

# Unaffiliated Employee Group

Approved: April 26, 2021

## I. PURPOSE

The purpose of this policy is to describe the benefits and salary for employees not represented by a collective bargaining agreement.

## II. EMPLOYMENT PRACTICE

Section 1. Work Rules: Employees will be subject to general work rules as established by the District. The employee's immediate supervisor will be responsible for informing him/her of the work rules.

Section 2. Scheduling of Duty Days: The specific duty days, during the calendar period July 1 through June 30, shall be established by the District. The District reserves the right to designate specific calendar days during the period, July 1 through June 30, as mandatory duty days.

Section 3. Withholding of Salary Increase: The District reserves the right to withhold salary increases for employees based on documented performance deficiencies. The employee will be notified in writing in the event that an annual increment will be withheld.

Section 4. Emergency Closing: Non E-Learning day year: In the event of an emergency closing due to weather conditions or other types of emergencies, the employee shall perform duties on that day or other such day in lieu thereof, if any, as the District or its designated representative shall determine.

E-Learning day year:

Employees with 200 or more duty days: In the event of an emergency closing due to weather conditions or other types of emergencies, the employee shall perform duties on that day or other such day in lieu thereof, if any, as the District or its designated representative shall determine.

Employees with less than 200 duty days: In the event of an emergency closing the employee will not report for the first two (2) closed days of that school year. Employees will not report on E-learning days nor will the employee be paid for the day, unless specifically notified by the District to report. If not specifically notified by the District to report, employees may elect to use available sick leave, vacation or floating holidays to avoid being unpaid. E-Learning days will not be made up.

Section 5. Pay Day: Annual salary shall be paid in minimum of twenty-four (24) direct installments to the employee's designated financial institution. The District shall make payment on the preceding work day if the regular payday falls on a weekend or District wide paid holiday.

Section 6. Benefit Eligibility (i.e. waiting period): Benefits are effective the 1<sup>st</sup> day of the month after employment. Employees must work at least 1,020 hours per year to be eligible for benefits.

Section 7. Entry Level Pay: Administration may vary from established wage schedules when hiring a new employee to the District or when a District employee is transferring from a different position, subject to School Board approval of Routine Personnel Items.

Section 8. Sick Leave, Vacation, Floating Holiday Pro-ration: Effective July 1, 2019, an employee qualifying for retirement and retiring prior to June 30 in a fiscal year shall have accrued sick leave, vacation and floating holiday pro-rated. The fiscal year is defined as July 1 through June 30

Section 9. Supplemental Life Insurance: Employees may purchase additional supplemental term life insurance as allowed by the carrier and insurance policy.

Section 10. 12 Month Employee: The days per year for a 12 month employee is the maximum number of work days in a fiscal year, either 260, 261, or 262.

## **LEAVE**

This section covers paid and unpaid leave not specifically addressed in the position's wage page.

Section 1. Bereavement Leave: An employee shall be granted up to five (5) days bereavement leave, the days to be deducted from sick leave. The District may elect to grant additional days in consultation with the employee and employee's supervisor.

Section 2. Leave: Intent: The District shall adhere to the Family Medical Leave Act (FMLA) and Minnesota State Parental Leave Act (SPLA) for instances of leave including: family/dependent illness, personal illness, child care leave, adoption, pregnancy, military leave, jury duty, and any other leave and provisions covered under FMLA and SPLA. Any paid leave will run concurrent to FMLA or SPLA leave. The District will not restrict the use of accrued sick leave, vacation, and floating holidays while connected to a FMLA or SPLA certification.

Subd. 1 Family/Dependent Leave: Employees that request time off to attend to a family member or dependent may do so for up to three days (deducted from sick leave). The District may require FMLA certification for leaves over three consecutive days. The employee may exhaust sick leave, floating holidays, and vacation under this section. Unpaid leave may be elected after sick leave is exhausted. Periodic FMLA certification may be requested by the District.

Section 3. Worker's Compensation: For the employee who is absent from work as a result of a compensable injury:

- A. Up to three (3) days (including the day of the injury if employee leaves work) employees may use their sick leave to receive pay in full. A doctor note will be required for time off and any duty related restrictions.
- B. From day four forward, worker compensation benefits for wage loss may commence if compensable and as provided by Minnesota workers' compensation law from our worker compensation carrier.
- C. After the employee returns to work from a work injury status, employee may have the choice to use their sick leave for doctor appointments related to the injury or may elect to receive worker compensation benefits for medical lost time.

WAGE AND BENEFITS

**Title:** Route Specialist

**Compensation:**

2019-2020				2020-2021			
Step	Step Movement	Step	Step Movement	Step	Step Movement	Step	Step Movement
1	\$36,144	5	\$39,416	1	\$17.42	5	\$18.87
2	\$37,162	6	\$40,362	2	\$17.79	6	\$19.24
3	\$37,885	7	\$41,008	3	\$18.14	7	\$19.67
4	\$38,722	8	\$41,828	4	\$18.55	8	\$20.01

**Duty Year:** 12 month employee, 8 hours per day

**Health Insurance:** The District will contribute up to \$284 per month towards single coverage, up to \$586 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$85 per month towards dental coverage.

**Life Insurance:** The District will provide \$100,000 term life insurance and pay the premium.

**Long-term disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Voluntary Employee Benefit Account (VEBA):** Employees participating in a high deductible insurance plan will receive a \$1,000 District contribution to a VEBA account on the first paycheck in July.

**Vacation:** Vacation days will be added to the employee’s vacation balance on the first payment in July according to the following schedule. Vacation carryover is limited to 10 days.

Years 1-4: 15 days                      Years 5-9: 20 days                      Years 10+: 25 days

**Holidays:** Ten (10) paid holidays as designated annually by the District.

**Floating Holiday:** Five (5) floating holidays will be added to the employee’s leave balance on the first payment in July. Floating holiday maximum is 10 days.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee’s sick leave balance on the first payment in July. Sick leave may accumulate to a total of 260 days.

**Professional Dues:** Employees are expected to maintain professional standing with applicable licensure and certifications. The District will provide up to \$400 per year for membership dues.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$2,000 per year after 3 years of service in the District.

**Leave Surrender:** Only individuals hired to this title prior to January 1, 2021 are eligible for leave surrender. Employees may elect to surrender up to 15 unused floating holiday, sick leave, and/or vacation days in exchange for a direct payment, or a payment to a District-sponsored retirement account. The calculation for the amount will be the employee’s daily rate of pay (salary divided by 240, divided by 260 for employees hired after July 1, 2018), multiplied by the number of days surrendered. This payment will be issued on one of the paychecks in June during the same fiscal year. Effective July 1, 2018, employee must have accrued 360 hours sick leave to surrender sick leave.

**Retirement/Severance:** See Retirement/Severance provision #1 if hired before July 1, 2018, #2 if hired thereafter.

WAGE AND BENEFITS

**Title:** Classified Program Supervisor II (Maintenance, Transportation and Nutrition Services)

<b>Compensation:</b>	<b>2019-2020</b>	<b>2020-2021</b>	No step movement for 2019-2021
Maintenance	\$81,492	\$82,918	
Transportation	\$68,120		
Nutrition Services	\$64,707 (pro-rated)	\$65,839 (pro-rated)	

**Duty Year:** 12 month employee, 8 hours per day (Nutrition Services 211 days per year, 8 hrs per day)

**Health Insurance:** The District will contribute up to \$284 per month towards single coverage, up to \$586 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$85 per month towards dental coverage.

**Life Insurance:** The District will provide \$100,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Voluntary Employee Benefit Account (VEBA):** Employees participating in a high deductible insurance plan will receive a \$1,000 District contribution to a VEBA account on the first paycheck in July.

**Vacation:** Vacation days will be added to the employee’s vacation balance on the first payment in July according to the following schedule. Vacation carryover is limited to 10 days.

Years 1-4: 15 days	Years 5-9: 20 days	Years 10+: 25 days
--------------------	--------------------	--------------------

**Holidays:** Ten (10) paid holidays as designated annually by the District.

**Floating Holiday:** Five (5) floating holidays will be added to the employee’s leave balance on the first payment in July. Floating holiday maximum is 15 days.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee’s sick leave balance on the first payment in July. Sick leave may accumulate to a total of 260 days.

**Longevity:** Only individuals hired to this title prior to July 1, 2011 shall be paid by the following schedule. Beginning Year 6 \$900; Years 7-11 \$1,800; Years 12-15 \$2,800; Years 16-19 \$3,600; Years 20-24 \$4,600; Years 25-29 \$4,900; years 30+ \$5,900

**Telephone:** The District will pay a stipend of \$1,300 per school year toward the cellular telephone and service paid on the first payment in July.

**Professional Dues:** Employees are expected to maintain professional standing with applicable licensure and certifications. The District will provide up to \$400 per year for membership dues.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$2,000 per year after 3 years of service in the District.

**Leave Surrender:** Only individuals hired to this title prior to January 1, 2021 are eligible for leave surrender. Employees may elect to surrender up to 15 unused floating holiday, sick leave, and/or vacation days in exchange for a direct payment, or a payment to a District-sponsored retirement account. The calculation for the amount will be the employee’s daily rate of pay (salary divided by 240, divided by 260 for employees hired after July 1, 2018), multiplied by the number of days surrendered. This payment will be issued on one of the paychecks in June during the same fiscal year. Effective July 1, 2018, employee must have accrued 360 hours sick leave to surrender sick leave.

