings	School Year/Extended School Year	Employee is expected to report to work unless specifically contacted by Superintendent or his/her designee; may use personal or vacation leave time
	Full Year	
	Grant Funded (if applicable)	
Paid Holidays	School Year	NONE
	Extended School Year	NONE
	Full Year	Twelve (12) holidays (96 hours) (See Guidelines)
	Grant Funded (if applicable)	see above-as provided by the Grant
Sick Leave	School Year	80 hours per year; Maximum 480 hours
	Extended School Year	
	Full Year	120 hours per year; Maximum 480 hours
	Grant Funded (if applicable)	see above-as provided by the Grant
Family Sick Leave	School Year	Employees shall be permitted to use 80 hours per year for illness of family member(s)
	Extended School Year	
	Full Year	
	Grant Funded (if applicable)	see above-as provided by the Grant
Vacation Days (Full Yr. Staff only)	School Year/Extended School Year	not applicable
	Full Year	See Guidelines
	Grant Funded (if applicable)	see above-as provided by the Grant
Compensatory Time	School Year/Extended School Year	Maximum of 40 hours
	Full Year	
	Grant Funded (if applicable)	

MRUSD JOB CLASSIFICATION STRUCTURE		Board Approved May 19, 2021							
PAY SCALE MODEL: For FY 2022		Step increase							
Exempt and Non-Exempt positions		MINIMUM	Quartile 1	MIDPOINT	Quartile 15	MAXIMUM			
		Step 0	Step 5	Step 10	Step 15	Step 20	1 Step =		
		Hourly	Hourly	Hourly	Hourly	Hourly	Hourly		
2080 hrs/yr = 40 hrs/wk, 12 months		2080 hrs	2080 hrs	2080 hrs	2080 hrs	2080 hrs	2080 hrs		
GRADE								Spread	
NE	1	Supplemental Office Worker	\$12.91	\$14.52	\$16.14	\$17.75	\$19.37	\$0.32	50%
NE		Temporary or Summer labor	\$26,853	\$30,209	\$33,566	\$36,923	\$40,279	\$671	
NE		Café Monitor							
NE		Bus Monitor							
NE		Detention Monitor							
NE	2	Receptionist	\$14.11	\$15.87	\$17.64	\$19.40	\$21.17	\$0.35	50%
NE		Accounting Assistant	\$29,349	\$33,017	\$36,686	\$40,355	\$44,023	\$734	
NE									
NE	3	AP Clerk	\$16.52	\$18.59	\$20.65	\$22.72	\$24.78	\$0.41	50%
NE		Secretary/Receptionist	\$34,362	\$38,657	\$42,952	\$47,247	\$51,542	\$859	
NE		Assessment Coordinator							
NE	4	Medicaid Clerk	\$18.55	\$20.87	\$23.19	\$25.51	\$27.83	\$0.46	50%
NE		Accounting Clerk	\$38,584	\$43,407	\$48,230	\$53,053	\$57,876	\$965	
NE		Wellness Coordinator							
NE		Confidential Administrative Assistant to Principal/Director							
NE		Tutor							
NE		Co-Curricular Director							
E		Extended School Day/School Year Coordinator							
NE	5	Payroll Coordinator	\$21.33	\$24.00	\$26.66	\$29.33	\$32.00	\$0.53	50%
NE		Grants Specialist/Special Education Assistant	\$44,366	\$49,912	\$55,458	\$61,004	\$66,550	\$1,109	
NE		Piano Accompanist							
NE		Career Coach							
NE		Human Resources Assistant							
NE		Medicaid & Compliance Specialist							
NE		Computer/Network Technician							
NE		CPSC Fitness Gym Manager							
NE		CPSC Health & Wellness Coordinator							
NE	6	Executive Assistant to the Superintendent	\$25.01	\$28.14	\$31.26	\$34.39	\$37.52	\$0.63	50%
NE		Benefits Coordinator	\$52,021	\$58,523	\$65,026	\$71,529	\$78,031	\$1,301	
NE		Webmaster							
NE		Accounting Supervisor							
NE		Assistant Network Administrator							
NE		Traffic Control							
E	7	Network Administrator - midlevel	\$26.74	\$30.08	\$33.43	\$36.77	\$40.11	\$0.67	50%
NE		Outreach Coordinator	\$55,619	\$62,572	\$69,524	\$76,476	\$83,429	\$1,390	
E		CPSC Assistant Manager							
E		Family Engagement Specialist							
E	8	Senior Network Administrator/Director	\$31.68	\$35.64	\$39.60	\$43.56	\$47.52	\$0.79	50%
E		Database Manager							
E		Facility Manager							
NE		Curriculum Specialist							
NE		Math or Literacy Support Specialist	\$65,894	\$74,131	\$82,368	\$90,605	\$98,842	\$1,647	
E		BCBA							
E		Dean of Students							
E	9	Human Resource Coordinator	As negotiated with the Superintendent						

