

Terms and Conditions of Employment



**2022-2023
2023-2024**

Unaffiliated Staff

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ARTICLE I - DEFINITIONS

Section 1 - Covered Positions

Subd. 1 - All positions listed in Salary Appendix A shall be considered a part of the Unaffiliated Staff employee group.

Subd. 2 - This is a meet and confer group and unless an employment contract exists, employment is at-will.

Section 2 - Working Day

A working day is defined as any day the employee is scheduled to work except those designated as major legal holidays by state law. An employee may be required to work on legal holidays which the School Board is authorized to conduct school, if so designated by the School Board.

Section 3 - Work Year

The work year shall be defined as the 12 month period commencing July 1 each year, and ending on June 30 of the following calendar year.

Section 4 - Domestic Partner

Domestic partner shall be defined as an individual for whom the employee has completed a domestic partner registration form with a city/government agency. A copy of the registration must be provided to the District in advance of a request for leave within these Terms and Conditions to apply.

ARTICLE II - COMPENSATION

Section 1 - Wages/Compensation

Subd. 1 - The wages/compensation reflected in Appendix A shall be in effect for the period commencing July 1, 2022 and ending June 30, 2024.

Subd. 2 - The Salary Appendix is for reference only and may be updated periodically. The wages/compensation provided herein may, at the sole discretion of the District, be increased for purposes of complying with applicable state and federal laws.

Section 2 - Initial Compensation

At the time of hiring, initial placement on the salary schedule shall be determined by the District.

Section 3 - Employment Hours Record and Pay Schedule

Subd. 1 - Employees shall punch in and out each day, using the District's time tracking system. Each week employees shall verify an employment hours record for each pay period.

Subd. 2 - Employees shall be paid twice per month for actual hours worked each pay period. If a pay date falls on a Saturday, Sunday, or holiday, employees will be paid on the last working day immediately preceding. Regular paychecks shall be delivered by direct deposit.

Subd. 3 - Employees working over 40 hours per week will be paid at one and one-half times their hourly rate for such time.

Section 4 - Advancement on the Salary Schedule

Subd. 1 - Employees hired on or before December 31 shall be paid at their starting step on the salary schedule. Effective the following July 1, employees shall be advanced to the next step. Employees hired after December 31, shall be paid at their starting step on the salary schedule until July 1 of the following calendar year. Thereafter, employees shall advance on the salary schedule as of July 1 until the top step has been reached.

Subd. 2 - Employees shall be provided step advancement on the salary schedule following School Board approval of the updated Terms and Conditions of Employment.

Subd. 3 - The District may, at its discretion, withhold step advancement/pay increase as a result of performance concerns. If it is determined that step advancement will be withheld, the employee shall be notified in writing by no later than May 15.

Subd. 4 - When an employee accepts a position at a higher grade level they will be shadowed in to an hourly rate that is closest to their existing rate and then moved to a step that reflects at least a 4% increase above their current rate.

ARTICLE III - VACATION AND HOLIDAYS

Section 1 - Vacation

Subd. 1 - Employees working eight hours per day, 12 months per year, shall be eligible for vacation as follows:

<u>Years of Service</u>	<u>Annual Vacation Days</u>
Hire to 4 years	10 days
Starting 5 - 9 years	15 days
Starting 10 - 14 year	20 days
Starting 15+	25 days

Subd. 2 - Employees working less than eight hours per day, and/or less than 12 months per year, shall be eligible for vacation as follows:

<u>Regularly Scheduled Hours/Yr</u>	<u>Annual Vacation Days</u>
12 months but less than 8 hrs/day	10 days
1472 or more	5 days
Less than 1472 - hired prior to July 1, 2008	4 days
Less than 1472 - hired on or after July 1, 2008	2 days

Subd. 3 - Vacation accrual shall occur on July 1 each year. The total vacation earned during a fiscal year shall be available to the employee at the beginning of the year.

Subd. 4 - Employees beginning employment after July 1 shall earn a pro-rata amount of vacation.

Subd. 5 - Vacation time must be scheduled in advance with the employee's supervisor and must be approved by the supervisor or his/her designee.

Subd. 6 - Pay for vacation shall be at the employee's regularly scheduled base hours per day.

Subd. 7 - An employee may carry over a maximum of five days into the next fiscal year.

Subd. 8 - An employee may not borrow vacation time from the next year.

Subd. 9 - Upon termination, the employee's last pay check will be adjusted for any vacation used in excess of what has been earned.

