

INDEPENDENT SCHOOL DISTRICT 719



**PRIOR LAKE-SAVAGE**  
AREA SCHOOLS

**CHILD NUTRITION SERVICES**

TERMS AND CONDITIONS OF EMPLOYMENT

JULY 1, 2022 - JUNE 30, 2024

This document is a statement of terms and conditions of employment. It is not to be construed as an employment contract.

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**ARTICLE I**  
**PURPOSE**

**Section 1. Purpose:** The purpose of this document is to define the salary, fringe benefits and conditions of employment for child nutrition services employees for July 1, 2022 through June 30, 2024. The term employee shall mean all child nutrition services employees of ISD 719.

**ARTICLE II**  
**SCOPE**

**Section 1. Terms and Conditions of Employment:** Terms and conditions of employment shall mean the hours of employment, the compensation therefore, and economic aspects relating to employment, but does not mean policies of the school district.

**ARTICLE III**  
**RATES OF PAY**

**Section 1. Rates of Pay:**

Subd.1. Wages and salaries reflected in the Salary Schedule, attached hereto, shall be a part of the agreement for the period commencing July 1, 2022 to June 30, 2024.

Subd. 2. During the duration of this agreement, advancement on any salary schedule shall be subject to the terms of this agreement. In the event a successor agreement is not entered into prior to the expiration of this agreement, an employee shall be compensated according to the current rate until a successor agreement is entered into.

Subd. 3. An individual employee's salary advancement is subject to the right of the school district to withhold salary increases for good and sufficient grounds. An action withholding a salary increase shall be subject to the grievance procedure.

**Section 2. Pay Options:** Employees will have the option of being paid on either a twelve (12) month or a nine (9) month basis. Those individuals selecting the nine (9) month option shall receive their pay on regular pay dates during the months of September through June. Those individuals selecting the twelve (12) month option shall receive their pay as follows:

Seventy-five percent (75%) of their hours will be paid on the regular pay dates during the months of September through June. The remaining twenty-five percent (25%) of their hours will be paid in equal installments on regular pay dates during the months of July and August.

A decision on the option to be exercised by the individual must be made at the beginning of the school year. Once this decision is made by an employee, a change will not be permitted during the school year.

**Section 3. Pay in a Higher Classification:** All employees (not including substitutes) assuming duties other than their regular job will receive the applicable rate of pay for that classification. Separate time cards shall be completed to report these hours.

**Section 4. Certification:** Each building site manager must have completed her/his School Nutrition Certification Level IV with the School Nutrition Association and is to keep this certification current, with documentation provided to Human Resources.

Each assistant site manager must have completed her/his School Nutrition Certification Level III or greater with the School Nutrition Association and is to keep this certification current, with documentation provided to Human Resources.

All other employees must have completed her/his School Nutrition Certification Level I or greater with the School Nutrition Association and is to keep this certification current, with documentation provided to Human Resources.

All substitute employees must attend the Food Safety in Schools class within one year of employment.

Employees hired without the required certification level will have one calendar year to complete each level of certification.

The district shall reimburse the full tuition cost of Level I, II, and III. The district will also provide reimbursement for level IV certification, but the district shall not reimburse the tuition costs for Level IV certification through college credit. Pay rates will be adjusted on the next possible payroll.

**Section 5. Miscellaneous:**

Subd. 1. Membership in the state and national School Nutrition Association for employees who are certified will be paid by the school district.

Subd. 2. Classes appropriate to the position, as determined by the district (i.e. Serve Safe) will be paid by the district, provided prior approval is given by the Director of Child Nutrition. Reimbursement will be upon verification of course completion (provided to Human Resources).

Subd. 3. Tax Sheltered Annuity: Employees who work 40 hours a week and the entire regular work year shall be eligible to receive a matching contribution from the school district. Employees who work at least 30 hours a week shall be eligible to receive a pro-rated school district contribution.