Board Approved May 19, 2021

2080 hours

For FY 22

PAY SCALE MODEL: 22

MRUSD PAY SCALE

Step increase

Step:	Grade	Step increase										MAXIMUM	Spread:											
		0	1	2	3	4	5	6	7	8	9			10	11	12	13	14	15	16	17	18	19	20
Hourly	Hourly	MINIMUM	Quatlie 1	MIDPOINT	Quatlie 3	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly
2080 hrs	2080 hrs	2080 hrs	2080 hrs	2080 hrs	2080 hrs	2080 hrs	2080 hrs	2080 hrs	2080 hrs	2080 hrs	2080 hrs	2080 hrs	2080 hrs	2080 hrs	2080 hrs	2080 hrs	2080 hrs	2080 hrs	2080 hrs	2080 hrs	2080 hrs	2080 hrs	2080 hrs	2080 hrs
1	1	\$12.91	\$13.23	\$13.56	\$13.88	\$14.20	\$14.52	\$14.85	\$15.17	\$15.49	\$15.81	\$16.14	\$16.46	\$16.78	\$17.11	\$17.43	\$17.75	\$18.07	\$18.40	\$18.72	\$19.04	\$19.37	\$0.32	50%
		\$26.853	\$27.524	\$28.195	\$28.867	\$29.538	\$30.209	\$30.881	\$31.552	\$32.223	\$32.895	\$33.566	\$34.237	\$34.909	\$35.580	\$36.251	\$36.923	\$37.594	\$38.265	\$38.937	\$39.608	\$40.279	\$671	
2	2	\$14.11	\$14.46	\$14.82	\$15.17	\$15.52	\$15.87	\$16.23	\$16.58	\$16.93	\$17.28	\$17.64	\$17.99	\$18.34	\$18.70	\$19.05	\$19.40	\$19.75	\$20.11	\$20.46	\$20.81	\$21.17	\$0.35	50%
		\$29.349	\$30.083	\$30.816	\$31.550	\$32.284	\$33.017	\$33.751	\$34.485	\$35.219	\$35.952	\$36.686	\$37.420	\$38.153	\$38.887	\$39.621	\$40.355	\$41.088	\$41.822	\$42.556	\$43.289	\$44.023	\$734	
3	3	\$16.52	\$16.93	\$17.35	\$17.76	\$18.17	\$18.59	\$19.00	\$19.41	\$19.82	\$20.24	\$20.65	\$21.06	\$21.48	\$21.89	\$22.30	\$22.72	\$23.13	\$23.54	\$23.95	\$24.37	\$24.78	\$0.41	50%
		\$34.362	\$35.221	\$36.080	\$36.939	\$37.798	\$38.657	\$39.516	\$40.375	\$41.234	\$42.093	\$42.952	\$43.811	\$44.670	\$45.529	\$46.388	\$47.247	\$48.106	\$48.965	\$49.824	\$50.683	\$51.542	\$859	
4	4	\$18.55	\$19.01	\$19.48	\$19.94	\$20.41	\$20.87	\$21.33	\$21.80	\$22.26	\$22.72	\$23.19	\$23.65	\$24.12	\$24.58	\$25.04	\$25.51	\$25.97	\$26.43	\$26.90	\$27.36	\$27.83	\$0.46	50%
		\$38.584	\$39.549	\$40.513	\$41.478	\$42.442	\$43.407	\$44.372	\$45.336	\$46.301	\$47.265	\$48.230	\$49.195	\$50.159	\$51.124	\$52.088	\$53.053	\$54.018	\$54.982	\$55.947	\$56.911	\$57.876	\$965	
5	5	\$21.33	\$21.86	\$22.40	\$22.93	\$23.46	\$24.00	\$24.53	\$25.06	\$25.60	\$26.13	\$26.66	\$27.20	\$27.73	\$28.26	\$28.80	\$29.33	\$29.86	\$30.40	\$30.93	\$31.46	\$32.00	\$0.53	50%
		\$44.366	\$45.476	\$46.585	\$47.694	\$48.803	\$49.912	\$51.021	\$52.131	\$53.240	\$54.349	\$55.458	\$56.567	\$57.676	\$58.785	\$59.895	\$61.004	\$62.113	\$63.222	\$64.331	\$65.440	\$66.550	\$1,109	
6	6	\$25.01	\$25.64	\$26.26	\$26.89	\$27.51	\$28.14	\$28.76	\$29.39	\$30.01	\$30.64	\$31.26	\$31.89	\$32.51	\$33.14	\$33.76	\$34.39	\$35.01	\$35.64	\$36.26	\$36.89	\$37.52	\$0.63	50%
		\$52.021	\$53.321	\$54.622	\$55.922	\$57.223	\$58.523	\$59.824	\$61.124	\$62.425	\$63.725	\$65.026	\$66.327	\$67.627	\$68.928	\$70.228	\$71.529	\$72.829	\$74.130	\$75.430	\$76.731	\$78.031	\$1,301	
7	7	\$26.74	\$27.41	\$28.08	\$28.75	\$29.41	\$30.08	\$30.75	\$31.42	\$32.09	\$32.76	\$33.43	\$34.09	\$34.76	\$35.43	\$36.10	\$36.77	\$37.44	\$38.10	\$38.77	\$39.44	\$40.11	\$0.67	50%
		\$55.619	\$57.010	\$58.400	\$59.791	\$61.181	\$62.572	\$63.962	\$65.353	\$66.743	\$68.134	\$69.524	\$70.914	\$72.305	\$73.695	\$75.086	\$76.476	\$77.867	\$79.257	\$80.648	\$82.038	\$83.429	\$1,390	
8	8	\$31.68	\$32.47	\$33.26	\$34.06	\$34.85	\$35.64	\$36.43	\$37.22	\$38.02	\$38.81	\$39.60	\$40.39	\$41.18	\$41.98	\$42.77	\$43.56	\$44.35	\$45.14	\$45.94	\$46.73	\$47.52	\$0.79	50%
		\$65.894	\$67.542	\$69.189	\$70.836	\$72.484	\$74.131	\$75.779	\$77.426	\$79.073	\$80.721	\$82.368	\$84.015	\$85.663	\$87.310	\$88.957	\$90.605	\$92.252	\$93.900	\$95.547	\$97.194	\$98.842	\$1,647	

