

Faribault Public Schools, ISD 656

**Non-Affiliated
Administrative, Operations
and Family Support
Specialists: 21-23**

EMPLOYMENT AGREEMENT

ISD 656



2021-2023

ARTICLE I EMPLOYMENT

Section 1.01 – Introduction

This Employment Agreement contains information pertaining to your employment with Independent School District No. 655, Faribault ("District"). Please note that the information contained in this document may be changed from time to time. When changes occur to the information contained in this document, the revisions will be issued to you. The statements contained in this Section 1.01 are subject to the requirements of any applicable law granting the employee employment rights.

Section 1.02 – Basic Services

Employees shall faithfully perform the services prescribed by the School Board or designated representative whether or not such services are specifically described in this manual or in a general job description, abide by the rules, regulations and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated in this contract.

Section 1.03 -Duty Year

The duty year shall be as listed in Appendices A, B and C. The employee shall perform services on those legal holidays on which the School Board so determines. He/she shall be on duty during any emergency, natural or unnatural, unless he/she is otherwise excused in accordance with School Board-administrative policy.

ARTICLE II SALARIES

Section 2.01 -Compensation

The salary of positions covered by these policies shall be based upon the salary schedule set forth in Appendices A, B and C. While the District reserves the right to set salaries, it will seek and receive input from employees and their supervisor regarding the salary structure. The input may be in the form of written or oral communication.

Section 2.02 -Holidays

Employees shall be entitled to 10 paid holidays as determined by the School District. Employees working 260 days per year will also be entitled to 1 additional floating holiday to be used as needed. If the approved school calendar precludes the use of any of these days as holidays, an alternate day(s) shall be determined by the Superintendent.

ARTICLE III LEAVES

Section 3.01 -Vacation

Vacations for employees working 250 days per year shall be twenty (20) days per year. Part-time employees working 260 days per year will receive pro rata vacation. Vacation shall be available to the employee at the beginning of the year (July 1st). Individuals hired after July 1st will receive pro rata vacation provided the employee has been assigned to a position which normally consists of 260 or more days per year. No more than one hundred twenty (120) hours of unused vacation can be rolled over into the following year. Vacation use will be as scheduled with and approved by the immediate supervisor. Employees covered by this agreement may elect to take up to five (5) days of accrued and unused vacation, as additional salary, within each contract year.

Payment for unused, earned vacation balances will be made by the School District upon termination or separation of employment.

Section 3.02 -Sick Leave

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for sick leave.

Employees shall receive sick leave at the rate of 1 day for each month worked, which may be accumulated to a maximum of the equivalent of the employees contracted days per year. Sick leave shall be available to the employee at the beginning of the year (July 1st), however, sick leave is considered earned on a monthly basis.

Section 3.03 –Bereavement Leave

The School District will grant up to five (5) days of Bereavement Leave for a death in the immediate family. Immediate family shall include spouse, domestic partner, children, siblings, parents, grandparents, grandchildren, mother-in-law, father-in-law, nieces, nephews, aunts, uncles and any relative living in the same home. The Superintendent may grant Bereavement Leave for individuals not listed above or extend the leave when deemed necessary.

Section 3.04 -Personal Leave

The employee shall be allowed three (3) personal days per year with prior approval of the Superintendent or designee.

Section 3.05 -Leave of Absence Without Pay

The employee may apply for a leave of absence without pay in the event of personal extenuating circumstances. The employee, when on medical leave of absence, is eligible to continue to participate in group insurance programs as permitted under the Family and Medical Leave Act.

The employee who is unable to work due to personal illness or disability, and who has exhausted all paid leave, shall be granted an additional leave of absence without pay for the duration of such illness or disability, up to one (1) year upon furnishing a medical certificate

Section 3.06 – Judicial Leave

An employee who is called for jury duty shall be compensated for the difference between regular pay and pay received

Section 3.7 – Superintendent’s Discretionary Leave

Any circumstance that arises necessitating the absence of an employee not specifically included in any of the sections above may be granted as discretionary leave. Such leave must be approved in advance by the superintendent or his/her authorized representative.

ARTICLE IV INSURANCE

Section 4.01– Insurance Eligibility

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for group insurance coverage.