Subd. 10 - Employees shall be eligible to receive payment for up to five unused earned vacation days upon separation from the District.

Subd. 11 - In the event that a member's immediate family dies or becomes hospitalized with a serious illness or injury, while an employee is on vacation, the employee's leave may be changed to the appropriate leave type with the approval of Human Resources.

Section 2 - Holidays

Subd. 1 - Employees will be provided the following legal holidays:

1. Independence Day (12 month employees only)
2. Friday before Labor Day (12 month employees only, if school is not in session. If school is in session this holiday shall be moved to the Thursday of Teacher Association. It is not a floating holiday.)
3. Labor Day
4. Friday of Teacher Association (12 month employees only)
5. Thanksgiving
6. Friday after Thanksgiving (12 month employees only)
7. Christmas Eve
8. Christmas Day
9. New Year's Eve
10. New Year's Day
11. Presidents' Day Observed
12. Friday before Easter Sunday
13. Easter Monday (If school is not in session, this day would be a non-workday; it is not a floating holiday nor is it replaced with another day).
14. Memorial Day

Subd. 2 - If any of the legal holidays fall on weekend days, the holiday will be observed on the preceding Friday or the following Monday, as determined by the District.

ARTICLE IV - LEAVES

Section 1 - Essential Leave

Subd. 1 - Employees working eight hours per day, 12 months per year will earn three days of Essential Leave which will be allocated on July 1 each year. Employees working less than a full time shall earn two days per year. Essential leave shall be non-accumulative, for situations that arise requiring the employee's personal attention which cannot be attended to when school is not in session and which are not covered under other policies. Leave is granted according to the employee's regularly scheduled hours per day.

Subd. 2 - Unused Essential Leave will be paid out at the end of each school year, at the rate of \$16.50 per hour. Payment of such days shall be made by no later than July 30 of each year.

Section 2 - Sick Leave

Subd. 1 - Employees will be granted sick leave, based on their regularly scheduled hours per day, according to the following subdivisions.

Subd. 2 - Employees scheduled to work less than 1472 hours per year shall earn nine sick leave days.

Subd. 3 - Employees regularly scheduled at least 1472 hours per year, and employees working 12 months but less than fulltime, shall earn 10 sick days.

Subd. 4 - Employees working eight hours per day, 12 months per year, shall earn 12 sick days.

Subd. 5 - In addition, an employee may use sick leave pursuant to M.S. 181.9413, for the illness of or injury to the employee's child (including biological, step, adopted or foster), adult child, grandchild, spouse, sibling, parent, grandparent, step-parent, or spouse's mother or father, or domestic partner. Sick leave does not apply to situations related to daycare issues, or lack of childcare.

Subd. 6 - The District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness or injury, in order to qualify for sick leave pay. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 7 - Employees with accrued sick leave in excess of 142 days will be paid out for up to six days of unused sick leave at the end of each school year. The number of days paid shall be based on the number of leave days exceeding 142, and will be paid at a rate of \$16.50 per hour. Payment of such days shall be made no later than July 30 of each year.

Subd. 8 - A Sick Leave Bank shall be available in accordance with the terms provided at the end of these Terms and Conditions.

Section 3 - Bereavement Leave

Subd. 1 - Up to five days per occurrence of paid leave may be granted for death in the employee's immediate family.

Subd. 2 - For purposes of this Section, immediate family shall be defined as the employee's spouse, child, parent/guardian, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt, uncle, grandparent, spouse's grandparent, grandchildren, stepparent, domestic partner, or domestic partner's parent.

Section 4 - Jury Duty and Other Legal Commitments

Subd. 1 - Employees called for jury duty, deposition, subpoena or to give testimony before a court, legal jurisdiction or administrative proceedings shall be granted a leave of absence unless the employee is party to a court action against the District, is a complainant in an action against the District, or is a participant in an action on behalf of the exclusive representative and/or is the subject in a criminal, civil and/or personal legal accusation.

Subd. 2 - The employee shall receive full pay for this type of absence less jury duty and/or consultant pay, exclusive of expenses.

ARTICLE V - EMPLOYMENT PRACTICES

Section 1 - Emergency Closings

In the event of a school closing called by the Superintendent, due to weather conditions or any other conditions, personnel who were scheduled to work, but directed not to report, will be paid. If employees are directed to report, please refer to the District's School Closing & Provisions Guidelines located on the District's Webpage.

Section 2 - Work Stoppage

In the event of a strike or work stoppage by other employees, it is mutually agreed that employees covered under these Terms and Conditions of Employment shall be on duty and carry out policy, rules and assignments as may be directed by the District. The District reserves the right to make whatever directives deemed appropriate for the operation or protection of District programs and facilities.