Terms and Conditions as Required by the Arbitration Award and Resolution of Negotiations Between the Commission of Public-School Employee Health Benefits Pursuant to the Provisions of 16 V.S.A. Chapter 61

Article I. Recognition:

1.1 In accordance with 16 V.S.A. Chapter 61 (Act 11 of the 2018 Special Session of the Vermont General Assembly) (hereafter Act 11) , the five (5) representatives of participating employees on the Commission on Public School Employee Health Benefits (Employee Commissioners) are recognized as the exclusive bargaining representative of eligible employees for all aspects of representation within the jurisdiction created by Act 11. The five publicly elected school board member Commissioners appointed by the Vermont State School Boards' Association (Employer Commissioners) are recognized as representing the interests of the employing and governing school districts and supervisory unions throughout the State of Vermont within the jurisdiction created by Act 11. Together, the Employee Commissioners and the Employer Commissioners constitute the Commission on Public School Employee Health Benefits (Commission).

Article II. Definitions:

2.1 The following definitions shall be applicable to this document of the Commission (Document):

a) Licensed Teachers: Employees of Vermont school districts and supervisory districts providing employment services requiring a professional teaching license from the Vermont Agency of Education (AOE).

b) Licensed Administrators: Employees of Vermont school districts and supervisory districts (District Employees) providing employment services requiring a professional administrator's license from the AOE.

c) Support Staff: A municipal employee as defined in 21 V.S.A. Section 1722.