**Retirement/Severance:** See Retirement/Severance provision #1 if hired before July 1, 2018, #2 if hired thereafter.

WAGE AND BENEFITS

**Title:** Classified Program Supervisor I  
 (Assistant Maintenance, Special Services, Employee Data, Payroll, Accountant)

<b>Compensation:</b>	<b>2019-2020</b>	<b>2020-2021</b>	No step movement for 2019-2021
Special Services	\$51,575	\$52,477	
Employee Data	\$51,125	\$52,019	
Payroll	\$61,805	\$62,887	
Accountant	\$59,487	\$60,528	

**Duty Year:** 12 month employee, 8 hours per day

**Health Insurance:** The District will contribute up to \$284 per month towards single coverage, up to \$586 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$85 per month towards dental coverage.

**Life Insurance:** The District will provide \$100,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Voluntary Employee Benefit Account (VEBA):** Employees participating in a high deductible insurance plan will receive a \$1,000 District contribution to a VEBA account on the first paycheck in July.

**Vacation:** Vacation days will be added to the employee’s vacation balance on the first payment in July according to the following schedule. Vacation carryover is limited to 10 days.

Years 1-4: 15 days                      Years 5-9: 20 days                      Years 10+: 25 days

**Holidays:** Ten (10) paid holidays as designated annually by the District.

**Floating Holiday:** Five (5) floating holidays will be added to the employee’s leave balance on the first payment in July. Floating holiday maximum is 15 days.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee’s sick leave balance on the first payment in July. Sick leave may accumulate to a total of 260 days.

**Longevity:** Only individuals hired to this title prior to July 1, 2011 shall be paid by the following schedule. Beginning Year 6 \$900; Years 7-11 \$1,800; Years 12-15 \$2,800; Years 16-19 \$3,600; Years 20-24 \$4,600; Years 25-29 \$4,900; years 30+ \$5,900

**Telephone:** The District will pay a stipend of \$1,300 per school year toward the cellular telephone and service paid on the first payment in July.

**Professional Dues:** Employees are expected to maintain professional standing with applicable licensure and certifications. The District will provide up to \$400 per year for membership dues.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$2,000 per year after 3 years of service in the District.

**Leave Surrender:** Only individuals hired to this title prior to January 1, 2021 are eligible for leave surrender. Employees may elect to surrender up to 15 unused floating holiday, sick leave, and/or vacation days in exchange for a direct payment, or a payment to a District-sponsored retirement account. The calculation for the amount will be the employee’s daily rate of pay (salary divided by 240, divided by 260 for employees hired after July 1, 2018), multiplied by the number of days surrendered. This payment will be issued on one of the paychecks in June during the same fiscal year. Effective July 1, 2018, employee must have accrued 360 hours sick leave to surrender sick leave.

**Retirement/Severance:** See Retirement/Severance provision #1 if hired before July 1, 2018, #2 if hired thereafter.

WAGE AND BENEFITS

**Title:** Community Education Managers  
 (Youth Enrichment/Kids Connection, Adult Program/Facilities, Youth Recreation)

<b>Compensation:</b>	<b>2019-2020</b>		<b>2020-2021</b>	
	Steps	Step movement	Steps	Step movement
	1			
	2	\$26.10		
	3	\$26.66	3	\$26.66
	4	\$27.10	4	\$27.14
	5	\$27.79	5	\$27.71
	6	\$28.46	6	\$28.46
	7	\$29.10	7	\$29.10
			8	\$29.61

**Duty Year:** 239 days per year, 8 hours per day

**Health Insurance:** The District will contribute up to \$345.80 per month towards single coverage, up to \$520 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$85 per month towards dental coverage.

**Life Insurance:** The District will provide \$100,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Voluntary Employee Benefit Account (VEBA):** Employees participating in a high deductible insurance plan will receive a \$1,000 District contribution to a VEBA account on the first paycheck in July.

**Vacation:** Vacation days will be added to the employee’s vacation balance on the first payment in July according to the following schedule. Vacation carryover is limited to 10 days. Effective November 1, 2015, vacation for individuals new to this title will be pro-rated.

Years 1-4: 15 days      Years 5-9: 20 days      Years 10+: 25 days

**Holidays:** Ten (10) paid holidays as designated annually by the District.

**Floating Holiday:** Five (5) floating holidays will be added to the employee’s leave balance on the first payment in July. Floating holiday maximum is 15 days.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee’s sick leave balance on the first payment in July. Sick leave may accumulate to a total of 260 days.

**Telephone:** The District will pay a stipend of \$1,300 per school year toward the cellular telephone and service paid on the first payment in July.

**Professional Dues:** Employees are expected to maintain professional standing with applicable licensure and certifications. The District will provide up to \$400 per year for membership dues.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$2,000 per year after 3 years of service in the District.

**Leave Surrender:** Only individuals hired to this title prior to January 1, 2021 are eligible for leave surrender. Employees may elect to surrender up to 15 unused floating holiday, sick leave, and/or vacation days in exchange for a direct payment, or a payment to a District-sponsored retirement account. The calculation for the amount will be the employee’s daily rate of pay (salary divided by 240), multiplied by the number of days surrendered. This payment will be issued on one of the paychecks in June during the same fiscal year. Effective July 1, 2018, employee must have accrued 360 hours sick leave to surrender sick leave.

**Retirement/Severance:** See Retirement/Severance provision #1 if hired before July 1, 2018, #2 if hired thereafter.

WAGE AND BENEFITS

**Title:** Community Education Manager (Communications)

<b>Compensation:</b>	<b>2019-2020</b>	<b>2020-2021</b>
	\$60,814	\$61,878

**Duty Year:** 12 month employee, 8 hours per day

**Health Insurance:** The District will contribute up to \$345.80 per month towards single coverage, up to \$520 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$85 per month towards dental coverage.

**Life Insurance:** The District will provide \$100,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Voluntary Employee Benefit Account (VEBA):** Employees participating in a high deductible insurance plan will receive a \$1,000 District contribution to a VEBA account on the first paycheck in July.

**Vacation:** Vacation days will be added to the employee’s vacation balance on the first payment in July according to the following schedule. Vacation carryover is limited to 10 days.

Years 1-4: 15 days      Years 5-9: 20 days      Years 10+: 25 days

**Holidays:** Ten (10) paid holidays as designated annually by the District.

**Floating Holiday:** Five (5) floating holidays will be added to the employee’s leave balance on the first payment in July. Floating holiday maximum is 15 days.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee’s sick leave balance on the first payment in July. Sick leave may accumulate to a total of 260 days.

**Telephone:** The District will pay a stipend of \$1,300 per school year toward the cellular telephone and service paid on the first payment in July.

**Professional Dues:** Employees are expected to maintain professional standing with applicable licensure and certifications. The District will provide up to \$400 per year for membership dues.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$2,000 per year after 3 years of service in the District.

**Leave Surrender:** Only individuals hired to this title prior to January 1, 2021 are eligible for leave surrender. Employees may elect to surrender up to 15 unused floating holiday, sick leave, and/or vacation days in exchange for a direct payment, or a payment to a District-sponsored retirement account. The calculation for the amount will be the employee’s daily rate of pay (salary divided by 240, divided by 260 for employees hired after July 1, 2018), multiplied by the number of days surrendered. This payment will be issued on one of the paychecks in June during the same fiscal year. Effective July 1, 2018, employee must have accrued 360 hours sick leave to surrender sick leave.

**Retirement/Severance:** See Retirement/Severance provision #1 if hired before July 1, 2018, #2 if hired thereafter.



WAGE AND BENEFITS

**Title:** Career Advisor

<b><u>Compensation:</u></b>	<b>2019-2020</b>	<b>2020-2021</b>
	\$23.30 per hour	\$23.71 per hour

**Duty Year:** 173 days per year, 7.5 hours per day

**Health Insurance:** The District will contribute up to \$284 per month towards single coverage, up to \$586 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$14.58 per month towards dental coverage.

**Life Insurance:** The District will provide \$35,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Floating Holiday:** Two (2) floating holidays will be added to the employee's leave balance on the first payment in July. Floating holiday maximum is 5 days.

**Sick Leave:** Twelve (12) sick leave days will be added to the employee's sick leave balance on the first payment in July. Sick leave may accumulate to a total of 178 days.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$1,500 per year. Sick leave hours surrendered for this match must be over 360.

**Leave Surrender:** Only individuals hired to this title prior to January 1, 2021 are eligible for leave surrender. Employees who have accrued 360 hours, and have used less than five (5) days during the year, may elect to surrender up to 8 unused sick leave days in exchange for four (4) days payment to a District sponsored retirement account and 4 days to a District sponsored health care savings plan. The calculation for the amount will be 50% of the employee's daily rate of pay multiplied by the number of days surrendered. This payment will be issued no later than between July 1 and July 15 of the following school year.

