

**Robbinsdale Area Schools**

**New Hope, MN 55427**

**PROGRAM DIRECTORS**

**TERMS AND CONDITIONS OF EMPLOYMENT**

2021-2022

2022-2023

**Program Directors 2021-2023**

The attached terms and conditions of employment apply to the following District 281 employees

Adult Academic Program Director

Adventure Club Program Director

Assistant Directors of Special Education

Assistant Nutrition Services Program Director

Activities Program Directors

Buildings and Grounds Program Director

Nutrition Services Program Director

Community Education Program Director

Community Enrichment and Engagement Program Director

Early Learning Supervisor Program Director

Facilities Program Director

Fiscal Operations Program Director

Grounds Program Director

High School Custodians Program Director

Human Resources Program Director

Information Systems Program Director

Integration and Equity Program Director

Media/Instructional Technology Program Director

Middle School Custodians Program Director

Payroll Program Director

Print Production Program Director

Redesign Program Director

Purchasing Program Director

Research/Evaluation/Assessment Program Director

Secondary Curriculum and Multi Languages Program Director

Special Education Program Director

Technology Services Program Director

Title 1 Supervisor Program Director

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**DISTRICT 281 PROGRAM DIRECTORS TERMS AND CONDITIONS OF  
EMPLOYMENT**

**ARTICLE 1**

**DEFINITION**

**1-1** Program directors are "leaders or managers" of programs of varying sizes and complexity. All program director positions require supervision and management of others and their work. Program directors support the education program through their leadership functions. Most program directors are employees at will except those program directors requiring State of Minnesota licensure who are covered by continuing contract rights as described in Minnesota Statute 122A.40.

**1-2 FULL TIME**

For the purpose of eligibility for the benefits set forth herein, a full-time employee shall be defined as an employee working a minimum of 40 hours per week and 38 weeks per year.

**1-3 PART TIME**

For the purpose of eligibility for the benefits set forth herein, a part time employee shall be defined as an employee working at least 20 hours per week but less than 40 hours per week and working a minimum of 38 weeks per year.

**ARTICLE II**

**CAFETERIA BENEFITS  
and DEFERRED COMPENSATION**

**2-1 CAFETERIA BENEFITS 2-1-1 ELIGIBILITY**

Each full-time employee whose employment commences on or after July 1, 1995, and who is scheduled to hold a permanent position will be allocated a specified dollar amount each month for use in purchasing the premiums for medical insurance, dental insurance, basic life insurance, supplemental life insurance and vision insurance.

Any full-time program director who enrolls in the district medical insurance plan with at least a \$1250 annual deductible or a family plan annual deductible of at least \$2500, shall receive a VEBA contribution twice a month as follows:

<b>Effective</b>	<b>Cafeteria Plan</b>	<b>VEBA</b>
January 1, 2022	\$1,431	\$550 per year
January 1, 2023	\$1,481	\$550 per year

The full-time employee shall purchase, at a minimum, single coverage under the group hospitalization/major medical insurance plan and employees working 25 or more hours

per week shall purchase long-term disability income insurance. For purposes of computing the amount to be charged to the employee'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.

**2-1-1-1** HSA Option Employees with an HSA qualified insurance plan will be allowed to direct District VEBA contributions to their HSA.

**2-1-1-2** When a current employee moves into a program director position, he/she is automatically enrolled in cafeteria benefits.

## **2-1-2 ADDITIONAL COVERAGE**

If an employee elects to purchase group insurance fringe benefits offered by the school district which results in monthly premium charges greater than the amount allocated to the employee's account pursuant to the above, any cost in excess of the monthly allocation shall be borne by the employee and paid by payroll deduction.

## **2-1-3 EXCESS ALLOCATION**

If the insurance premiums for coverage elected are less than the allocation, the money is added to the program director's salary each pay period.

