

**WAUNAKEE COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION HUMAN RESOURCES COMMITTEE MEETING.**

Wednesday, April 5, 2023

8:30 AM

Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person, and will be asked to check in with District personnel when you arrive.

Public comments will be limited to 3 minutes. The Board will allow 30 Minutes for public comments.

Public comments may be sent to Rebecca McDonough at [district\\_administrator@waunakee.k12.wi.us](mailto:district_administrator@waunakee.k12.wi.us) up to one hour before the start of the Board meeting. All comments will be reviewed by the Board members. Emailed comments will be reviewed by the board but not read out loud. Emailed comments sent during any part of the board meeting (Board Development, Closed session, Open session) will be forwarded to the board but may or may not be reviewed by the board until after the board adjourns. Comments must include the commentator's name, address, and must identify their connection to the District (if any) and any group they are representing in order to be considered by the Board.

If you would like to address the Board in-person during the public comments section of the meeting, you will be greeted in the lobby of the building, asked to check in with District personnel when you arrive so that you can be recognized and address the Board when your name is called.

A recording of the meeting will be posted on the District webpage within 24 hours of the meeting time.

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVE AGENDA**

**IV. PUBLIC COMMENTS**

**V. CONSIDERATION OF EMPLOYEE HANDBOOK CHANGES IN  
THE AREA OF INSURANCE ELIGIBILITY AND EMPLOYEE  
CONTRIBUTION LEVELS TO INSURANCE.**

**4**

The proposed handbook language changes are being presented earlier than the typical handbook timeline in order for rate sheets to be finalized for employee open enrollment and education to occur in the typical annual timeline.

For purposes of aligning benefits to ACA and industry standards, consider changing handbook language to deem only those employees that work 30 or more hours per week

eligible for insurance. Current employees working less than 30 hours would be grandfathered with their current level of coverage.

For purposes of making hourly employee contributions to insurance more understandable and uniform, decrease the number of contribution levels to three. Employees will be able to receive at least the current employer contribution percentage level for their current insurance coverage within the proposed changes.

Structure and costing information is attached.

## **VI. DISCUSS THE PLANNING PROCESS FOR WAGE INCREASES 14**

The district budget planning process incorporated 7.5% employee wage increases for all employee groups. The attached information provides estimates illustrating those associated costs.

Preliminary discussion about market-based wage adjustments in hourly employee groups and potential costing estimates for all employee groups except for teachers. Review committee thoughts about taking all employee groups except for teachers for approval at the May meeting.

For reference to our earlier discussions:

April/May - Review internal and market-based adjustments for 22/23 wages using referendum funds. Work collaboratively with the Teacher Compensation Committee on the process.

May - Review draft 23/24 wage increase plan

May/June - Approve 22/23 internal and market-based wage adjustments.

June - Approve 23/24 wage increases for Admin, Admin Support, Hourly Staff

July - Approve 23/24 wage increases for teachers \*negotiation process dependent

## **VII. ADJOURN TO CLOSED SESSION (19.85(1) (c) (e))**

A. Negotiation Preparation with the committee in response to the Waunakee Teachers Association request for negotiations.

## **VIII. RETURN TO OPEN SESSION**

## **IX. ADJOURN**

“Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle Drive Waunakee, WI 53597, at least twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request.”

# Administrative Assistant Classified Staff Custodial and Maintenance Employment Guidelines

BOE Adopted: 6/13/22

Updated: 9/16/22

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## 7.0 BENEFITS

### 7.1 HEALTH INSURANCE

Employees who work 30 or more hours per week shall be eligible to enroll in district health insurance. The district shall pay premiums as indicated below when the employee enrolls in the HMO Plan or High Deductible Health Plan (HDHP). For employees enrolling in a single or family Point of Service (POS) health plan, the employer contribution dollar amount will match the employer contribution dollar amount paid towards the HMO health plan. The high deductible health plan is the lowest cost plan and is the single rate offer for the Federal Affordable Care Act.