Section 3 - Mileage Reimbursement

The District will pay the federal mileage reimbursement rate for personal vehicles used in connection with School District business.

ARTICLE VI - INSURANCE

Section 1 - Selection of Carrier

The selection of the insurance carrier and policy shall be made by the School Board.

Section 2 - Coverage Under Multiple Bargaining Units

If an employee is covered by more than one bargaining unit they can combine their hours to qualify for insurance.

Section 3 - Combined Coverage

Each employee may only be covered under one policy under each of the District's insurance plans, i.e. health and dental.

Section 4 - Spouse Contribution for Medical-Hospitalization Insurance

When both employee and spouse are members of the bargaining unit, or members of another bargaining unit eligible to combine coverage, and covered under the District's medical insurance plan, they will be covered by single insurance plans unless there are additional dependents. Coverage for employee and spouse, when there are additional dependents, will be provided through one family plan. The District will allow combining of contributions (policy holder family contribution plus spouse-single contribution) only if family insurance coverage is needed due to dependents (children).

Section 5 - Spouse Contribution for Dental Insurance

When combining coverage for dental insurance, both employees shall be covered under one family dental plan.

Section 6 - Eligibility

The District shall make insurance contributions toward the premium for each employee who works a minimum of 30 hours per week, and is enrolled in the District group medical-hospitalization and/or dental plan. Employees working at least 850 hours per year shall be eligible for coverage under the long term disability and life insurance plans.

Section 7 - Health and Hospitalization

Subd. 1 - The District shall provide a monthly contribution toward the premium for single or family insurance for employees who qualify for and are enrolled in the District's group medical-hospitalization plan. The amount provided by the District shall be as defined in Subds. 2 and 3, however, the amount shall not exceed the actual cost of the insurance premium:

Subd. 2 - Single Coverage

Non-High Deductible Plan (Comp Basic)

<u>Hours Worked Per Year</u>	<u>District Contrib.</u>
1606 to 1888	\$769
1440 to 1605	\$653

High Deductible/VEBA Plan

<u>Hours Worked Per Year</u>	<u>District Contrib.</u>
1606 to 1888	\$663
1440 to 1605	\$553

Subd. 3 - Family Coverage

Non-High Deductible Plan (Comp Basic)

<u>Hours Worked Per Year</u>	<u>District Contrib.</u>
1606 to 1888	\$1,614
1440 to 1605	\$1,372

High Deductible/VEBA Plan

<u>Hours Worked Per Year</u>	<u>District Contrib.</u>
1606 to 1888	\$1,414
1440 to 1605	\$1,172

Subd. 4 - The cost of any premium that exceeds the District's monthly contribution shall be borne by the employee and paid by pre-tax payroll deduction.

Subd. 5 - For the 2023-2024 plan year (through June 30, 2024) an employee shall experience an increase in deduction for family coverage of no more than \$15.00 per month.

Subd. 6 - For employees participating in the single high deductible/VEBA insurance plan, the monthly District contribution to a VEBA shall be as follows:

Effective July 1, 2022: \$100 per month

Subd. 7 - For employees participating in the family high deductible/VEBA insurance plan, the monthly District contribution to a VEBA shall be as follows:

Effective July 1, 2022: \$200 per month

Subd. 8 - Effective July 1, 2023, the monthly VEBA contribution will be divided equally over the number of payrolls elected by the employee each year.

Section 8 - Dental Insurance

Subd. 1 - The District shall provide a monthly contribution toward the premium for dental insurance, including dependent coverage, for all employees who qualify for, and are enrolled in, the District's dental insurance plan. The amount provided shall be as follows, however, the amount shall not exceed the actual cost of the insurance:

<u>Hours Worked Per Year</u>	<u>District Contrib.</u>
1606 to 1888	\$81
1440 to 1605	\$69

Subd. 2 - The cost of the premium not contributed by the District shall be borne by the employee and paid by payroll deduction.

Section 9 - Life Insurance

Subd. 1 - The District will provide a group term life and AD & D insurance policy in the amount of \$150,000 for each employee hired prior to July 1, 2023, who qualifies for, and is enrolled in, the life insurance plan.

Subd. 2 - The District will provide a group term life and AD & D insurance policy in the amount of \$50,000 for each employee hired on or after July 1, 2023, who qualifies for, and is enrolled in, the life insurance plan.

