

2022-24

CAMPUS SUPERVISOR
Independent School District 719

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.

		<u>2022-23</u>	<u>2023-24</u>
SALARY:	Step 1	\$16.10/hr	\$16.46/hr
	Step 2-4	\$16.98/hr	\$17.36/hr
	Step 5+	\$18.31/hr	\$18.72/hr

DUTY SCHEDULE AND LEAVES: Student Days

For 2022-23:

1. Sick Leave: The employee shall earn five (5) pro-rated days, (cumulative to 15 days).
2. Family Bereavement, Family Leave and Funeral Leaves: Employees will be entitled to 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: An employee 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.

For 2023-24:

1. Sick Leave: The Employee shall receive twelve (12) days of paid sick leave per year, prorated based on 170 days. Unused sick leave days may accumulate to a maximum credit of 120 days of sick leave per employee at the culmination of the employee's work year. Medical documentation may be required in order to obtain sick leave benefits.
2. Bereavement Leave and Emergency Leave: Employees shall be granted paid bereavement leave up to eight (8) days per contract year, prorated based on 170 days, with full pay for a death in the employee's immediate family, as described in Subd. 1, Subd. 2, and Subd. 3 below:

Subd. 1. Family Bereavement Leave:

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

Subd. 2. Emergency Leave:

Employees may also use sick 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. Funeral of a Friend:

Employees will have one (1) annual non-accruing bereavement leave day for the funeral of a friend.

Subd. 4.

Bereavement and emergency leave will be deducted from sick leave.

3. Personal Leave: Employees shall earn four (4) days of personal leave per year. Unused personal leave days may roll over a maximum of four (4) days. All personal leave requests must be submitted in the district's electronic reporting system at least twenty-four (24) hours in advance except in the event of an emergency.
4. Paid Holidays: Beginning the 2023-24 school year, full time employees shall be granted two (2) paid holidays designated by the School Board. Full time is defined as an employee who works 30 hours or more per week and whose position is for 9 consecutive months or more during a contract year.
 - Thanksgiving
 - Memorial Day

1. Medical 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. The school district shall provide a medical insurance plan and beginning in 2023-24 shall pay the premium up to \$750 per month. Any added premium cost shall be borne by the employee.

The District will offer at least one voluntary high-deductible/VEBA health plan option coupled with a VEBA trust. Beginning 2023-24, 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 or Dependent Coverage: Beginning 2023-24, if an employee selects the VEBA plan, the District will make a \$600 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.

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.

2. Dental Insurance: Beginning 2023-24, the school district shall provide a dental insurance plan and shall pay the premium up to \$418.80 per year.

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.