## **2-1-4 DISCONTINUANCE OF ALLOCATION**

Monthly allocation to employees for the purposes of purchasing insurance fringe benefits shall cease on the first of the month following:

**2-1-4-1** Termination of employment with the district.

**2-1-4-2** Leaving on an authorized leave of absence, unless other provisions of this Agreement make provision for continuance of the monthly allocation.

## **2-1-5 PART TIME EMPLOYEES**

Employees hired on or after July 1, 1995, who are regularly scheduled to work at least 20 hours per week shall be eligible for cafeteria benefits. The amount of the allocation shall be prorated based on the full-time equivalency.

Part time program directors who enroll in the district medical plan with at least a \$750 annual deductible, or a family plan annual deductible of at least \$1500, shall receive a prorated VEBA contribution

## **2-2 DEFERRED COMPENSATION**

The district will provide up to \$1,750 per year in a deferred compensation match to all employees. The deferred compensation match will be paid twice monthly at the rate of \$72.92. Part time employees whose assignment is at least .5 will receive a prorated match. Employees

hired before July 1, 1995 and choosing the deferred comp match must waive their right to severance pay as described in 10-1.

**2-2-1 Roth 403(b)**

Effective January 1, 2011 and subject to federal law, within the 403(b) plan, in addition to pre-tax 403(b) contributions, employees shall be allowed the option of making after-tax Roth 403(b) contributions through any approved vendor accepting such contributions. However, any employer contributions shall be made on a non-Roth pre-tax 403(b) basis.

**2-2-2 Roth 403(b)**

Program Directors working in Robbinsdale Area Schools and hired by December 1, 2021, and still employed in Robbinsdale Area schools on March 1, 2022 will receive a one time contribution of \$350 placed in an active 403(b) accounts

**2-3 CONTINUATION OF BENEFITS**

Subject to the provisions of this agreement, and the limitations of the group insurance plans, an employee on unpaid leave of absence may continue to participate in the group insurance plans. An employee choosing to continue participation shall pay the full monthly premium for such plans commencing on the date the unpaid leave of absence begins. This clause does not apply to employees on leaves approved under the federal Family Medical Leave Act.

**ARTICLE III**

**GROUP INSURANCE - FULL TIME EMPLOYEES**

**for employees hired prior to July 1, 1995**

Employees hired prior to July 1, 1995, were given an opportunity to choose to receive cafeteria benefits. This ended January 1, 2000. Once an employee chose to move to the cafeteria plan, he/she could not go back to standard coverage.

**3-1 HEALTH INSURANCE**

The District will provide up to \$1,431 for January 2022 and \$1481 for January 2023 toward the premium for the hospitalization/major medical insurance for the approved group health insurance plan for eligible full-time employees. Full time program directors who enroll in the district medical insurance plan with at least a \$1250 annual deductible, or a family plan annual deductible of at least \$2500, shall receive a VEBA contribution of \$550 per year.

### **3-1-2 HSA Option**

Employees with a HSA qualified insurance plan will be allowed to direct District VEBA contributions to their HSA.

### **3-2 DENTAL INSURANCE**

The school district will pay 100 percent of the annual single premium and 80 percent of the family premium for full time employees who participate in the district group dental insurance plan.

### **3-3 TERM LIFE INSURANCE**

Full-time employees shall be eligible for term life insurance as follows:

**3-3-1** An employee may participate in the group life insurance program by carrying one basic unit of term insurance in an amount equal to \$120,000 and the district will pay 75 percent of the annual premium. Two additional units of term insurance (one unit equals \$60,000) may be purchased through the group, with the cost to be borne by the employee.

**3-3-2** Employees shall sign a certificate of insurability after which the insurance carrier will determine whether or not the individual qualifies for the additional units.

### **3-4 LONG-TERM DISABILITY INSURANCE**

Full-time employees shall be eligible for long-term disability insurance as follows:

**3-4-1** The employee pays fifty percent (50%) of the monthly premium cost of the income disability plan subject to the conditions and specifications of the contract between the district and the insurance carrier.

