

HOPKINS PUBLIC SCHOOLS

COMMUNITY EDUCATION EMPLOYEE HANDBOOK

Provider Group:

- **Supervisors, Managers, and Specialists**
- **Community Education Non-Licensed Instructional Staff**
- **Community Education Support Staff**

Effective Dates: July 1, 2022 through June 30, 2024

TABLE OF CONTENTS

		PAGE
I.	INTRODUCTORY STATEMENT	3
II.	EMPLOYMENT STATUS	3
III.	PROBATIONARY PERIOD	3
IV.	WORKWEEK SCHEDULE	3
IV.	COMPENSATION	4
VI.	SEVERANCE	4
VII.	SICK LEAVE	5
VIII.	DISASTER LEAVE	6
IX.	CHILD CARE LEAVE	6
X.	FAMILY ILLNESS	7
XI.	FUNERAL LEAVE	7
XII.	PERSONAL LEAVE	7
XIII.	MILITARY LEAVE	8
XIV.	JURY DUTY-WITNESS COMPENSATION	8
XV.	GRIEVANCE PROCEDURE	8
XVI.	NONDISCRIMINATION	10
XVII.	APPLICATION / POSTING PROCEDURES	11
XVIII.	DISCIPLINARY ACTION/DISCHARGE	11
XIX.	RESIGNATIONS/REDUCTION IN FORCE	11
XX.	VACATIONS	11
XXI.	INSURANCE	12
XXII.	HOLIDAYS	14
XXIII.	MISCELLANEOUS	14

APPENDIX A – Rate of Pay Schedules

Section 1:	Supervisors, Managers and Specialists	16
	<ul style="list-style-type: none"> • Hourly Range Schedule • Longevity / Career Steps 	
Section 2:	Community Education Non-Licensed Instructional Staff	17
	<ul style="list-style-type: none"> • Hourly Range Schedules <ul style="list-style-type: none"> • Special Provisions 	
Section 3:	Community Education Support Staff	18
	<ul style="list-style-type: none"> • Hourly Range Schedules 	

2022 - 2024

Terms and Conditions for the Community Education Provider Employee Group:

- ❖ Supervisors, Managers and Specialists
- ❖ Community Education Non-Licensed Instructional Staff
- ❖ Community Education Support Staff

Articles I – XXIII of this Handbook apply to all employees covered by the Salary Schedules in Appendix A unless otherwise specified

I. INTRODUCTORY STATEMENT

The Hopkins School District believes one of its most important assets is its Employees. This Community Education Employee Handbook has been established to provide policy information to Community Education Employees. It is important that all Community Education Employees be familiar with the policies in this handbook.

It is the District's goal to see that each Employee is treated fairly, equally and respectfully. Employees should feel free to discuss the contents of the Employee Handbook with their supervisor or the Director of Community Education.

II. EMPLOYMENT STATUS

- A. Full-time Employees are defined as individuals assigned to a position that is scheduled for a normal workweek of thirty (30) hours or more.
- B. Part-time Employees are defined as individuals assigned to a position that is scheduled for a normal workweek of more than fourteen (14) but less than thirty (30) hours, and compensated at an hourly rate for all hours worked.
- C. Full-time and part-time Employees shall be subject and entitled to all "terms and conditions of employment" to the extent established by this Handbook.

III. PROBATIONARY PERIOD

- A. All individuals who are original hires or rehires shall serve a twelve (12) continuous month working probationary period.
 1. The probationary period shall serve as a period of time during which the Employee shall demonstrate fitness and ability to perform the job's duties and responsibilities.
 2. At any time during the probationary period, an Employee may be terminated at the discretion of the Employer. Employees terminated during the probationary period shall receive a written notice of such termination.
- B. Employees promoted to a higher job classification shall serve a six (6) continuous month working probationary period.
 1. The probationary period shall serve as a period of time during which the Employee shall demonstrate fitness and ability to perform the job's duties and responsibilities.
 2. At any time during the probationary period, the Employer or the Employee may request a review of the performance of the Employee to resolve any problems.
 3. If the problem cannot be resolved to the mutual satisfaction of both parties, the Employee has the option of returning to the Employee's previous position or the Employer may require that the Employee return to the Employer's previous position.

IV. WORK SCHEDULE

A. Hours of Work:

1. The normal workday shall be eight (8) hours, excluding a one-half (1/2) hour unpaid lunch period.
2. The normal workweek shall be five (5) consecutive days in a calendar week.
3. The normal work year shall be established by the Employer and assigned to Employees. The normal work year shall be fifty-two (52) weeks or less than forty-eight (48) weeks in duration.
4. The scheduled beginning and ending hours of work shall be established by the Employee's immediate supervisor.
5. Nothing in this Handbook shall be construed as and is not intended to be a guarantee of any hours of work per normal workday or workweek.

B. Emergency Closing:

When school is closed for students due to inclement weather or emergency conditions, Community Education Employees shall report to work unless otherwise notified by the Employer. A Community Education Employee unable to report to work may use a personal day, a vacation day, a non-contract day, or be subject to a salary deduction.