Article III. Scope of Bargaining:

3.1

a) Determining eligibility for health benefit plans and tiers of coverage for school employees.

b) Standardizing the duration of health insurance coverage during a term of employment.

c) Negotiating per the standards set forth in 21 V.S.A. Section 2103 as the same may be amended from time to time.

d) Researching, vetting and establishing a system of third-party administration that is efficient and competent, technologically sophisticated and manageable, and accountable to employers and employees.

3.2 The parties agree that nothing herein is intended to preempt or regulate an aspect of educational system employment that is outside of the statutory jurisdiction conferred upon the Commission.

Article IV. Plan Offerings:

4.1 All participating employees who are eligible for coverage will be able to select one of the four plans offered by the Vermont Education Health Initiative (VEHI): Platinum, Gold, Gold Consumer-Driven Health Plan (CDHP) or Silver CDHP.

Article V. Eligibility for Health Benefit Coverage:

5.1 Beginning on January 1, 2021, all public-school employees who work on average a minimum of 17.5 hours per week during the school year or calendar year shall have the right to enroll in a health benefit plan with an employer subsidy to pay for premium and out-of-pocket (OOP) costs. Employees may elect coverage for themselves, their spouses, domestic partners and other qualified dependents from any of the four (4) tiers (e.g., single, two-person, parent/child[ren] and family) in any of the four (4) plans (e.g., Platinum, Gold, Gold CDHP or Silver CDHP) offered by VEHI. Spouses of employees shall include those by marriage, domestic partnerships, or civil unions.

5.2 Full-time status for determining the amount of employer-subsidized coverage for premium costs will be based on full time or full time equivalent (FTE) definitions as locally negotiated or determined.

5.3 Employees who work less than full time but a minimum of 17.5 hours per week during the school year or calendar year shall be entitled to pro-rata health benefit contributions toward premiums. Employer contributions to a health reimbursement arrangement (HRA) or health savings account (HSA) will be made in full and not pro-rated.

5.4 Employees will not be subject to a probationary period before being permitted access to health insurance coverage for which they are eligible.

5.5 Health insurance coverage for new employees or employees newly eligible for health insurance coverage will start at the earliest possible date consistent with current VEHI/Blue Cross Blue Shield of Vermont (BCBSVT) enrollment rules.

5.6 An employee seeking to obtain benefit coverage for the employee's domestic partner and the child(ren) of that domestic partner must satisfy the following criteria and submit the attached affidavit to the district business office.

Domestic Partner/Child(ren) of Domestic Partner

The employee and the domestic partner are each other's sole domestic partner and have been in an exclusive and enduring domestic relationship sharing a residence for not less than six consecutive months before enrolling in their school district's health benefit plan; and

The employee and the domestic partner are 18-years old or older; and

Neither the employee nor the domestic partner is married to anyone; and

The employee and the domestic partner are not related by blood closer than would bar marriage under Vermont law; and

The employee and the domestic partner are competent to enter into a legally binding contract; and the employee and the domestic partner have agreed between themselves to be responsible for each other's welfare.

The employee may be required to produce documentary evidence in support of a Domestic Partnership affidavit and is required to notify their employer within thirty (30) days after the termination of a Domestic Partnership.

Child[ren] of Domestic Partner:

The child[ren] otherwise meets the eligibility criteria for dependent child[ren] under the eligibility provisions for school health benefit coverage; and

The child[ren] can be, and is, claimed as a dependent by the employee and/or the domestic partner for federal income tax deduction purposes; and

The child[ren] resides with the employee and the domestic partner; and

The employee and the domestic partner have agreed between themselves to be jointly responsible for the child's welfare.

5.7 Duration of Insurance Availability: the health insurance offered under this Document shall be co-terminus with a covered employee's status as an eligible educational employee and will terminate when such status terminates. Nothing herein, however, is intended to affect a former employee's rights under COBRA or to adversely affect a district or the applicable bargaining unit from negotiating continuing responsibility for COBRA payments in connection with any separation from employment. 6

Article VI. Premium Cost-sharing: Employers and Employees:

6.1 For Teachers, Licensed School Administrators: Each employer will contribute eighty (80%) percent of the Gold CDHP or eighty (80%) percent of the Silver CDHP for any tier of coverage. The amount of money available for Gold CDHP can be credited at the employee's discretion toward the premium costs for a tier of coverage in the Platinum or Gold (non-CDHP) VEHI plans.