**3-4-2** The plan shall provide an insured income benefit equal to two-thirds (2/3) of the employee's salary, as long as the LTD claim is approved by the insurance carrier. Benefits under this plan will commence after a sixty-five (65) working day waiting period.

**3-4-3** Employees with sick leave accumulation in excess of sixty-five (65) days may, at the employee's option, be paid at one-third (1/3) of the annual contract income by the district until sick leave is exhausted at the rate of one-third (1/3) day per day of absence.

**ARTICLE IV**

**GROUP INSURANCE - PART TIME EMPLOYEES f**

**or employees hired prior to July 1, 1995**

**4-1 HEALTH INSURANCE**

The school district shall participate in the hospitalization/major medical insurance programs for employees who work a minimum of 20 hours per week and 38 weeks per year. The district will pay a prorated amount, based on the amounts in 2-1, toward the premium costs of these programs calculated in the following manner:

$$\begin{array}{rcl} \text{Amount paid by} & & \text{Hours of PT} & & \text{Amount paid by Board} \\ \text{Board for} & = & \text{-----} & \times & \text{for a full-time} \\ \text{time} & & \text{employee} & & \\ & & \text{Hours of FT} & & \text{as specified above} \end{array}$$

Part time program directors who enroll in the district medical plan with at least a \$750 annual deductible, or a family plan annual deductible of at least \$1500, shall receive a prorated VEBA contribution.

**4-1-2 HSA Option**

Employees with a HSA qualified insurance plan will be allowed to direct District VEBA contributions to their HSA.

**4-2 DENTAL INSURANCE**

The school district will pay 100 percent of the annual single premium for dental insurance for part time employees who work a minimum of 20 hours per week and 38 weeks per year. Part time employees can purchase family dental coverage at no additional cost to the district.

**4-3 TERM LIFE INSURANCE**

The school district shall participate in the term life insurance program for part time employees who work a minimum of 20 hours per week and 38 weeks per year. The school district will pay one-half (1/2) of the amount paid on behalf of full-time employees for term life insurance.

**4-4 LONG-TERM DISABILITY INSURANCE**

The school district shall participate in the long-term disability program for part time employees who work a minimum of 25 hours per week and 38 weeks per year. The school district will pay

one-half (1/2) of the amount paid on behalf of full-time employees for long-term disability insurance

## **ARTICLE V**

### **SICK LEAVE**

#### **5-1 SICK LEAVE ALLOWANCE**

An annual sick leave allowance of fifteen (15) paid days shall be granted to each full-year (52 week) employee working 40 hours per week. The unused sick leave allowance may be accumulated to an unlimited amount. Sick leave may be used for personal illness, injury, medical or dental appointments, and for absences due to illness of the employee's spouse, parent, significant other, or child.

##### **5-1-1 EXCESS SICK LEAVE DAYS**

At the end of the contract year, program directors who were hired after July 1, 1995, may sell back up to 4 days of unused sick/vacation days at their daily rate of pay towards the purchase of an approved deferred compensation plan, The program director must have a sick/vacation leave balance of 65 days or more in order to be eligible.

#### **5-2 FAMILY MEDICAL LEAVE ACT**

The District may apply the provisions of the Family Medical Leave Act to employees who are granted sick leave under Article 5-1.

#### **5-3 SICK LEAVE POOL**

The District agrees to maintain a Sick Leave Pool. Sick Leave Pool By-Laws are available from the Human Resources Office.

#### **5-4 PART TIME EMPLOYEES**

Part time employees who work less than 52 weeks per year or less than 40 hours per week but at least 12 hours per week shall receive prorated annual sick leave allowance. The unused sick leave allowance may be accumulated to an unlimited amount. Sick leave may be used for personal illness, injury, medical or dental appointments, and for absences due to illness of the employee's spouse, parent, significant other, or child.

