Call to Order
Amanda Graham, Chair of Classified Senate, called the meeting to order at 10:10 AM on October 18, 2018.

Roll Call
Classified Senate members in attendance
Jane Boney, Pat Bungard, Jeff Fulk, Heather Gould, Amanda Graham, Adam Grimm, Jacob Jakuszeit, Maryann Lape, Marilyn Maher, Serena McCollum, Theresa Meyer, Jan Moody, Cyndi Parsons, Sharon Romina and Dana Wright

Classified Senate members present via Adobe Connect
David Jezewski and Sherie Steinberger

Classified Senate members absent
Melanie Quolke

Via Adobe Connect: Angela Brock, Brenda Kinzel, Carrie Linscott, Noel Payne, Susie Pitts, Tamara Hawk, Pam Harvey, Nancy Vandeman, Bonnie Behm-Geddes and Valerie Denney

Secretary Report – Heather Gould
- A draft of the September meeting minutes was distributed by Jan Moody on 10/01. Additions and corrections were made as proposed by members and the minutes were approved via email by all members.
- The September meeting minutes were distributed on 10/3/2018 and were posted online on 10/17/2018. The meeting minutes were sent to David Moore from the Board of Trustees on 10/5/2018 with both August and September meeting minutes.
- Reminder that the process for the meeting minutes has changed.

Treasurer Report – Serena McCollum, BSC
- Treasurer Report was passed out to everyone but we still have some charges left that need to hit. This report was everything as of today and Serena might contact people if she needs some receipts. It was mentioned that we still haven’t been charged for the 100 coverlets that were purchased but we did receive them already.
- We also received thank you letters from two of the scholarship recipients and Serena will scan and email them to everyone for them to read.
Chair Report – Amanda Graham

- Transportation and Parking Committee as well as the Diversity and Inclusion committee need someone from Classified Senate to represent on these committees. If interested, please let Amanda know.
- Dana Wright volunteered to be on the University Communication and Marketing Committee, as we need someone for that committee as well.
- Marilyn Maher volunteered to be on either the Diversity and Inclusion Committee or the Transportation and Parking Committee.
- The Classified Senate website is slowly being revamped so take a look and let Amanda Graham know if there is anything that needs changed.
- Dana Wright is now the new webmaster so anything pertaining to the website, you can send those requests to Dana from this point moving forward.
- Upcoming events (Per Jacob Jakuszeit)
  - Homecoming parade is at 10am on Saturday (10/20/18).
  - Pepsi Bash at TailGreat Park will be at 11am.
  - Any Classified Senate members that can work Homecoming sales, please let Theresa Meyer know ASAP.
  - The 8-10:30am shift will meet at 31 S. Court to gather the items from our office/storage location.
  - The 10-12:30pm shift will meet at Howard Park and will help to tear down and take items back to 31 S. Court after the parade is over.
- As a side note: If Pat Bungard doesn’t work a sales event then someone that will be there needs to get a key from Pat in order to access our office location and get merchandise prior to that sales event.
- Amanda is still working with Shawna Bolin and her team to look for a location for us to move our merchandise permanently. We haven’t received a location just yet from their team so once we hear back from them then we will notify everyone.

Committee Reports

Classified Senate Committees
Committee A – Adam Grimm & Marilyn Maher (co-chairs)

- Since the last meeting we had our Dublin campus Meet & Greet. There were about 8 people who were in attendance from Dublin, which was about half of the employees. Overall this went very well.
- We had a table at the Resource Fair and everything went well there.
- The survey questions were reviewed and finalized that we would like to have on the survey regarding Professional Development. Jane will be working on this in order for us to send that out to all Classified staff here in the near future.
- Melanie created some wonderful designs for the postcard that we would like to send out as a positive note/appreciation to staff during their hire month. We passed around a proof of the card that Printing Services created for us to review. The proof was a little blurry so we need to look into fine tuning that. There will also be a Rufus decal that will be attached to the back of the postcard. The plan is to start sending these out in January.
The newsletter is currently in the making and we sent out an email to all members on Classified Senate asking for everyone to give a little bit about themselves to feature in this newsletter. If you haven’t emailed that information to Heather yet, please do so. The newsletter is scheduled to be sent out to all Classified Staff at the beginning of next week (10/22-10/24).