Section 10 - Long Term Disability (LTD) Insurance

Subd. 1 - The District will pay the full cost of a Long Term Disability Insurance plan for each eligible employee enrolled in the plan.

Subd. 2 - Employees who are totally disabled shall be allowed to continue on the District's medical insurance plan at the same cost as provided for active employees.

Subd. 3 - Employees are required to apply for Medicare at the time they become eligible. Failure to do so may result in termination of benefits back to the date the employee became eligible. Medical insurance benefits provided by the District shall end on the date the employee becomes covered by Medicare.

Section 11 - Disclaimer

The eligibility for the payment of claims for insurance benefits described in this Article shall be governed solely by the terms of the insurance policies purchased by the District. The District's only obligation is to provide and administer benefits as negotiated. No claims, other than those arising from District error or undue influence, shall be made against the District as a result of denial of insurance benefits by an insurer.

ARTICLE VII - MATCHING DEFERRED COMPENSATION

Section 1 - Eligibility

Employees who are regularly employed with the District shall be eligible to participate in a 403(b)/457 matching contribution plan pursuant to M.S.356.24. Employees eligible for severance shall not be eligible for a 403(b)/457 match.

Section 2 - 403(b)/457 Matching Plan

Subd. 1 - Employees shall be entitled to a matching District contribution to a tax deferred account, subject to State and Federal law on the following basis:

Years of Actual Service
Completed In District 200

Maximum Annual Match

4-8

2.5% of annual salary

9-13

3.0% of annual salary

14+

3.5% of annual salary

Subd. 2 - Annual matching contributions shall not exceed \$2,500 annually, or a lifetime maximum of \$35,000.

Subd. 3 - District match eligibility shall be determined on July 1 each year. Eligibility will be based on actual number of years completed at the time eligibility is determined.

Subd. 4 - The District contribution will begin when the employee establishes participation in an eligible investment program as defined by statute. The District match cannot be accumulated on a retroactive basis.

Subd. 5 - Changes to or initial entry into the plan shall occur on the first pay day following the date a salary reduction authorization is received by the Human Resources Department.

ARTICLE VIII - DURATION

Section 1 - Duration

Subd. 1 - In the event these Terms and Conditions are not updated by July 1, 2024, all compensation and working conditions shall remain in effect until such time as the Terms and Conditions are updated and approved by the School Board.

Subd. 2 - Employees covered under these Terms and Conditions of Employment shall provide the District 30 calendar days written notice prior to terminating employment.

APPENDIX A - SALARY PROGRAM

2022-2023

DESCRIPTION	Step	Grade 11	Grade 10	Grade 9	Grade 8	Grade 6
Grade 11	<u>Hourly Rates</u>					
Administrative Assistant - Supt & Director of T&L	6	\$30.80	\$27.97	\$25.47	\$23.17	\$19.40
Payroll Specialist	7	\$31.55	\$28.65	\$26.09	\$23.74	\$19.81
Grade 10	8	\$32.35	\$29.35	\$26.68	\$24.25	\$20.22
Career Center Coordinator	9	\$33.12	\$30.06	\$27.28	\$24.80	\$20.59
Grounds Supervisor	10	\$33.89	\$30.75	\$27.85	\$25.34	\$21.02
	11	\$34.66	\$31.43	\$28.47	\$25.88	\$21.42
Grade 9	12	\$35.44	\$32.14	\$29.06	\$26.41	\$21.82
Accounting Specialist	13	\$36.18	\$32.85	\$29.66	\$26.95	\$22.42
Special Services Office Specialist	16	\$37.43	\$34.10	\$30.66	\$27.95	\$23.42
Student Accounting Specialist	21	\$38.68	\$35.35	\$31.66	\$28.95	\$24.42
Grade 8						
Administrative Assistant - Buildings & Grounds						
Administrative Assistant - Human Resources						
Grade 6						
Accounts Payable-Receiveable Clerk						

Retention payment: For 2022-2023, all 12 month staff hired on or before June 30, 2022 will receive a one-time payment of \$1,000 paid out the first payroll in December 2022. All less than 12 month staff hired on or before June 30, 2022 will receive a one-time payment of \$600 paid out the first payroll in December 2022.