C. Early Dismissal/Special Circumstances:

When Community Education Employees are not required to work or are dismissed early by the Employer due to inclement weather or emergency closings, staff regularly scheduled for work shall suffer no loss in pay. Community Education Employees directed to perform duties in handling an emergency situation shall receive compensatory time for hours worked.

V. COMPENSATION

A. Basis of Compensation:

Compensation or salary range for each position shall be based on an Employee's job classification or rating as established through the District's wage administration process.

B. Salary Progression:

Employees employed before January 1st shall be assigned the preceding July 1st as their anniversary date. Employees employed on or after January 1st shall be assigned the succeeding July 1st as their anniversary date.

C. Overtime:

Public Schools are covered by the Federal Fair Labor Standards Act for overtime. Therefore, non-exempt Employees directed by their immediate supervisor to work hours in excess of forty (40) in a normal work week shall be compensated at the rate of one and one-half (1-1/2) the Employee's hourly rate of pay, or shall receive compensatory time subject to the request of the Employee and approval of the immediate supervisor. Hours to be considered for overtime or compensatory time shall be reported to the immediate supervisor on a weekly basis and approved by the Director of Community Education or designee on a weekly basis.

VI. SEVERANCE

Employees shall earn severance in accordance with the following criteria:

- A. A full-time (30 hrs. /wk. or more) employee with a total of twenty (20) years of continuous full-time service in the District and has accumulated a minimum of sixty (60) days of sick leave, shall earn twelve (12) months severance pay. An employee with fifteen (15) years of continuous full-time service in the District and has accumulated between thirty (30) and fifty-nine (59) days of sick leave, shall earn six (6) months severance pay.
- B. To be eligible to receive severance, a Letter of Resignation shall be submitted to the Director of Community Education at least 30 calendar days prior to the date of resignation/retirement.

- C. Severance shall be paid out in three (3) equal instalments over a three (3) fiscal year period. The maximum annual exposure to the district for severance under this agreement shall be \$100,000. In the event applications of eligible employees constitute a liability in excess of the limitation as contained in this section, the amount each employee would be eligible to receive shall be reduced in a proportionate share of the school district's annual liability with the remainder to be paid in the following fiscal year subject to the aggregate maximum.
- D. The Board of Education may, at its discretion, defer or accelerate the use criteria for severance by up to two (2) years, provided that the benefits accrued by such employee shall not be reduced by the School Boards' action.
- E. The District shall fulfil the benefit obligation to the Employee covered by the handbook who separate from employment and are eligible for a severance payment.

The Employee must elect:

100% contribution to 403(b)

- F. Employees terminated "for cause" shall not be eligible for the severance benefit.
- G. Beneficiary. In the event of the death of an eligible Employee prior to the full payment of retirement inducement benefit, the remaining benefit shall be made to the beneficiary designated by the Employee.
- H. Reemployment. Employees reemployed by the Employer following separation shall be considered original hires.
- I. Section 1 employees, as established in Appendix A, that meet the eligibility requirements for severance pay are also eligible for a post-retirement medical insurance contribution of \$100 per month. This payment will be provided each month starting the month after the employee retires and will cease at the end of the month in which the employee turns age 65. The maximum District obligation for post-retirement medical insurance contributions in each year of this agreement is \$2,400. If more than two (2) employees are retired at any given time and receiving this benefit, their payments will be prorated to ensure that the District does not exceed the \$2,400 maximum obligation annually.

VII. SICK LEAVE

- A. Rate of Accumulation:
Full-time Employees shall earn one (1) day of sick leave per each full month of employment. Earned sick leave may accumulate to an unlimited amount.
- B. Use of Sick Leave:
 1. Accumulated sick leave may be used for absences from work necessitated by illness or injury. For compensation purposes, when the use of sick leave is approved, Employees will be considered to have worked their normal workday.
 2. The use of accumulated sick leave in excess of three (3) consecutive workdays or the repeated and systematic use of sick leave may require medical verification of the illness or injury at the discretion of the Superintendent or designee.
 3. Employees who are ill or injured for a period of time, which exceeds their accumulated sick leave, may request an unpaid leave of absence.
 4. Sick leave may be used for personal illness, family illness, or funeral leave under the conditions established in Articles VII, X, and XI.
 5. Workers' Compensation Supplement: Employees who are eligible for workers compensation benefits shall have the right to use accumulated sick leave in an amount necessary to equal the Employee's basic salary.

C. Notification:

Employees unable to report for their normal workday shall notify their supervisor prior to their scheduled starting time. Employees returning to work from sick leave shall notify their supervisor at least one (1) calendar day prior to their scheduled starting time.

D. Part-time Employees:

Part-time Employees working at least 15 but less than 30 regularly scheduled hours per week shall receive three (3) days of sick leave per year. Sick leave may be used for personal illness, family illness, or funeral leave under the conditions established in **Articles VII, X, XI**. Employees working less than 15 regularly scheduled hours per week shall not be eligible for sick leave benefits as established by this section.