**Retirement/Severance:** See Retirement/Severance provision #3

WAGE AND BENEFITS

**Title:** Behavior Intervention Assistant

**Compensation:**

2019-2020				2020-2021			
Steps	Step Movement	Steps	Step Movement	Steps	Step Movement	Steps	Step Movement
1	\$20.02	7	\$22.54	4	\$21.24	10	\$23.92
2	\$20.42	8	\$22.98	5	\$21.67	11	\$24.40
3	\$20.83	9	\$23.45	6	\$22.10	12	\$24.72
4	\$21.24	10	\$23.92	7	\$22.54	13	\$25.22
5	\$21.67	11	\$24.40	8	\$22.98	14	\$25.72
6	\$22.10	12	\$24.72	9	\$23.45		
13	\$25.22						

Add \$2,000 for a four-year degree

**Saturday School:** The assistant will be paid \$250 per Saturday School

**Duty Year:** 172 days per year, 7.25 hours per day

**Health Insurance:** The District will contribute up to \$284 per month towards single coverage, up to \$586 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$34.27 per month towards dental coverage.

**Life Insurance:** The District will provide \$50,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Floating Holiday:** Three (3) floating holidays will be added to the employee’s leave balance on the first payment in the fiscal year. After five (5) years in the District, a fourth floating holiday will be added. Floating holiday maximum is 5 days.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee’s sick leave balance on the first payment in July. Sick leave may accumulate to a total of 200 days.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$2,000 per year. Sick leave hours surrendered for employee portion must be over 360, not to exceed the matching contribution amount.

**Leave Surrender:** Only individuals hired to this title prior to January 1, 2021 are eligible for leave surrender. Employees who have accrued 360 hours, and have used less than five (5) days during the year, may elect to surrender up to twelve (12) unused sick leave days in exchange for six (6) days payment to a District sponsored retirement account and six (6) days to a District sponsored health care savings plan. The calculation for the amount will be 100% of the employee’s daily rate of pay multiplied by the number of days surrendered. This payment will be issued one of the payments between July 1 and July 15 of the following school year.

**Retirement/Severance:** See Retirement/Severance provision #5

WAGE AND BENEFITS

**Title:** Preschool/ECFE/ABE Instructor Assistant

<b>Compensation:</b>	<b>2019-2020</b>		<b>2020-2021</b>	
	Steps	Step movement	Steps	Step movement
	1	\$12.44		
	2	\$12.69	2	\$12.69
	3	\$12.94	3	\$12.94
	4	\$13.20	4	\$13.20
	5	\$13.46	5	\$13.46
	6	\$13.81	6	\$13.81
	7	\$14.08	7	\$14.08
	8	\$14.33	8	\$14.33
	9	\$14.61	9	\$14.66
	10	\$14.81	10	\$14.91
	11	\$15.56	11	\$15.10
	12	\$15.65	12	\$15.83

**Health Insurance:** The District will contribute up to \$240 per month towards single coverage, up to \$490 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$32.00 per month towards dental coverage.

**Life Insurance:** The District will provide \$50,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Floating Holiday:** Two (2) floating holidays will be added to the employee’s leave balance on the first payment in the fiscal year. Unused floating holidays will be lost.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee’s sick leave balance on the first payment in the fiscal year. Sick leave may accumulate to a total of 177 days.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$1,500 per year. Sick leave hours surrendered for this match must be over 400.

**Retirement/Severance:** See Retirement/Severance provision #4

WAGE AND BENEFITS

**Title:** Outreach Resource Assistant

<b>Compensation:</b>	<b>2019-2020</b>		<b>2020-2021</b>	
	Steps	Step movement	Steps	Step movement
	1	\$16.57		
	2	\$17.03	2	\$17.33
	3	\$17.50	3	\$17.81

**Health Insurance:** The District will contribute up to \$240 per month towards single coverage, up to \$490 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$32.00 per month towards dental coverage.

**Life Insurance:** The District will provide \$50,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Floating Holiday:** Two (2) floating holidays will be added to the employee’s leave balance on the first payment in the fiscal year. Floating holiday maximum is 3 days.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee’s sick leave balance on the first payment in the fiscal year. Sick leave may accumulate to a total of 177 days.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$1,500 per year. Sick leave hours surrendered for this match must be over 400.

**Retirement/Severance:** See Retirement/Severance provision #4

WAGE AND BENEFITS

**Title:** Office Assistants

<b>Compensation:</b>	<b>2019-2020</b>		<b>2020-2021</b>	
	Steps	Step movement	Steps	Step movement
	7	\$15.65	7	\$15.93
	8	\$15.96	8	\$16.24

**Duty Year:** 183 days per year, 6 hours per day. Effective October 1, 2018 92-122 days per year.

**Health Insurance:** The District will contribute up to \$240 per month towards single coverage, up to \$490 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$32.00 per month towards dental coverage

**Life Insurance:** The District will provide \$50,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Floating Holiday:** Two (2) floating holidays will be added to the employee’s leave balance on the first payment in the fiscal year. Unused floating holidays will be lost.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee’s sick leave balance on the first payment in the fiscal year. Sick leave may accumulate to a total of 177 days.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$1,500 per year. Sick leave hours surrendered for this match must be over 400.

**Retirement/Severance:** See Retirement/Severance provision #4

WAGE AND BENEFITS

**Title:** Kids Connection Lead Instructor

<b>Compensation:</b>		<b>2019-2020</b>		<b>2020-2021</b>	
	Steps	Step movement		Steps	Step movement
	1				
	2	\$15.51		2	\$15.51
	3	\$15.82		3	\$15.82
	4	\$16.14		4	\$16.14
	5	\$16.46		5	\$16.46
	6	\$16.98		6	\$16.98
	7	\$17.31		7	\$17.31
	8	\$17.67		8	\$17.67

Split Shift Differential: \$.50 per hour

**Duty Year:** 180-220 days per year, 6.25-8 hours per day. Effective July 1, 2016, 170-220 days per year, 2.25-8.0 hours per day. Effective July 1, 2020, required duty days may be assigned during the summer.

**Health Insurance:** The District will contribute up to \$345 per month towards single coverage, up to \$520 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$32.00 per month towards dental coverage.

**Life Insurance:** The District will provide \$50,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Floating Holiday:** Five (5) floating holidays will be added to the employee’s leave balance on the first payment in the fiscal year (two must be applied to non-duty days). Floating holiday carryover is limited to 2 days, maximum of 4 days.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee’s sick leave balance on the first payment in the fiscal year. Sick leave may accumulate to a total of 177 days.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$1,500 per year. Sick leave hours surrendered for this match must be over 400.

**Retirement/Severance:** See Retirement/Severance provision #4

WAGE AND BENEFITS

**Title:** Kids Connection Instructor

<b>Compensation:</b>	<b>2019-2020</b>		<b>2020-2021</b>	
	Steps	Step movement	Steps	Step movement
	1	\$12.30	1	\$12.30
	2	\$12.55	2	\$12.55
	3	\$12.85	3	\$12.81
	4	\$13.09	4	\$13.06
	5	\$13.33	5	\$13.33
	6	\$13.74	6	\$13.74

Split Shift Differential: \$.50 per hour

**Duty Year:** Effective July 1, 2016, 170-220 days per year, 2.25-8.0 hours per day. Effective July 1, 2020, required duty days may be assigned during the summer.

**Health Insurance:** The District will contribute up to \$345 per month towards single coverage, up to \$520 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$32.00 per month towards dental coverage.

**Life Insurance:** The District will provide \$50,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Floating Holiday:** Five (5) floating holidays will be added to the employee’s leave balance on the first payment in the fiscal year (two must be applied to non-duty days). Floating holiday carryover is limited to 2 days, maximum of 4 days.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee’s sick leave balance on the first payment in the fiscal year. Sick leave may accumulate to a total of 177 days.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$1,500 per year. Sick leave hours surrendered for this match must be over 400.

**Retirement/Severance:** See Retirement/Severance provision #4

WAGE AND BENEFITS

**Title:** Graphics Coordinator

<b>Compensation:</b>	<b>2019-2020</b>		<b>2020-2021</b>	
	Steps	Step movement	Steps	Step movement
	1	\$21.68	1	\$22.05
	2	\$22.10	2	\$22.48

**Duty Year:** 212 days per year, 8 hours per day. Effective October 1, 2015, individuals new to this title will not receive holidays.

**Health Insurance:** The District will contribute up to \$345 per month towards single coverage, up to \$520 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$32.00 per month towards dental coverage.

**Life Insurance:** The District will provide \$50,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Floating Holiday:** Two (2) floating holidays will be added to the employee’s leave balance on the first payment in the fiscal year. Floating holiday maximum is 4 days.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee’s sick leave balance on the first payment in the fiscal year. Sick leave may accumulate to a total of 177 days.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$1,500 per year. Sick leave hours surrendered for this match must be over 400.

**Retirement/Severance:** See Retirement/Severance provision #6



WAGE AND BENEFITS

**Title:** Communications Coordinator

<b><u>Compensation:</u></b>	<b>2019-2020</b>		<b>2020-2021</b>	
	Steps	No step movement	Steps	No step movement
	1	\$20.72	1	\$21.08

**Duty Year:** 200 days per year, 7 hours per day.

**Health Insurance:** The District will contribute up to \$345 per month towards single coverage, up to \$520 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$32.00 per month towards dental coverage.