2023-2024

DESCRIPTION	Step	Grade 11	Grade 10	Grade 9	Grade 8	Grade 6
Grade 11	<u>Hourly Rates</u>					
Administrative Assistant - Supt & Director of T&L	6	\$31.42	\$28.53	\$25.98	\$23.63	\$19.79
Payroll Specialist	7	\$32.18	\$29.22	\$26.61	\$24.21	\$20.21
Grade 10	8	\$33.00	\$29.94	\$27.21	\$24.74	\$20.62
Career Center Coordinator	9	\$33.78	\$30.66	\$27.83	\$25.30	\$21.00
Grounds Supervisor	10	\$34.57	\$31.37	\$28.41	\$25.85	\$21.44
	11	\$35.35	\$32.06	\$29.04	\$26.40	\$21.85
Grade 9	12	\$36.15	\$32.78	\$29.64	\$26.94	\$22.26
Accounting Specialist	13	\$36.90	\$33.51	\$30.25	\$27.49	\$22.87
Special Services Office Specialist	16	\$38.15	\$34.76	\$31.25	\$28.49	\$23.87
Student Accounting Specialist	21	\$39.40	\$36.01	\$32.25	\$29.49	\$24.87
Grade 8						
Administrative Assistant - Buildings & Grounds						
Administrative Assistant - Human Resources						
Grade 6						
Accounts Payable-Receiveable Clerk						

Retention payment: For 2023-2024, all 12 month staff hired on or before June 30, 2022 will receive a one-time payment of \$1,000 paid out the first payroll in December 2023. All less than 12 month staff hired on or before June 30, 2022 will receive a one-time payment of \$600 paid out the first payroll in December 2023.

APPENDIX B - ADDITIONAL NOTES REGARDING SPECIFIC EMPLOYEES

The following exceptions to these Terms and Conditions of Employment shall apply:

Jody Geib

1. 5 vacation days, 2 essential days, 10 sick days, 10 holidays
2. All health and dental benefits prorated at 85%

Diane Freiermuth

1. Dental contribution grandfathered at \$98.71 per month

Cathy Blaha

1. Dental contribution grandfathered at \$98.71 per month

Steve Yanz

1. Grandfathered for retiree health and severance per the custodial Contract
2. Retiree Health capped at \$325/month for single and \$650/month for family
3. Dental contribution grandfathered at \$98.71 per month
4. Hourly rate max for severance is capped at Grade 10 - \$26.69
5. No district 403B match contribution (due to receiving severance)
6. Vacation days grandfathered at 30 days

Sue Becker

1. Grandfathered for vacation in accordance with Article III, Section 1, Subd. 1
2. Grandfathered for holidays in accordance with Article III, Section 2, 12 month employee levels
3. Grandfathered for sick leave in accordance with Article IV, Section 2, Subd. 4
4. Grandfathered for essential leave at three days

TERMS OF SICK LEAVE BANK

The following are the terms under which a sick leave bank is available to employees who covered under the Terms and Conditions for Unaffiliated Staff:

1. Purpose

- a. The purpose of the Sick Leave Bank is to provide additional sick leave to those employees who have exhausted their paid leave and have a catastrophic accident, illness, or serious recurring illness, necessitating extended absence.

2. Membership

- a. Employees shall contribute a maximum of one day of sick leave during the donation period to be eligible for the Sick Leave Bank.
 - i. Employees who do not contribute one sick day to the Sick Leave Bank during the donation period shall not be eligible to use leave from the bank.
- b. Employees shall be offered the opportunity to join the Sick Leave Bank during donation periods. Employees will be notified 15 days in advance of scheduled donation periods.
- c. Employees hired after the enrollment period shall be eligible to join the Sick Leave Bank within 15 days of their employment start date.
- d. Employees returning from a leave of absence shall be eligible to join the Sick Leave Bank within 15 days of their return from leave.
- e. Leave contributed to the Sick Leave Bank is not taxed or tax deductible to the donor, is non-refundable, and contributions are irrevocable.
- f. If at any time the balance in the Sick Leave Bank goes below 20 days, the District will organize a donation period.

3. Qualification

- a. To qualify for the Sick Leave Bank, the employee must have exhausted their personal sick leave accrual, and other paid leave available to them (i.e. essential leave, vacation, etc.).
- b. To qualify as a catastrophic accident or illness, for the purpose of this Sick Leave Bank, the employee must:
 - i. Need leave to meet the waiting period for Long Term Disability; or
 - ii. Need leave to cover an extended period of absence resulting from an accident with major injury and/or a serious health condition, as defined under the FMLA; or
 - iii. Need leave to cover intermittent absences resulting from an ongoing, recurring illness/serious health condition, as defined under the FMLA; or
 - iv. Be required to provide care for the serious health condition (as defined under the FMLA) of a spouse, child, or parent, whether for an extended period of time or on a recurring basis; and
- c. Written verification by the attending physician is required.

