

MERRILLVILLE COMMUNITY SCHOOL CORPORATION

POLICIES AND FRINGE BENEFITS

for

SCHOOL SOCIAL WORKERS

2015-2016

EMPLOYMENT

Section 1 - Employment Procedure

Employment of all employees shall be recommended by the Superintendent of Schools or his designee and approved by the Board of School Trustees of the Merrillville Community School Corporation.

Social Worker for the purposes of this document: Posting for a school social worker shall require licensed social worker but preferring a licensed school social worker. When acquiring MSW, the internship must be completed in one year. Exceptions to this definition include individuals, who upon adoption of this agreement, have been covered under the School Social Work Agreement but do not have a Masters in Social Work.

Section 2 - Probationary Period

A newly hired employee shall be considered a probationary employee for a period not to exceed sixty (60) calendar days. During the probationary period the employee is expected to demonstrate the ability to properly perform the job. Retention of the probationary employee shall be entirely at the discretion of the Merrillville Community School Corporation.

Section 3 - Medical Examination

Employees may be required to have a medical examination. In the event of such a request the school corporation shall pay for the required medical examination.

Section 4 - Resignation

A minimum of thirty (30) day notice is requested when an employee wishes to resign.

DUAL EMPLOYMENT

Social Workers understand and will be in compliance with the National Association of Social Workers Code of Ethics.

GREIVANCE PROCEDURE

Step One (1)

In the event that a social worker believes that there is a basis for a grievance he/she shall within (5) days of the alleged violation or within (5) days after he/she knew of or had reason to know of the violation, request of his/her principal a meeting at which an informal presentation of the grievance shall take place. The date of the request shall be indicated on Step One (1) Grievance Forms, (2) copies of which shall be signed by the social worker and submitted to the principal. The principal shall acknowledge the date of the request by signing both forms and returning one to the social worker and retaining the other for his/her files. Any aggrieved social worker may elect to be accompanied by a representative employed by the school corporation at Step One (1), the informal grievance level. The principal shall have a maximum of ten (10) days following the date of the request during which he/she may attempt to resolve the grievance.

Step Two (2)

If the grievance is not resolved at Step One (1), the social worker may submit the formal written grievance to the Director of Diversity and Student Support Services. The formal written

grievance shall be submitted as soon as practicable after a determination has been made at Step One (1). In no case, however, shall such submission be more than 10 days after the request at Step One (1). The Director of Diversity and Student Support Services shall meet with the social worker for the purpose of attempting to resolve the grievance. Said formal written grievance shall cite the section(s) of the Agreement alleged to have been violated and state the remedy sought. The Director of Diversity and Student Support Services shall indicate his/her disposition of the grievance in writing within 10 days of the submission of the formal written grievance at Step Two (2). A copy of the written disposition shall be furnished to the grievant.

WORK SCHEDULES

Section 1 - Work Year

The total number of work days for a given school year shall not exceed one-hundred eighty four (184) days.

Section 2 - Work Schedule

The work week of regular employees shall be Monday through Friday, thirty-seven and a half (37.5) hours per week. The work day is seven and a half (7.5) hours in length, excluding the lunch period. Starting and ending times of the work day shall be determined by job duties. The Director of Diversity and Student Support Services shall establish the normal starting and dismissal times for School Social Workers to meet the particular needs of each building.

Social Workers may be required to attend open houses, parent social worker conferences, or other educational activities outside of the normal work day. Social Workers will not be required to attend more than four (4) activities outside the Social Workers' normal workday per school year.

One-half (½) hour unpaid lunch period will also be scheduled.

Section 3 - Adjustment of Work Schedules

Other than the four (4) days specified in Section 2, when the work schedule requires hours beyond the normal work day/week (such as for evening programs, after-school or evening meetings with families, or crisis response), the School Social Worker may request an adjustment of hours to compensate. Accumulation of extra hours shall be documented by the School Social Worker and submitted to the building principal for approval. Should a social worker's job require that they stay past the traditional work day, the social worker will request permission from the building principal as soon as possible. The social worker will use these compensatory hours responsibly, accumulating no more than seven and a half (7.5) hours at a time. Social workers may accumulate hours to take one (1) full school day off. This day cannot be taken to extend a vacation.

Section 4 - Emergency Closing of Schools

In the case of emergency closing of school due to severe weather conditions or any other emergency, employees shall not be expected to report for work, unless otherwise notified, and shall be paid. However, whenever a canceled student instructional day is rescheduled, the employees shall work on that rescheduled day without additional compensation.

