

RICHFIELD PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT NO. 280

SUMMARY OF SALARY & BENEFITS

OUTREACH WORKERS

2018-2019

SALARY SCHEDULE:

<u>Bilingual Outreach Worker</u>	<u>2018-2019</u>
Step 1	\$22.70
Step 2	\$22.90
<u>Outreach Worker</u>	
Step 1	\$18.62
Step 2	\$18.82

You will be required to fill out time sheets for Payroll. Work performed on the 1st through the 15th of each month is paid on the following 5th of the month. Work performed on the 16th through the end of the month is paid on the following 20th of the month. Payroll information will be communicated via an electronic, web based system.

TERMINATION:

An employee wishing to terminate employment shall give two (2) weeks notice when possible.

PHYSICAL EXAMINATIONS:

Physical exams will be required of staff members working 40 hours upon request by the District. When so required, the District will pay the cost of the examination if the staff member obtains the examination at a District designated facility using the District's physical examination form. The staff member will be reimbursed up to the amount paid by the District at its designated facility if the staff member obtains the physical exam at a facility other than that designated by the District and upon presentation of the completed physical exam form along with an itemized statement from the examining facility.

SICK LEAVE:

Section 1. Sick Leave

- (a) Sick leave allowance of ten (10) days per year, accumulative shall be allowed.
- (b) Days of sick leave shall be credited when the school year starts. Employees who work less than the full school year shall receive sick leave on a pro rata basis.
- (c) An employee may use one (1) day of accumulated sick leave for each day of illness of the employee's child who is less than eighteen (18) years old, or up to 20 years old and attending a secondary school due to an illness of or injury to the child for such reasonable periods as the employee's attendance with the child may be necessary.
- (d) An Employee who has been employed by the district for the most recent 12-month period and holds a .5 FTE or greater position may use up to twenty (20) days of accumulated sick leave during the school year as is medically necessary to care for an ill spouse, parent, step-parent, parent-in-law, adult child, sibling, grandchild, or grandparent.
- (e) An employee who has not been employed by the district for the most recent 12-month period and/or who does not hold a .5 FTE or greater position may use up to five (5) days in any one year of earned sick leave for illness in the immediate family. The immediate family shall include wife, husband, child, brother, sister, parent, guardian or parents-in-law. These days will be deducted from available personal leave in Section 2.

Section 2. Personal Leave/Bereavement

Up to five (5) days in any one year of earned sick leave may be used for:

- (a) Death of a friend or relative.
- (b) Personal leave shall be granted for an appearance in court as a witness or in cases of legal action where it is mandatory that the employee be present.

- (c) Each employee may be granted two (2) days personal leave per year to handle important personal matters that cannot be taken care of in a regular day. Such leave must be requested in writing and have advance approval by the Human Resources office. The specific reason(s) for the leave need not be listed if the leave request is of a personal or private nature and may be waived following a consultation with the Human Resources office.
- (d) After five (5) days in any one year, full deduction shall be made. In the event an employee expends all available personal leave days during the school year and has a unique circumstance that requires absence from work, the employee may request up to five (5) additional days of accumulated sick leave be made available during the year. Determination regarding eligibility for additional days of absence will be at the discretion of the District.

VACATIONS:

- Section 1. July 1st shall be the anniversary for determining vacation accrual.
- Section 2. All employees who are employed on a twelve (12) month basis, working forty (40) hours per week, shall be granted ten (10) days vacation after having completed one full year; fourteen (14) days after five (5) full years; fifteen (15) days after six (6) full years; and sixteen (16) days after seven (7) full years, beginning July 1st.
- Section 3. The vacation schedule shall be determined by agreement with the administration.
- Section 4. An employee resigning from the system shall receive earned vacation on a prorated basis to the date of termination provided that two weeks written notice is given to the employer.
- Section 5. An employee retiring during the interim for reasons of disability or normal retirement shall be entitled to a prorated earned vacation.
- Section 6. Vacation may not be used in advance of earning it.
- Section 7. Vacation or personal leave requests will be reviewed by the employee's supervisor and the number of employees absent from any one (1) building or work area, on any given day, may be limited based on the needs as determined by the supervisor. Employees denied a vacation, may request a review of the request by the Director of Human Resources.

HOLIDAYS:

There shall be seven (7) paid holidays for employees: Labor Day, Thanksgiving Day, Thanksgiving Friday, Winter break holiday, New Year's Day, Martin Luther King Jr.'s Day or President's Day, and Memorial Day.

Employees who are employed on a twelve (12) month basis and working forty (40) hours per week shall be paid eleven (11) holidays. Those days shall consist of the holidays indicated above plus July 4th, (1) additional Winter break holiday, New Year's Eve and Spring Holiday.

Employees receive their regular daily rate of pay for all holidays.