4. Maximum Eligibility

- a. Employees shall be eligible to use up to a maximum of ten days per school year from the Sick Leave Bank, for qualifying absences.

5. Exclusions

- a. With the exception of FMLA or medical leave, employees on leave are not eligible to access the Sick Leave Bank.

- b. An employee who is collecting benefits from Long Term Disability or Workers Compensation will not be eligible.
- c. An employee who is absent for treatment and/or surgery that is considered elective in nature will not be eligible.

6. Part-time Employees

- a. Employees who are part of the plan and work less than full time shall be eligible for benefits only for the pro-rata portion of the work day for which they are employed.

7. Administration

- a. A member must apply for benefits under the Sick Leave Bank by submitting a written request to the Human Resources Department. Such request must be submitted and approved prior to the use of the leave.
- b. The Sick Leave Bank will be administered by the Human Resources Department and granting of leave shall be in accordance with the terms stated herein.
- c. If leave is denied and the employee believes it meets the stipulated requirements, the denial may be appealed to the Superintendent.

ADDENDUM TO UNAFFILIATED STAFF TERMS AND CONDITIONS TO ADD COMMUNITY ED COORDINATORS

This addendum is added to the Terms and Conditions for the purpose of providing updated Terms and Conditions of Employment for Community Education Coordinators. Unless otherwise provided within this addendum and/or Appendix A-1, the terms and conditions for Unaffiliated Staff shall be in effect.

Covered Positions: All positions listed in Salary Appendix A-1 shall be considered part of the unaffiliated Staff employee group.

Wages and Compensation: The wages/compensation reflected in Appendix A-1 shall be in effect for the period commencing July 1, 2022 and ending June 30, 2024.

Moving to a Lower Grade [NEW]: When an employee moves to a position with a lower grade level they will be placed on the same step as was held in the prior position.

General Leave: General leave in accordance with the following terms shall be available for the duration of the 2022-2024 Terms and Conditions of Employment only:

- Community Ed Coordinators with a minimum of three years of experience in the School District may apply for an unpaid leave of absence. The granting of such leave shall be at the discretion of the school district.
- Such leave may be granted by the school district for overseas teaching, Peace Corps, Vista, National Community Ed Coordinators Corps, extended illness of the Community Ed Coordinator, extended illness of the Community Ed Coordinator's family, adoption, civic activities, alternate employment opportunities, or other reasons accepted by the School District.

Life Insurance: The School District will provide a group term life and AD & D insurance policy in the amount of \$50,000 for each employee regularly employed for at least 850 hours per year.

Payment of Dues for Community Ed Coordinators: For employees hired prior to July 1, 2022, the Community Education Department will pay the annual membership dues in the Minnesota Association and/or other appropriate organization for each Community Ed Coordinator annually, a sum not to exceed \$300 per year. The Director of Community Education has the authority to approve above \$300 in special circumstances.

Severance Pay:

The following terms shall apply only to Laurie Thrush who was hired prior to July 1, 2008:

An amount equal to the value of 100% of the amount defined in the parties' collective bargaining agreement will be placed into a post-retirement health care saving plan. The provider of the post-retirement health care savings plan shall be the Minnesota State Retirement System. The retiree will not receive any direct payment from the school district for severance pay.

Eligibility: Effective July 1, 1999, District 200 regularly employed Community Ed Coordinators who were hired on or before January 1, 2000, shall be eligible for severance if they meet one of the requirements below:

- Regularly employed Community Ed Coordinators with not less than 15 years of service in the District 200 Hastings Public Schools who have attained the age of 55 years and have submitted a written resignation that has been accepted by the School Board, shall be eligible for severance pay pursuant to the provisions of this Article; or
- Regularly employed Community Ed Coordinators with not less than 30 years of service, 15 of which must be in the School District and have submitted a written resignation that has been accepted by the School Board, shall be eligible for severance pay pursuant to the term provided herein.

Payment:

- Severance pay shall be paid by the School District in equal annual installments over two years from the effective date of resignation. The payment schedule shall begin the first pay period of the calendar year after the year in which the resignation takes place.
- The School District will accept resignations (for the purpose of severance pay) during the school year provided the Community Ed Coordinator gives a written notice 30 days prior to the date of resignation.
- If eligible, Thrush shall receive as severance payment an amount representing 60 days' pay, at the severance cap of \$29.10 per hour (based on the salary schedule from 2008-2009) pro-rated to her work schedule.