Section 5 - Emergency Reduction of the Normal School Day

In the case of emergency reduction of the length of a school day, employees who have reported to work at their regularly scheduled time, or at the time requested by the Employer, will be permitted to leave the building at a time designated by the principal.

REASSIGNMENT/TRANSFER

Section 1 - Voluntary Reassignment/Transfer

A request for a reassignment/transfer to an open position shall be made in writing to the Director of Diversity and Student Support Services. The request of a current School Social Worker for a reassignment/transfer to an open position will be considered before an open position is offered to any individual not presently in the employ of the school corporation. If a request for a reassignment/transfer is denied for reasons other than that there was no open position, the applicant will be notified as to the reasons. It is recognized, however, that the frequent reassignment/transfer from one position to another may be disruptive of the educational process.

Section 2 - Involuntary Reassignment/Transfer

An involuntary reassignment/transfer shall be made only after the Director of Diversity and Student Support Services or his designee has met with the employee, at which time the employee will be notified of the reassignment/transfer.

WAGES AND BENEFITS

Section 1 - Wages

The wages of the School Social Workers shall be reviewed annually. Employees shall be paid in accord with the salary approved by the Board of School Trustees.

Section 2 - Life Insurance

A \$50,000.00 term life insurance policy shall be provided at no cost to the employee. For eligible employees sixty-five (65) years of age and older this amount shall be reduced in accordance with federal laws and regulations.

Section 3 - Hospitalization, Major Medical and Dental Insurance

[Effective January 1, 2015], the Board shall provide \$6,190.99 annually toward the cost of a single membership in the group hospitalization, major medical dental plan and vision for any social worker choosing the single plan. A social worker choosing a single membership in the group hospitalization, major medical, dental plan, and vision plan shall contribute \$2,006.44 annually toward the cost of the single plan.

The Board shall provide \$12,327.84 toward the annual cost for the eligible employee's first (1st) year of participation in the family membership plan, \$13,847.75 toward the annual cost for the eligible employee's second (2nd) continuous year of participation in the family plan, and \$15,367.65 toward the annual cost for the eligible employee's third (3rd) and each subsequent continuous year of participation in the family membership plan. An employee choosing a family membership in the group hospitalization, major medical, dental, and vision plan shall contribute \$10,097.56 toward the annual cost for the eligible employee's first (1st) year of participation in the family membership plan, \$8,718.33 toward the annual cost for the eligible employee's

second (2nd) continuous year of participation in the family plan, and \$7,339.10 toward the annual cost for the eligible employee's third (3rd) and each subsequent continuous year of participation in the family membership plan.

The Board shall provide for any eligible employee not participating in the School Corporation hospitalization, major medical plan who chooses to participate in the School Corporation dental plan, \$202.32 toward the annual cost for the eligible employee's participation in the single dental plan or \$569.64 toward the annual cost for the eligible employee's participation in the family dental plan.

Continuous participation is defined as participation in the family plan, specified in 2 above and/or the family plan specified in Appendix B, without a break in participation. A year of continuous participation shall be defined as January 1 through December 31 and such dollar amounts as specified above shall commence on January 1 of the applicable year in accordance with this Section.

Effective January 1, 2014, the social worker contributions to the above single and family plans shall be increased by \$900.00 annually if the employee or spouse is a tobacco user.

The parties agree that the Board's contribution rates stated above and the employee contribution rates stated above are based on the attached Aetna Traditional PPO plan effective January 1, 2015.

For the years following 2012, the parties agree that the language negotiated by the parties governing health insurance to be in effect shall be in compliance with the statutes in effect at that time.

The Board shall provide for any eligible employee not participating in the School Corporation hospitalization, major medical plan who chooses to participate in the School Corporation dental plan, \$332.79 toward the annual cost for the eligible employee's participation in the single dental plan.

The Board shall provide for any eligible employee not participating in the School Corporation hospitalization, major medical plan who chooses to participate in the School Corporation vision plan, \$96.04 toward the annual cost for the eligible employee's participation in the single vision plan.

A social worker who works less than a full day shall receive a pro-rated share of the Board's contribution toward the group hospitalization, major medical and dental plan based upon the pro-rated number of hours worked.

