

2022-24

Community Education Services  
**KIDS' COMPANY ASSISTANT**  
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.

SALARY:

STEP	2022-23	2023-24
1	18.22	18.27
2	18.49	18.54
3	18.77	18.82
4	19.05	19.10
5	19.34	19.39
6	19.63	19.68
7	19.92	19.97
8	20.22	20.27
9	20.53	20.58
10	20.83	20.89

WORK YEAR AND LEAVES: As determined by Kids' Company Coordinator.

**A 9-month part-time Kids' Company Assistant shall be defined as working an assignment of less than 30 hours per week, at least 170 days, and less than 12 months. A 9-month part-time Kids' Company Assistant shall have the following benefits. Time off allocations will be pro-rated based on 170 days and the school year assigned hours.**

1. Sick Leave: Shall earn 5 days, cumulative to 15 days. Sick leave days means the employee's regular day.
2. Family Bereavement, Family Illness and Funeral Leaves: Employees shall earn family illness and bereavement leave up to a maximum of 5 non-cumulative days per school year. Such leave may be used in the event of death, serious illness or injury of a spouse, child, parent, father/mother/son/daughter-in-law, grandchild, sibling or member of the immediate household; and up to two (2) of the maximum days per school year may be used in the event of the death of any person.
3. Personal Leave: Employees shall earn 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.

II. 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.

**A 9-month full time Kids' Company Assistant shall be defined as working an assignment of at least 30 hours per week, at least 185 days per year, and less than 12 months and shall have the following benefits. Time off allocations will be pro-rated based on 185 days and the school year assigned hours.**

1. 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.
2. Family Bereavement, Family Illness and Funeral Leaves: Employees shall earn family illness and bereavement leave up to a maximum of 8 non-cumulative days per school year. Such leave may be used in the event of death, serious illness or injury of a spouse, child, parent, father/mother/son/daughter-in-law, grandchild, sibling or member of the immediate household; and up to two (2) of the maximum days per school year may be used in the event of the death of any person.
3. Personal Leave: Employees shall earn 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.
4. Holidays: The 9-month full time employees will be eligible for paid holidays, as designated by the school district. 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).

III. 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.

**A 12-month part-time Kids' Company Assistant shall be defined as working an assignment of 248 days and less than 30 hours per week and shall have the following benefits. Time off allocations will be pro-rated based on 260 days and the school year assigned hours.**

1. Sick Leave: The 12-month part-time 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.
2. Family Bereavement, Family Illness and Funeral Leaves: Employees shall earn family illness and bereavement leave up to a maximum of 8 non-cumulative days per school year. Such leave may be used in the event of death, serious illness or injury of a spouse, child, parent, father/mother/son/daughter-in-law, grandchild, sibling or member of the immediate household; and up to two (2) of the maximum days per school year may be used in the event of the death of any person.

3. Personal Leave: Employees shall earn 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.
4. Holidays: The 12-month part-time employee will be eligible for paid holidays, as designated by the school district. 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).
5. Vacation: The 12-month part-time employee shall earn and accrue vacation on July 1<sup>st</sup> of each year and is non-cumulative from year to year.
  - a. First four (4) years of employment: two (2) weeks
  - b. Five (5) or more years of employment: three (3) 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 Administrative Services (or designee) based on operational needs.

#### IV. 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.

**A 12-month full time Kids' Company Assistant shall be defined as working an assignment of 248 days per year and at least 30 hours per week and shall have the following benefits. Time off allocations will be pro-rated based on 260 days and the school year assigned hours.**

1. Sick Leave: The 12-month full time 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.
2. Family Bereavement, Family Illness and Funeral Leaves: Employees will be entitled to family illness and bereavement leave up to a maximum of 8 non-cumulative days per school year. Such leave may be used in the event of death, serious illness or injury of a spouse, child, parent, father/mother/son/daughter-in-law, grandchild, sibling or member of the immediate household; and up to two (2) of the maximum days per school year may be used in the event of the death of any person.
3. Personal Leave: Employees shall earn 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.

4. Holidays: The 12-month full-time employee will be eligible for paid holidays, as designated by the school district. 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).
5. Vacation: The 12-month full time employee shall earn and accrue vacation on July 1<sup>st</sup> of each year and is non-cumulative from year to year.
  - a. First four (4) years of employment: two (2) weeks
  - b. Five (5) or more years of employment: three (3) 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.

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.