

Community Education Services
KIDS' COMPANY SITE LEADER
 Independent School District 719

I. 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 these personnel terms and conditions or in a general job description, abide by the rules, regulations and policies as established by the School Board and the Minnesota Department of Education, and any additions or amendments thereto, for the pay indicated in these personnel terms and conditions.

II. SALARY:

STEP	2022-23	2023-24
1	24.20	24.44
2	24.56	24.81
3	24.93	25.18
4	25.31	25.56
5	25.68	25.94
6	26.07	26.33
7	26.46	26.73
8	26.86	27.13
9	27.26	27.53
10	27.67	27.95

III. WORK YEAR AND LEAVES:

Twelve months, as determined by the Kid's Company Coordinator.

1. Personal Leave: A full-time Kids' Company Site Leader shall be granted a personal leave of no more than two (2) days per year. Personal leave shall be non-cumulative and must be requested at least twenty-four (24) hours in advance.
2. Sick Leave: The employee shall earn one (1) day for each month of service in the employ of the school district, accumulative to a maximum of ninety (90) days.
3. Family Bereavement, Family Illness and Funeral Leaves: The employee 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:

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.

4. Vacation: Vacation shall accrue on July 1st of each year and is non-cumulative from year to year.

Kids' Company Site Leaders hired before July 1, 2013 shall earn vacation as follows:

First four (4) years of employment: two (2) weeks
Five (5) through nine (9) years of employment: three (3) weeks
Ten (10) through twenty-five (25) years of employment: four (4) weeks
After twenty-five (25) years of employment: five (5) weeks

Kids' Company Site Leaders hired after July 1, 2013 shall earn vacation based on the following schedule:

First nine (9) years of employment: three (3) weeks
Ten (10) years or more of employment: four (4) weeks

A maximum of 5 days may be carried over into the following year but must be used by December 31st or they will be forfeited. Exceptions to this requirement may be made at the discretion of the Executive Director of Administrative Services (or designee) based on operational needs.

5. Holidays: The Kids' Company Site Leader receive twelve (12) paid holidays each year, as designated by the school district.

IV. INSURANCE:

Eligibility: Employees shall be eligible for school district contributions toward the group insurance plan when employed for thirty (30) or more hours per week and for nine (9) or more months unless otherwise indicated in this section. For employees working less than forty (40) hours per week and thirty (30) or more hours per week, a prorated district contribution is based on forty (40) hours. Any additional cost of the premium for dependent coverage shall be borne by the employee and paid by payroll deduction.

1. Medical 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.

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.

Should the district make changes to health insurance plan/s or should changes in any law or regulations impact benefits provided, the employer shall negotiate with the employee over the impact and effect of such change(s).

2. Dental Insurance: The school district will provide a dental insurance plan and contribute the cost of the premium for single coverage.
3. Long-Term Disability: The school district will provide a long-term disability insurance plan and contribute the cost of the premium.
4. Life Insurance:
The school district will provide a life insurance plan in the amount of fifty thousand (\$50,000). Employees may purchase additional coverage as permitted by the plan.

V. OTHER BENEFITS:

1. 403(b) Plan: Eligible to participate in the district tax-deferred annuity plan.
2. Flex Benefits: Eligible to participate in the Flexible Spending Account plan.

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.