~~Single Coverage: For eligible full-time employees who select single coverage, the Board of Education shall provide eighty-five percent (85%) of the premium of the lowest-cost health insurance plan. If the employee completes the annual wellness assessment, including any online portions, as directed, the district shall pay 88% of the premium of the lowest cost health insurance plan. Participation in the annual health assessment affects the premium rates for the following school year.~~

~~Family Coverage: For eligible full-time employees who select family coverage (not covered above) the Board of Education shall provide no less than eighty-five percent (85%) of the premium of the lowest cost health insurance plan. If the employee and their spouse (if their spouse is covered under the plan) complete the annual wellness assessment, including any online portions, as directed, the district shall pay 88% of the premium of the lowest cost health insurance plan. Participation in the annual health assessment affects the premium rates for the following school year.~~

~~Family Coverage both Spouses employed by the District and both eligible for health insurance benefits: For eligible employees who select family coverage and where both spouses are employees of the district, the Board of Education shall provide ninety-seven percent (97%) of the premium of one family insurance policy unless one of spouses is eligible and elects to take the Alternative Benefit Plan as set forth below. If both employees complete the annual wellness assessment, including any online portions, as directed, the district shall pay 100% of the premium of the lowest cost health insurance plan. Participation in the annual health assessment affects the premium rates for the following school year.~~

Employees completing the established district annual health assessment process will receive an additional employee premium savings as outlined in the annual health assessment incentive section of this handbook. The rates in the chart below represent no health assessment participation.

**HMO and HDHP health insurance employer percent paid based on an employee's daily work hours over a 5 day work week.**

11 & 12 Month Hourly Staff	Single Coverage	Family Coverage
8 hours	85%	85%
7+ hours	80%	80%
6+ hours	75%	75%

School Year Only Hourly Staff	Single Coverage	Family Coverage
8 hours	85%	67%
7+ hours	80%	63%
6+ hours	75%	55%

Employer health insurance contribution rate when both spouses are employed by the district. This paragraph defines employer contribution rates when one family health insurance policy is selected when both spouses are district employees and both are eligible for health insurance. The contribution varies whether at least one of the spouses is eligible for the Alternative Benefit Plan. The percent contribution will be based on the employee enrolled in health insurance. When neither spouse is eligible for the Alternative Benefit Plan, the district percentage paid will be based on the family plan rate in the chart below of the HMO or HDHP premium (or if enrolling in the POS Plan, the percentage district paid of the HMO Plan premium). When at least one spouse is eligible for and elects to enroll in the Alternative Benefit Plan, the district percentage paid will be based on the <sup>5</sup> family plan rate in the chart below of the HMO or HDHP premium (or if enrolling in the POS Plan, the percentage district paid of the HMO Plan premium).

Family plan employer percent paid when both spouses are employed at the district. This chart is based on the employee who carries the health insurance, works 8 hours per day with no participation in the health assessment	11 or 12-Month Hourly Staff Family Rate	School Year Only Hourly Staff Family Rate
Neither spouse eligible ABP	95%	77%
One spouse eligible & elects enrollment in ABP	85%	67%

When an employee resigns or retires, his or her health and dental insurance coverage will end on the last day of the final month of employment with the district. ~~No eligible employee shall be required to contribute more than the federal poverty contribution limit, as defined by the Federal Affordable Care Act, for their share of single health insurance premiums.~~ **<<New-->>** See Appendix G for health insurance grandfathered language. ~~Employees who work less than 30 hours and were employed by the district prior to July 1, 2015 and were enrolled in the district's health insurance prior to July 1, 2015 shall be grandfathered in, as long as allowable by applicable employment law.~~

~~Premiums for employees who do not work full time will be pro-rated as indicated below:~~