**Life Insurance:** The District will provide \$50,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Floating Holiday:** Two (2) floating holidays will be added to the employee’s leave balance on the first payment in the fiscal year. Floating holiday maximum is 4 days.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee’s sick leave balance on the first payment in the fiscal year. Sick leave may accumulate to a total of 177 days.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$1,500 per year. Sick leave hours surrendered for this match must be over 400.

**Retirement/Severance:** See Retirement/Severance provision #4

WAGE AND BENEFITS

**Title:** Kids Connection Coordinator

<b><u>Compensation:</u></b>	<b>2019-2020</b>		<b>2020-2021</b>	
	Steps	Step movement	Steps	Step movement
	2	\$18.71	2	\$18.71
	3	\$19.09	3	\$19.09
	4	\$19.47	4	\$19.47
	5	\$19.86	5	\$19.86
	6	\$20.25	6	\$20.25

Split Shift Differential: \$.50 per hour

**Duty Year:** 180-220 days per year, 6.5-8 hours per day. Effective July 1, 2020, required duty days may be assigned during the summer.

**Health Insurance:** The District will contribute up to \$345 per month towards single coverage, up to \$520 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$32.00 per month towards dental coverage.

**Life Insurance:** The District will provide \$50,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Floating Holiday:** Five (5) floating holidays will be added to the employee’s leave balance on the first payment in the fiscal year (two must be applied to non-duty days). Floating holiday carryover is limited to 2 days, maximum of 4 days.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee’s sick leave balance on the first payment in the fiscal year. Sick leave may accumulate to a total of 177 days.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$1,500 per year. Sick leave hours surrendered for this match must be over 400.

**Retirement/Severance:** See Retirement/Severance provision #4

WAGE AND BENEFITS

**Title:** Community Education Coordinator

<b>2019-2020</b>		<b>2020-2021</b>	
Steps	Step movement	Steps	Step movement
1	\$20.00	1	\$20.00
2	\$20.26	2	\$20.26
3	\$20.72	3	\$20.72
4	\$21.08	4	\$21.08

**Duty Year:** 183-210 days per year, 6-8 hours per day.

**Health Insurance:** The District will contribute up to \$345 per month towards single coverage, up to \$520 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$32.00 per month towards dental coverage.

**Life Insurance:** The District will provide \$50,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Floating Holiday:** Two (2) floating holidays will be added to the employee’s leave balance on the first payment in the fiscal year. Unused floating holidays will be lost.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee’s sick leave balance on the first payment in the fiscal year. Sick leave may accumulate to a total of 177 days.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$1,500 per year. Sick leave hours surrendered for this match must be over 400.

**Retirement/Severance:** See Retirement/Severance provision #4

WAGE AND BENEFITS

**Title:** Community Education Specialist

<b><u>Compensation:</u></b>	<b>2019-2020</b>		<b>2020-2021</b>	
	Steps	Step movement	Steps	Step movement
	1	\$15.01		
	2	\$15.32	2	\$15.32
	3	\$15.62	3	\$15.62
	4	\$15.93	4	\$15.94
	5	\$16.25	5	\$16.17

**Duty Year:** 165-220 days per year, 6-8 hours per day. Effective July 1, 2020, required duty days may be assigned during the summer.

**Health Insurance:** The District will contribute up to \$345 per month towards single coverage, up to \$520 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$32.00 per month towards dental coverage.

**Life Insurance:** The District will provide \$50,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Floating Holiday:** Five (5) floating holidays will be added to the employee’s leave balance on the first payment in the fiscal year (two must be applied to non-duty days). Floating holiday carryover is limited to 2 days, maximum of 4 days.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee’s sick leave balance on the first payment in the fiscal year. Sick leave may accumulate to a total of 177 days.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$1,500 per year. Sick leave hours surrendered for this match must be over 400.

**Retirement/Severance:** See Retirement/Severance provision #4

WAGE AND BENEFITS

**Title:** Administrative Assistant to the Superintendent

**Compensation:**     2019-2020     No step movement for 2019-2020     \$23.05 per hour  
                                   2020-2021     No step movement for 2020-2021     \$23.45 per hour

**Duty Year:** 12 month employee, 8 hours per day

**Health Insurance:** The District will contribute up to \$375 per month towards single coverage, up to \$645 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$34.27 per month towards dental coverage.

**Life Insurance:** The District will provide \$50,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Vacation:** Vacation days will be added to the employee’s vacation balance on the first payment in July according to the following schedule. Vacation carryover is limited to 10 days.

During year 1, 10; 2, 11; 3, 12; 4, 13; 5, 14; 6, 15; 7, 16; 8, 17; 9, 18; 10, 19; 11, 20; 15, 21

**Holidays:** Ten (10) paid holidays as designated annually by the District.

**Floating Holiday:** Two (2) floating holidays will be added to the employee’s leave balance on the first payment in July. After seven (7) years in the District, a third and fourth floating holiday will be added. Floating holiday maximum is 5 days.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee’s sick leave balance on the first payment in July. Sick leave may accumulate to a total of 200 days.

**Telephone:** The District will pay a stipend of \$1,300 per school year toward the cellular telephone and service paid on the first payment in July.

**Longevity:** Individuals shall be paid by the following schedule.

After 4 years eligible service: \$.25/hour; After 8 years eligible service: \$.50/hour; After 14 years eligible service: \$.75/hour; After 20 years eligible service: \$1.35/hour

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$2,000 per year under the following conditions:

- a. Employee has completed four (4) continuous years of service in the District
- b. Sick leave hours surrendered for employee portion must be over 360, not to exceed match
- c. An additional contribution of \$500 can be used with sick leave hours in excess of 360

**NAEOP Certificate Hourly Rates:** .25–1.00 per hour

**Retirement/Severance:** See Retirement/Severance provision #5

WAGE AND BENEFITS

**Title:** HR Benefits Specialist

<b><u>Compensation:</u></b>	2019-2020	No step movement for 2019-2020	\$21.53 per hour
	2020-2021	No step movement for 2020-2021	\$21.91 per hour

**Duty Year:** 12 month employee, 8 hours per day

**Health Insurance:** The District will contribute up to \$375 per month towards single coverage, up to \$645 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$34.27 per month towards dental coverage.

**Life Insurance:** The District will provide \$50,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Vacation:** Vacation days will be added to the employee’s vacation balance on the first payment in July according to the following schedule. Vacation carryover is limited to 10 days.

During year 1, 10; 2, 11; 3, 12; 4, 13; 5, 14; 6, 15; 7, 16; 8, 17; 9, 18; 10, 19; 11, 20; 15, 21

**Holidays:** Ten (10) paid holidays as designated annually by the District.

**Floating Holiday:** Two (2) floating holidays will be added to the employee’s leave balance on the first payment in July. After seven (7) years in the District, a third floating holiday will be added. Floating holiday maximum is 5 days.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee’s sick leave balance on the first payment in July. Sick leave may accumulate to a total of 200 days.

**Longevity:** Individuals shall be paid by the following schedule.

After 4 years eligible service: \$.25/hour; After 8 years eligible service: \$.50/hour; After 14 years eligible service: \$.75/hour; After 20 years eligible service: \$1.10/hour;

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$2,000 per year under the following conditions:

- a. Employee has completed four (4) continuous years of service in the District
- b. Sick leave hours surrendered for employee portion must be over 360, not to exceed match
- c. An additional contribution of \$500 can be used with sick leave hours in excess of 360

**NAEOP Certificate Hourly Rates:** .25-1.00 per hour

**Retirement/Severance:** See Retirement/Severance provision #5

WAGE AND BENEFITS

**Title:** HR Employment Specialist

<b>Compensation:</b>	<b>2019-2020</b>	No step movement for 2019-2020	\$20.76 per hour
	<b>2020-2021</b>	No step movement for 2020-2021	\$21.12 per hour

**Duty Year:** 12 month employee, 8 hours per day

**Health Insurance:** The District will contribute up to \$375 per month towards single coverage, up to \$645 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$34.27 per month towards dental coverage.

**Life Insurance:** The District will provide \$50,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Vacation:** Vacation days will be added to the employee’s vacation balance on the first payment in July according to the following schedule. Vacation carryover is limited to 10 days.

During year 1, 10; 2, 11; 3, 12; 4, 13; 5, 14; 6, 15; 7, 16; 8, 17; 9, 18; 10, 19; 11, 20; 15, 21

**Holidays:** Ten (10) paid holidays as designated annually by the District.

**Floating Holiday:** Two (2) floating holidays will be added to the employee’s leave balance on the first payment in July. After seven (7) years in the District, a third floating holiday will be added. Floating holiday maximum is 5 days.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee’s sick leave balance on the first payment in July. Sick leave may accumulate to a total of 200 days.