Section 4.02 – District Obligation

The District’s only obligation is to purchase the group insurance policies addressed below and pay such amounts as stated herein. No claim shall be made against the District as a result of a denial of insurance benefits by an insurance carrier.

Section 4.03 – Health and Hospitalization

For the 2021-22 year the School District will pay up to \$17,986 per year at the rate of \$1,498.83 per month and during the 2022-23 year the School District will pay \$19,066 per year at a rate of \$1,588.83 for each month, or major portion thereof, employed, toward the purchase of dependent or single coverage or the actual cost, whichever is less, for the group Hospitalization and Medical-Surgical Insurance selected by the School District. The balance of the cost will be deducted monthly from salary payments.

Subd 1. Consumer Directed Health Plan and Voluntary Employee Beneficiary Association (VEBA): The District shall offer Consumer Directed Health Plan coupled with a VEBA. Each employee who chooses to enroll in the Consumer Directed Health Plan will receive a District contribution for premiums and a contribution into a Health Deductible/VEBA Plan offered by the District as follows:

- a. **Single Coverage with a VEBA:** The School District shall make available the group health plan described as CDHP 1200 with a VEBA. For the 2021-22 contract years the School District will pay up to \$16,786 per year at the rate of \$1,398.83 per month for each month, or major portion thereof employed, toward the annual premium for single group health coverage under this plan. The District will also contribute \$1,200 towards the deductible into each qualified employee’s VEBA account in equal payments with each pay period.

For the 2022-23 contract years the School District will pay up to \$17,866 per year at the rate of \$1,488.83 per month for each month, or major portion thereof employed, toward the annual premium for single group health coverage under this plan. The District will also contribute \$1,500 towards the deductible into each qualified employee’s VEBA account in equal payments with each pay period.

- b. **Family Coverage with a VEBA:** For the 2021-22 years the School District shall make available the group health plan described as a Family High Deductible VEBA plan. The School District will pay up to \$15,586 per year at the rate of \$1,298.83 per month for each month, or major portion thereof employed, toward the annual premium for family group health coverage under this plan. The District will also contribute \$2,400 towards the deductible into each qualified employee’s VEBA account in equal payments with each pay period.

For the 2022-23 years the School District shall make available the group health plan described as a Family High Deductible VEBA plan. The School District will pay up to \$16,666 per year at the rate of \$1,388.83 per month for each month, or major portion thereof employed, toward the annual premium for family group health coverage under this plan. The District will also contribute \$3,000 towards the deductible into each qualified employee’s VEBA account in equal payments with each pay period.

- c. If a qualified bargaining unit member enters the VEBA plan as a participant on a date after the first day of the VEBA plan year, the District shall prorate the amount of the District contribution to reflect the late entry. This prorated amount will be determined by the number of days the employee is contracted compared to the total days of a full time employee (260 days).
- d. All contributions on behalf of the VEBA plan participant shall cease on the date the participant is no longer covered under the High Deductible Health Care Plan or employed by Faribault Public Schools.

Subd 2. Consumer Directed Health Plan (CHDP) and Health Savings Account (HSA): The District shall offer Consumer Directed Health Plan coupled with an HSA. Each employee who chooses to enroll in the Consumer Directed Health Plan will receive a District Contribution for premiums and a contribution in to an HSA offered by the District as follows:

Single Coverage with an HSA: The School District shall make available the group health plan described as

of \$1,238.42 per month for each month, or major portion thereof employed, toward the annual premium for single group health coverage under this plan. The District will also contribute \$3,125 towards the deductible into each qualified employee's HSA account in equal payments with each pay period.

For the 2022-23 contract years the School District will pay up to \$15,941 per year at the rate \$1,328.42 per month for each month, or major portion thereof employed, toward the annual premium for single group health coverage under this plan. The District will also contribute \$3,500 towards the deductible into each qualified employee's HSA account in equal payments with each pay period.

- b. **Single Coverage without an HSA:** The School District shall make available the group health plan described as CDHP without an HSA. For the 2021-22 contract years the School District will pay up to \$17,986 per year at the rate of \$1,498.83 per month for each month, or major portion thereof employed, toward the premium. No contribution will be made toward the deductible or into an HSA account.