The following rate charts will be deleted out

Health Insurance (Percentages Paid by The District)				Single Coverage						Family Coverage					
11 to 12 Month Employees				With Participation		Without Participation in health assessment		With Participation		Without Participation in health assessment		With Participation		Without Participation in health assessment	
Single Coverage		Family Coverage		Hours	With Participation	Without Participation in health assessment	Hours	With Participation	Without Participation in health assessment	Hours	With Participation	Without Participation in health assessment	Hours	With Participation	Without Participation in health assessment
With Participation	Without Participation in health assessment	With Participation	Without Participation in health assessment	40 (8)	88%	85%	40 (8)	70%	68%	38.75 (7.75)	85%	82%	38.75 (7.75)	69%	67%
88% - 40 Hours (8)	85% - 40 Hours (8)	88% - 40 Hours (8)	85% - 40 Hours (8)	37.5 (7.5)	83%	80%	35 (7)	66%	64%	36.25 (7.25)	80%	77%	36.25 (7.25)	64%	62%
<b>9 to 10 Month Employees</b>				35 (7)	77%	74%	35 (7)	62%	60%	32.5 (6.5)	71%	69%	32.5 (6.5)	57%	55%
				30 (6)	66%	64%	30 (6)	53%	51%						

## 7.2 ANNUAL HEALTH ASSESSMENT INCENTIVE WHO IS REQUIRED TO PARTICIPATE?

The annual health assessment incentive is designed to engage employees in identifying health risks and to improve their health and prevent chronic disease. Participation in the program is voluntary. If individuals do not participate in the annual health assessment process established by the district, the district's contribution towards the single or family coverage health insurance premiums are the employer contribution rate outlined in the health insurance section of this handbook. The following employer contribution rates apply towards single or family health coverage for individuals participating in the health assessment.

3% rate savings. The individual is required to visit and meet with the Nurse Practitioner at the district Staff Wellness Clinic.

5% rate savings (3% plus an additional 2% rate savings). The individual is required to visit and meet with the Nurse Practitioner at the district Staff Wellness Clinic and the individual is required to be current or have completed all recommended age / gender appropriate screenings.

Human Resources will provide individuals with the last date to complete their annual health assessment to receive the above rate savings. Participation in the annual health assessment affects the premium rates for the following insurance plan year. The only information Human Resources receives from the health assessment provider is whether the individuals meet with the Nurse Practitioner, is current on age / gender appropriate screenings and a summary report of aggregate data with no identifiable individual data.

## 7.3 ALTERNATIVE BENEFIT PLAN (ABP) in LIEU OF HEALTH INSURANCE

Custodial & Maintenance Employee Group Only - See Appendix G F → THIS SHOULD BE F

## 7.4 DENTAL INSURANCE

Employees who work ~~20~~ 30 or more hours per week shall be eligible to enroll in the district's dental insurance. The district shall pay premiums as indicated below. ~~A.~~ If both spouses ~~husband and wife~~ are employed by the District, and both are eligible for health and dental insurance benefits, the Board shall pay 100% of the lowest

~~cost (WHY DID THIS SAY LCP???) family plan for family dental insurance. B. ——— If an eligible employee waives health insurance but elects single or family dental insurance, the District will pay 100% of the dental premium. E. ——— When an employee resigns or retires, his or her health and dental insurance coverage will end on the last day of the final month of employment with the district. The employee will have the opportunity to continue the coverage at his or her own expense in accordance with COBRA laws. See Appendix G for dental insurance grandfathered language.~~

11 & 12 Month Hourly Staff	Single Coverage	Family Coverage
8 hours	88%	88%
7+ hours	83%	83%
6+ hours	78%	78%

School Year Only Hourly Staff	Single Coverage	Family Coverage
8 hours	88%	70%
7+ hours	83%	66%
6+ hours	78%	58%

The following rate charts will be deleted out

Dental Insurance (Percentages Paid By The District)			
11 to 12 Month Employees			
Single Coverage		Family Coverage	
88% - 40 Hours (8)		88% - 40 Hours (8)	
9 to 10 Month Employees			
Single Coverage		Family Coverage	
88% - 40 Hours (8)	66% - 30 Hours (6)	70% - 40 Hours (8)	53% - 30 Hours (6)
85% - 38.75 Hours (7.75)	61% - 27.5 Hours (5.5)	69% - 38.75 Hrs (7.75)	48% - 27.5 Hours (5.5)
83% - 37.5 Hours (7.5)	55% - 25 Hours (5)	66% - 37.5 Hours (7.5)	44% - 25 Hours (5)
80% - 36.25 Hours (7.25)	49% - 22.5 Hours (4.5)	64% - 36.25 Hrs (7.25)	40% - 22.5 Hours (4.5)
77% - 35 Hours (7)	44% - 20 Hours (4)	62% - 35 Hours (7)	35% - 20 Hours (4)
71% - 32.5 Hours (6.5)		57% - 32.5 Hours (6.5)	