**Longevity:** Individuals shall be paid by the following schedule.

After 4 years eligible service: \$.25/hour; After 8 years eligible service: \$.50/hour; After 14 years eligible service: \$.75/hour; After 20 years eligible service: \$1.10/hour;

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$2,000 per year under the following conditions:

- a. Employee has completed four (4) continuous years of service in the District
- b. Sick leave hours surrendered for employee portion must be over 360, not to exceed match
- c. An additional contribution of \$500 can be used with sick leave hours in excess of 360

**NAEOP Certificate Hourly Rates:** .25-1.00 per hour

**Retirement/Severance:** See Retirement/Severance provision #5

WAGE AND BENEFITS

**Title:** Delivery Specialist

<b><u>Compensation:</u></b>	<b>2019-2020</b>	No step movement for 2019-2020	\$18.10 per hour
	<b>2020-2021</b>	No step movement for 2020-2021	\$18.40 per hour

**Duty Year:** 12 month employee at 4 hours per day, 209 days per year at an additional 4 hours per day.

**Health Insurance:** The District will contribute up to \$375 per month towards single coverage, up to \$645 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$34.27 per month towards dental coverage.

**Life Insurance:** The District will provide \$50,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Vacation:** Vacation days will be added to the employee’s vacation balance on the first payment in July according to the following schedule. Vacation carryover is limited to 10 days.

During year 1, 10; 2, 11; 3, 12; 4, 13; 5, 14; 6, 15; 7, 16; 8, 17; 9, 18; 10, 19; 11, 20; 15, 21

**Holidays:** Ten (10) paid holidays as designated annually by the District.

**Floating Holiday:** Three (3) floating holidays will be added to the employee’s leave balance on the first payment in July. After five (5) years in the District, a fourth floating holiday will be added. Floating holiday maximum is 5 days.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee’s sick leave balance on the first payment in July. Sick leave may accumulate to a total of 200 days.

**Longevity:** Individuals shall be paid by the following schedule.

After 4 years eligible service: \$.25/hour; After 8 years eligible service: \$.50/hour; After 14 years eligible service: \$.75/hour; After 20 years eligible service: \$1.10/hour.

**Telephone:** The District will pay a stipend of \$500 per school year toward the cellular telephone and service paid on the first payment in July.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$2,000 per year under the following conditions:

- a. Employee has completed four (4) continuous years of service in the District
- b. Sick leave hours surrendered for employee portion must be over 360, not to exceed match
- c. An additional contribution of \$500 can be used with sick leave hours in excess of 360

**Retirement/Severance:** See Retirement/Severance provision #5



WAGE AND BENEFITS

**Title:** Interveanor

<b><u>Compensation:</u></b>	<b>2019-2020</b>	No step movement for 2019-2020	\$26.76 per hour
	<b>2020-2021</b>	No step movement for 2020-2021	\$27.23 per hour

**Duty Year:** 178 days per year, 7.5 hours per day

**Health Insurance:** The District will contribute up to \$284 per month towards single coverage, up to \$586 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$14.58 per month towards dental coverage.

**Life Insurance:** The District will provide \$35,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Floating Holiday:** Two (2) floating holidays will be added to the employee’s leave balance on the first payment in the fiscal year. Floating holiday maximum is 5 days.

**Sick Leave:** Twelve (12) sick leave days will be added to the employee’s sick leave balance on the first payment in July. Sick leave may accumulate to a total of 178 days.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$1,500 per year. Sick leave hours surrendered for this match must be over 360.

**Leave Surrender:** Only individuals hired to this title prior to January 1, 2021 are eligible for leave surrender. Employees who have accrued 360 hours, and have used less than five (5) days during the year, may elect to surrender up to 8 unused sick leave days in exchange for four (4) days payment to a District sponsored retirement account and 4 days to a District sponsored health care savings plan. The calculation for the amount will be 50% of the employee’s daily rate of pay multiplied by the number of days surrendered. This payment will be issued one of the payments between July 1 and July 15 of the following school year.

**Retirement/Severance:** See Retirement/Severance provision #3

WAGE AND BENEFITS

**Title:** Kitchen Specialist

<b>2019-2020</b>		<b>2020-2021</b>	
Steps	Step movement	Steps	Step movement
1	\$17.86		
2	\$18.21		
3	\$18.57	3	\$18.97
4	\$18.99	4	\$19.32

**Duty Year:** 200 days per year, 8 hours per day

**Health Insurance:** The District will contribute up to \$284 per month towards single coverage, up to \$586 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$85 per month towards dental coverage.

**Life Insurance:** The District will provide \$100,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Voluntary Employee Benefit Account (VEBA):** Employees participating in a high deductible insurance plan will receive a \$1,000 District contribution to a VEBA account on the first paycheck in July.

**Vacation:** Ten (10) vacation days will be added to the employee’s vacation balance on the first payment in July. Vacation carryover is limited to 10 days.

**Holidays:** Nine (9) paid holidays as designated annually by the District.

**Floating Holiday:** Five (5) floating holidays will be added to the employee’s leave balance on the first payment in July. Floating holiday maximum is 10 days.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee’s sick leave balance on the first payment in July. Sick leave may accumulate to a total of 200 days.

**Telephone:** The District will pay a stipend of \$500 per school year toward the cellular telephone and service paid on the first payment in July.

**Professional Dues:** Employees are expected to maintain professional standing with applicable licensure and certifications. The District will provide up to \$400 per year for membership dues.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$2,000 per year after 3 years of service in the District.

**Leave Surrender:** Only individuals hired to this title prior to January 1, 2021 are eligible for leave surrender. Employees may elect to surrender up to 15 unused floating holiday, sick leave, and/or vacation days in exchange for a direct payment, or a payment to a District-sponsored retirement account. The calculation for the amount will be the employee’s daily rate of pay (salary divided by 240), multiplied by the number of days surrendered. This payment will be issued on one of the paychecks in June during the same fiscal year. Effective July 1, 2018, employee must have accrued 360 hours sick leave to surrender sick leave.

**Retirement/Severance:** See Retirement/Severance provision #1 if hired before July 1, 2018, #2 if hired thereafter.

WAGE AND BENEFITS

**Title:** Licensed Practical Nurse

<b>Compensation:</b>	<b>2019-2020</b>		<b>2020-2021</b>	
	Steps	Step Movement	Steps	Step Movement
	4	\$19.05	4	\$19.05
	5	\$19.43	5	\$19.43
	6	\$19.82	6	\$19.82
	7	\$20.67	7	\$21.03

**Duty Year:** 178 days per year, 7.5 hours per day

**Health Insurance:** The District will contribute up to \$284 per month towards single coverage, up to \$586 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$14.58 per month towards dental coverage.

**Life Insurance:** The District will provide \$35,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Floating Holiday:** Two (2) floating holidays will be added to the employee’s leave balance on the first payment in the fiscal year. Floating holiday maximum is 5 days.

**Sick Leave:** Twelve (12) sick leave days will be added to the employee’s sick leave balance on the first payment in July. Sick leave may accumulate to a total of 178 days.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$1,500 per year. Sick leave hours surrendered for this match must be over 360.

**Leave Surrender:** Only individuals hired to this title prior to January 1, 2021 are eligible for leave surrender. Employees who have accrued 360 hours, and have used less than five (5) days during the year, may elect to surrender up to 8 unused sick leave days in exchange for four (4) days payment to a District sponsored retirement account and 4 days to a District sponsored health care savings plan. The calculation for the amount will be 50% of the employee’s daily rate of pay multiplied by the number of days surrendered. This payment will be issued one of the payments between July 1 and July 15 of the following school year.

**Retirement/Severance:** See Retirement/Severance provision #3

WAGE AND BENEFITS

**Title:** Activities Director

<b>Compensation:</b>	<b>2019-2020</b>	<b>2020-2021</b>
	\$102,769	\$104,568

Event Supervision: Football \$100, Others \$65 per event

**Duty Year:** 240 days per year, 8 hours per day

**Health, Dental and Other Insurances:** The District will contribute up to \$1,204 per month toward a flexible benefit account. The employee must participate in District long-term disability and life insurance coverage, including \$100,000 in life insurance. Any unused dollars go back to the employee as a direct salary payment from June 16 through June 30.

**Long-term Disability:** The employee must participate in the District long-term disability insurance, paying a maximum benefit of \$5,556 per month or 66 2/3% of total annual salary, whichever is less, and will pay the entire premium.

**Health Care Savings Plan (HCSP):** Employee will receive a \$1,000 District contribution to a HCSP account on the first paycheck in July. The contribution for individuals not covered under an employer sponsored group medical plan will be applied to a post-employment account within the HCSP. In addition, the District will pay the monthly administrative fee charged by the carrier for active employees.

**Vacation:** Fifteen (15) vacation days will be added to the employee’s vacation balance on the first payment in July. Vacation carryover is limited to 10 days.

**Holidays:** Ten (10) paid holidays as designated annually by the District.

**Floating Holiday:** Five (5) floating holidays will be added to the employee’s leave balance on the first payment in July.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee’s sick leave balance on the first payment in July. Sick leave may accumulate to a total of 200 days.

**Telephone:** The District will pay a stipend of \$1,300 per school year toward the cellular telephone and service paid on the first payment in July.

**Professional Dues:** Employees are expected to maintain professional standing with applicable licensure and certifications. The District will provide up to \$400 per year for membership dues. Additional amounts may be requested, subject to supervisor approval.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$2,000 per year.