For the 2022-23 contract years the School District will pay up to \$19,066 per year at the rate of \$1,588.83 per month for each month, or major portion thereof employed, toward the premium. No contribution will be made toward the deductible or into an HSA account.

- c. **Family Coverage with an HSA:** The School District shall make available the group health plan described as CDHP with HSA. For the 2021-22 contract years the School District will pay up to \$14,861 per year at the rate of \$1,238.42 per month for each month, or major portion thereof employed, toward the annual premium for family group health coverage under this plan. The District will also contribute \$3,125 towards the deductible into each qualified employee's HSA account in equal payments with each pay period.

For the 2022-23 contract years the School District will pay up to \$15,941 per year at the rate of \$1,328.42 per month for each month, or major portion thereof employed, toward the annual premium for family group health coverage under this plan. The District will also contribute \$3,500 towards the deductible into each qualified employee's HSA account in equal payments with each pay period.

- d. **Family Coverage without an HSA:** The School District shall make available the group health plan described as CDHP without an HSA. For the 2021-22 contract years the School District will pay up to \$17,986 per year at the rate of \$1,498.83 per month for each month, or major portion thereof employed, toward the annual premium. No contribution will be made towards the deductible or into an HSA account.

For the 2022-23 contract years the School District will pay up to \$19,066 per year at the rate of \$1,588.83 per month for each month, or major portion thereof employed, toward the annual premium. No contribution will be made towards the deductible or into an HSA account.

- e. The employee will be responsible for the tax consequences of the contributions should they exceed the applicable contribution limit.
- f. If an employee enters the HSA plan as a participant on a date after the first day of the HSA plan year, the District shall prorate the amount of the District contribution to reflect the late entry. This prorated amount will be determined by the number of days the employee is contracted compared to the total employed days of a full time employee (260).
- g. All contributions on behalf of the HSA plan participant shall cease on the date the participant is no longer covered under the CDHP or employed by Faribault Public Schools.

Subd. 3: Where the School District has available other group health plans, with respect to employees:

- I. the School District shall contribute an annual amount not to exceed \$17,986 for the 21-22 year and \$19,066 for the 22-23 year towards the premium for single or family group health coverage
and
- II. the employees shall not be entitled to participate in the HSA or VEBA for active employees. Thus, they will not become members of the voluntary employees beneficiary association and they will not receive contributions to individual accounts in the HSA/VEBA Plans.

Section 4.04 –Dental Insurance

The school district will provide dental insurance at a monthly contribution amount of \$43.33 towards single or family insurance.

Section 4.05 -Life Insurance

Life Insurance for employees working 230 days or more per year will be provided, at District expense, a group term life insurance plan providing two and one half (2 1/2) times the employee's annual salary of coverage for each eligible

Life Insurance for employees working less than 230 days per year will be provided, at District expense, a group term life insurance plan providing \$50,000 of coverage for each eligible employee with the option to purchase additional term life insurance through the group in increments of \$10,000, not to exceed \$50,000, in total additional coverage with the cost to be borne by the employee and paid through equal monthly payroll deductions.

Section 4.06 -Long-Term Disability Insurance

The School District shall pay the full premium for long-term disability insurance for eligible employees. Benefits shall be payable after 90 consecutive days of total disability at 66 2/3% of the basic monthly earnings.

Section 4.07 -Liability Insurance

The School District agrees to insure the employee for loss because of claims brought against him/her caused by any negligent act, error, omission, or breach of duty while acting within the scope of his/her employment or any claim against him/her solely by reason of the holding of his/her position. The amount and extent of coverage shall be subject to limitations imposed by the insurance carrier and applicable law.

Section 4.08 – Duration of Insurance Contribution

Upon separation of employment, all district participation and contribution toward group insurance benefits shall cease effective at the end of the month of the last working day except as provided under other provisions of this document. However, the employee may be continued in the group insurance plans at his or her own expense for a period following separation determined by the insurance carrier and applicable laws.

ARTICLE V OTHER BENEFITS

Section 5.01 -Travel

Necessary and approved transportation that is required of the employee in the performance of school duty shall be at the expense of the School District and set forth in District Policy Number 412.