### 7.7.5 VISION INSURANCE

The employer shall offer a voluntary, employee-paid vision policy for employees working 30 or more hours per week. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board of Education.

### 7.6 COBRA LAW INSURANCE CONTINUATION

Both state and federal laws give certain individuals, who would otherwise lose their employer health insurance coverage, the right to continue their coverage for a period of time. The district follows applicable Federal and State COBRA laws when offering employees, at their own expense, the opportunity to continue district health, dental and vision insurance plan(s). ~~The employee will have the opportunity to continue the coverage at his or her own expense in accordance with COBRA laws.~~

### 7.4 7.7 LIFE INSURANCE

The district shall provide a 100% employer premium paid life insurance policy ~~shall be provided for to~~ employees working ~~twenty 20~~ 30 or more hours per week. ~~The district will contribute one hundred percent (100%) of the cost for a term life insurance policy that will provide a benefit amount equal to the employee's annual earnings rounded to the nearest one thousand dollars (\$1000).~~

\$35,000 - Hourly school year only staff

\$85,000 - 11 and 12 month year-round staff

See current life insurance policy booklet for benefit limitations and/or exclusions. When an employee resigns or retires, his or her life insurance ends on the last day ~~worked of employment~~ with the district. See Appendix G for life insurance grandfathered language.

### 7.5 7.8 LONG-TERM DISABILITY (LTD)

The employer shall pay for a disability insurance plan for all employees working ~~20~~ 30 hours or more per week. The benefit is 90% of salary after 60 calendar days. When an employee resigns or retires, his or her long-term disability

insurance ends on the last day worked of employment with the district. See Appendix G for disability insurance grandfathered language.

### **7-6-7.9 SHORT-TERM DISABILITY**

The employer shall offer a voluntary, employee-paid short-term disability policy for support staff working ~~20~~ 30 or more hours per week. When an employee resigns or retires, his or her short-term disability insurance ends on the last day worked of employment with the district. See Appendix G for disability insurance grandfathered language.

## **8.0 OTHER BENEFITS**

### **8.1 FLEXIBLE SPENDING PLAN**

The district maintains medical and dependent care flexible spending plans (FSA) under ~~cafeteria plan regulation~~ IRS section §125 cafeteria plan regulations for eligible employees to make pre-tax contributions for qualifying dependent care, health, dental, vision and other qualifying expenses. To participate in this benefit for medical and dependent care FSA, eligible employees must complete the enrollment process. It is necessary that interested employees re-enroll during each annual open enrollment period to maintain continued participation. It is the employee's responsibility to manage their FSA account(s) as per IRS section §125 cafeteria plan regulations. Individuals enrolling in a HDHP may not participate in a medical FSA.

~~-elections to participate in the plan pre-tax or receive taxable compensation for qualified benefits. Eligibility and enrollment election information is noted below:~~

~~A.—Payment of Health Insurance Premiums.—Employees who work 30 hours per week or more are eligible on their hire date to enroll in the district's health plan and pay premiums pre-tax through code section §106.~~

~~B.—Payment of Dental Insurance Premiums.—Employees who work 20 hours per week or more are eligible on their hire date to enroll in the district's dental plan and pay premiums pre-tax through code section §106.~~

~~C.—Medical Care Expenses.—Employees who work 30 hours per week or more are eligible on their hire date to enroll in the district's health care flexible spending arrangement (FSA) and elect an amount not to exceed the plan's annual maximum as a pre-tax deduction from their payroll for reimbursement of medical care expenses not reimbursed by any other plan through code section §105.~~