**Leave Surrender:** Only individuals hired to this title prior to January 1, 2021 are eligible for leave surrender. Employees may elect to surrender up to 15 unused floating holiday, sick leave and/or vacation days in exchange for a direct payment, or a payment to a District-sponsored retirement account. The calculation for the amount will be the employee’s daily rate of pay (salary divided by 240), multiplied by the number of days surrendered. This payment will be issued on one of the paychecks in June during the same fiscal year. Employee must have accrued 360 hours sick leave to surrender sick leave.

**Retirement/Severance:** See Retirement/Severance provision #7 if hired before July 1, 2019, #2 if hired thereafter.

WAGE AND BENEFITS

**Title:** American Indian Education Liaison

<b><u>Compensation:</u></b>	<b>2019-2020</b>	<b>2020-2021</b>
	\$23.69	\$24.10

**Duty Year:** 185 days per year, 7.0 hours per day

**Health Insurance:** The District will contribute up to \$284 per month towards single coverage, up to \$586 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$14.58 per month towards dental coverage.

**Life Insurance:** The District will provide \$35,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Floating Holiday:** Two (2) floating holidays will be added to the employee’s leave balance on the first payment in July. Floating holiday maximum is 5 days.

**Sick Leave:** Twelve (12) sick leave days will be added to the employee’s sick leave balance on the first payment in July. Sick leave may accumulate to a total of 178 days.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$1,500 per year. Sick leave hours surrendered for this match must be over 360.

**Leave Surrender:** Only individuals hired to this title prior to January 1, 2021 are eligible for leave surrender. Employees who have accrued 360 hours, and have used less than five (5) days during the year, may elect to surrender up to 8 unused sick leave days in exchange for four (4) days payment to a District sponsored retirement account and 4 days to a District sponsored health care savings plan. The calculation for the amount will be 50% of the employee’s daily rate of pay multiplied by the number of days surrendered. This payment will be issued no later than between July 1 and July 15 of the following school year.

**Retirement/Severance:** See Retirement/Severance provision #3

WAGE AND BENEFITS

**Title:** Assistant Director - Curriculum and Instruction

\*This position requires an administrative license. MN statute 122A.40 continuing contract applies.

<b>Compensation:</b>	<b>2019-2020</b>	<b>2020-2021</b>
	\$104,830	\$106,664
	Specialist Degree additional \$1,000	Doctorate Degree additional \$2,000

**Duty Year:** 225 days per year, 8 hours per day

**Health, Dental and Other Insurances:** The District will contribute an amount determined by adding the total yearly contribution amount for teachers and the total yearly contribution amount for directors and divide by two (2) toward a cafeteria insurance account. The employee must participate in District long-term disability and life insurance coverage, including \$100,000 in life insurance. Any unused dollars go back to the employee as a direct salary payment from June 16 through June 30.

**Long-term Disability:** The employee must participate in the District long-term disability insurance, paying a maximum benefit of \$5,556 per month or 66 2/3% of total annual salary, whichever is less, and will pay the entire premium.

**Health Care Savings Plan (HCSP):** Employee will receive a \$1,000 District contribution to a HCSP account on the first paycheck in July. The contribution for individuals not covered under an employer sponsored group medical plan will be applied to a post-employment account within the HCSP. In addition, the District will pay the monthly administrative fee charged by the carrier for active employees.

**Holidays:** Ten (10) paid holidays as designated annually by the District.

**Floating Holiday:** Five (5) floating holidays will be added to the employee's leave balance on the first payment in July.

**Sick Leave:** Seventeen (17) sick leave days will be added to the employee's sick leave balance on the first payment in July. Sick leave may accumulate to an unlimited level.

**Leave:** Personal leave to attend to business that must be conducted during the workday will be handled informally on an individual basis when requested. Requests shall be submitted to the Director of Curriculum and Instruction.

**Telephone:** The District will pay a stipend of \$1,300 per school year toward the cellular telephone and service paid on the first payment in July.

**Professional Dues:** Employees are expected to maintain professional standing with applicable licensure and certifications. The District will provide up to \$400 per year for membership dues. Additional amounts may be requested, subject to supervisor approval.

**Professional Development:** Employees shall be entitled to up to \$2,000 every two years for professional development. Each employee shall be entitled to receive \$45.00 per hour for related meetings, workshops, and conventions plus costs of travel, lodging, and meals. Employees shall receive a \$1,800 stipend for 30 hours of participation in a Teacher Academy course, study group, or individual plan.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$2,000 per year.

**Leave Surrender:** Only individuals hired to this title prior to January 1, 2021 are eligible for leave surrender. Employees may elect to surrender up to 15 unused floating holiday and sick leave days in exchange for a direct payment, or a payment to a District-sponsored retirement account. The calculation for the amount will be the employee's daily rate of pay (salary divided by 225), multiplied by the number of days surrendered. This payment will be issued on one of the paychecks in June during the same fiscal year.

**Retirement/Severance:** See Retirement/Severance provision #7 if hired before July 1, 2019, #2 if hired thereafter.

WAGE AND BENEFITS

**Title:** MARSS Coordinator

<b><u>Compensation:</u></b>	2019-2021 No Step Movement	
	<b>2019-2020</b>	<b>2020-2021</b>
	\$49,000	\$49,858

**Duty Year:** 12 month employee, 8 hours per day

**Health Insurance:** The District will contribute up to \$375 per month towards single coverage, up to \$645 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$34.27 per month towards dental coverage.

**Life Insurance:** The District will provide \$50,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Vacation:** Vacation days will be added to the employee’s vacation balance on the first payment in July according to the following schedule. Vacation carryover is limited to 10 days.

During year 1, 10; 2, 11; 3, 12; 4, 13; 5, 14; 6, 15; 7, 16; 8, 17; 9, 18; 10, 19; 11, 20; 15, 21

**Holidays:** Ten (10) paid holidays as designated annually by the District.

**Floating Holiday:** Two (2) floating holidays will be added to the employee’s leave balance on the first payment in July. After seven (7) years in the District, a third floating holiday will be added. Floating holiday maximum is 5 days.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee’s sick leave balance on the first payment in July. Sick leave may accumulate to a total of 200 days.

**Longevity:** Individuals shall be paid by the following schedule.

After 4 years eligible service: \$.25/hour; After 8 years eligible service: \$.50/hour; After 14 years eligible service: \$.75/hour; After 20 years eligible service: \$1.10/hour;

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$2,000 per year under the following conditions:

- a. Employee has completed four (4) continuous years of service in the District
- b. Sick leave hours surrendered for employee portion must be over 360, not to exceed match
- c. An additional contribution of \$500 can be used with sick leave hours in excess of 360

**Retirement/Severance:** See Retirement/Severance provision #5

WAGE AND BENEFITS

**Title:** Co-Transportation Supervisor

**Compensation:** 2020-2021  
 \$59,000

**After Hours and Weekends:** \$2,000 per year

**Duty Year:** 12 month employee, 8 hours per day

**Health Insurance:** The District will contribute up to \$284 per month towards single coverage, up to \$586 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$85 per month towards dental coverage.

**Life Insurance:** The District will provide \$100,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Voluntary Employee Benefit Account (VEBA):** Employees participating in a high deductible insurance plan will receive a \$1,000 District contribution to a VEBA account on the first paycheck in July.

**Vacation:** Vacation days will be added to the employee's vacation balance on the first payment in July according to the following schedule. Vacation carryover is limited to 10 days.

Years 1-4: 15 days      Years 5-9: 20 days      Years 10+: 25 days

**Holidays:** Ten (10) paid holidays as designated annually by the District.

**Floating Holiday:** Five (5) floating holidays will be added to the employee's leave balance on the first payment in July. Floating holiday maximum is 10 days.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee's sick leave balance on the first payment in July. Sick leave may accumulate to a total of 260 days.

**Telephone:** The District will pay a stipend of \$1,300 per school year toward the cellular telephone and service paid on the first payment in July.

**Professional Dues:** Employees are expected to maintain professional standing with applicable licensure and certifications. The District will provide up to \$400 per year for membership dues.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$2,000 per year after 3 years of service in the District.

**Leave Surrender:** Only individuals hired to this title prior to January 1, 2021 are eligible for leave surrender. Employees may elect to surrender up to 15 unused floating holiday, sick leave, and/or vacation days in exchange for a direct payment, or a payment to a District-sponsored retirement account. The calculation for the amount will be the employee's daily rate of pay (salary divided by 240, divided by 260 for employees hired after July 1, 2018), multiplied by the number of days surrendered. This payment will be issued on one of the paychecks in June during the same fiscal year. Effective July 1, 2018, employee must have accrued 360 hours sick leave to surrender sick leave.

**Retirement/Severance:** See Retirement/Severance provision #1 if hired before July 1, 2018, #2 if hired thereafter.



WAGE AND BENEFITS

**Title:** American Indian Equity Coordinator

**Compensation:** 2020-2021  
 \$26.50 per hour

**Duty Year:** 191 days per year, 8.0 hours per day

**Health Insurance:** The District will contribute up to \$284 per month towards single coverage, up to \$586 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$14.58 per month towards dental coverage.

**Life Insurance:** The District will provide \$35,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Floating Holiday:** Two (2) floating holidays will be added to the employee’s leave balance on the first payment in September. Floating holiday maximum is 5 days.