Section 4 - Long Term Disability Insurance

The Board shall provide and enroll each employee who is scheduled to work three and one-half (3½) hours or more per scheduled workday in a long term disability insurance policy. Benefits will begin upon termination of a ninety (90) calendar day waiting period. Benefits will be sixty-six and two thirds (66 2/3) percent of salary. Future increases in social security benefits will not be subtracted from the benefits paid the employee. The Board shall pay the full cost of this benefit.

Section 5 - Mileage Allowance

Employees who are sent anywhere on authorized school business will receive mileage expense at the rate designated by the U.S. Internal Revenue Service.

Section 6 - Public Employee Retirement Fund (PERF)

Membership is mandatory. To be eligible to participate in PERF an employee must be scheduled to work three and one-half (3 ½) hours per day. The cost of PERF to the employee is three (3%) percent of her gross wages subject to revision in accordance with applicable law. Effective July 1, 1999 the employee share is paid by the employer.

Section 7 — Retirement Severance Plan

A. Eligibility

Retirement severance pay shall be granted to all eligible employees upon their retirement. Eligibility for retirement severance pay shall be defined by and include all of the following:

1. A minimum of ten (10) years of continuous employment in any capacity in the Merrillville Community School Corporation. A year of employment is defined as a minimum of one hundred-twenty (120) days worked in a school year.
2. Employees shall become eligible for severance pay when they reach the age of fifty (50).
3. A written certification of intent to retire must be filed with the Superintendent on or before April 1 of the year of retirement.
4. In the event an employee is unable to give proper notice of retirement as required and/or is forced to retire as a result of ill health or accident, the required notice of retirement may be waived upon receipt of such written request.

B. Severance Pay Computed

Severance pay shall be completed as follows:

After 10 years, 25%	of accumulated sick leave.
After 11 years, 27 1/2%	of accumulated sick leave.
After 12 years, 30%	of accumulated sick leave.
After 13 years, 32 1/2%	of accumulated sick leave.
After 14 years, 35%	of accumulated sick leave.
After 15 years, 37 1/2%	of accumulated sick leave.
After 16 years, 40%	of accumulated sick leave.
After 17 years, 42 1/2%	of accumulated sick leave.
After 18 years, 45%	of accumulated sick leave.
After 19 years, 47 1/2%	of accumulated sick leave.
After 20 years, 50%	of accumulated sick leave.

For retirement severance pay purposes the percentage to be used shall never exceed fifty percent (50%). Severance pay shall be based on the employee's rate of wages in the year of the employee's retirement.

C. In Case of Death of Eligible Employee

Upon the death of any employee fully eligible for retirement severance pay, said retirement severance pay such employee would have been entitled to receive had she survived shall be

paid directly, in a lump sum, to the beneficiary named on her school corporation life insurance policy.

D. Long Term Severance Pay

In order to further compensate employees for long service with the Merrillville Community School Corporation, the following schedule will be observed:

Continuous Years of Service	Payment
10	\$ 100.00
15	300.00
20	600.00
25	1000.00
30	1500.00

E. VEBA Plan

Effective the 2009-2010 school year, the Board will contribute an amount equal to one percent (1%) of the social worker's salary annually into an individual VEBA account on behalf of each social worker. Base salary shall be defined as the social worker's compensation as determined by proper placement on the social worker's salary schedule. This one percent (1%) ongoing contribution will vest with a social worker upon completion of five (5) years of continuous service with the school corporation. One (1) year of service will be credited upon completion of one hundred and twenty (120) days in a given school year.

At the time an employee severs his/her employment relationship with the Merrillville Community School Corporation, the value of all contributions to the employee's VEBA account plus an assumed rate of return equal to fixed rate account of the VEBA plan shall be deducted from the total amount of severance pay to which the employee would be entitled pursuant to the above Section 7, Part B and Part D.

OFFICE FACILITIES

Section 1 - Workspace

Whenever practicable, at each building the School Social Worker shall be provided a workspace equipped with a desk and chair; table and chairs for seating students, parents or social workers; locked file cabinet; storage cabinet; telephone; and computer.

LEAVES

Section 1 - Sick Leave

A. Sick Leave Accrual

Employees are allowed ten (10) paid sick days each school year, cumulative without limit.

B. Use of Sick Days

All employees absent because of illness shall be required to sign the personnel absentee form when they return to work.

C. *Sick Leave Pay*

Sick leave shall be taken in segments of one-half (1/2) of a scheduled work day.

D. *Doctors' Certificates*

A statement on the absentee form by the employee specifying the nature of the illness will usually suffice for any absence of less than five (5) consecutive work days. A doctor's written statement specifying the nature of the illness and the approval of returning to work will be required for absences of five (5) consecutive days or longer.