VIII. DISASTER LEAVE

- A. Additional sick leave benefits shall be granted to any Employee who has exhausted accumulated sick leave benefits if such Employee has been continuously disabled and unable to work for a period of thirty (30) consecutive duty days as certified by a physician.
- B. Additional sick leave benefits shall also be granted for a subsequent absence during the same duty year due to the same medical condition. After completion of the thirty (30) duty day waiting period such additional sick leave benefits shall commence as the duty day immediately following the last day of regular sick leave payment.
- C. Additional sick leave benefits shall continue only for the period during which the Employee remains continually disabled and unable to work and shall cease on the sixty-first (61) day of the disability of which time the Employee may become eligible for long-term disability insurance.

IX. CHILDCARE LEAVE

- A. Leave under this section shall be without pay or fringe benefits.
- B. A childcare leave may be granted by the Employer subject to the provisions of this section. Childcare leave may be granted because of the need to prepare and provide parental care for a child or children of the staff member for an extended period of time.
- C. A staff member making application for child care leave shall inform the Human Resources Administrator in writing of intention to take the leave at least four (4) calendar months before commencement of the intended leave. It is recognized that adoption and catastrophic illness of a child may, on occasion, not allow for four (4) months notice; under such circumstance, the parties shall act reasonably.
- D. The Employer may adjust the proposed beginning date of a childcare leave so that the date of the leave is coincident with some natural break in the year. The beginning date of a childcare leave may also be a date mutually agreed upon by the staff member and the Employer.
- E. The ending date of a child care leave shall be coincident with the first duty day of the contract year, the school year or any other time mutually agreeable to the staff member and the Employer.
- F. In making a determination concerning the commencement and duration of a childcare leave, the Employer shall not, in any event, be required to:
 - 1. Grant any leave more than twelve (12) months in duration.
 - 2. Permit the staff member to return to employment prior to the date designated in the request for childcare leave unless the staff member and the Employer mutually agree to an earlier time.
- F. A staff member returning from childcare leave shall be reemployed in the position which they held prior to taking the leave or to a comparable position for which they are qualified unless previously discharged.

- G. A staff member on childcare leave shall indicate in writing a decision to return to employment within the twelve (12) month limit. Failure to provide such notice or failure to return pursuant to the date determined by this Section shall constitute a waiver and forfeiture of any right to return to employment unless the parties mutually agree in writing to an extension of the leave.
- H. A staff member who returns from child care leave within the provisions of this section shall retain all previous experience credit for pay purposes and any unused leave time accumulated under these Terms and Conditions as of the commencement of the leave. The staff members shall not accrue additional experience credit for pay purposes or leave time during the period of absence for childcare leave.
- I. A staff member on childcare 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 person wishes to retain, commencing with the beginning of the child care leave. The Employer shall provide a statement of cost due for all insurance benefits. The right to continue participation in such group insurance programs, however, will terminate if the staff member does not return to employment pursuant to this section.

X. FAMILY ILLNESS

- A. Full-time Employees may use accumulated sick leave, if necessary, to provide care because of a serious illness to a member of the Employee's immediate family in accordance with MN Statute 181.9413.
- B. In unusual circumstance, two (2) additional days of accumulated sick leave may be approved as determined by the Superintendent or designee.
- C. For compensation purposes, when family illness leave is approved, Employees will be considered to have worked their normal workday.
- D. Part-time Employees shall not be eligible for family illness benefits except as provided for in **Article VII (D)**.

XI. FUNERAL LEAVE

- A. Full-time Employees may use up to a maximum of three (3) days of accumulated sick leave, if necessary, to attend a funeral in the Employee's immediate family. Immediate family shall be defined as spouse, children, parent, brother, sister, brother, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, uncle, aunt, niece, nephew, guardian or any person living in the Employee's household.
- B. In unusual circumstances two (2) additional days of accumulated sick leave may be approved as determined by the Superintendent or designee.
- C. For compensation purposes, when funeral leave is approved, Employees will be considered to have worked their normal workday.
- D. Part-time Employees shall not be eligible for funeral leave benefits except as provided for in **Article VII (D)**.

XII. PERSONAL LEAVE

- A. Full-time Employees may be absent a maximum of two (2) days to conduct personal business or to be absent for an event which is important to the Employee which can only be conducted during the normal work day. Requests for personal leave shall be made in advance of its use and shall be subject to the approval of the Superintendent or designee.
- B. For compensation purposes, when personal leave is approved, Employees will be considered to have worked their normal workday.
- C. Employees who do not use all of their personal leave during the fiscal year may carry over unused days into the following fiscal year, subject to a maximum balance of four (4) days.

D. Part-time Employees shall not be eligible for personal leave benefits.

XIII. MILITARY LEAVE

- A. Employees drafted or enlisted for military service shall be granted a leave of absence as established by the provision of Minnesota and federal laws.
- B. Employees serving in a military reserve program shall be permitted to be absent from duty as provided by Minnesota and federal law.