Sick Leave Payout: In addition to the severance payment provided above, Thrush shall be eligible to receive payment in an amount obtained by adding her unused number of sick leave hours times the severance cap of \$29.10 per hour. The combination of the two shall not exceed the number of paid hours as required to work in the last school year.

- If Thrush qualifies for benefits provided under "Severance Pay" and works part time prior to full retirement, she will be eligible upon retirement for benefits based upon the rate of pay in effect during her last year of regular full time employment.

Severance Cap: In applying these provisions, Thrush's severance payment shall be based upon her work schedule at the time of retirement. Severance is capped at the maximum hourly rate for each grade according to the salary schedule for the 2008/09 school year.

Grade 11: \$29.10

Insurance: If Thrush meets the "Eligibility" requirements provided above and provides required notice as defined under "Payment", she shall be eligible for medical-hospital insurance benefits as provided below.

- Thrush shall be eligible to continue participation in the School District group medical-hospitalization insurance plan, if permitted by the terms of the policy with the insurance carrier, until the date of Medicare eligibility. Except as otherwise provided below she shall pay the entire premium for such coverage.
- To be eligible for participation in the District medical-hospitalization program, Thrush must be enrolled in the program and have continuous participation from the last date of regular employment. Any interruption in membership in the program causes her to be ineligible for any participation.
 - Thrush shall receive a lump sum dollar amount that will be placed into a Minnesota Health Care Savings Plan account. The lump sum dollar amount will be determined by taking the monthly severance health care cap, as provided below, multiplied by a maximum of eight years, or the number of years remaining until she reaches the age of Medicare eligibility.
 - Monthly cap if enrolled in single insurance coverage at the time of retirement = \$335.
 - Monthly cap if enrolled in family insurance coverage at the time of retirement = \$712.
- If Thrush becomes employed with an employer other than the school district and is covered by a medical-hospitalization insurance plan or HMO, such coverage shall be considered primary.

Matching Contributions Plan (403(b)/457)

- If Thrush chooses to participate in the matching contribution program, she shall forfeit all rights to severance and retiree health as provided under "Severance Pay."

Death of Employee: In the event of the death of Thrush prior to payment of severance as provided above, her spouse shall be eligible for the severance pay, as long as eligibility requirements are met. The estate will collect if there is no spouse. The requirement of a written resignation does not apply.

APPENDIX A-1 - SALARY PROGRAM FOR COMMUNITY ED COORDINATORS**2022-2023**

<u>DESCRIPTION</u>	Step	Grade 12	Grade 11
<hr/>			
	<u>Hourly Rates</u>		
Grade 11			
Adults with Disabilities Coordinator	6	\$33.82	\$30.80
Enrichment & Youth Development Coordinator	7	\$34.84	\$31.55
Senior Program Coordinator	8	\$35.75	\$32.35
	9	\$36.66	\$33.12
Grade 12	10	\$37.58	\$33.89
School Age Care Program Coordinator	11	\$38.49	\$34.66
	12	\$39.39	\$35.44
	13	\$40.20	\$36.18
	16	\$41.45	\$37.43
	21	\$42.70	\$38.68

2023-2024

<u>DESCRIPTION</u>	Step	Grade 12	Grade 11
<hr/>			
	<u>Hourly Rates</u>		
Grade 11			
Adults with Disabilities Coordinator	6	\$34.50	\$31.42
Enrichment & Youth Development Coordinator	7	\$35.54	\$32.18
Senior Program Coordinator	8	\$36.47	\$33.00
	9	\$37.39	\$33.78
Grade 12	10	\$38.33	\$34.57
School Age Care Program Coordinator	11	\$39.26	\$35.35
	12	\$40.18	\$36.15
	13	\$41.00	\$36.90
	16	\$42.25	\$38.15
	21	\$43.50	\$39.40

APPENDIX B-1 - ADDITIONAL NOTES REGARDING SPECIFIC EMPLOYEES

The following exceptions to the Unaffiliated Staff Terms and Conditions shall apply:

Laurie Thrush

1. Dental contribution grandfathered at \$98.72 per month

ADDENDUM TO UNAFFILIATED STAFF TERMS AND CONDITIONS TO ADD HEALTH SERVICES STAFF

This addendum is added to the Terms and Conditions for the purpose of providing updated Terms and Conditions of Employment for Health Services Staff. Unless otherwise provided within this addendum and/or Appendix A-2, the terms and conditions of employment for Unaffiliated Staff shall be in effect.