The number of days of sick leave allowance per year for part time employees shall be calculated in the following manner:

##### **Example for part time employees:**

40 hours per week/42 weeks per year

Full-time, full year (1.0 FTE) 15 days x 8 hours = 120 hours annual sick leave

$120 \div 52 = 2.3076$                        $2.3076 \times 42 \text{ weeks} = 96.9192 \text{ hours}$

Total sick leave accrued for year would be 97 hours

38 hours per week/38 weeks per year  
Full-time, full year (1.0 FTE) 15 days x 8 hours = 120 hours annual sick leave  
 $38 \div 40 = .95$  FTE x 120 = 114.0 hours  
 $114.0 \div 52 = 2.1923$  2.1923 x 38 weeks = 83.3074 hours  
Total sick leave accrued for year would be 83 hours

## **ARTICLE VI**

### **LEAVES OF ABSENCE**

#### **6-1 BEREAVEMENT LEAVE**

**6-1-1** A leave of absence with pay, not to exceed five (5) days, shall be granted because of the death in the employee's immediate family, which shall be defined as spouse, significant other, brother, sister, child, parent or legal guardian. Requests for bereavement leave for other family deaths shall be granted if approved by supervisor. These days will not be deducted from the employees' sick time or vacation time.

**6-1-2** Up to three (3) days shall be granted because of death in the family, which shall be defined as aunt, uncle, sister-in-law, brother-in-law, parent-in-law, son or daughter-in-law, grandparents and grandchildren. Requests for bereavement leave for other family deaths shall be granted if approved by supervisor. These days will not be deducted from the employees' sick time or vacation time.

**6-1-3** In addition to the leave specified in this provision, employees may use up to three (3) days personal leave for bereavement.

#### **6-2 PERSONAL LEAVE**

Employees shall be granted up to three (3) days of personal leave per year without salary deduction for necessary absence required for the transaction of personal business which cannot be completed outside of work hours. Each day used for personal leave will be deducted from sick leave. Personal leave shall be defined as follows: leave granted for an individual for compelling personal affairs that cannot be consummated outside school hours. Requests for such leaves must normally be submitted at least three days (3) in advance to the individual's immediate supervisor. Unused personal leave days are not cumulative.

#### **6-3 JURY DUTY**

Employees who receive a summons are to notify the Human Resources Office 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.

#### **6-4 CHILD CARE LEAVE**

Child care leave shall be granted for birth or adoption. Such leave shall be granted because of the need to prepare and provide parental care to a natural born or adopted child or children. An employee making an application for child care leave shall submit a written request to the Executive Director of Human Resources of the intention to take the leave at least two (2) calendar months before commencement of the intended leave. Accumulated sick leave and/or vacation may be used in lieu of unpaid leave. A pregnant employee will also provide at the time of the leave application a statement from the physician indicating the expected date of delivery.

All child care leaves shall be without compensation, except for sick leave or vacation use for the period of time during which the employee is temporarily, medically disabled because of a pregnancy or a pregnancy-related condition.

The child care leave, including the period of disability, shall not exceed twelve (12) months in duration. However, if complications arise as a result of pregnancy or adoption, a program director may apply for additional leave time. Failure of the employee to return pursuant to the date determined under this section shall constitute grounds for termination unless the school district and the employee mutually agree to an extension of the leave. The employee's position at the time of the leave shall be held for 60 working days.

#### **6-4-1 Reassignment**

Program directors returning from authorized leave shall have the option of returning to the same or similar position.

#### **6-4-2 Subsequent School Year Salary**

A program director will not accrue credit for salary advancement while on leave of absence. Advancement is based on subd. 11-4.

### **6-5 MILITARY LEAVE**

Employees shall be eligible for up to fifteen (15) days of military 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 employee upon receipt of such orders, but in no event more than two (2) workdays following receipt of such orders.

### **6-6 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 VII**

### **WORKING CONDITIONS**

**7-1** The normal work schedule shall be forty (40) hours per week consisting of five eight hour days. The starting and ending times of the work day shall be determined by the supervisor of the employee.

**7-1-1** Staff the have a 52 week contract: In years where the number of days exceed 260, staff would be allowed to take on additional day as a floating holiday.