XIV. JURY DUTY - WITNESS COMPENSATION

- A. Employees required to serve on jury duty shall be considered to be on duty for the period of time service is required of such jury and shall suffer no loss in pay.
- B. Upon the completion of service on a jury, an Employee shall present evidence of fees and expenses received for such service. The fees received for service on a duty day, excluding travel and reasonable meal expense, shall be refunded to the Employer by personal check.
- C. If the Employer subpoenas an Employee to be a witness for the Employer in an administrative or judicial proceeding, the Employee will be entitled to their Basic Salary daily income.

XV. GRIEVANCE PROCEDURE

A. Definitions:

- 1. "*Grievance*" means a claim or complaint by an Employee or Employees involving the interpretation or application of the policies and procedures stated in this Handbook.
- 2. "*Aggrieved person*" is the person or persons making the claim.
- 3. "*Days*" mean duty days. During the summer it shall mean all weekdays except legal holidays.
- 4. "*Superintendent*" means the Superintendent of Schools or a designee.
- 5. "*Immediate Supervisor*" means the Employee's immediate supervisor.
- 6. "*Director of Community Education*" means the Director of Community Education.
- 7. "*Employee*" means any person covered by the policies and procedures in this Handbook.
- 8. "*Human Resources Administrator*" means the Administrator in charge of Human Resources.
- 9. "*Grievant*" is an Employee.
- 10. "*Appropriate Coordinator*" means one of the following: Adult Basic Education coordinator, Adult & Youth Enrichment coordinator, Community Education and District Marketing coordinator, District Communications and Public Relations coordinator, District Facilities coordinator, Early Childhood coordinator, Family Partnerships and Volunteer coordinator, or Youth Programs coordinator.

B. Purpose:

- 1. The purpose of these procedures is to secure, at the first administrative level, equitable solutions to problems, which may arise from time to time.
- 2. Nothing in these procedures shall limit the right of any Employee having a problem to discuss the matter informally with any appropriate member of the administration.
- 3. Any Employee here defined shall have the right to present any grievance, here defined, through the channels designated for that purpose.
- 4. It is recognized that it is in the best interest of both parties to begin the processing of a grievance at the lowest appropriate level.

C. Employee Responsibilities:

- 1. It is recognized and accepted by the Employer and Employee that the processing of grievances, as hereinafter provided, is limited by the duties and responsibilities of the

Employees and shall, therefore, be accomplished during duty hours only when consistent with such duties and responsibilities.

2. The Employee involved shall suffer no loss of salary when a grievance is processed during duty hours, provided the aggrieved Employee has notified and received the approval of his/her immediate supervisor or designee to be absent from duty to process a grievance through the Superintendent's level of the Grievance Procedure, and that such absence would not interrupt or be detrimental to his/her duties and responsibilities.
3. If an aggrieved Employee does not file a grievance in writing within thirty (30) days (except as otherwise specified under **Article XVIII (C)** of the Handbook) after the aggrieved Employee knew or should have known of the act or condition on which the grievance is based, then the grievance shall be deemed to have been waived and the aggrieved Employee shall not have recourse to this grievance procedure.

D. Informal Level:

1. If the Grievant feels a claim or complaint exists concerning the application or interpretation of the policies set forth in this Handbook, the Grievant shall first discuss the matter with the individual or group responsible for the grievance in an effort to resolve the problem informally. If desired by the Grievant, a mutually agreed to third party may accompany the Grievant at the Informal Level meeting.
2. A Grievant must have processed a grievance through informal procedures of **Article XV (D)** in an effort to settle the grievance before the grievance can be brought.
3. Informal resolution of a grievance shall not become a practice until formally stated by the Superintendent and approved by the School Board. No informal resolution of a grievance shall be in violation of the policies set forth in this Handbook.

E. Processing of Grievance

1. Immediate Supervisor's/Appropriate Coordinator's Level

a. Filing of Grievance:

If the disposition of the grievance is not resolved at the Informal Level, or if no decision has been rendered within ten (10) days after the Informal Level disposition of the grievance, the Employee may file the grievance in writing with the immediate supervisor/appropriate coordinator.

b. Meeting with Immediate Supervisor:

Within ten (10) days after receipt of the written grievance by the Immediate Supervisor, said supervisor shall again meet with the Employee in an effort to resolve the grievance.

c. Decision of the Immediate Supervisor:

Within ten (10) days after the meeting with the Employee, the Immediate Supervisor shall make a decision and communicate the same in writing to the Employee.

2. Director's Level

a. Filing of Grievance:

If the Employee is not satisfied with the disposition of the grievance pursuant to **Article XV (E)(1)** or if no decision has been rendered within ten (10) days, the Employee may appeal the grievance to the Director of Community Education within ten (10) days after the decision pursuant to **Article XV (E)(1)**. Within ten (10) days after receipt of the written grievance, the Director shall meet with the Employee in an effort to resolve the grievance.

b. Meeting with the Director:

Within ten (10) days after meeting with the Employee, the Director shall make a decision and communicate the same in writing to the Employee.

