

# **Robbinsdale Area Schools**

**New Hope, MN 55427**



**ROBBINSDALE**  
Area Schools

Individual focus. Infinite potential.

## **Cabinet Level Administrators**

### **Terms and Conditions of Employment**

**2021-2022**

**2022-2023**

DISTRICT 281

Cabinet Level Administrators

Terms and Conditions of Employment

## **ARTICLE I Definition**

- 1-1** These are the cabinet level positions covered by this contract: Executive Director of Student Services, Assistant Superintendent, Executive Director of Community Education, Executive Director of Human Resources, Executive Director of Finance, Executive Director of Facilities, Operations and Transportation, and Executive Director of Strategic Communication, Equity and Inclusion. All cabinet level administrators are employees at will.

## **ARTICLE II Group Insurance**

- 2-1 Cafeteria Benefits** The school district will provide the cabinet level administrators with a basic cafeteria benefit amount of \$1,600 per month each year of the contract. Each administrator must select at least a single health insurance plan under the group hospitalization/major medical insurance plan and long-term disability income insurance. Additional insurance, dental and life insurance, may be purchased from the plans offered by the Board. For purposes of computing the amount to be charged to the administrator's account for the purchase of insurance coverage, the rate in effect for a particular month shall be the rate billed by the carrier for that month.

If an administrator elects to purchase group insurance fringe benefits offered by the district which results in monthly premium charges greater than basic amount, any cost in excess of the monthly allocation shall be paid by payroll deduction.

An administrator will receive as additional salary any money allocated to him/her for that month which was not charged against his/her account for purposes of fringe benefit purchases.

- 2-1-1** Any administrator who enrolls in the district's medical insurance plan with at least a \$1250 annual deductible or a family plan annual deductible of \$2,500, shall receive a monthly VEBA contribution as follows:

	<b>Cafeteria Plan</b>	<b>VEBA</b>
January 1, 2022	\$1,600	\$57.50 per month
January 1, 2023	\$1.600	\$57.50 per month

## **ARTICLE III Annual Leave**

### **Days 3-1 Annual Leave Days**

Each cabinet level administrator will be eligible for 40 annual leave days.

**3-1-1** Leave days may be used by the administrator as he/she chooses, but is meant to include vacation, sick leave, religious holiday, and personal business leave. Accrued leave days may accumulate at the rate of fifty (50) percent per year to a maximum of 130 days. The accumulated unused leave days shall be considered vacation days and shall be paid to the administrator when he/she leaves the district.

**3-1-1-1** On an annual basis, Cabinet members who have accumulated more than 65 days of unused annual leave, may surrender up to 10 days of annual leave. In return for those days, the individuals will receive their daily rate of pay times the number of surrendered days to be paid as an employer contribution to the member's 403(b) account between July 1 and July 15 of the following school year.

## **ARTICLE IV Holidays**

**4-1** The district will grant twelve (12) paid holidays per year as designated in the school calendar.

New Year's Day  
Martin Luther King Day  
Presidents' Day  
Good Friday  
Easter Monday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve  
Christmas Day

## **ARTICLE V Leaves of Absence**

### **5-1 Bereavement Leave**

**5-1-1** A leave of absence with pay, not to exceed five (5) days, shall be granted because of a death in the employee's immediate family, which shall be defined as spouse, child, parent, brother, sister, or legal guardian.

**5-1-2** Up to three (3) days shall be granted because of a death in the family, which shall be defined as aunt, uncle, parent in law, son or daughter-in-law, grandparent and grandchildren.

**5-1-3** In addition to the leave specified in this provision, the cabinet level administrator may use up to three (3) days of annual leave for bereavement.

**5-2 Jury Duty**

The cabinet level administrator called for jury duty or called as a witness in court in a matter pertaining to District 281 shall suffer no loss in compensation from the school. Cabinet members who receive a summons are to notify their supervisor immediately of the proposed dates of service. A copy of the jury duty check should be sent to the Payroll Department as proof of service.

**5-3 Child Care Leave**

Child care leave shall be provided in accordance with Minnesota Statute 181.940-181.944 and the federal Family Medical Leave Act.

**5-4 Service in the Uniformed Services Leave**

The cabinet level administrator shall be eligible for up to fifteen (15) days of service in the uniformed services leave without loss of pay in accordance with Minnesota Statute 192.26. Additional unpaid leave may be granted. Requests for such leave shall be submitted to the Executive Director of Human Resources by the administrator upon receipt of such orders, but in no event more than two (2) work days following receipt of such orders.

**5-5 Other Leaves**

Under conditions and procedures prescribed by the Superintendent, a sabbatical or a general leave of absence may be requested. Upon the Superintendent's recommendation, such leave may be granted by the School Board.