**7-2 EMERGENCY CLOSING**

**7-2-1** When there is an emergency school closing due to inclement weather or mechanical problems with the building (this does not include school closing when the reason is severely cold temperatures) program directors are expected to report to work if at all possible, including the list of program directors included in article VII – 7-2.

Adventure Club Program Director
Activities Program Directors
Buildings and Grounds Program Director
Facilities Program Director
Grounds Program Director
Middle School/High School Custodians Program Director

**7-2-2** Employees who work will be granted a make-up day to be attached to accrued vacation time. Employees not required to report to work will be paid when there is an emergency closing.

**7-2-3** When there is an emergency closing due to severely cold temperatures, all employees are expected to report to work at their normal time.

**7-3 HOLD HARMLESS**

Hold harmless clauses pertain to the Director of Special Education and Assistant Directors of Special Education only.

The school district shall “indemnify” the director and assistant directors of special education in the conduct of their duties as specified in Minnesota Statutes Chapter 466.07, subdivision Ia. The School Board agrees to defend, hold harmless and indemnify the director and assistant directors of special education against judgments of any amounts paid in settlement in connection with any claim or demand, if such claim, demand judgement or amounts to be paid in settlement arises out of an alleged act or omission occurring in the course of their employment or performance of their duties. It is understood that this provision shall not apply to intentional acts or criminal offenses.

## ARTICLE VIII

### HOLIDAYS

**8-1** Employees scheduled to work on the day and the week of the following holidays will receive the holiday off with pay:

**New Year's Day**

**Independence Day**

**Martin Luther King Day**

**Labor Day**

**Presidents' Day**

**Thanksgiving Day**

**Good Friday\***

**Friday after Thanksgiving**

**Easter Monday\***

**Christmas Eve**

**Memorial Day**

**Christmas Day**

**\*8-1-1** Adventure Club director who is requested to work on Good Friday and Easter Monday will be granted an alternate day, to be mutually agreed upon with the supervisor.

**8-2** Program directors may be granted up to two (2) days of leave with pay per year for observance of religious holidays. Program directors requesting time off for a religious holiday shall submit a memo setting forth the full particulars to the Executive Director of Human Resources prior to the holiday. Such days will not be deducted from accrued sick leave.

In the years that it is necessary for some program directors to have three (3) days for religious observances, an additional day may be granted upon request to the human resources department for approval.

## ARTICLE IX

### VACATIONS

#### **9-1 ELIGIBILITY**

Eligibility for vacation benefits is limited to full-time, full year (52 weeks) employees and requires prior approval of the supervisor. For those granted this benefit, the following earning schedule shall apply: For the first four full years of full-time employment, employees shall earn twenty (20) days of vacation.

Employees working full year (52 weeks) for 20 hours or more but less than 40 hours a week will be eligible for vacation according to the Earning Schedule in this section. However, the amount of hours will be prorated to the amount of hours for which the employee is regularly scheduled.

**9-1-1** Pro-rated vacation days will be provided to those employees working more than 42 weeks, but less than 52 weeks.

**9-1-2** Program directors working 38-42 week per year will receive 3 days of vacation time per year.

### Earning Schedule

# Continuous Years of Service in District	# Days of Vacation, based on date of hire
During Years 1-4	20 days
During Years 5-12	25 days

### **9-2 TERMS**

**9-2-1** Vacation days would be accrued on July 1 and available for use. Staff leaving the district who have used days in excess of this allotment will have the equivalent amount deducted from their final paycheck at their daily rate of pay in the year of separation.

**9-2-2** Vacations may be taken in blocks of time not to exceed two weeks. With supervisory approval, vacations can be extended beyond this limit.

**9-2-3** Employees may accumulate up to 240 hours/year. Hours beyond the 240 hour limit will be deducted from the employee account after September 1. Beginning July 1, 2016, if the district cannot grant an employee's request for vacation, this limitation will be waived for the number of days requested but denied. Unused vacation will be paid at the daily rate at retirement or resignation.