ARTICLE VI SEVERANCE/RETIREMENT

Section 6.01 – Severance

Severance for employees contracted for 185 or more days per year shall be eligible for severance pay as following:

The Employee shall be eligible for a severance benefit. Such benefit shall be EITHER an amount equal to five (5) days of the retiring employee's current salary at the time of severance, less benefits, times the number of full years of employment in the district to a maximum of sixty (60) days, OR payment of one-half (1/2) of employee's accumulated sick leave at a rate equal to the employee's current salary at the time of severance, less benefits, to a maximum of 720 hours. WHICHEVER IS GREATER. Qualifications are 57 years of age.

Section 6.02 -Tax Deferred Contribution

Employees contracted for 185 days or more per year shall be eligible for a district match towards a tax deferred contribution. The district shall match employee payments up to \$4,000 beginning with the 2021-22 year, to a tax-deferred plan for the employee.

- a. The employee shall be eligible for a prorated school district contribution for any years that are less than full time but contracted for 185 or more days per year.
- b. Such plan shall be approved and subject to applicable provisions of Minnesota Statutes and IRS Code Section 403(b) or IRS Code Section 457 and any amendments thereto.
- c. The employee shall choose a service provider from a district approved vendor list. It shall be the responsibility of the employee to make all arrangements required by the vendor and district to insure that proper payment is made by the school district. The district shall make payment to the employee's selected company semi-monthly.

Section 6.03 – Health Care Savings Account

The School District shall contribute on behalf of the administrator, an amount equal to 1.5% beginning with the 2021-22 year, of employees gross salary to a health care savings account administered by the State of Minnesota Retirement System.

Section 6.04 – Retirement Insurance

Employees contracted for 250 or more days per year shall be eligible for early retirement health insurance contributions towards single coverage in the group health and hospitalization until the end of the month employee qualifies for Medicare. Employee must have completed at least fifteen (15) years of continuous service with the School District and be at least fifty-five (55) years of age to be eligible for this benefit upon submission of written resignation accepted by the School Board. The School District will make the same contribution towards the cost of single coverage for a retired full-time employee as is provided under this agreement for an active full-time employee.

Employees contracted for 185 days per year, but not more than 250 days per year, shall be eligible to remain in the existing group health insurance program with a District contribution up to \$3,600 per year at the rate of \$300 per month towards single coverage in the group health and hospitalization until the end of the month employee qualifies for Medicare. Employee must have completed at least fifteen (15) years of continuous service with the School District and be at least fifty-five (55) years of age to be eligible for this benefit upon submission of written resignation

This document shall be effective only upon the signature of the officers of the School Board.

INDEPENDENT SCHOOL DISTRICT NO. 656

Board Chair:

Board Clerk:

Dated:



10/25/21

**APPENDIX A
SALARIES AND DUTY YEAR
2021-22**

Position	Duty Year	Wages
Data Analyst	Varies	\$237.68 per diem
Family and Community Engagement Specialist	210 Days	\$25.50 per hour
Academic Specialist	190 Days	\$20.65 per hour
Administrative Assistant, School Board, Superintendent and T&L	260 Days	\$78,984
Family Literacy Specialist	260 Days	\$67,113
COTA/SLPA	192 Days	\$38,909
Chemical Health Coordinator	185 Days	\$59,885
Chemical Health Specialist	185 Days	\$25.00 per hour
Audio and Visual Technician	Varies	\$19.40 per hour

**APPENDIX B
SALARIES AND DUTY YEAR
2022-23**

Position	Duty Year	Wages
Data Analyst	Varies	\$244.37 per diem
Family and Community Engagement Specialist	210 Days	\$26.61 per hour
Academic Specialist	190 Days	\$21.23 per hour
Administrative Assistant, School Board, Superintendent and T&L	260 Days	\$81,196
Family Literacy Specialist	260 Days	\$68,992
COTA/SLPA	192 Days	\$39,998
Chemical Health Coordinator	185 Days	\$61,562
Chemical Health Specialist	185 Days	\$25.70 per hour
Audio and Visual Technician	Varies	\$19.94 per hour