We scheduled a Lunch & Learn with the Ohio University Credit Union on Thursday, December 6, 2018 in HRTC 141/145. The topic will be “Dollar Stretchers: Making the Most of Your Money”. We believe this will be a good topic around the holiday season.

Committee B – Theresa Meyer (chair)

- A new Sales Order Form will need to be created and it was discussed on changing the price of the pint glasses.
- Homecoming Sales and schedule was discussed earlier but we still have openings on the schedule if you can work this event. A doodle was created to sign up and there are two shifts to pick from.
- Graduation and Moms Weekend we will be selling merchandise as well. The sign up will come around when this gets a little closer.
- We have a table reserved in Baker to sell and advertise merchandise on December 6th and December 7th from 10am – 2:00pm. Theresa will add this to the calendar and a doodle sign up will be coming at a later date.
- Employee of the Month bags are set and the next one is on the calendar. Please respond if you are able to attend. Continue to encourage people to submit nominations as we like to have a good pool to pick from.

Committee C – Jan Moody (chair)

- Urgency was tightened on the bylaws revision.
- A paper was passed around outlining the changes of the bylaws. Please review this for anything you feel needs addressed.
- Colleen needs to see the final document to look them over.

Ohio University Standing Committees
(http://www.ohio.edu/standingcommittees)

Committee on Committees – Amanda Graham
- Have not met.

Intercollegiate Athletics Committee – Jacob Jakuszeit
- Have not met this semester and no word on when the initial meeting will take place.

Kennedy / Frontiers in Science Lecture – Sharon Romina
- Kennedy Lecture Committee had one email task to complete; vote on 3 mini Kennedy grants to be awarded to 3 groups requesting funds. A meeting is to be scheduled in the near future but has not been scheduled yet.

Library Committee – Jeff Fulk
- The collaboration Suite is a student innovation hub to be located on the third floor of Alden Library. Funded through an Innovation Strategy proposal, this undergraduate-focused space hopes to promote student innovation and connect student entrepreneurs to existing resources for prototype fabrication in other campus locations. Paul Mass, Director of the Center for
Entrepreneurship and OHIO’s Entrepreneur-in-residence, gave a brief overview of the program goals.

- Librarians made additional progress toward investigating potential faculty status over the summer. This work continues, and the task force chair updated the ULC as to the progress.
- The Libraries’ expends approximately $4,700,000 annually on scholarly resources for use by the OHIO community. Most of those funds are allocated to disciplines based upon a complex formula developed—in conjunction with ULC—over a decade ago. Changes in technology, licensing, and usage, are rendering that formula obsolete. Janet Hulm gave an overview of the structure of the formula; how it prescribes expenditures; and how that is becoming ever more detrimental to resource purchases. Discussion on whether the formula should be replaced and, if so, how that would work might commence, as well as who might be involved.
- The Libraries submitted proposals for up to $415,000 in reductions from our $11,100,000 total budget.
- Isaacson, Miller has been engaged to manage the search for the new Dean of Libraries. A search committee has been named and will meet immediately after the ULC meeting. A representative of Isaacson, Miller joined the ULC in the final few minutes of the meeting to gather feedback and discuss process.

Post Publishing Board – Theresa Meyer

- New job for a Post Business Management Internship Coordinator is in the process of being posted. This person will report directly to the board. The position has been re-worked, as the new employee will not be part of Student Affairs.
- There is a new Investigative Editor and a new Director of Podcasts, which are both a first for the Post.
- There were strong praise from the readers on “The Breaking Point”
- They received an award from the Society for Professional Journalist – Top non-daily student newspaper
- There are new writers from many majors and levels (heavy recruiting of incoming freshman was a success).
- Ad sales are down, but are working on new strategies.
- They crafted $90,000 three-year advising commitment proposal for the Division of Student Affairs.
- There was a payment of $15,000 from the Division of Student Affairs (1st payment), which has been a great help.
- Due to new business model/budget unit, we must amend the Charge but unfortunately the meeting ran out of time so this will need to be addressed at a later date.

Transportation and Parking Committee – vacant

- Have not met

Sorority and Fraternity Life Community – Melanie Quolke

Presentation on organizing boards for fraternity and sorority life:

- IFC
  - Ohio’s Inter-Fraternity Council
  - Consists of 16 fraternal organizations on Ohio University’s campus.
  - IFC is the governing body for 16 member fraternities and nearly 1,000 affiliated members.
The executive board is made up of elected representatives from the member organizations responsible for overseeing academic, recruitment, finances, service and programming.