Section 2 - Injury on the Job (Workman's Compensation)

Indiana Workmen's Compensation and Occupational Disease Laws apply to all employees. In order to substantiate claims for medical bills and lost time accidents under these laws, all on-the-job injuries must be reported immediately to the Superintendent or his designee. An employee who is absent from work because of an injury received on the job will receive regular pay from her accumulated sick leave for the first five (5) work days. After the first five (5) work days, the employee will be paid by the Merrillville Community School Corporation the difference between Workmen's Compensation and her scheduled weekly pay until the employee returns to work or for a maximum of fifty-two (52) weeks. This difference is not chargeable against sick leave.

Section 3 - Family Illness

Employees shall be allowed up to three (3) days leave per school year (not cumulative and not deducted from accumulated personal illness days) in case of serious illness, major surgery, or serious accident involving an immediate member of their family. The term immediate family shall be defined as: wife, husband, mother, father, son, daughter, or grandchild of the employee.

In the event emergency conditions arise, an extension of family illness leave may be granted without pay by the Superintendent. In all cases of approved extension, a written application shall be submitted before return stating clearly details regarding the emergency.

Section 4 - Personal Business Leave

Employees are allowed three (3) paid personal business leave days each school year. Unused personal business leave days shall be added to accumulated sick leave.

A. *Pay for Personal Leave Days*

Personal business leave shall be taken in segments of one-half (1/2) scheduled work day.

B. *Request for Leave*

An employee must submit an application requesting personal leave at least twenty-four (24) hours in advance. When an emergency prevents compliance with this policy, and the employee receives permission to take personal leave, the application must be completed on the day the employee returns to work. Personal business leave shall not be authorized on any working day immediately preceding or following a holiday or vacation except by approval of the Superintendent or his designee.

C. *Use of Personal Business Leave*

Personal business leave is to be used for matters of urgency which cannot be taken care of outside of working hours. Personal business will not be granted for commercial endeavors or other individual gain or profit.

Section 5 - Bereavement Leave

A. Immediate Family

In case of death in the immediate family, an employee shall be allowed a maximum of seven (7) consecutive calendar days with full pay for working days. The immediate family for this purpose shall include father, mother, stepparent, brother, sister, son, daughter, stepchild, husband, wife, father-in-law, mother-in-law, daughter-in-law, son-in-law, grandparents, grandchild, or a person who has an established and recognized home in the home of the employee.

B. Death of a Sister-in-law or Brother-in-law

In case of death of a sister-in-law or brother-in-law, a maximum of five (5) calendar days leave of absence will be granted. Of the five (5) days leave of absence full pay will be granted for a maximum of two (2) working days.

C. When Leave Begins

This leave may commence, at the discretion of the social worker, on the day of the death or the day after the death. Request may be made by the social worker for a variance of the starting day and may be granted at the discretion of the Superintendent.

D. Delayed Interment

In the case of delayed interment the employee shall be paid up to two (2) additional days. In case of delayed interment, additional day(s) of leave, with or without pay, may be granted at the discretion of the Superintendent.

E. Death of Blood Relative

At the discretion of the Superintendent or his designee, a social worker may be allowed up to one day, deducted from sick leave, to attend the funeral of a person such as an uncle, aunt, grandparent-in-law or another blood relative whose place of residence is other than the home of the employee.

Section 6 - Jury Duty

Any employee who is called for jury duty shall receive the necessary leave to fulfill her civic obligation. The employee shall be paid her full salary for each assigned work day missed because of such leave, provided the employee pays to the School Corporation, the compensation received for jury duty less mileage and meal expense. This leave shall not be deducted from sick leave or from personal business leave days.

Section 7 - Leave of Absence Without Pay

Unpaid leaves of absence, not to exceed one (1) year, may be granted for reasons listed below. Requests for leaves of absence without pay must be filed in writing with the Superintendent or his designees at least two (2) weeks before the leave is to commence. Requests must state the reason in detail and specify the length of time for which the leave is desired. Notification of intent to return to service must be given at least four (4) weeks prior to the expiration of the leave for all leaves in excess of six (6) months. Failure to give such notice will result in forfeiture of employment.

A. Maternity

An employee shall be permitted to work as long as she is able to satisfactorily perform the duties of her position. Unpaid leaves may commence either before or after childbirth.