The School District' contribution will be based on the employee's years of employment in the district and will be in the following amounts:

<u>Year of Employment</u>	<u>District Match</u>
1 <sup>st</sup>	\$0
2 <sup>nd</sup> 4 <sup>th</sup>	\$500
5 <sup>th</sup> -9 <sup>th</sup>	\$800
10 <sup>th</sup> 14 <sup>th</sup>	\$1,100
15 <sup>th</sup> -25 <sup>th</sup>	\$1,500
26 <sup>th</sup> and beyond (if hired prior to July 1, 2016)	\$1,500
26 <sup>th</sup> and beyond (if hired after July 1, 2016)	\$0

Subd. 4. Incentive Pay: Employees who have completed their probationary period and who have no more than three (3) days of absence in the previous twelve (12) month period will receive two (2) days additional pay. Absences caused by Prior Lake-Savage Area School related events or activities will not be counted. This pay is based on the average number of hours worked per day during that period and the rate of pay in effect at the end of the period. All such incentive pay will be paid at the end of the fiscal year in which it was earned. Application for incentive pay must be received by June 15<sup>th</sup> of each contract year and approved by the Director of Child Nutrition.

Subd. 5. Clothing Allowance: Child Nutrition employees will receive up to \$100 per contract year. Clothing allowance may be used to purchase shoes and hats. All receipts must be turned in by the end of the fiscal year.

#### **ARTICLE IV** **GROUP INSURANCE**

**Section 1. Selection of Carrier:** The selection of the insurance carrier and policy shall be made by the school district as provided by law.

**Section 2. Claims against the School District:** It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

**Section 3. Duration of Insurance Contribution:** An employee is eligible for school district contribution as provided in this Article as long as the employee is employed by the school district. Upon termination of employment, all district contribution shall cease.

**Section 4. Eligibility:** Benefits provided in this Article are designed for full-time personnel, as described in Article VI, and shall not apply to part-time personnel.

**Section 5. Health and Hospitalization Insurance:** The school district shall contribute up to eight hundred and eighty dollars (\$880) per month beginning the 2022-23 contract year and up to nine hundred and fifteen dollars (\$915) per month beginning the 2023-24 contract year for each full-time employee employed by the school district who qualifies for and is enrolled in the school district group health and hospitalization plan.

Eligible employees may purchase two-party or family coverage at their expense through payroll deduction. The school district will contribute an additional \$1500 per year for employees who elect two-party or family coverage.

The District will offer at least one voluntary high-deductible/VEBA health plan option coupled with a VEBA trust. Eligible employees who choose to enroll in the high deductible VEBA health plan shall receive a district contribution to a VEBA account set up for that employee. Employee Contracts/Terms and Conditions determine eligibility. The following provisions shall apply to the VEBA plan offered by the District:

High deductible VEBA health plan Single Coverage: if employee selects the VEBA plan with single coverage, the District will make a \$1,200 annual contribution to the employee's VEBA HRA. Beginning

the 2023-24 fiscal year, the District will contribute the annual amount to the employee's VEBA account in two equal installments. First installment will be contributed in July or the first date of employment. The second installment will be contributed in January. If hired after January 1st, the entire prorated amount will be contributed on the first date of employment.

High deductible VEBA health plan Dependent Coverage: if employee selects the VEBA plan with dependent coverage, the District will make a \$2,400 annual contribution to the employee's VEBA HRA. Beginning the 2023-24 fiscal year, the District will contribute the annual amount to the employee's VEBA account in two equal installments. First installment will be contributed in July, the first date of employment, or the first day of coverage. The second installment will be contributed in January. If hired after January 1st, the entire prorated amount will be contributed on the first date of employment.

Investment fees (if any) will be paid from the individual accounts of employees. Monthly administration fees of active employees for VEBA administration will be paid for by the District.

**Section 6. Long-Term Disability Insurance:** The School Board will participate in a long-term disability program by paying the full cost of the annual premium for each full-time employee who becomes disabled from sickness or accident and will be insured after twenty-one (21) consecutive working days to the extent of sixty-seven percent (67%) of salary. Benefits will be payable as long as the employee remains totally disabled but not beyond the employee's sixty-fifth (65th) birthday. Benefits to disabled employees will be determined and paid as described in the long-term disability plan. Employees may use accumulated sick leave to offset the difference in benefits versus salary on a pro-rated amount.

**Section 7. Continuation of Eligibility:** Full-time employees who retire prior to age 65 shall be eligible to continue in the school district group medical and dental insurance program until age 65 with the following conditions:

1. The employee has completed 15 years of continuous service to the school district.
2. The employee has reached the age of 55.
3. The employee pays for the insurance plans selected on a monthly basis in advance.
4. This option shall be limited to the type of coverage (employee or dependent) that the employee was enrolled in prior to the retirement.
5. The level of coverage shall not be guaranteed and is sole property right of the active employees and the school district.