They oversee the fall and spring semester structured recruitment processes, hosts a benefit dinner each October called the “Pink Tie Affair” to raise fund and awareness for the Susan G. Koman Foundation, and a scholarship recognition event called “Donuts for Dean’s List.” They also hold various philanthropic and service events throughout the year.

IFC Requirements
- 2.5 GPA
- 6 hours of community service

228 New fraternity members this year
- A few bad bids were given out (bad bid consists of when an organization does not register with OrgSync, the bids they give out are considered bad bids until the issue is rectified)

IFC requires fraternal organizations to update their chapter roster in OrgSync.

Leveraging Greek Life Event & Halloween Safety Event planned for October.
- Halloween safety event is mandatory for first year students.

@ohioifc
- Mainly use social media as a means of communication to groups on campus.
- IFC has 16 person Delegate Meetings and an 8 person Executive Meeting, each occur once a week.

• NPHC
  - National Pan-Hellenic Council
  - Is the governing board for 9 Historically Black Greek Letter Organizations.
  - Currently 6 NPHC orgs (3 fraternities and 4 sororities)
  - Affiliated members are elected to the NPHC executive board to oversee collaboration, educational programming initiatives, service projects and social activities.
  - The NPHC board hosts an annual event each September called “Meet the Greeks,” where prospective members and the community are able to learn more about the culturally based orgs in the council.
  - They also sponsor “NPHC Week” in February which included educational programs and service activities for the community.
  - Social Media is the main source of communication (Instagram/Twitter)
  - Engage in Date Picking at least 1 semester ahead of time
  - 3-4 events each semester
    - Focus events on new member education, anti-hazing, etc.

• WPA
  - Women’s Panhellenic Association
  - The governing body for 10 member sororities and over 1,800 affiliated members.
  - The executive board of WPA is made up of elected representatives from the member organizations to oversee recruitment processes, academic programs, educational initiatives, judicial affairs, finances and other programming.
- Oversees the fall primary recruitment process and any continuing Open Bidding events which occur later in the fall or during the spring.
- Host a series of healthy body image and female empowerment programming each September called “Love Yourself Week.”
- The executive board members and member orgs host an annual event in March called “Sisterhood for the Traveling Dresses,” where a donated storefront in the area is set up for local area students to get a prom/event dress, shoes, and accessories at no charge.
- Council regularly hosts a scholarship recognition event in February and member organizations hold various philanthropic, service and education programs for the campus community.

- **MGC**
  - Multicultural Greek Council
  - Represents 2 member organizations
  - MGC member organizations seek to empower members through philanthropic and service work, educational programming, and social justice initiatives.
  - Alpha Psi Lambda National, Inc. & Sigma Lambda Gamma National Sorority, Inc.
  - Psi Lambda is the first and largest co-educational Latino organization founded in 1985. Their mission is to promote continuous personal and collective growth of our membership, success and unity through education, leadership, cultural awareness and community service.
  - Sigma Lambda Gamma is the largest and fastest growing multi-cultural sorority in the nation. Founded in 1990 on the principles of academics, community service, cultural awareness, morals, ethics and social interaction. Its mission is to be the premier organization committed to providing a mechanism of empowerment to all women.

*Diversity and Inclusion Committee – Pat Bungard*

- Have not met.

*Ohio University Ad Hoc Committees*

*Badging and Certification Workgroup – Sharon Romina and Cheri Sheets*

- This work group has completed its task. The group was to be reconvened as the Training Advisory Council but that has not occurred yet.

*Benefits Advisory Council – Heather Gould*

[https://www.ohio.edu/hr/benefits/bac.cfm](https://www.ohio.edu/hr/benefits/bac.cfm)

- Wellworks did a presentation on HealthyOhio & Virgin Pulse. They were asking to renew the contract with Virgin Pulse for 2 years. The contract renewal has to be in by November but our new contract would start in February. The numbers have increased over the year of people actually using the program but we still have not reached 50% utilization yet on the Athens Campus, which is where we would like to be. They have given out the MaxBuzz bands and have noticed a slight increase in engagement. It was discussed how this program is currently the best program on the market that doesn’t just focus strictly on physical wellness and believes that if you utilize this program that you will gain so much more from it. The council was in agreement
to sign the 2 year renewal but in hopes to see the numbers of people engaged increase over the next year.