B. Personal or Family Illness/Family and Medical Leave Act

Unpaid leaves may be granted for personal and immediate family illness (spouse, son, daughter, mother, father). Provision of medical confirmation of illness may be required. An employee may be eligible for paid benefits while on unpaid leave of absence for up to twelve (12) weeks pursuant to the Family and Medical Leave Act (FMLA). Employee paid leave will run concurrently with FMLA leave. For the purpose of compliance with the FMLA, the twelve (12) month period shall be measured forward from the date the particular employee's FMLA leave begins.

C. Benefits While on Leave

While on an official unpaid leave of absence, an employee shall not be eligible for benefits such as sick leave, personal business leave, bereavement leave, or jury duty pay; however, she shall be eligible to continue her participation in group insurance plans at her own expense.

D. Return from Leave

An employee returning from a leave of absence granted for one (1) year or less shall be restored to the same position she held at the time leave was granted, or, if this is not possible, the employee will be assigned to a comparable position for which she is qualified. Beyond one (1) year the employee will have first opportunity to fill an open position for which she is qualified comparable to her previous position.

Section 8 - Other Short-Term Unpaid Leave

The Superintendent may at his discretion grant other unpaid leaves for death, illness, or other situations which are not specifically covered under this policy. Any request for such leave must be submitted (in writing when circumstances permit) to the Superintendent prior to the leave. One day's pay will be deducted for each such day of absence.

DISCIPLINE

Should a social worker be requested in an informal or formal meeting regarding their conduct as a social worker or regarding questions about their behavior in their job, that social worker is permitted to bring an additional meeting participant of their choosing. This person will be restricted to those that work in the school district.

Section 1 - Personnel Files

- A. An employee shall have the right to be informed and respond in writing if anything of a derogatory nature is to be placed in his/her personnel file. The employee will initial and date the material to indicate that he/she has seen the material. If the employee chooses to respond in writing, he/she shall do so within twenty (20) days and his/her written response shall be attached to the material in his/her personnel file.
- B. An employee, upon request, shall have the right to review the contents of his/her own personnel file maintained by the corporation. The review shall be made at the central office in the presence of the Director of Diversity and Student Support Services or his designee. Privileged information such as confidential credentials, letters of reference from the universities, individuals, or previous employers are specifically exempt from such review. The administrator shall remove such credentials and confidential reports shall be removed

from the file prior to a review of the file by the employee.

- C. An employee may request that the Director of Diversity and Student Support Services remove from his/her personnel file any material of a derogatory or disciplinary nature if the material is five (5) or more years old.

Section 2 - Suspension

Employees may be suspended from their jobs, by the Director of Diversity and Student Support Services without compensation for a period up to three (3) days for but not limited to the following reasons:

- A. Repeated absenteeism.
- B. Tardiness in reporting to work.
- C. Leaving job prior to the end of the work day without approval from the immediate supervisor.
- D. Insubordination.

Suspension without pay for more than three (3) days may be imposed on an employee for failure to perform in an acceptable manner and/or the reasons defined above. Within one (1) working day following a notice of suspension, the Director of Diversity and Student Support Services or his designated representative will present a documented report of the suspension to the Superintendent for consideration and final disposition. The employee shall be provided a copy of the suspension report that is submitted to the Superintendent.

Section 3 - Termination

Employees may be terminated for but not limited to the following reasons:

- A. Reduction in Force
- B. Reporting to work under the influence of alcohol and/or drugs.
- C. Receiving more than one (1) suspension.
- D. Excessive tardiness in reporting to work.
- E. Theft.
- F. Falsifying records, forms or reports.
- G. Fighting.
- H. Incompetence.
- I. Unsatisfactory performance.
- J. Insubordination.
- K. Possession of alcohol on school premises.
- L. Other just and reasonable causes.

If an employee feels that she has been suspended or terminated without just cause, the employee shall be entitled to appeal the decision to the Superintendent.

BOARD'S RIGHTS

The Employer shall have the authority to manage and direct on behalf of the public the operations and activities of the School Corporation to the full extent authorized by law, except as specifically limited by the terms of this Policy. Such responsibility and activity shall include but not be limited to the right of the Employer to:

- A. direct the work of its employees;
- B. establish policy;
- C. hire, promote, demote, transfer, assign and retain employees;
- D. suspend or discharge its employees;
- E. maintain the efficiency of school operations;
- F. relieve its employees from duties because of lack of work or other legitimate reason;
- G. take actions necessary to carry out the mission of the public schools as provided by law.