**9-2-4** Any variation to this schedule will be done through documentation to the employee and in the employee's file in the Human Resources department.

## **ARTICLE X**

### **RETIREMENT**

#### **10-1 SEVERANCE**

The purpose of the severance program in Robbinsdale Area Schools is to reward employees for service rendered over a long period of time and to provide severance for employees.

#### **10-2 ELIGIBILITY**

To qualify for severance pay, the employee must:

**10-2-1** Be at least 55 years of age at the time the employee's retirement becomes effective or be less than 55 years of age and have worked full time in District 281 for thirty (30) years.

**10-2-2** Have completed fifteen (15) or more years of full time service, or the equivalent, in Robbinsdale Area Schools on June 30 of the school year in which the employee's retirement becomes effective.

**10-2-3** Have provided to the school district a written resignation 60 calendar days prior to the date the retirement becomes effective.

**10-2-4** Employees who elected to participate in the deferred compensation plan are not eligible for severance provisions in Article X.

**10-2-5** Employees hired on or after July 1, 1995 are not eligible for severance.

#### **10-3 BASIS OF PAY**

Severance pay shall be composed of two parts: Years of Service and Unused Sick Leave.

##### **10-3-1 UNUSED SICK LEAVE**

The amount of severance pay shall be up to 85 days based on the employee's final salary. If an employee qualifies under 10-2-2 but does not have fifteen (15) or more years of full-time service, the amount of severance shall be calculated by multiplying the average amount of the employee's full-time equivalency times the employee's full-time salary for the last full year of service. Salary shall be defined as contract salary amount and shall not include any additional compensation, extended employment or other extra compensation. A maximum of eighty-five (85) days may be accumulated for unused sick leave

##### **10-3-2 ACCUMULATED SICK LEAVE**

The maximum number of severance pay days an employee may receive for accumulated sick leave is eighty five (85) days. Provisions in 10-3-2 are subject to limitations noted

in 10-3-1. Below is the table to determine the number of days an employee may receive severance pay for:

<u>Sick Days Accumulated</u>	<u>Days of Severance Pay</u>
1-30	1 day paid for 1 unused day <u>max 30 paid days</u>
31 – 120	1 day paid for 3 unused days max.30 paid days
121-370	1 day paid for 10 unused days max.25 paid days

### **10-3-3 YEARS OF SERVICE**

When program directors, who were hired prior to July 1, 1995, reach 15 years of service or the equivalent and 55 years of age, 30 days of salary will be added to a health reimbursement account.

### **10-4 AMOUNT OF PAY**

Days accumulated toward severance pay as noted in previous articles shall be multiplied by the daily rate of pay at time of retirement. The product of this multiplication will be the number of days of severance pay to be paid to the employee upon retirement.

### **10-5 TIME OF PAYMENT**

Severance pay for unused sick leave shall be in one lump sum no later than a date two (2) months following the date of retirement. Severance pay for years of service shall be paid into the health care reimbursement account on July 1 following the date of eligibility.

#### **10-5-1 SEVERANCE POST RETIREMENT**

To the extent that this agreement provides for payments to employees near or after retirement and to the extent that the Internal Revenue Code provides tax deferral and tax savings opportunities, the District agrees to make a reasonable effort to provide such plans. The entire payment shall be deposited into an approved health care reimbursement account.

Any employee can only qualify for severance from one bargaining group in the district

### **10-6 SEVERANCE INSURANCE**

**10-6-1** Employees who qualify for the severance pay program shall have partial health insurance premiums paid by the school district according to the following:

**10-6-1-1** An employee of the district who is a member of the Robbinsdale Area Schools major medical and hospitalization group plan, who has 15 years of

full-time employment in the school district, and who retires following the age of 55 may continue as a member in the insurance group.

**10-6-1-2** For employees hired prior to July 1, 1995, who elected to participate in the cafeteria plan, the district will continue to pay the exact cafeteria dollar amount toward the employee's medical and dental premiums, that the employee is receiving at the time of retirement. Excess money not applied to the premium will not be refunded to the retiree.