- We are planning on hiring a benefits consulting company to look at all of our benefits and determine what steps to take in order to reduce costs. More information will come but this is aimed to save us money in the future not only on switching programs but on what programs to focus on that will help reduce long term healthcare costs (focus on a diabetes program if we have a lot of people with diabetes that will overall lower our healthcare spending on those people with diabetes for example).
- We are currently over our projected and expected budget for claims (medical, dental, drug, etc.) by 2%, which is $1,418,361.00 as of right now. We are hoping this starts to decrease.
- We looked over the budget projections for FY19-FY22 and with the current projection we are looking at raising premiums (premium update attached). The plan for FY19 was to have savings from the dependent verification plan but in FY20 the out of pocket maximum would increase from $2,500 for single to $3,000 and the out of pocket maximum for family would increase from $5,000 to $6,000. Along with this change would be an increase to premiums that would go from 15% to 17%, 17.5% to 19% and 20% to 21% depending on your salary bracket (attached info). However, it was brought to the council’s attention that we could use some of the reserves to make up the difference that we need to come up with to avoid a deficit and either reduce the increase in premiums, out of pocket max, all of it, etc. Greg will bring some data to the next meeting for us to look over how this could change. The next meeting will be on October 30, 2018.

**Budget Planning Council – Amanda Graham**
https://www.ohio.edu/finance/bpa/council_new.cfm
- Nothing significant to report as the group is currently going over presentations to get everyone acclimated to what will be discussed.

**Facilities Planning Advisory Council – Shelley Barton**
- Have not met.

**Joint Police Advisory Council – George Cheripko**
- The last meeting was cancelled and another meeting is scheduled in November.

**Outstanding Administrator – Sharon Romina**
https://www.ohio.edu/admin senate/awards/outstanding.cfm
- Discussed the restructuring of the committee and received updates from the co-chairs, Eileen Theodore Shusta and Lisa Dael about the upcoming nominations.
- The plan is to add another Classified Senate member to this committee.
- The nomination email will go out sometime in November.

**Presidential Advisory Committee on Sexual Misconduct (PACSM) – Serena McCollum, B.S.C.**
- Have not met.

Presidential Advisory Committee on Sexual Misconduct – ProVention Subcommittee – Adam Grimm
- No Update.

**Presidential Advisory Council on Disability and Accessibility Planning – vacant**
**Sustainability Committee – Dana Wright**

- Last met on September 28th where the committee finalized the communication that was sent by President Nellis on 10/17/2018. This message was in regards to enhanced sustainability efforts at the University and the new Hub Coordinator positions that are to be filled by faculty. Please see Nellis’ email for further information and detail.

**Task Force on Affordability and Efficiency – Heather Gould**

- This is no longer an active committee and will only meet in the future if need be.

**Tobacco Free Committee – Christi Gang**

- No updates or meetings.

**Old Business**

- **Rule of 3**
  - All information pertaining to the Rule of Three as to what the current process is, what the new proposal is and the implementation and next steps are attached on a separate sheet.
  - This is only for Classified non bargaining unit employees.
  - January 1, 2019 will be when this change goes into effect - if approved.
  - Amanda and Colleen will draft a communication to send out to all Classified employees notifying them of the change if approved.
  - We have other things that need to be discussed but we don’t want to steer away from what we’re truly voting on at this current moment in time.
  - This is not truly a policy on campus but it is a practice. Practices do have to be followed as well.
  - 17 votes of “yes”, which is unanimous so this will take effect on January 1, 2019 with the new change.