~~D.—Day Care Expenses.—Employees who work 30 hours per week or more are eligible on their hire date to enroll in the district's dependent care flexible spending arrangement (FSA) and elect an amount not to exceed the IRS' annual maximum as a pre-tax deduction from their payroll for reimbursement of day care expenses through code section §129~~

~~E.—Payments and the designation of amounts to be contributed to the employee's account will be subject to the procedures, rules and regulations of the plans' administrating agency. The provision of this plan shall be contingent upon the continuance of this benefit under the applicable Internal Revenue Code Sections (§105, §106, §125 and §129). The district shall pay the monthly participation fee for each eligible employee who opts to utilize the program.~~

### **8.2 HEALTH SAVINGS ACCOUNT**

The district maintains a health savings account (HSA) for eligible employees in accordance with **IRS 969** plan regulations. A health savings account (HSA) is a benefits plan designed to allow employees to set aside pre-tax dollars to pay for eligible medical expenses such as co-pays, deductibles and other qualifying out-of-pocket medical expenses. Employees must be enrolled in a high deductible health plan in order for contributions to be made to an HSA. The district will make a defined employer contribution towards a single or family HSA and district contributions will only be made for the months that an employee is enrolled in the HDHP. The combined district and voluntary employee contribution shall not

exceed the annual IRS limit. The account is owned by the employee and unused funds rollover year to year. It is the employee's responsibility to manage their HSA account according to IRS 969 plan regulations.

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## Appendix F

### Alternative Benefit Plan [ABP] in Lieu of Health Insurance

#### Custodial & Maintenance Employee Group

A. Employees who are eligible for insurance as defined by the District's health insurance carrier and their Employment Guidelines may elect through the flexible reimbursement/cafeteria plan, as set forth in Article 12.6, either to be provided with the District's health insurance coverage as described above in Article 12.1 or to receive additional payment of cash compensation as set forth below. Where the District employs both spouses, one spouse will be eligible for participation in the ABP.

B. Employees eligible for insurance may annually choose, consistent with the terms of the District's flexible reimbursement/cafeteria plan as set forth in Article 12.6, between:

1. Participation in the District's health plan, with the premium payment specified in Article 12.1 or
2. A cash payment of \$300 per month

*Part-time employees who are employed 30 hours per week or more who select the cash compensation shall receive a pro-rated amount of the District's contribution based upon the part-time employee's percentage of full-time employment.*

C. The cash compensation amount shall be paid to the employee as additional taxable earnings which are not subject to Wisconsin Retirement System (WRS) contributions to the extent permitted by WRS rule or law, with the appropriate employee F.I.C.A., state and federal taxes deducted from the employee's payroll check.

D. Where the employee chooses cash, the District shall facilitate the deferral of cash to a 403(b) plan.

1. An employee electing taxable cash in lieu of health insurance is deemed to request the District to pay the employee cash unless the employee requests in writing to have the cash paid to a 403(b) vendor. The employee shall be permitted to change the 403(b) amount or vendor pursuant to Article 12.12, Salary Deferral Contributions to Tax Sheltered Annuities.

2. The District shall pay the cash to the 403(b) vendor over twenty-four (24) pay periods. Amounts received as additional compensation, and deferred to a 403(b) vendor, shall be subject to all applicable payroll taxes, including FICA and Medicare.

Any employee whose 403(b) salary reduction amount exceeds the limitations of law is ineligible for additional deferrals to the 403(b). The amount, which would have been contributed to the 403(b) except for the limitations of law, will be added to the employee's paycheck as taxable compensation subject to all applicable payroll taxes, including FICA and Medicare.

E. Beginning Eligibility Date for Alternative Benefit Plan Payments:

1. New Employees. Payments shall be based on the employee's eligibility date. For new employees, this constitutes the employee's first day of active service. Employees not electing health coverage must enroll in the cafeteria plan prior to or on the employee's first day of active service. Thereafter, an annual election must be made prior to the beginning of

each cafeteria plan benefit year. The plan year shall be ~~January July 1 —December 31st~~ **June 30**. However, the district shall use the same rule for contributions as for health insurance payments; if the employee's first date of active service is after the 15th of the month, no ABP contribution is required in that month. If the employee's first date of active service is on the 1st through the 15th of the month, the District will contribute the payment.