**Section 8. Dental Insurance:** Commencing July 1, 1996, full-time employees may apply for dental coverage as provided by the district. The school district will contribute the amount necessary to provide for individual coverage for each employee who qualifies and is enrolled in the district group dental plan.

**Section 9. Term Life Insurance:**

**Subd. 1. Employee Insurance:** The school district shall provide and pay the total premium for term life insurance for all full-time employees in the amount of fifty thousand dollars (\$50,000). Refer to life insurance policy currently in effect.

**Subd. 2. Dependent Coverage:** In addition, provisions, when practical, will be made to provide dependent coverage life insurance which may be available at the expense of the employee.

Subd. 3. Supplemental Term Life Insurance: In addition, the employee may purchase, through payroll deduction, additional life insurance in increments of ten thousand dollars (\$10,000) up to a combined limit of one hundred fifty thousand dollars (\$150,000).

**ARTICLE V**  
**LEAVES OF ABSENCE**

**Section 1. Sick Leave:**

Subd. 1. A full-time employee shall be entitled to ten (10) days of sick leave per year. Annual sick leave shall accrue at the beginning of the employee's work year. Employees whose hours are reduced shall retain their accumulated sick leave. An employee filling in at a position in a higher classification or with more hours for a period of twenty (20) work days or more shall be entitled to the hours of sick leave for the higher classification position.

Subd. 2. Unused sick leave days may accumulate to a maximum credit of one hundred twenty (120) days of sick leave per employee.

Subd. 3. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness and/or disability of the employee or the employee's child which prevented attendance and performance of duties on that day or days. Sick leave may also be used for the care of relatives in accordance with Minnesota Statute 181.9413.

Subd. 4. The school district may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay; however, the final determination as to the eligibility of an employee for sick leave is reserved to the school district. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 5. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Subd. 6. Sick leave pay shall be approved only upon submission of a request.

Subd. 7. Sick leave may be utilized during a period of physical disability resulting from a condition of pregnancy. The employee shall provide the district with a physician's statement certifying the dates of disability. An unpaid leave for child care purposes may be granted at the discretion of the school district.

Subd. 8. Sick leave for other Employees: Employees who work twenty (20) or more hours but less than thirty (30) hours per week shall be entitled to seven (7) days of sick leave per year. Sick leave days shall be equal to the employee's regular work day and shall also comply with Section 1 above. Employees who work less than twenty (20) hours shall be entitled to three (3) sick days.



**Section 2. Worker's Compensation:** Pursuant to Minnesota Law, an employee injured on the job in the service of the school district and collecting worker's compensation insurance, may draw sick leave and receive full salary from the school district, the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

**Section 3. Family Bereavement, Family Illness and Funeral Leaves:** Full-time employees will be entitled to family bereavement or illness leave up to a maximum of eight (8) work days per school year as described in Subd. 1, Subd. 2, and Subd. 3 below: Employees who work less than thirty (30) hours per week shall be entitled to family bereavement or illness leave up to a maximum of five (5) work days per school year as described in Subd. 1, Subd. 2, and Subd. 3 below:

Subd. 1. Family Bereavement Leave: The employee may use bereavement leave for the death of the following family members: spouse, fiancé, child, son/daughter-in-law, parent, father/mother-in-law, grandparents, grandparents-in-law, grandchild, sibling, or the employee's or employee's spouse's brother/sister-in-law, uncle, aunt, nephew, niece or cousin.

Subd. 2. Immediate Family Illness Leave: The employee may use illness leave for any illness or injury of a child, spouse, or parent that requires the presence of the employee. The employee may also use family illness leave for daycare closures due to the illness of children or the facility manager. The School District may require supporting documentation in the case of a daycare closure.

Subd. 3. Other Family Illness Leave: The employee may use illness leave for a serious injury or illness of other family members named in Subd.1. A serious injury or illness is defined to include health conditions requiring medical treatment or supervision; physical or mental disability; chronic long-term treatment.

Subd. 4. Funeral of a Friend: The employee will have one annual non-accruing bereavement leave day for the funeral of a friend.

**Section 4. Personal Leave:** Employees shall receive three (3) days of personal leave per year. Personal leave may be accumulated from year to year with an unlimited accumulation of hours.