For program directors not receiving the cafeteria benefit, the maximum district contribution is determined at the time of retirement and will be the district contribution toward either the single plan monthly cost or the family plan monthly cost in the higher cost hospitalization/medical insurance plan. If the monthly premium exceeds the maximum district contribution the program director must pay the additional amount.

**10-6-1-3** For employees hired on or after July 1, 1995, 10-6-1 shall not apply. Such employees can, at the time of their retirement, continue in the district's existing health insurance program at their own expense.

**10-6-1-4** After eligibility for Medicare, the retired employee may continue in the group at no cost to the district unless prohibited by the insurance carrier.

**10-6-2** Retired employees who do not meet the eligibility requirements for severance shall have the option of remaining within the health and dental insurance groups at no cost to the district unless prohibited by Minnesota Statute or by the agency or insurance carrier involved.

## **ARTICLE XI**

### **SALARY**

#### **11-1 LONGEVITY PAY**

Longevity pay (career increment) of \$540 at year 7, \$1,080 at year 11, \$1,620 at year 16, and \$2,160 at year 21 will be added to annual salary for Program Directors who begin in the indicated year of service by December 31. Longevity pay is based on the total consecutive number of years of employment in the district, regardless of employee group.

#### **11-2 PROFESSIONAL DEVELOPMENT, CONTINUING EDUCATION & TECHNOLOGY INVESTMENT**

The school district shall make reimbursements for tuition and/or registration expenses for advanced college or certification coursework, which pertains directly to the position. Reimbursement for technology purchase (not services such as internet in the home) may be made in lieu of coursework reimbursement. The reimbursements shall consist of 100% of the first \$1,000 spent, and 50% of the next \$3,000, for a total annual maximum of \$2,500. Technology reimbursements shall not exceed \$1,000 per year. Expenditures will require pre-approval from

the Executive Director to whom the program director reports. Stipends for technology may not be submitted during the year of planned separation from the district.

### **11-3 NATIONAL CONFERENCES**

In order to stay current with the issues in their field, Program Directors can request to attend a national conference or comparable conference at a reasonable cost every other year, with supervisor pre-approval.

### **11-4 MARKET PLACE ADJUSTMENT**

The District may adjust a salary on an annual basis to address the current market place demands in order to keep key employees. Any upward adjustment is for one year only and must be reviewed annually in order to continue. The salary may, if market conditions change, revert back to the original job level and step.

### **11-5 SALARY SCHEDULE**

See Addendum for current schedule. Employees hired after January 1 of the current fiscal year will not receive a step increase until July 1 of the fiscal year after the following fiscal year.

### **11-6 SALARY PAYMENT OPTION**

During new employee orientation, program directors whose work year is 40 weeks or less will have an option to be paid on a 21 or 26 pay basis. Employees will have an annual opportunity to change pay options, provided they notify Human Resources no later than August 1 for the upcoming year.

### **11-7 EXPENSE ALLOWANCE**

With supervisor approval the district will provide a \$60 monthly phone allowance, and mileage at the IRS rate. Mileage to and from work is not eligible for reimbursement.

## ADDENDUM

### ADDENDUM SALARY SCHEDULE-

#### 2021-2022

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	7th Year	11th Year	16th Year	21st Year
9	124,255	127,971	131,687	135,402	139,118	142,243	540	1,080	1,620	2,160
8	113,459	117,174	120,889	124,605	128,299	131,206	540	1,080	1,620	2,160
7	102,749	106,354	110,070	113,786	117,502	120,147	540	1,080	1,620	2,160
6	92,935	96,497	100,082	103,644	107,230	109,634	540	1,080	1,620	2,160
5	83,689	87,165	90,662	94,137	97,634	99,842	540	1,080	1,620	2,160
4	75,471	79,231	83,012	86,793	90,553	92,607	540	1,080	1,620	2,160
3	67,843	71,253	74,663	77,963	81,504	83,340	540	1,080	1,620	2,160
2	62,291	65,439	68,564	71,712	74,859	76,542	540	1,080	1,620	2,160
1	59,319	62,335	65,330	68,346	71,341	72,936	540	1,080	1,620	2,160
0	53,417	56,085	58,772	61,461	64,127	65,570	540	1,080	1,620	2,160