**Sick Leave:** Twelve (12) sick leave days will be added to the employee’s sick leave balance on the first payment in September. Sick leave may accumulate to a total of 178 days.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$1,500 per year. Sick leave hours surrendered for this match must be over 360.

**Leave Surrender:** Only individuals hired to this title prior to January 1, 2021 are eligible for leave surrender. Employees who have accrued 360 hours, and have used less than five (5) days during the year, may elect to surrender up to 8 unused sick leave days in exchange for four (4) days payment to a District sponsored retirement account and 4 days to a District sponsored health care savings plan. The calculation for the amount will be 50% of the employee’s daily rate of pay multiplied by the number of days surrendered. This payment will be issued no later than between July 1 and July 15 of the following school year.

**Retirement/Severance:** See Retirement/Severance provision #3

WAGE AND BENEFITS

**Title:** Alternative Education Supervisor

\*This position requires an administrative license. MN statute 122A.40 continuing contract applies.

<b>Compensation:</b>	<b>2019-2020</b>	<b>2020-2021</b>
	\$96,906	\$98,153

**Duty Year:** 230 days per year, 8 hours per day

**Health, Dental and Other Insurances:** The District will contribute an amount determined by adding the total yearly contribution amount for teachers and the total yearly contribution amount for directors and divide by two (2) toward a cafeteria insurance account. The employee must participate in District long-term disability and life insurance coverage, including \$100,000 in life insurance. Any unused dollars go back to the employee as a direct salary payment from June 16 through June 30.

**Long-term Disability:** The employee must participate in the District long-term disability insurance, paying a maximum benefit of \$5,556 per month or 66 2/3% of total annual salary, whichever is less, and will pay the entire premium.

**Health Care Savings Plan (HCSP):** Employee will receive a \$1,000 District contribution to a HCSP account on the first paycheck in July. The contribution for individuals not covered under an employer sponsored group medical plan will be applied to a post-employment account within the HCSP. In addition, the District will pay the monthly administrative fee charged by the carrier for active employees.

**Holidays:** Ten (10) paid holidays as designated annually by the District.

**Floating Holiday:** Five (5) floating holidays will be added to the employee’s leave balance on the first payment in July.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee’s sick leave balance on the first payment in July. Sick leave may accumulate to an unlimited level.

**Personal Leave:** Personal leave to attend to business that must be conducted during the workday will be handled informally on an individual basis when requested. Requests shall be submitted to the Superintendent or designee.

**Telephone:** The District will pay a stipend of \$1,300 per school year toward the cellular telephone and service paid on the first payment in July.

**Professional Dues:** Employees are expected to maintain professional standing with applicable licensure and certifications. The District will provide up to \$400 per year for membership dues. Additional amounts may be requested, subject to supervisor approval.

**Professional Development:** Employees shall be entitled to up to \$2,000 every two years for professional development. Each employee shall be entitled to receive \$40.00 per hour for related meetings, workshops, and conventions plus costs of travel, lodging, and meals. Employees shall receive a \$1,800 stipend for 30 hours of participation in a Teacher Academy course, study group, or individual plan.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$2,000 per year.

**Leave Surrender:** Only individuals hired to this title prior to January 1, 2021 are eligible for leave surrender. Employees may elect to surrender up to 15 unused floating holiday and sick leave days in exchange for a direct payment, or a payment to a District-sponsored retirement account. The calculation for the amount will be the employee’s daily rate of pay (salary divided by 225), multiplied by the number of days surrendered. This payment will be issued on one of the paychecks in June during the same fiscal year.

**Retirement/Severance:** See Retirement/Severance provision #7 if hired before July 1, 2021, #2 if hired thereafter.

WAGE AND BENEFITS

**Title:** Director of Educational Technology

**Compensation:** 2021-2022  
 \$110,000

**Duty Year:** 12 month employee, 8 hours per day

**Health, Dental and Other Insurances:** The District will contribute up to \$1,204 per month toward a flexible benefit account. The employee must participate in District long-term disability and life insurance coverage, including \$100,000 in life insurance.

**Long-term Disability:** The employee must participate in the District long-term disability insurance, paying a maximum benefit of \$5,556 per month or 66 2/3% of total annual salary, whichever is less, and will pay the entire premium.

**Health Care Savings Plan (HCSP):** Employee will receive a \$1,000 District contribution to a HCSP account on the first paycheck in July. The contribution for individuals not covered under an employer sponsored group medical plan will be applied to a post-employment account within the HCSP. In addition, the District will pay the monthly administrative fee charged by the carrier for active employees.

**Vacation:** Twenty (20) vacation days will be added to the employee’s vacation balance on the first payment in July. Vacation carryover is limited to 10 days.

**Holidays:** Ten (10) paid holidays as designated annually by the District.

**Floating Holiday:** Five (5) floating holidays will be added to the employee’s leave balance on the first payment in July.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee’s sick leave balance on the first payment in July. Sick leave may accumulate to a total of 200 days.

**Telephone:** The District will pay a stipend of \$1,300 per school year toward the cellular telephone and service paid on the first payment in July.

**Professional Dues:** Employees are expected to maintain professional standing with applicable licensure and certifications. The District will provide up to \$400 per year for membership dues. Additional amounts may be requested, subject to supervisor approval.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$2,000 per year.

**Retirement/Severance:** See Retirement/Severance provision #2.

WAGE AND BENEFITS

**Title:** Transportation Safety Manager

**Compensation:** 2020-2021  
\$55,000

**Duty Year:** 12 month employee, 8 hours per day

**Health Insurance:** The District will contribute up to \$284 per month towards single coverage, up to \$586 per month towards family coverage.

**Dental Insurance:** The District will contribute up to \$85 per month towards dental coverage.

**Life Insurance:** The District will provide \$100,000 term life insurance and pay the premium.

**Long-term Disability:** The District will provide a long-term disability insurance policy with the premium paid in full by the employee and a monthly benefit of 66.6% of the insured income.

**Voluntary Employee Benefit Account (VEBA):** Employees participating in a high deductible insurance plan will receive a \$1,000 District contribution to a VEBA account on the first paycheck in July.

**Vacation:** Vacation days will be added to the employee's vacation balance on the first payment in July according to the following schedule. Vacation carryover is limited to 10 days.

Years 1-4: 15 days      Years 5-9: 20 days      Years 10+: 25 days

**Holidays:** Ten (10) paid holidays as designated annually by the District.

**Floating Holiday:** Five (5) floating holidays will be added to the employee's leave balance on the first payment in July. Floating holiday maximum is 10 days.

**Sick Leave:** Fifteen (15) sick leave days will be added to the employee's sick leave balance on the first payment in July. Sick leave may accumulate to a total of 260 days.

**Professional Dues:** Employees are expected to maintain professional standing with applicable licensure and certifications. The District will provide up to \$400 per year for membership dues.

**Deferred Compensation:** Employees participating in the District approved deferred compensation plan shall be eligible for a matching contribution of up to \$2,000 per year after 3 years of service in the District.

**Retirement/Severance:** See Retirement/Severance provision #2

**Retirement/Severance Provision #1:**

Section 1. Eligibility: Full time employees who retire or whose position has been eliminated with twelve (12) years of service in the District and who qualify for retirement under the terms of TRA or PERA shall be eligible to receive severance, pursuant to the provisions of this section, upon submission of a written resignation at least ninety (90) calendar days prior to his/her intended retirement date and accepted by the School Board. Under certain circumstances, the District has the right to waive the 90 day notification requirement.

Section 2. Insurance Option: An employee who retires pursuant to this provision shall receive a one-time payment to the employee's Health Care Savings Plan (HCSP) of \$30,000 and be eligible to continue participation in the District group medical/hospitalization insurance plan, if permitted by the terms of the policy with the insurance carrier, but shall pay the entire premium for such insurance commencing with the date of his/her retirement. It is the responsibility of such an employee to make arrangements with the District business office to pay the District the monthly premium amounts in advance and on such date as determined by the District. Such participation and corresponding premium is subject to insurance carrier contract currently in effect.

Section 3. Benefit In Case of Death of Employee: If an employee dies before all or a portion of the payments as provided in this provision have been disbursed, that balance due shall be paid to a named beneficiary, or, lacking same, to the deceased's estate.

Section 4. Career Service Recognition Payment: An employee with twelve (12) years of service in the District, giving three (3) month notice of severance or retirement, shall receive a \$1,000 Career Service Payment for each year of service in the District to the employee's Health Care Saving Plan (HCSP), up to a maximum of \$30,000, no later than sixty (60) days following severance.

Section 5. Sick Leave Pay-Out: In addition to the benefits provided in Section 2 and Section 4 of this Provision, an employee who qualifies for retirement under the terms of TRA or PERA shall be eligible to receive as severance pay upon his/her retirement the amount obtained by multiplying 50% of his/her unused number of sick leave hours times the employee's hourly rate of pay. One-half of the amount shall be paid to a District-approved Special Pay Deferral Plan or 403(b) account designated by the employee, no later than sixty (60) days following retirement. The other one-half of that amount shall be paid as direct salary payment to the employee no later than sixty (60) days following retirement.