Subd. 1. Notification for taking of personal leave must be made to the Director of Child Nutrition at least twenty-four (24) hours in advance except in the event of an emergency.

Subd. 2. No more than one (1) regular child nutrition employee in any one (1) building may take personal leave at any one (1) time. However, an exception may be granted by the Executive Director of Administrative Services, whose decision is final and binding and not subject to the grievance procedure.

Subd. 3. A personal leave day shall not be granted for the day preceding or the day following holidays or school vacations and the first and last day of the school year. However, an exception may be granted by the Executive Director of Administrative Services, whose decision is final and binding and not subject to the grievance procedure.

**Section 5. Medical Leave:**

Subd.1. A full-time employee, who has completed the initial probationary period, who is unable to perform duties because of illness or injury and who has exhausted all sick leave credit available, or has become eligible for long-term disability compensation, may, upon request, be granted a medical leave of absence, without pay, for up to six (6) months. This leave may be renewed at the discretion of the school district.

Subd. 2. A request for leave of absence, or renewal thereof, under this section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities.

**Section 6. Insurance Application:** An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the school district, or the school district's third party insurance administrator, the monthly premium in advance.

**Section 7. Child Care Leave:** A full-time employee may be afforded a child care leave of absence of no more than twelve (12) months provided the employee follows the procedures outlined in this section.

Subd. 1. An employee shall notify the Executive Director of Administrative Services in writing no later than the end of the fifth (5th) month of pregnancy and also, at such time, provide a physician's statement indicating the estimated date of delivery of the child. An employee may utilize sick leave pursuant to Article X, Section 1, during the period of disability. The sick leave must be taken prior to the implementation of the child care leave and sick leave shall not exceed twelve (12) months except by mutual consent of the parties. However, in the case of miscarriage, stillbirth or death of the child, the employee may return to a position at the same wage rate for which qualified prior to the leave.

Subd. 2. An employee shall submit a written request to the Executive Director of Human Resources for the child care leave including commencement date and return date.

Subd. 3. The School District may adjust the proposed beginning or ending date of the child care leave at its discretion.

Subd. 4. An employee returning from a child care leave shall be re-employed in a position at the same wage rate for which the employee was qualified prior to the leave provided that the employee returns on the date approved by the School Board, unless changed by mutual consent of the employee and the School Board.

Subd. 5. Failure of an employee to return pursuant to the date determined in this Section shall constitute grounds for termination in the school district.

Subd. 6. An employee on child care leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the employee wishes to retain commencing with the beginning of the child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the district pursuant to this Section.

Subd. 7. The parties further agree that any child care leave of absence granted under this Section shall be a leave without pay.

Subd. 8. The parties agree that periods of time for which the employee is on child care leave shall not be counted in determining the completion of the probationary period.

Subd. 9. An employee who returns from child care leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this agreement at the commencement of the beginning of the leave. The employee shall not accrue any additional experience credit for leave time during the period of child care leave.

**Section 8. Adoption Leave:** Adoption leave shall be granted without pay for periods of time not exceeding six (6) months when application is made by a full-time employee to the Executive Director of Human Resources.

Subd. 1. Failure of an employee to return pursuant to the date determined in this section constitutes grounds for termination in the school district.

Subd. 2. An employee who returns from adoption leave within the provisions of this section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this agreement at the commencement of the beginning of the leave. The employee shall not accrue any additional experience credit for leave time during the period of adoption leave.

Subd. 3. An employee on adoption leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the employee wishes to retain commencing with the beginning of the adoption leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the district pursuant to this section.

Subd. 4. The parties agree that periods of time for which the employee is on adoption leave shall not be counted in determining the completion of the probationary period.

**Section 9. Credit:** An employee who returns from an unpaid leave shall retain experience credit for pay purposes and other benefits which has accrued at the time leave commenced. No credit shall accrue for the period of time that an employee was on an unpaid leave.

**ARTICLE VI**  
**HOURS OF SERVICE AND DUTY YEAR**

**Section 1. Basic Work Week:** The regular work week shall be prescribed by the school district each year for all employees.

**Section 2. Basic Work Year:**

Subd. 1. The regular work year shall be prescribed by the school district each year for all employees. Employees shall be given notice of the next year's work schedule not less than two (2) weeks prior to the start of the school year. The employer will schedule the work year consistent with the needs and responsibilities of operating the child nutrition program. The work year is subject to change based upon school calendar modifications. At the Manager's discretion, employees may be required to work the day before the first meal service day of the school year and/or the day after the last meal service day of the school year.