2. Current Employees. Current employees changing to the ABP when permitted by applicable Internal Revenue Code section 125 "cafeteria plan" rules are only eligible to waive coverage for the health insurance and begin the ABP on the second payroll of any month. Absent a mid-year cafeteria section 125 exception [such as an employee getting married, loss of spouse coverage, etc.], employees must make a written annual cafeteria plan election prior to each ~~January July 1<sup>st</sup>~~ to permit the election of the cash option in the next cafeteria plan year. The plan year shall be ~~January July 1 —December 31st~~ **June 30**. ~~In the 2020/2021 school year, WCSD will transition to a synchronous plan year for all insurances. As a result, the plan year of January 1, 2021 to June 30, 2021 will be shortened. Subsequent plan years will run July 1 to June 30. After that time, Employees must make a written election prior to July 1 to permit the election of the cash option.~~ Once the employee is eligible to begin ABP status, contributions will begin in that month.

F. Any employee who waives participation in the District group health insurance plan and elects to receive cash compensation in lieu of health insurance may enroll in the group health insurance plan at a later date, pursuant to the late enrollment terms, timelines and conditions set forth in the group health insurance contract and the plan's cafeteria rules. The cash compensation payments shall cease effective with the month in which the employee commences participation in the group health insurance plan.

## Appendix G

### Benefits and Insurance Grandfathering Language

#### Health Insurance

Employees who work less than 30 hours and were employed by the district prior to July 1, 2015 and were enrolled in the district's health insurance prior to July 1, 2015 shall be grandfathered in, as long as allowable by applicable employment law.

Health rates just on rate sheet, not here?

#### Dental, Life, Short-Term Disability and Long-Term Disability Insurances

Employees who work less than 30 hours and were employed by the district prior to July 1, 2023 and were enrolled in the district's dental, life, short-term disability and long-term disability insurances prior to July 1, 2023 shall be grandfathered in, as long as allowable by applicable employment law.

Dental rates just on rate sheet, not here?

Life Insurance policy values

LTD policy values

Old chart - delete

<b>11 &amp; 12 Month Hourly Staff % Paid Health</b>			
	8 hours	7+ hours	6+ hours
Single Coverage	85%		
Family Coverage	85%		

<b>School Year Only Hourly Staff % Paid Health</b>			
	8 hours	7+ hours	6+ hours
Single Coverage			
Family Coverage			

3/13/2023		DENTAL INSURANCE			<b>***Follow same percentages selected for Health Insurance</b>																																																																																																																																							
					<b>Annual</b>																																																																																																																																							
Compacting the Tiers					Difference to District																																																																																																																																							
**	Single Tiers to 88% / 83% / 78%			\$43	Costs	**No Grandfathered Staff																																																																																																																																						
	Single Tiers to 88% / 82% / 76%			\$36	Savings																																																																																																																																							
Compacting the Tiers																																																																																																																																												
	Family Tiers to 70% / 66% / 58%			\$335	Costs	**No Grandfathered Staff																																																																																																																																						
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3/13/2023

**HEALTH INSURANCE**

**Annual**

Removing the Federal Poverty Level/Compacting the Tiers

Difference to District

**	Single Tiers to 88% / 83% / 78%	\$2,156	Savings	**No Grandfathered Staff
	Single Tiers to 88% / 82% / 76%	\$3,802	Savings	**12 Staff Enrolled Grandfathered

Compacting the Tiers

	Family Tiers to 70% / 66% / 58%	\$5,065	Costs	**No Grandfathered Staff
	Family Tiers to 70% / 64% / 58%	\$4,286	Savings	**20 Staff Enrolled Grandfathered