3. Human Resources Administrator's Level

- a. Filing of Grievance:
If the Employee is not satisfied with the disposition of grievance pursuant to **Article XV (E)(2)** or if no decision has been rendered within ten (10) days after receipt of the written grievance, the Human Resources Administrator shall meet with the Employee in an effort to resolve the grievance.
 - b. Meeting with the Human Resources Administrator:
Within ten (10) days after meeting with the Employee, the Human Resources Administrator shall make a decision and communicate the same in writing to the Employee.
4. Superintendent's Level
- a. Filing of Grievance.
If the Employee is not satisfied with the disposition of the grievance pursuant to **Article XV (E)(3)** or if no decision has been rendered within ten (10) days after written presentation of the grievance, the Employee may appeal the grievance to the Superintendent within ten (10) days after the decision pursuant to **Article XV (E)(3)**.
 - b. Meeting with the Superintendent.
Within ten (10) days after meeting with the Employee, the Superintendent shall make a decision and communicate the same in writing to the Employee or refer the matter to the School Board for their disposition.
- F. Public Employment Relations Panel/Independent Review
If the Employee is not satisfied with the disposition of the grievance pursuant to the provision of **Article XV (E)(4)** or if no decision has been rendered within ten (10) after written presentation of the grievance, the Employee may present his/her grievance to the Public Employment Relations Panel within twenty (20) days under procedures established by the Public Employment Labor Relations Board.
- G. General Conditions
1. No reprisal of any kind shall be taken by either party or by any member of the administration against any Grievant for any participation in the grievance procedure by reason of such participation.
 2. The number of days indicated at each level shall be considered as a maximum and every effort should be made to expedite the process. The time limits specified may be extended only by mutual agreement in writing.
 3. All decisions rendered shall be in writing, dated, and shall set forth the decision and reason for the decision and shall be transmitted promptly to the Grievant and to the Employee. All grievances shall be presented in writing and contain the following elements:
 - Name of the Grievant.
 - Reference to the specific policy in this Handbook at issue in the grievance.
 - The nature of the grievance, when it took place, and the informal actions taken in an attempt to resolve it.
 - Requested action of the Employer to resolve the grievance.
 4. Any grievance arising from a decision or interpretation of the policies in this Handbook made at a given level cannot be grieved at a lower level.

XVI. NONDISCRIMINATION

- A. The provisions of this Handbook shall be applied to all Community Education Employees without favor for or against any Employee because of race, color, creed, national origin, sex, marital status, or age.

- B. Employees covered by this Handbook shall conduct their professional duties and responsibilities in a non-discriminatory manner as it affects students, other Employees of the Employer, and the general public.

XVII. APPLICATION/POSTING PROCEDURES

- A. It is the duty of the Employee to review vacancy notices, policies and work rules posted by the Employer in a conspicuous posting area.
- B. Notice of openings for all employment classifications covered by this Handbook will be posted online for a period of at least seven (7) calendar days.
- C. All applicants will be evaluated based on stated qualifications, abilities, and previous work performance. No applicant will be considered who does not meet the minimum qualifications of an opening.
- D. Final selection of an applicant will be made by the Director of Community Education or designee(s).

XVIII. DISCIPLINARY ACTION/DISCHARGE

- A. The Employer believes in the concept of progressive discipline. All Employees are subject to discipline for cause. Discipline may include any of the following actions based on the severity of the cause:
- Oral reprimand
 - Written reprimand
 - Suspension
 - Demotion
 - Discharge
- B. The Employer retains the discretion to take disciplinary action appropriate to the particular circumstances, including termination without notice in cases involving serious misconduct.
- C. The suspension, demotion, or discharge of an Employee may be processed through the procedures outlined under Grievance Procedure provided that if no appeal is made of such disciplinary action within ten (10) calendar days of its occurrence, this right of appeal is waived.

XIX. RESIGNATIONS/REDUCTION IN FORCE

- A. Resignations:
The notice period given by the Employee to the Employer for resigning is fourteen (14) calendar days.
- B. Layoff:
In the event of overstaffing, lack of funds, or for any other operating needs of the School District. Employees may be temporarily or permanently laid off at the discretion of the Director of Community Education. Such layoffs will be by position classification, based on seniority (defined as length of continuous service with the program), work performance, and ability to perform available work.

XX. VACATIONS

- A. Full-time Employees assigned to a fifty-two (52) week work year shall earn vacations in accordance with the following schedule based on years of continuous service. For the purpose of determining years of continuous service for vacation schedule progression, employees employed before January 1st shall be assigned the preceding July 1st as their anniversary date. Employees employed on or after January 1st shall be assigned the succeeding July 1st as their anniversary date.