Subd. 2. Employees who request and are approved to attend MFSA meetings and food or product shows shall be compensated for their attendance. No more than one (1) day's pay will be allowed for one (1) day's attendance or the employee's pay shall not exceed their regular daily rate. Travel time is not included. This compensated time shall not be part of or included in their regular work year. The school district reserves the right to adjust an employee's year as it determines necessary.

**Section 3. Full-Time Employees:** Full-time employees are those that work at least 30 hours or more per week for the purpose of this agreement only. The basic duty day for full-time employees shall be inclusive of a lunch; the lunch time shall be non-duty free.

**Section 4. Part-Time Employees:** The school district reserves the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis for time less than that of the regular employees.

**Section 5. Shifts and Starting Time:** All employees will be assigned starting times and shifts as determined by the school district.

**Section 6. School Closings:** Employees are given one (1) day paid for the first student contact day school closing of each school year. Thereafter, in the event that school is closed for any reason and the employees are not required to perform services, the employees' compensation shall be reduced accordingly. Employees will receive pay for the actual time at work at the discretion of the Director of Child Nutrition.

**Section 7. Overtime:** Employees will receive time and one-half for all catering hours worked over their regularly scheduled hours. Employees will receive double time for all hours worked on Sundays or holidays. Employees may decline to work catering functions without affecting the employee's job evaluation. Catering shall be defined as hours worked preparing products for events outside of assigned site or for a third party not affiliated with Prior Lake-Savage Area Schools.

**Section 8. Holidays:** Eligible employees will receive twelve paid holidays, as designated by the school district. Paid holidays are available to employees who work at least 30 hours per week and 185 days per year. In order to be eligible for holiday pay, the holiday must occur within the regular work year of the employee and the employee must work the workdays immediately preceding and following the holiday (unless on an approved leave of absence). Additionally, an exception may be granted by the Executive Director of Administrative Services, whose decision is final and binding and not subject to the grievance procedure.

## **ARTICLE VII** **GRIEVANCE**

**Section 1. General Statement:** It is acknowledged that from time to time individual employees or groups of employees may take exception to established procedures or have differences of opinions with the administration or school board which every attempt should be made to resolve for the best interests of the school system and all concerned parties. In order to accomplish this in an appropriate and orderly fashion, the following “problem” procedure is established.

**Section 2. Definition of Grievance:** The term grievance shall mean an allegation by an employee or group of employees resulting in a dispute or disagreement as to the interpretation of or application of terms and conditions of employment.

**Section 3. Representation:** Any parties involved in a grievance procedure may be represented at any time during the procedures by a person or agent designated by a concerned party to act in his/her behalf.

**Section 4. Procedure:** An employee shall discuss the grievance with the Director of Child Nutrition. If agreement is not possible, the employee shall discuss the situation with the Executive Director of Administrative Services. In the event that matter remains unresolved, the employee will have the option of presenting the issue to the school board (or a board-designated committee).

## **ARTICLE VIII** **DURATION**

**Section 1. Effect:** This agreement constitutes the full and complete terms and conditions of employment for the named employees. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

**Section 2. Finality:** Any matters relating to the terms and conditions of employment, as herein stated, shall not be open for alteration during the term of this agreement.

**Section 3. Severability:** The provisions of this agreement shall be severable and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provision thereof.

**2022-23 Salary Schedule**

STEP	PART-TIME	ELEM HELPER	MIDDLE SCHOOL HELPER	HIGH SCHOOL HELPER	ELEM ASST MANAGER	MIDDLE SCHOOL ASST MANAGER	HIGH SCHOOL ASST MANAGER	ELEM SITE MANAGER	MIDDLE SCHOOL SITE MANAGER	HIGH SCHOOL SITE MANAGER
1	\$16.55	\$17.08	\$17.58	\$18.09	\$20.10	\$20.60	\$21.11	\$22.50	\$23.01	\$23.51
2	\$16.88	\$17.42	\$17.94	\$18.45	\$20.50	\$21.02	\$21.53	\$22.95	\$23.47	\$23.98
3	\$17.22	\$17.77	\$18.29	\$18.82	\$20.91	\$21.44	\$21.96	\$23.41	\$23.94	\$24.46
4	\$17.57	\$18.12	\$18.66	\$19.20	\$21.33	\$21.87	\$22.40	\$23.88	\$24.42	\$24.95
5	\$17.92	\$18.49	\$19.03	\$19.58	\$21.76	\$22.30	\$22.85	\$24.36	\$24.90	\$25.45