APPENDIX A

MERRILLVILLE COMMUNITY SCHOOL CORPORATION

School Social Worker Compensation Model

The School Social Worker Compensation Model shall consist of three (3) factors used to determine increases in social worker compensation:

1. Social worker Summative Evaluation (5 base units)
Social workers who score in the top two categories (Highly Effective or Effective) on the evaluation instrument earn 5 base units.
2. Experience (1 base unit)
Social workers who had a minimum of 120 paid days the previous school year earn 1 base unit.
3. Education (1 base unit)
Social workers who have a Master's Degree earn one (1) base unit.

Social workers who score in the bottom two categories (Needs Improvement or Ineffective) shall not be eligible to receive any increase in compensation. The amount that would otherwise have been allocated for increases in social worker compensation for social workers rated "Needs Improvement" or "Ineffective" shall be allocated for increases in social worker compensation for social workers rated "Effective" or "Highly Effective" based upon the social worker compensation model.

Each school year the Merrillville Community School Corporation will determine the amount of money available for social worker salaries. This dollar amount will then be used to determine the dollar amount for each base unit.

Effective January 1, 2016 a social worker's salary will be determined by adding the earned base units from the compensation model to the social worker's 2014-2015 base salary. The base salary of a social worker shall be capped at \$61,000. For school years subsequent to the 2015-2016 school year a social worker's salary will be determined by adding the earned base units from the compensation model to the social worker's previous school year base salary. Should this amount exceed the salary cap \$61,000 in part or in total, those dollars will be paid to the social worker in the form of a one-time stipend.

For the 2016-2017 school year a new social worker's base salary shall be \$39,500. Social workers will be "grandfathered" into the new compensation system at their 2015-2016 salary. The exception will be those social workers with a 2015-2016 salary below \$39,500. Effective the 2016-2017 school year those social workers will have a base salary of \$39,500. In the event a new social worker is hired with outside experience, or in a hard to fill assignment, the superintendent may grant an addition to the base salary in increments of \$1,000.00 up to a maximum of \$5,000.

These calculations required by Indiana Statutes, do not create vested entitlements but merely the rates of pay at which social workers will be paid for the following school year.

APPENDIX B

MEMORANDUM OF UNDERSTANDING High Deductible Health Plan

- Effective January 1, 2014, the Board shall provide an option of a high deductible group hospitalization, major medical health plan. The following shall apply to teachers electing to participate in the High Deductible Health Plan (HDHP):
- The Board shall provide \$4,722.47 annually toward the cost of a single membership in the high deductible health plan for all social workers choosing the single plan. A social worker choosing a single membership in the high deductible health plan shall contribute \$1,568.49 annually toward the cost of the single plan.
- The Board shall provide \$9,281.55 toward the annual cost for the eligible employee's first (1st) year of participation in the family membership in the high deductible health plan, \$10,798.70 toward the annual cost for the eligible employee's second (2nd) continuous year of participation in the family plan, and \$12,315.85 toward the annual cost for the eligible employee's third (3rd) and each subsequent continuous year of participation in the family membership in the high deductible health plan. An employee choosing a family membership in the high deductible health plan shall contribute \$8,439.23 toward the annual cost for the eligible employee's first (1st) year of participation in the family membership in the high deductible health plan, \$7,060.00 toward the annual cost for the eligible employee's second (2nd) continuous year of participation in the family membership in the high deductible health plan, and \$5,680.77 toward the annual cost for the eligible employee's third (3rd) and each subsequent continuous year of participation in the family membership in the high deductible health plan.
- The Board shall make an annual contribution of \$1,200.00 into the Health Savings Account (HSA) on behalf of any employee electing to participate in the Single High Deductible Health Plan. The Board shall make an annual contribution of \$2,400.00 into the Health Savings Account (HSA) on behalf of any employee electing to participate in the Family High Deductible Health Plan.
- The annual contributions to the Health Savings Account (HSA) shall be made on a quarterly basis. An employee that is hired during a quarter shall receive a prorated portion of the initial Health Savings Account contribution.
- The Board shall provide for any eligible employee not participating in the School Corporation hospitalization, major medical plan who chooses to participate in the School Corporation dental plan, \$202.32 toward the annual cost for the eligible employee's participation in the single dental plan.
- The Board shall provide for any eligible employee not participating in the School Corporation hospitalization, major medical plan who chooses to participate in the School Corporation vision plan, \$52.74 toward the annual cost for the eligible employee's participation in the single vision plan.