**Retirement/Severance Provision #2:**

Section 1. Eligibility: Full time employees who retire with twelve (12) years of service in the District and who qualify for retirement under the terms of TRA or PERA shall be eligible to receive severance, pursuant to the provisions of this section, upon submission of a written resignation at least ninety (90) calendar days prior to his/her intended retirement date and accepted by the School Board. Under certain circumstances, the District has the right to waive the 90 day notification requirement.

Section 2. Insurance Option: An employee who retires pursuant to this provision shall be eligible to continue participation in the District group medical/hospitalization insurance plan, if permitted by the terms of the policy with the insurance carrier, but shall pay the entire premium for such insurance commencing with the date of his/her retirement. It is the responsibility of such an employee to make arrangements with the District business office to pay the District the monthly premium amounts in advance and on such date as determined by the District. Such participation and corresponding premium is subject to insurance carrier contract currently in effect.

Section 3. Benefit In Case of Death of Employee: If an employee dies before all or a portion of the payments as provided in this provision have been disbursed, that balance due shall be paid to a named beneficiary, or, lacking same, to the deceased's estate.

Section 4. Sick Leave Pay-Out: In addition to the benefits provided in Section 2 and Section 4 of this Provision, an employee who qualifies for retirement under the terms of TRA or PERA shall be eligible to receive as severance pay upon his/her retirement the amount obtained by multiplying 50% of his/her unused number of sick leave hours times the employee's hourly rate of pay. This amount shall be paid to a District-approved Special Pay Deferral Plan or 403(b) account designated by the employee, no later than sixty (60) days following retirement.

**Retirement/Severance Provision #3:**

Section 1. Eligibility: Employees who retire with fifteen (15) years of service in the District and who qualify for retirement under the terms of PERA shall be eligible to receive severance, pursuant to the provisions of this section, upon submission of a written resignation prior to his/her intended retirement date and accepted by the School Board.

Section 2. Insurance Option: Employees are eligible to continue participation in the District group medical/hospitalization insurance plan, if permitted by the terms of the policy with the insurance carrier, but shall pay the entire premium for such insurance commencing with the date of his/her retirement. It is the responsibility of each employee to make arrangements with the District business office to pay the District the monthly premium amounts in advance and on such date as determined by the District. Such participation and corresponding premium is subject to insurance carrier contract currently in effect.

Section 3. Benefit In Case of Death of Employee: If an employee dies before all or a portion of the payments as provided in this provision have been disbursed, that balance due shall be paid to a named beneficiary, or, lacking same, to the deceased's estate.

Section 4. Sick Leave Pay-Out: Employees shall be eligible to receive as severance pay upon his/her retirement the amount obtained by multiplying 50% of his/her unused number of sick leave hours times their hourly rate of pay. The full amount shall be paid to a District-approved Special Pay Deferral Plan, or 403(b) account, no later than sixty (60) days following retirement.

**Retirement/Severance Provision #4:**

Section 1. Eligibility: Employees who qualify for retirement under the terms of PERA shall be eligible to receive severance, pursuant to the provisions of this section, upon submission of a written resignation prior to his/her intended retirement date and accepted by the School Board.

Section 2. Insurance Option: Employees are eligible to continue participation in the District group medical/hospitalization insurance plan, if permitted by the terms of the policy with the insurance carrier, but shall pay the entire premium for such insurance commencing with the date of his/her retirement. It is the responsibility of each employee to make arrangements with the District business office to pay the District the monthly premium amounts in advance and on such date as determined by the District. Such participation and corresponding premium is subject to insurance carrier contract currently in effect.

Section 3. Benefit In Case of Death of Employee: If an employee dies before all or a portion of the payments as provided in this Provision have been disbursed, that balance due shall be paid to a named beneficiary, or, lacking same, to the deceased's estate.

Section 4. Sick Leave Pay-Out: Employees shall be eligible to receive as severance pay upon his/her retirement the amount obtained by multiplying 45% of his/her unused number of sick leave hours times their hourly rate of pay if they have been with the District 15 years or more. The amount will be 35% if the employee has been with the District at least 5 years, but less than 15. The full amount shall be paid to a District-approved Special Pay Deferral Plan or 403(b) account, no later than sixty (60) days following retirement.



**Retirement/Severance Provision #5:**

Section 1. Eligibility: Employees who retire with fifteen (15) years of service in the District and who qualify for retirement under the terms of PERA shall be eligible to receive severance, pursuant to the provisions of this section, upon submission of a written resignation prior to his/her intended retirement date and accepted by the School Board.

Section 2. Insurance Option: Employees are eligible to continue participation in the District group medical/hospitalization insurance plan, if permitted by the terms of the policy with the insurance carrier, but shall pay the entire premium for such insurance commencing with the date of his/her retirement. It is the responsibility of each employee to make arrangements with the District business office to pay the District the monthly premium amounts in advance and on such date as determined by the District. Such participation and corresponding premium is subject to insurance carrier contract currently in effect.

Section 3. Benefit In Case of Death of Employee: If an employee dies before all or a portion of the payments as provided in this Provision have been disbursed, that balance due shall be paid to a named beneficiary, or, lacking same, to the deceased's estate.

Section 4. Sick Leave Pay-Out: Employees shall be eligible to receive as severance pay upon his/her retirement the amount obtained by multiplying 50% of his/her unused number of sick leave hours times their hourly rate of pay. One-half of the payment shall be a payment into the District Health Care Savings Plan (HCSP) and one-half shall be paid as a direct salary payment, no later than sixty (60) days following retirement.

Section 5. Health Care Savings Plan: If the employee is eligible under the criteria mentioned above, (s)he shall receive a one-time payment of \$5,000 to the employee's HCSP account.

Retirement/Severance Provision #6:

Section 1. Eligibility: Employees who qualify for retirement under the terms of PERA shall be eligible to receive severance, pursuant to the provisions of this section, upon submission of a written resignation prior to his/her intended retirement date and accepted by the School Board.

Section 2. Insurance Option: Employees are eligible to continue participation in the District group medical/hospitalization insurance plan, if permitted by the terms of the policy with the insurance carrier, but shall pay the entire premium for such insurance commencing with the date of his/her retirement. It is the responsibility of each employee to make arrangements with the District business office to pay the District the monthly premium amounts in advance and on such date as determined by the District. Such participation and corresponding premium is subject to insurance carrier contract currently in effect.

Section 3. Benefit In Case of Death of Employee: If an employee dies before all or a portion of the payments as provided in this Provision have been disbursed, that balance due shall be paid to a named beneficiary, or, lacking same, to the deceased's estate.

Section 4. Sick Leave Pay-Out: Employees shall be eligible to receive as severance pay upon his/her retirement, or due to a reduction in force, the amount obtained by multiplying 45% of his/her unused number of sick leave hours times their hourly rate of pay if they have been with the District 15 years or more. The amount will be 35% if the employee has been with the District at least 5 years, but less than 15. The full amount shall be paid to a District-approved Special Pay Deferral Plan or 403(b) account, no later than sixty (60) days following retirement.

**Retirement/Severance Provision #7:**

Section 1. Eligibility: Full time employees who retire or whose position has been eliminated with twelve (12) years of service in the District and who qualify for retirement under the terms of TRA or PERA shall be eligible to receive severance, pursuant to the provisions of this section, upon submission of a written resignation at least ninety (90) calendar days prior to his/her intended retirement date and accepted by the School Board. Under certain circumstances, the District has the right to waive the 90 day notification requirement.

Section 2. Insurance Option: An employee who retires pursuant to this provision shall receive a one-time payment to the employee's Health Care Savings Plan (HCSP) of \$30,000 and be eligible to continue participation in the District group medical/hospitalization insurance plan, if permitted by the terms of the policy with the insurance carrier, but shall pay the entire premium for such insurance commencing with the date of his/her retirement. It is the responsibility of such an employee to make arrangements with the District business office to pay the District the monthly premium amounts in advance and on such date as determined by the District. Such participation and corresponding premium is subject to insurance carrier contract currently in effect.

Section 3. Benefit In Case of Death of Employee: If an employee dies before all or a portion of the payments as provided in this provision have been disbursed, that balance due shall be paid to a named beneficiary, or, lacking same, to the deceased's estate.

Section 4. Career Service Recognition Payment: An employee with ten (10) years of service in the District, giving three (3) month notice of severance or retirement, shall receive a \$1,000 Career Service Payment for each year of service in the District to the employee's Health Care Saving Plan (HCSP), up to a maximum of \$30,000, no later than sixty (60) days following severance.

Section 5. Sick Leave Pay-Out: In addition to the benefits provided in Section 2 and Section 4 of this Provision, an employee who qualifies for retirement under the terms of TRA or PERA shall be eligible to receive as severance pay upon his/her retirement the amount obtained by multiplying 50% of his/her unused number of sick leave hours times the employee's hourly rate of pay. One-half of the amount shall be paid to a District-approved Special Pay Deferral Plan or 403(b) account designated by the employee, no later than sixty (60) days following retirement. The other one-half of that amount shall be paid as direct salary payment to the employee no later than sixty (60) days following retirement.

Section 6. Group Life Insurance Option: An employee who retires under the terms of this Article shall be eligible to continue participation in the District group life insurance plan until age 65. The full cost of such coverage is to be paid by the retired individual.