1. **During the first (1st) year through the third (3rd) year** of employment, **ten (10)** days of vacation shall be earned, provided the Employee has completed at least six (6) months of their probationary period.
 2. **During the fourth (4th) year through the seventh (7th) year** of continuous employment, **fifteen (15)** days of vacation shall be earned.
 3. **Employees with more than seven (7) years** of continuous employment, twenty **(20)** days of vacation per year shall be earned.
- B. Full-time Employees assigned to a work year of less than forty-eight (48) weeks and who are subsequently scheduled for a fifty-two (52) week work year shall be given continuous experience credit for the purposes of establishing vacation time based on the conversion of continuous full-time work weeks to a fifty-two (52) week work year.
- C. Full-time Employees eligible for vacation shall be scheduled for a vacation during the work year with the approval of and at the discretion of the Director of Community Education or designee. However, Employees may carry over any unused vacation days of a contract year into the first six months of the following contract year before vacation days are forfeited.
- D. Vacation shall be earned during a fiscal year period (July 1-June 30).
- E. For compensation purposes, Employees on vacation will be considered to have worked their normal workday or days.
- F. Part-time Employees shall not be eligible for vacation benefits.

XXI. INSURANCE

A. Eligibility:

The insurance benefits established shall be provided to full-time Employees working a minimum of 30 hours per week

B. **Hospital-Medical Insurance.** Full-time employees may participate in the hospital-medical insurance program subject to the conditions established by the contract between the EMPLOYER and an insurance carrier.

District Health Insurance Contribution: The Employer shall contribute the following sums per month toward the premium cost for employees who are eligible and enrolled in a District approved health insurance program based on the following regularly scheduled hours:

In 2022-2023 and 2023-2024 the Employer will contribute an amount equal to the cost of the monthly single premium for full time employees working 30 or more hours per week and electing either the HOOP or Low Deductible single plans. Full time employees electing HOOP family coverage will receive a monthly contribution equal to 65% of the HOOP family premium cost and full time employees electing Low Deductible family coverage will receive a monthly contribution equal to 55% of the Low Deductible family premium cost. Full time employees electing HOOP single or family coverage will receive an annual VEBA contribution of \$1,800 and employees electing Low Deductible single or family coverage will receive an annual VEBA contribution of \$600.

C. Premium cost in excess of the Employer's contribution established by this Article shall be paid by the individual employee through payroll deduction.

D. Employees shall have the right to continue to participate in the group hospital medical insurance program established by this Article pursuant to MN.Statute 471.61. Employees participating shall pay the cost of the single or dependent coverage that is not covered under Article 21.32, whichever is applicable.

Employees working less than 20 hours per week and casual employees shall not be eligible for the hospital-medical insurance benefits established by this Article.

E. Voluntary Acceptance: The acceptance of the Hospital-Medical insurance is voluntary on the part of eligible full-time Employees. However, no additional compensation will be provided these Employees who are eligible and choose not to participate.

F. Dental Insurance

Full time employees working 30 or more hours per week: the EMPLOYER will contribute 100% of the single premium cost of dental insurance for the duration of this agreement.

An eligible employee may purchase a family dental plan by paying the difference between the single and family premium. Such payments will be made by payroll deduction.

G. The Life-Insurance Program

The Employer will provide term insurance for eligible full-time Employees subject to conditions as agreed upon between the Employer and the insurance carrier.

1. The Employer will contribute the full monthly premium cost of the term life insurance program.
2. Beginning with the first (1st) year of continuous employment and thereafter the amount of coverage shall be an amount which doubles to the nearest one thousand (\$1,000), of an Employee's estimated annual salary income as of September 1st of each work year.
3. The Employer shall provide each Employee with insurance which doubles the benefits as established by **Article XXI (F)(2)** when death is the result of an accident.
4. Acceptance of this benefit is voluntary on the part of the Employee. No additional compensation will be made to those who choose not to accept it.

H. The Long Term Disability (LTD) Insurance Program

The Employer will provide disability insurance for eligible full-time Employees, and subject to the conditions agreed upon between the Employer and the insurance carrier.

1. The Employer will contribute the full monthly premium cost of the LTD Program.
2. Income for the purpose of LTD benefits is defined as the monthly income of an Employee as of September 1st of the current year.
3. An income benefit of 66-2/3% of an Employee's normal monthly income will commence following a sixty (60) working day waiting period.
4. Employees may elect to use accumulated sick leave at the rate of one-third (1/3) of a day to supplement the LTD benefit until accumulated sick leave is exhausted.
5. The acceptance of the LTD insurance program is voluntary on the part of eligible Employees; however, no additional compensation will be provided eligible Employees who choose not to participate.

I. Continuation of Insurance Contributions

1. In the event of an Employee's total disability, the Employer shall continue monthly premium contributions, as established by **Article XXI (B)**, for a period of six (6) consecutive months from the date of total disability. Total disability shall be considered to have occurred when the Employee qualifies for income disability insurance benefits as established by **Article XXI (G)**.

2. In the event of an Employee's death, the Employer shall continue monthly premium contributions toward a dependent health care plan, as established by **Article XXI (B)**, for a period of six (6) consecutive months from the date of death.