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	7th Year	11th Year	16th Year	21st Year
9	59.74	61.52	63.31	65.10	66.88	68.39	0.26	0.52	0.78	1.04
8	54.55	56.33	58.12	59.91	61.68	63.08	0.26	0.52	0.78	1.04
7	49.40	51.13	52.92	54.70	56.49	57.76	0.26	0.52	0.78	1.04
6	44.68	46.39	48.12	49.83	51.55	52.71	0.26	0.52	0.78	1.04
5	40.24	41.91	43.59	45.26	46.94	48.00	0.26	0.52	0.78	1.04
4	36.28	38.09	39.91	41.73	43.53	44.52	0.26	0.52	0.78	1.04
3	32.62	34.26	35.90	37.48	39.18	40.07	0.26	0.52	0.78	1.04
2	29.95	31.46	32.96	34.48	35.99	36.80	0.26	0.52	0.78	1.04
1	28.52	29.97	31.41	32.86	34.30	35.07	0.26	0.52	0.78	1.04
0	25.68	26.96	28.26	29.55	30.83	31.52	0.26	0.52	0.78	1.04

Any program director that holds a Ph.D., Ed.D or equivalent shall receive an additional \$2,100 stipend over their annual salary amount. The program director must provide proof of the doctorate.

**ADDENDUM SALARY SCHEDULE-**

**2022-2023**

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	7th Year	11th Year	16th Year	21st Year
9	126,740	130,531	134,321	138,110	141,900	145,088	540	1,080	1,620	2,160
8	115,728	119,517	123,307	127,097	130,865	133,830	540	1,080	1,620	2,160
7	104,804	108,481	112,272	116,062	119,852	122,550	540	1,080	1,620	2,160
6	94,794	98,427	102,084	105,717	109,374	111,826	540	1,080	1,620	2,160
5	85,363	88,908	92,475	96,020	99,587	101,839	540	1,080	1,620	2,160
4	76,980	80,815	84,672	88,529	92,364	94,459	540	1,080	1,620	2,160
3	69,200	72,678	76,156	79,522	83,134	85,007	540	1,080	1,620	2,160
2	63,537	66,748	69,936	73,146	76,356	78,073	540	1,080	1,620	2,160
1	60,506	63,582	66,637	69,713	72,768	74,395	540	1,080	1,620	2,160
0	54,486	57,206	59,948	62,690	65,410	66,881	540	1,080	1,620	2,160

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	7th Year	11th Year	16th Year	21st Year
9	60.93	62.76	64.58	66.40	68.22	69.75	0.26	0.52	0.78	1.04
8	55.64	57.46	59.28	61.10	62.92	64.34	0.26	0.52	0.78	1.04
7	50.39	52.15	53.98	55.80	57.62	58.92	0.26	0.52	0.78	1.04
6	45.57	47.32	49.08	50.83	52.58	53.76	0.26	0.52	0.78	1.04
5	41.04	42.74	44.46	46.16	47.88	48.96	0.26	0.52	0.78	1.04
4	37.01	38.85	40.71	42.56	44.41	45.41	0.26	0.52	0.78	1.04
3	33.27	34.94	36.61	38.23	39.97	40.87	0.26	0.52	0.78	1.04
2	30.55	32.09	33.62	35.17	36.71	37.53	0.26	0.52	0.78	1.04
1	29.09	30.57	32.04	33.52	34.98	35.77	0.26	0.52	0.78	1.04
0	26.20	27.50	28.82	30.14	31.45	32.15	0.26	0.52	0.78	1.04

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