**ARTICLE VI Retirement**

**6-1 Early Retirement Insurance**

The cabinet level administrator who has served a minimum of twelve (12) years of continuous service with the district, and who is at least fifty-five (55) years of age and who has retired from active employment will be eligible for insurance benefits at retirement.

**6-1-1** A retired cabinet level administrator shall be eligible to continue participation in the district hospital/medical and dental insurance plans until the employee is eligible for Medicare or until the date the cabinet level administrator becomes eligible for

health and hospitalization coverage from another source, whichever is earlier. A cabinet level administrator retiring from employment with the District shall be entitled to receive up to the same dollar amount toward the monthly hospitalization/medical insurance premium as the insurance plan cost at the time of retirement. If this is family coverage and the employee subsequently switches to single coverage, the district will provide the exact dollar amount paid for the single coverage during the year in which the employee retired. The maximum district contribution is determined at the time of retirement and will be either the single plan monthly cost or the family plan monthly cost in the higher cost hospitalization/medical insurance plan, but will not be more than the administrator's cafeteria benefit at the time of retirement. If the monthly premium exceeds the maximum district contribution the administrator must pay the additional amount.

**6-1-2** When the employee is eligible for Medicare, the retired cabinet level administrator may continue in the group plan by paying the entire premium for such coverage.

## **ARTICLE VII Other Allowances**

### **7-1 Expense Allowance**

The district will provide a \$100 monthly phone allowance, and mileage at the IRS rate. Mileage to and from work is not eligible for reimbursement.

### **7-2 403(b) Match**

The district will match up to \$2,500 for 403(b) contributions per year.

One-time 403(b) contribution of \$2,017.57 per cabinet member

Per the Cabinet Contract for the 2021-2023 fiscal year, Cabinet members will be eligible for a one-time 403(b) contribution of \$2,017.57 per person. This one-time contribution only applies to those who have been in their roles since July 2021. Any person hired after December 2021 does not qualify for this contribution.

### **7-3 Professional Organization Dues**

The district will pay the cost for one national organization and its state affiliate. These organizations shall be related to the cabinet level administrator's area of responsibility. The district may pay for additional organizational dues if approved by the Superintendent.

### **7-4 Professional Growth and Support Stipend**

Cabinet will be provided \$2,000 each year for the purpose of developing leadership skills, mentorship, and for other professional learning, professional activities and technology. Expenditures will require pre-approval from the Superintendent. Stipends for

technology may not be submitted for during the year of planned separation from the district. This stipend will be available effective July 1, 2015 and each contract year thereafter.

### **ARTICLE VIII Hold Harmless Clause**

- 8-1** The school district shall “Hold Harmless” cabinet level administrators in the conduct of their duties as specified in Minnesota Statutes Chapter 466.07 subdivision 1A. The school board agrees to defend, save harmless, and indemnify the cabinet level administrators against any claim or demand, whether groundless or otherwise, and against judgments or any amounts paid in settlement in connection with any claim or demand, if such claim, demand, judgment or amounts to be paid in settlement arise out of an alleged act or omission occurring in the course of their employment or performance of their duties.

### **ARTICLE IX New Members**

- 9-1** A district employee who becomes a cabinet level administrator may transfer the accruals previously earned for sick leave, vacation and early retirement pay. Future benefits will be earned according to the provisions of these terms and conditions.
- 9-2** A cabinet level administrator who was not previously employed by the district and who began work as a Robbinsdale Area Schools cabinet member may be allowed to have previous years of experience as a cabinet level administrator with former employers applied toward various benefits in this document when approved by the Superintendent. The Superintendent may only approve previous years of cabinet level experience with former employers towards various benefits in this document during the employee’s first contract as a cabinet level administrator in Robbinsdale Area Schools.

### **ARTICLE X Duration**

- 10-1** These terms and conditions shall remain in force and effect for a period commencing on July 1, 2021 through June 30, 2023. In the event that new terms and conditions are not completed by July 1, 2023, the provisions in this agreement will remain in effect.

**Cabinet Salaries:**

**2021-2022**

**\$158,031**

**Executive Director of Community Education  
Executive Director of Finance  
Executive Director of Facilitates, Operations and Transportation  
Executive Director of Human Resources  
Executive Director of Strategic Communication, Equity and Inclusion  
Executive Director of Student Services**

**\$167,005**

**Assistant Superintendent**

**Ph.D. or Ed.D. \$2,147**

**2022-2023**

**\$161,192**

**Executive Director of Community Education  
Executive Director of Finance  
Executive Director of Facilitates, Operations and Transportation  
Executive Director of Human Resources  
Executive Director of Strategic Communication, Equity and Inclusion  
Executive Director of Student Services**

**\$170,345**

**Assistant Superintendent**

**Ph.D. or Ed.D. \$2,147**