**2023-24 Salary Schedule**

STEP	PART-TIME	ELEM HELPER	MIDDLE SCHOOL HELPER	HIGH SCHOOL HELPER	ELEM ASST MANAGER	MIDDLE SCHOOL ASST MANAGER	HIGH SCHOOL ASST MANAGER	ELEM SITE MANAGER	MIDDLE SCHOOL SITE MANAGER	HIGH SCHOOL SITE MANAGER
1	\$16.72	\$17.25	\$17.76	\$18.27	\$20.30	\$20.81	\$21.32	\$22.73	\$23.24	\$23.75
2	\$17.05	\$17.59	\$18.12	\$18.64	\$20.71	\$21.23	\$21.75	\$23.18	\$23.70	\$24.22
3	\$17.39	\$17.95	\$18.48	\$19.01	\$21.12	\$21.65	\$22.18	\$23.65	\$24.18	\$24.71
4	\$17.74	\$18.31	\$18.85	\$19.39	\$21.54	\$22.08	\$22.63	\$24.12	\$24.66	\$25.20
5	\$18.10	\$18.67	\$19.22	\$19.78	\$21.97	\$22.53	\$23.08	\$24.60	\$25.15	\$25.71

**2022-24 Cashier, Certification and Longevity Pay**

<u>Lead Cashier:</u>	Secondary	\$ .40
<u>Certification Pay:</u>	Level I	\$ .15
	Level II	\$ .30
	Level III	\$ .45
	Level IV	\$ .60
<u>Longevity Pay:</u>	15th – 19th Years:	\$ .55
	20th + Years:	\$ .75

These personnel terms and conditions contain information pertaining to your employment with Independent School District No. 719, Prior Lake-Savage Area Schools (“District”). Please note that the information contained in this document may be changed from time to time. Nothing in this document establishes any form of a contract between you and the District, nor does anything in this document alter your at-will employment relationship with the District. In the same sense that you can resign your employment with the District at any time for any reason or no reason at all, so can the District terminate your employment at any time for any reason or no reason at all, consistent with the concept of at-will employment. When changes occur to the information contained in this document, the revisions will be issued to you. The statements contained in this Article are subject to the requirements of any applicable law, such as the Veterans’ Preference Act, granting the employee employment rights.

**MEMORANDUM OF UNDERSTANDING**  
**PRIOR LAKE - SAVAGE AREA PUBLIC SCHOOLS**  
**2022-2024**

**Unpaid Time:**

Child Nutrition Services employees shall be entitled to take up to six (6) days of unpaid days of unpaid time throughout the duration of this agreement (July 1, 2022 – June 30, 2024). The six (6) days may be used in one year, but no additional unpaid time off will be allowed except under the provisions of the Family Medical Leave Act (FMLA) or upon written agreement from the Executive Director of Administrative Services.

Child Nutrition Services employees shall not have their benefits reduced, aside from salary, when taking unpaid time off under the guidelines established in this memorandum of understanding.

Requests for unpaid time off must be made at least five (5) work days in advance in order to ensure that a suitable replacement can be found.

Only one (1) employee from each elementary school kitchen and two (2) employees from each secondary school kitchen will be allowed to utilize unpaid time simultaneously.

**MEMORANDUM OF UNDERSTANDING**  
**PRIOR LAKE - SAVAGE AREA PUBLIC SCHOOLS**  
**2022-2023**

**Wellness Incentive Pay:**

For the 2022-2023 school year, in lieu of Article III, Section 5, Subd. 4, employees who have completed their probationary period and who have no more than one (1) day of absence in the quarter will be eligible to receive a half (1/2) day additional pay. Absences caused by Prior Lake-Savage Area School related events or activities will not be counted. This pay is based on the average number of hours worked per day during that period and the rate of pay in effect at the end of the period. All such incentive pay will be paid at the end of each quarter in which it was earned. Application for incentive pay must be received within two weeks after the end of the school quarter and approved by the Director of Child Nutrition.