J. Part-time Employees:

Part-time Employees shall not be eligible for insurance benefits.

XXII. HOLIDAYS

A. Paid Holidays:

Nine (9) days during the work year shall be considered paid holidays for full-time Employees assigned to a fifty-two (52) week normal work year. The holidays observed will be:

- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day
- New Year's Day
- Memorial Day

1. For full-time Employees working less than a fifty-two (52) week work year, the above holidays will be granted if they fall within their normal work year.
2. The actual calendar day on which a holiday will be observed shall be established by the Employer for Employees working a normal workweek of Monday through Friday.
3. Employees scheduled to a normal workweek other than Monday through Friday shall receive holidays for which they are eligible, scheduled at a time mutually convenient to the Employer and the Employee.
4. Employees scheduled or called back to work on a Saturday or Sunday during which district facilities would normally be closed in recognition of a holiday, shall be compensated for a minimum of two (2) hours at time-and-three quarters (1.75) their basic hourly rate of pay for all hours worked. These days/dates are to be determined in advance on an annual basis upon the approval of the district calendar by the Director of Community Education or designee. Examples might include New Year's Eve/New Year's Day, Easter Sunday, Independence Day, Christmas Eve/Christmas Day.
5. Part-time Employees shall not be eligible for holiday benefits as established by this Handbook.

B. Floating Holiday:

All full-time Employees will be granted **two (2)** floating holidays. The floating holidays shall be observed on days requested by the Employee and approved by the Employer or designated by the Employer.

XXIII. TSA MATCH

- A. Employees shall be eligible for up to a One-Hundred-Dollar (\$100) matching contribution in 2022-2023 and up to a Five-Hundred Dollar (\$500) matching contribution in 2023-2024 to the District's 403b program. A employee will be eligible for this matching contribution if the the employee contributes to a 403b account during the course of the contract year. Should the employee contribute less than the matching contribution noted above, the District will provide a matching amount of the employee's contribution.

XXIV. MISCELLANEOUS

A. Mileage Reimbursement:

Mileage reimbursement shall be paid for authorized use of personal cars in connection with School District business in an amount as determined by School District policy.

B. Tuition:

The Employer shall provide tuition reimbursement for education necessary to an Employee's position that has been pre-approved in writing by the immediate supervisor, the Director of Community Education and the Human Resources Administrator.

C. Reimbursement of Professional Dues:

The Employer shall reimburse dues for full-time Employees that have been pre-approved in writing by the Director of Community Education, to professional organizations, directly related to the Employees paid professional responsibilities. Reimbursement shall be to a maximum of \$100 per Employee per contracted year.

D. Flexible Benefit Plan:

The Employer will offer a flexible benefit plan to Employees covered by this handbook pursuant to the provisions of Section 125 of the Internal Revenue Code. This plan provides a system whereby Employees may elect to allocate monies from their salary to be used for the reimbursement of medical, vision, dental, and childcare expense.

E. Weekend On-Call Pay:

Exempt Employees (Royals Athletic Center Manager):

When the Royals Athletic Center Manager is responsible for taking the District-issued mobile phone home for the weekend, compensation will be \$30 per weekend.

Non-exempt Employees (Royals Athletic Center Assistant Manager and Operations & Scheduling Manager)

When one of these positions is responsible for taking the District-issued mobile phone home for the weekend, compensation will be the greater amount of \$30 per weekend or actual time at time and a half the normal hourly rate.

APPENDIX A:

**Supervisors, Specialists and Managers
Community Education Non-Licensed Instructional Support
Community Education Support Staff**

**Annual salaries for full-time Employees assigned to FLSA Exempt positions in Appendix A will be calculated by multiplying their current hourly rate by the increase percentage, rounding the hourly rate to two decimal points, and multiplying this rate by the number of hours scheduled per year. Non-exempt employees will be paid their hourly rate (after providing the increase percentage established in Appendix A) for all hours entered in the School District's time and attendance system.*

SECTION 1: Supervisors, Managers and Specialists

Hourly Range Schedule	Base Year		Year 1		Year 2	
	2021-2022		2022-2023		2023-2024	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
ABE Counseling Manager	\$22.74	\$30.70	\$23.99	\$32.39	\$25.31	\$34.17
ABE Intake/Placement Manager	\$22.74	\$30.70	\$23.99	\$32.39	\$25.31	\$34.17
*Community Education Business Specialist	\$23.12	\$30.88	\$24.39	\$32.58	\$25.73	\$34.37
Community Education Family Liaison	\$22.74	\$30.70	\$23.99	\$32.39	\$25.31	\$34.17
Early Childhood Screener	\$22.74	\$30.70	\$23.99	\$32.39	\$25.31	\$34.17
*ECFE Supervisor	\$31.54	\$37.51	\$33.27	\$39.57	\$35.10	\$41.75
Enrichment Specialist	\$19.52	\$27.52	\$20.59	\$29.03	\$21.73	\$30.63
*Enrichment Supervisor	\$31.54	\$37.51	\$33.27	\$39.57	\$35.10	\$41.75
*Kids & Company Program Supervisor	\$31.54	\$39.02	\$33.27	\$41.17	\$35.10	\$43.43
Operations and Scheduling Manager	\$19.21	\$26.61	\$20.27	\$28.07	\$21.38	\$29.62
*Preschool Programs Supervisor	\$31.54	\$39.02	\$33.27	\$41.17	\$35.10	\$43.43
Royals Athletic Center Program Assistant Manager	\$17.68	\$22.41	\$18.65	\$23.64	\$19.68	\$24.94
*Royals Athletic Center Program Manager	\$19.14	\$29.43	\$20.19	\$31.05	\$21.30	\$32.76
Student & Family Engagement Specialist	\$25.00	33.00	\$26.38	\$34.82	\$27.83	\$36.74