Covered Positions: All positions listed in Salary Appendix A-2 shall be considered part of the unaffiliated Staff employee group.

Wages and Compensation: The wages/compensation reflected in Appendix A-2 shall be in effect for the period commencing July 1, 2022 and ending June 30, 2024.

Working Day: The working day includes paid "on call" one half hour lunch period.

Moving to a Lower Grade [NEW]: When an employee moves to a position with a lower grade level they will be placed on the same step as was held in the prior position.

Substitute Pay: Regularly employed part time Health Services Personnel shall be paid at their current rate of pay when substituting for another regularly employed Health Services employee. Substitute pay for nurses shall be as follows:

- LPN Substitutes will be paid at the first step of Grade 9
- RN substitutes will be paid at the first step of Grade 11

Holidays: Employees working 1472 hours or more shall be eligible for holidays as provided in the terms and conditions of employment for Unaffiliated Staff. Employees working less than 1472 hours per year shall be eligible for the following holidays:

- New Year's Day
- President's Day Observed
- Good Friday
- Memorial Day
- Thanksgiving
- Christmas Day

Sick Leave: Employees working 1472 hours or more shall earn sick leave as provided in the terms and conditions of employment for Unaffiliated Staff. Employees working less than 1472 hours shall earn nine days of sick leave per year.

General Leave: Health Services employees may apply for an unpaid leave of absence. The granting of such leave shall be at the discretion of the School District.

Health and Hospitalization Insurance: Employees working 1440 hours or more per year shall qualify for a District contribution as provided in the terms and conditions for Unaffiliated Staff. Employees working at least 1228 hours per year, but less than 1440, shall be eligible for a District contribution as follows:

Single Coverage

Non-High Deductible Plan (Comp Basic)

<u>Hours Worked Per Year</u>	<u>District Contrib.</u>
1228 to 1440	\$576

High Deductible/VEBA Plan

<u>Hours Worked Per Year</u>	<u>District Contrib.</u>
1228 to 1440	\$476

Family Coverage

Non-High Deductible Plan (Comp Basic)

<u>Hours Worked Per Year</u>	<u>District Contrib.</u>
1228 to 1440	\$1,210

High Deductible/VEBA Plan

<u>Hours Worked Per Year</u>	<u>District Contrib.</u>
1228 to 1440	\$1,010

Life Insurance: The School District will provide a group term life and AD & D insurance policy in the amount of \$50,000 for each employee regularly employed for at least 850 hours per year.

Attendance at Seminars and Meeting Concerned with Nursing Techniques: For attendance at such meetings, as approved by the Director of Special Services, the District shall provide reasonable reimbursement for expenses incurred, including mileage.

APPENDIX A-2 - SALARY PROGRAM FOR HEALTH SERVICES STAFF**2022-2023**

<u>DESCRIPTION</u>	<u>Step</u>	<u>Grade 11</u>	<u>Grade 9</u>
	<u>Hourly Rates</u>		
Grade 9 LPN	6	\$30.80	\$25.47
	7	\$31.55	\$26.09
	8	\$32.35	\$26.68
	9	\$33.12	\$27.28
Grade 11 RN	10	\$33.89	\$27.85
	11	\$34.66	\$28.47
	12	\$35.44	\$29.06
	13	\$36.18	\$29.66
	16	\$37.43	\$30.66
	21	\$38.68	\$31.66

Retention payment: For 2022-2023, all 12 month staff hired on or before June 30, 2022 will receive a one-time payment of \$1,000 paid out the first payroll in December 2022. All less than 12 month staff hired on or before June 30, 2022 will receive a one-time payment of \$600 paid out within 30 days of school board approval of the terms and conditions of employment.

2023-2024

<u>DESCRIPTION</u>	<u>Step</u>	<u>Grade 11</u>	<u>Grade 9</u>
	<u>Hourly Rates</u>		
Grade 9 LPN	6	\$31.42	\$25.98
	7	\$32.18	\$26.61
	8	\$33.00	\$27.21
	9	\$33.78	\$27.83
Grade 11 RN	10	\$34.57	\$28.41
	11	\$35.35	\$29.04
	12	\$36.15	\$29.64
	13	\$36.90	\$30.25
	16	\$38.18	\$31.25
	21	\$39.40	\$32.25

Retention payment: For 2023-2024, all 12 month staff hired on or before June 30, 2022 will receive a one-time payment of \$1,000 paid out the first payroll in December 2023. All less than 12 month staff hired on or before June 30, 2022 will receive a one-time payment of \$600 paid out the first payroll in December 2023.