**Guests (Nick and Lewis from Human Resources)**

- Discussion was had in regards to how applicants are handled if you’re a current Ohio University employee and you apply for a position but aren’t considered due to a bad eval, attendance, etc. It was brought up that the employee should know that their application isn’t being considered but at this current time, there is nothing in place to where an employee will be notified if the application is not being considered.
  - Nick’s response was that you have to put a reason into PeopleAdmin on why you are not interviewing that person, which you can call HR and they can tell you that reason.
- It was brought up that an employee will have a hard time getting out of a position if the supervisor doesn’t like the employee and gets a bad eval, which can hinder them in getting another position elsewhere on Campus.
  - Nick replied to say that evals are compared with other employees in the Planning Unit and if someone does receive a bad eval that would hinder the chances of you getting another position elsewhere then those evals will have been discussed with HR already.
- A member of Senate said that employees should feel empowered to go to HR and voice their concerns, which Nick completely agreed.
- Checkpoints are being pushed on evaluations and this is a great time to iron out anything where there are mixed feelings between the employee and the employer.
- Employees can email Amanda if they have any issues or concerns that were not addressed today or related to the topics discussed today for further discussion. Also, if anyone would like, Amanda can email the Rule of three paper that was discussed in the meeting for anyone to look over.
• A question was asked: Why are approved vacation times entered into a system for Admin whereas Classified doesn’t have an actual practice in place? Nick stated that it was because the system wouldn’t accommodate hourly employees so this is where Workforce came into play. If it would, we would have everyone on the same system.
• Badging and Certification was outlined by Lewis.
  o Question was asked: If you aren’t in Finance then what courses are offered?
    ▪ Currently they are working on an “HR Operations” course that will cover workforce, benefits, etc. but this is still in the making.
    ▪ They are also looking into a relationship building certificate.
  o Lewis explained that they would like to have courses that apply to many people and then make sure that we have the skills and systems to support it.
  o An idea was mentioned from a Classified Senate member to create a course related to class scheduling, FERPA laws, etc., which Lewis thought was a great idea.
  o Lewis asked that if anyone has ever been involved in any trainings that you thought were very helpful and well worth the time, to please email Lewis and let him know about those because they would like to use those if possible rather than recreating.
  o Any idea was brought up by a Classified Senate member that they could have a course regarding the different resources available on campus for students and staff.
  o Lewis said that the goal was to have three certificates out in a year, they just don’t have the man power in order to get the good quality courses out there and open to everyone.
  o It was mentioned that you could take advantage of Hocking College and use the education benefit to take certain courses there, which would be free other than paying a fee. A majority are offered online and at the convenience of you at your own pace.
    ▪ The regional campuses also offer some courses that might be of interest as well.
  o Lynda is an online program that had resources for employees but we decided to discontinue this program and use the money saved on the program to go toward another resource instead. Lynda.com is available through the public library system, making it accessible to employees but still saving the university money.

Meeting was adjourned at 12:05pm.

Respectfully submitted,
Heather Gould
2018-2019 Classified Senate Secretary
## Comparing FY19 and FY20 Premiums – 9-27-2018 Updated Mercer Projection

### FY19 Premiums

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### % Increase from Current Premiums

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### $ Monthly Increase from Current Premiums

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### $ Annual Increase from Current Premiums

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### Average Salary of Brackets (From September 2018 Benefit Census)

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<td>$43,135</td>
<td>$49,846</td>
<td>$56,629</td>
<td>$63,906</td>
<td>$72,299</td>
<td>$82,749</td>
<td>$97,477</td>
<td>$148,275</td>
<td></td>
</tr>
</tbody>
</table>

### Premium Increase as a Percent of Salary

<table>
<thead>
<tr>
<th></th>
<th>B1</th>
<th>B2</th>
<th>B3</th>
<th>B4</th>
<th>B5</th>
<th>B6</th>
<th>B7</th>
<th>B8</th>
<th>B9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>0.57%</td>
<td>0.46%</td>
<td>0.43%</td>
<td>0.41%</td>
<td>0.39%</td>
<td>0.37%</td>
<td>0.35%</td>
<td>0.31%</td>
<td>0.22%</td>
</tr>
<tr>
<td>Employee + 1</td>
<td>1.01%</td>
<td>0.81%</td>
<td>0.76%</td>
<td>0.73%</td>
<td>0.69%</td>
<td>0.65%</td>
<td>0.61%</td>
<td>0.55%</td>
<td>0.38%</td>
</tr>
<tr>
<td>Employee + Family</td>
<td>1.31%</td>
<td>1.06%</td>
<td>1.00%</td>
<td>0.95%</td>
<td>0.90%</td>
<td>0.85%</td>
<td>0.80%</td>
<td>0.72%</td>
<td>0.50%</td>
</tr>
</tbody>
</table>

*Based on 9-27-2018 Mercer Benefits Projections*