In the event that any of the above referenced holidays fall on a day school is in session, consistent with the school calendar, an alternative day will be designated by the employer following a meet and confer session with the union steward.

JURY DUTY:

If an employee is summoned for jury duty on any duty days, notice thereof will be promptly given to the Human Resources office. A request for delay of said duty to non-duty days will be presented under the applicable statutes and regulations for such services. If thereafter jury duty is required by the court the employee will be granted the additional amount to make up full pay.

PART-TIME EMPLOYEE BENEFITS:

Part-time employees working more than 14 hours per week but less than 40 hours per week shall be eligible for hospitalization-major medical, dental and life insurance. The monthly district contribution will be prorated according to the number of hours assigned of the 40-hour week. If the premium for the hospitalization-major medical insurance selected is less than the maximum district contribution, then the monthly premium will be prorated according to the number of hours assigned of the 40-hour week.

An employee must pay the employee's portion of premium for medical/dental coverage one (1) month in advance, if the employee's earnings are not sufficient to cover any monthly premium amount which exceeds the District's maximum contribution.

An employee must complete 30 calendar days of employment in order to be eligible to enroll in the District's fringe benefit programs. The employee will be eligible for benefits on the 1st of the month following the completion of the 30 days referred to above.

MEDICAL BENEFIT

- (a) The School District shall provide a program of single and dependent hospitalization-major medical insurance. The District will select the insurance carrier and policy after considering the recommendations of the insurance committee.
- (b) Participation in the School District insurance program is voluntary on the part of the employee. No additional compensation will be made to those who choose not to accept any or all portions of the program.
- (c) The District shall offer at least one high-deductible medical benefit plan coupled with a VEBA Trust in addition to its other health insurance plans. Each employee who chooses to enroll in a high-deductible/VEBA plan shall receive a District contribution to a VEBA account set up for that employee. The following provisions shall apply to the high-deductible/VEBA plan offered by the District:
 - 1. Single Coverage: The District shall pay the full cost of the single premium for the high-deductible plan. For information purposes only, this is the \$1250/\$2500 deductible plan option during the 2018-2019 school year. In addition, the District will make a \$750 annual contribution, paid on a monthly basis, to the employee's VEBA account.
 - 2. Dependent Coverage: Effective July 1, 2014, the District shall pay \$1300.00 per month toward the cost of the dependent premium for the high-deductible plan. In addition, the District will make a \$1,000 annual contribution, paid on a monthly basis, to the employee's VEBA account.
 - 3. The employer will contribute up to \$6.00 per month to the VEBA trust for administrative fees.

DENTAL BENEFIT

The School District will purchase dental insurance for all full time employees and their dependents. The District shall contribute to a maximum of \$59.00 effective July 1, 2018 for a plan based on a composite bid quotation. If the composite cost exceeds the District contribution, the excess amount shall be prorated on a monthly basis among the employees with dependent coverage.

LIFE INSURANCE

Employees working 14 or more hours per week will receive a five thousand (\$5,000) dollar term life insurance policy.

PERA:

As a district employee, non-licensed employees are mandated by Minnesota Statute to participate in PERA (Public Employees Retirement Association). This benefit provides an outstanding pension for you when you retire. Members of PERA contribute a percentage of their total salary to this plan through automatic payroll deductions. Because contribution rates periodically change to reflect changes in benefits and funding needs, please call the Payroll office for the current employee and district contribution percentage rate.

Federal and state income taxes on PERA are deferred, so most of your PERA benefits will be taxable when it is received unless placed in another tax-deferred program.

TAX SHELTER ANNUITIES:

Your PERA and social security may not fulfill all of your financial needs when you retire, which is why we also offer tax-deferred retirement investment programs to supplement your retirement income.

- (a) All personnel may participate in the Tax Sheltered Annuities program.
- (b) All employees who wish to enter the Tax Sheltered Annuity program for the first time, on a non-matching basis, must complete the District and company forms provided for this purpose and must submit the District forms to the Human Resources office. Entry into the program may occur at any time. The District Tax Sheltered Annuity Form must be completed and returned to the District Human Resources office at least thirty (30) days before the payroll date on which tax deduction is to begin.
- (c) An employee who has filed the District Tax Sheltered Annuity program form shall have that program automatically continue for the identified dollar or percentage amounts as indicated on the form until changed or cancelled. A new form will be needed each year only if the individual wishes to make a change in the present plan, i.e. carrier, dollar amount or percentage.
- (d) The District will contribute on a matching basis up to 1% of salary for employees beginning after five (5) years of employment and up to 2% of salary upon completion of eight (8) years of employment. Initial entry or re-entry into the District matching program shall occur on September 1 or January 1 of each year provided the District Tax Sheltered Annuity form is submitted to the Human Resources office 30 days in advance.