	HOURS	TOTAL STAFF ELIGIBLE HEALTH INS	TOTAL STAFF ENROLLED SINGLE HEALTH INS	TOTAL STAFF ENROLLED FAMILY HEALTH INS	Total Enrolled		
12	8.00	12	2	8	10	10	83%
		1	0	0	0		
		54	12	20	32		
		3	0	0	0		
64	7.00-7.99	6	1	4	5	37	58%
		0	0	0	0		
		2	0	0	0		
5	6.00-6.99	3	0	2	2	2	40%
81		81	15	34	49	49	60%

**Question: Currently Enrolled Staff are Grandfathered. Or all Eligible Staff Grandfathered?**

**EXAMPLE OF NEW PREMIUM CHARTS**

HOURS	Single Plan Employee Paid	Single Plan Employer Paid
8.00	12%	88%
7.00-7.99	17%	83%
6.00-6.99	22%	78%

HOURS	Family Plan Employee Paid	Family Plan Employer Paid
8.00	30%	70%
7.00-7.99	36%	66%
6.00-6.99	42%	58%

\*\*Note: Add the columns for the assessment, etc. 88% would have 85% 88% 90% Columns can be added for the amounts each year.

**HOURLY 1st COSTING OPTION.**

**OPTION 1**

1. Gives a step increase.

For the HR Committee week of Mar 27, 2023

If anniversary date falls:

**MARCH 20, 2023 DATA UPDATED IS IN PURPLE**

JUL 1 - DEC 31 --> give full year step movement 1st PR of fiscal year

JAN 1 to JUN 30 --> Step movement occurs effective the Jan 15 payroll.

**ADMINISTRATOR 1st COSTING OPTION: TBD**

EMPLOYEE GROUPS	CURRENT	Increase of 6.5%	Catch up Pay	TOTAL COST	% INCREASE
<b>Administrator / Admin Support</b>					
Returning Staff	5,022,238	+ 326,445	35,000	5,383,683	107.20%
Administrator Catchup Pay				5,600	
Summer School Coordinator	11,252	+ 731		11,983	106.50%
Vacancies. Included in above returning staff figures	0	+		0	
Job Offer / Changes. _____	0	+		0	
<a href="#">23-24 Detail Costing Spreadsheet started 3.29.23 je</a>					

EMPLOYEE GROUPS	CURRENT	COSTING FIGURES			TOTAL COST	% INCREASE
		Increase of 6.5%	Step Movement			With step movement
<b>Administrative Assistants</b>						
Returning Staff. Two Step increase amount used.	\$1,711,266	+ \$111,232	+ \$19,620	= \$1,842,118	107.65%	
Vacancies (used current staff figures - Hass)	\$0	+ \$0	+ \$0	= \$0		
<a href="#">Detail Costing - TWO STEP</a>		<a href="#">Detail Costing - ONE STEP</a>				
<a href="#">Salary Matrix 23-24 same as 22-23</a>		Total work days decreased: 12M 261 to 260. 11M 240 to 239.				
<b>Classified Staff / Para Educators / Crossing Guards</b>						
Returning Staff & Vacancies	\$2,912,886	+ \$189,338	+ 30,090	= \$3,132,314	107.53%	
Vacancies. All included above.						
<a href="#">Budgeted Positions</a>						
<a href="#">Detail Costing</a>						
<a href="#">Salary Matrix 23-24 same as 22-23</a>						
<b>Custodian / Maintenance</b>						
Returning Staff	\$1,913,873	+ \$124,402	+ 14,553	= \$2,052,828	107.26%	
Total work days decreased: 261 to 260.						
Vacancies. All included above. HS Young resigned, but 4 hours of Saunders is labled yet as hiring overage. So technically, only 4 hrs open.						
S Hosely open 8 hr position uses step 5 custodian salary and job is included.						
New 8 hr open maintenance job included.						
B Hauke open position uses his wage level.						
<a href="#">Budgeted Positions</a>						
<a href="#">Detail Costing- ONE STEP</a>						
<a href="#">Salary Matrix 23-24 same as 22-23</a>						
Hourly Grand Totals	\$6,538,025	\$424,972	\$99,263	7,027,260	107.48%	

<b>Teacher</b>	
Returning Staff	
Overloads	21,458
Vacancies	
Detail Costing	