6.2 For all Other School Employees: The premium split for support staff will be status quo in the separate districts through December 31, 2021, but in no case shall exceed twenty (20%) percent of Gold CDHP or Silver CDHP plan for any tier of coverage. Beginning on January 1, 2022 all support staff who are not at the 20% premium contribution level will increase the employee contribution by not more than two (2%)

percentage points, not to exceed twenty (20%) percent for any tier of coverage. The amount of money available for Gold CDHP can be credited at the employee's discretion toward the premium costs for a tier of coverage in the Platinum or Gold (non-CDHP) VEHI plans.

Article VII. Out-of-Pocket Cost Sharing: Employers and Employees

7.1 For employees and their dependents enrolled in the VEHI Gold CDHP, employers will pay medical and pharmacy out-of-pocket (OOP) costs with first dollar contributions through a HRA in the following amounts: for licensed administrators and teachers: \$2100 for single-tier coverage and \$4200 for all other tiers of coverage; for support staff \$2200 for single-tier coverage and \$4400 for all other tiers of coverage. This amount of money can be credited at the employee's discretion toward the OOP any other VEHI plan. For employees enrolled in the VEHI 7

Silver CDHP, employers will pay medical and pharmacy OOP costs with first dollar contributions through an HRA or HSA, at the individual employee's discretion, in the following amounts: For licensed teachers and administrators: \$2100 for a single tier and \$4200 for all other tiers; for support staff \$2200 for a single tier and \$4400 for all other tiers.

Article VIII. Employees Under Part-time Contract in Two or More Districts/Supervisory Unions:

8.1 Cost Sharing: Employees who have part-time contracts with multiple school district employers, but who meet the minimum eligibility standards hereof on the basis of all such contracted for work, shall be eligible for health insurance coverage according to this Document ("Eligible Employee with Multiple Employers") as follows: Each district will bear a proportional premium, OOP and administrative fees sharing responsibility equal to the part time percentage of the employee's contract. For example, if district "A" has a 60% employment contract/relationship with the school employee, District "A" will be responsible for 60% of the total district costs sharing responsibility set forth herein.

8.2 Plan Administration for Multiple District Employee: For an Eligible Employee with Multiple Employers, administration of the employee's health insurance benefits will be the primary responsibility of the district with the largest contractual relationship. In the event two or more districts have identical contractual relationships with the employee, the district that first employed the employee will have responsibility of administering the employee's insurance benefits.

8.3 Transfers Between Educational Employers: If an Eligible Employee with Multiple Employers transfers between two employers bound by this Document during the course of any one calendar year the employee's coverage under the plan shall remain unchanged. However, the employer obligations under this Document shall be appropriately pro-rated between the two employers and the new employer shall take on applicable administrative responsibilities.

Article IX. General:

9.1 All terms and conditions of this Document will be incorporated by reference into existing collective bargaining agreements in accordance with applicable laws.

9.2 All terms and conditions of this Document will be incorporated by reference into school policies or individual employment contracts that govern health benefits for school employees not in recognized bargaining units in accordance with applicable laws.

9.3 Nothing in this Document shall be construed to deny, restrict or add in any way the right to health insurance coverage through an employer's health care plan that employees and their dependents are entitled to under federal COBRA rules, the federal Family Medical and Leave Act (FMLA), Vermont's Family and Medical Leave Laws, or other state and federal statutes.

Article X. Duration of Statewide Document:

10.1 Two and one-half years commencing July 1, 2020 (per statute) with the stipulation that the status quo prevailing in the various districts with respect to health care will remain in effect between July 1, 2020 and December 31, 2020 and to then implement the new state-wide changes on January 1, 2021 in order to correspond to the health care plan's calendar year status and IRS regulations regarding HRA/HSA funding.

Article XI. Transitioning to a Statewide Third-Party Administrator Services in the Interim:

11.1 Employers shall pay the administrative expenses charged by the Third-Party Administrator (TPA).

11.2 Autopayment to providers will be the default payment method unless requested otherwise by the bargaining unit.

11.3 The TPA chosen shall be able to provide debit cards to facilitate payments when auto-payment is not an option. Debit cards must be provided to employees prior to January 1st of each year of this Document.

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