**FLSA Exempt Positions*

Employees moving through the range receive a 5.5% increase in both 2022-2023 and 2023-2024. All salary increases are subject to the minimum and maximum pay rates established in the hourly range schedule above.

LONGEVITY / CAREER STEPS

Full-time Supervisors, Specialists, and Managers working a minimum of 1,200 hours per year shall earn career step increases for service in the Hopkins School District. Longevity pay will be prorated for employees working between 30-40 hours per week.

- After 12 yrs. - \$1,500
- After 16 yrs. - \$2,500
- After 20 yrs. - \$3,500

SECTION 2: Community Education Non-Licensed Instructional Staff

Preschool/ECFE Assistants

Salary Schedule	Base Year		Year 1		Year 2	
	2021-2022		2022-2023		2023-2024	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Preschool/ECFE Assistants	\$14.98	\$21.65	\$15.80	\$22.84	\$16.67	\$24.10

Enrichment and Camp Royal Staff

Hourly Range Schedule	Base Year		Year 1		Year 2	
	2021-2022		2022-2023		2023-2024	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
*Camp Royal Instructors	\$18.91	\$31.52	\$19.95	\$33.25	\$21.05	\$35.08
Camp Royal Leaders	\$16.76	\$22.02	\$17.68	\$23.23	\$18.65	\$24.51
Camp Royal Assistants	\$13.08	\$15.66	\$13.80	\$16.52	\$14.56	\$17.43
Enrichment Instructors	\$23.04	\$37.40	\$24.31	\$39.46	\$25.64	\$41.63
Enrichment Leaders	\$15.76	\$21.87	\$16.63	\$23.07	\$17.54	\$24.34
Enrichment Assistants	\$12.08	\$13.11	\$12.74	\$13.83	\$13.45	\$14.59

All salary increases are subject to the minimum and maximum pay rates established in the hourly range schedule above.

Employees moving through the range receive a 5.5% increase in both 2022-2023 and 2023-2024.

LONGEVITY / CAREER STEPS

Full-time ECFE & Preschool Assistants, Camp Royal Staff, and Adult & Youth Enrichment staff working 40 hours per week and a minimum of 1000 hours per year shall earn career step

increases for service in the Hopkins School District. Longevity pay will be prorated for employees working between 30-40 hours per week.

- After 12 yrs. - \$200
- After 16 yrs. - \$300
- After 20 yrs. - \$400

SPECIAL PROVISIONS FOR SECTION 2 EMPLOYEES

1. Preparation Time

Preparation time for Enrichment classes shall be negotiated on an individual basis and determined by the requirements of the class.

2. Other Salaries

Compensation for workshops, seminars, and certified or specialized areas shall be negotiated on an individual basis and approved by the Director of Community Education.

SECTION 3: Community Education Support Staff

Hourly Range Schedule	Base Year		Year 1		Year 2	
	2021-2022		2022-2023		2023-2024	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Building/Open Gym Supervisors	\$16.00	\$20.07	\$16.88	\$21.17	\$17.81	\$22.34
Child Care Supervisor (ABE Program)	\$16.27	\$25.56	\$17.16	\$26.97	\$18.11	\$28.45
Childcare Workers (ABE Program)	\$14.43	\$18.98	\$15.22	\$20.02	\$16.06	\$21.13
ECFE Programs & Events Assistant	\$15.58	\$20.58	\$16.44	\$21.71	\$17.34	\$22.91
Communications/Marketing Intern	\$14.71	\$15.01	\$15.52	\$15.84	\$16.37	\$16.71
Lifeguards	\$13.33	\$20.81	\$14.06	\$21.95	\$14.84	\$23.16
Royals Athletic Center Desk Attendants	\$10.36	\$11.57	\$10.93	\$12.21	\$11.53	\$12.88
Royals Athletic Center Weight Room Supervisors	\$12.37	\$13.78	\$13.05	\$14.54	\$13.77	\$15.34
Parent Education Supervisor	\$28.23	\$33.49	\$29.78	\$35.33	\$31.42	\$37.28

Employees moving through the range receive a 5.5% increase in both 2022-2023 and 2023-2024. All salary increases are subject to the minimum and maximum pay rates established in the hourly range schedule above.