

# Robbinsdale Area Schools

## New Hope, MN 55427



ROBBINSDALE  
Area Schools

Individual focus. Infinite potential.

# Cabinet Level Administrators

## Terms and Conditions of Employment

2023-2024

2024-2025

DISTRICT 281  
Cabinet Level Administrators  
Terms and Conditions of Employment

## **ARTICLE I Definition**

**1-1** These are the cabinet level positions covered by this contract: Executive Director of Student Services, Assistant Superintendent, Executive Director of Community Education, Executive Director of Human Resources, Executive Director of Finance, and Executive Director of Strategic Communication, Equity and Inclusion. All cabinet level administrators, report to the superintendent and are employees at will.

## **ARTICLE II Group Insurance**

### **2-1 Cafeteria Benefits**

The school district will provide the cabinet level administrators with a basic cafeteria benefit amount of \$1,600 per month each year of the contract. Each administrator must select at least a single health insurance plan under the group hospitalization/major medical insurance plan and long-term disability income insurance. Additional insurance, dental and life insurance, may be purchased from the plans offered by the Board. For the purpose of computing the amount to be charged to the administrator's account for the purchase of insurance coverage, the rate in effect for a particular month shall be the rate billed by the carrier for that month.

If an administrator elects to purchase group insurance fringe benefits offered by the district which results in monthly premium charges greater than basic amount, any cost in excess of the monthly allocation shall be paid by payroll deduction.

An administrator will receive as additional salary any money allocated to him/her for that month which was not charged against his/her account for purposes of fringe benefit purchases.

**2-1-1** Any administrator who enrolls in the district's medical insurance plan with at least a \$1250 annual deductible or a family plan annual deductible of \$2,500, shall receive a monthly VEBA contribution as follows:

	Cafeteria Plan	VEBA
January 1, 2024	\$1,600	\$57.50 per month
January 1, 2025	\$1.600	\$57.50 per month

## **ARTICLE III Annual Leave**

### **3-1 Annual Leave Days**

Each cabinet level administrator will be eligible for 40 annual leave days.

**3-1-1** Leave days may be used by the administrator as he/she chooses, but are meant to include vacation, sick leave, religious holiday, and personal business leave. Accrued leave days may accumulate at the rate of fifty (50) percent per year to a maximum of 130 days. The accumulated unused leave days shall be considered vacation days and shall be paid to the administrator when he/she leaves the district.

**3-1-1-1** On an annual basis, Cabinet members who have accumulated more than 65 days of unused annual leave, may surrender up to 15 days of annual leave. In return for those days, the individuals will receive their daily rate of pay times the number of surrendered days to be paid into the employees' paycheck between July 1 and July 15 of the following school year.

## **ARTICLE IV Holidays**

**4-1** The district will grant twelve (12) paid holidays plus two floating holidays per year as designated in the school calendar.

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Good Friday
- Easter Monday (remove 2026)
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

## **ARTICLE V Leaves of Absence**

### **5-1 Bereavement Leave**

**5-1-1** A leave of absence with pay, not to exceed five (5) days, shall be granted because of a death in the employee's immediate family, which shall be defined as spouse, partner, child, parent, brother, sister, or legal guardian.

**5-1-2** Up to three (3) days shall be granted because of a death in the family, which shall be defined as aunt, uncle, parent-in-law, son or daughter-in-law, grandparent and grandchildren.

**5-1-3** In addition to the leave specified in this provision, the cabinet level administrator may use up to three (3) days of annual leave for bereavement.

## **5-2 Jury Duty/ Election Judge**

The cabinet level administrator called for jury duty or called as a witness in court in a matter pertaining to District 281 shall suffer no loss in compensation from the school. Cabinet members who receive a summons are to notify their supervisor immediately of the proposed dates of service. A copy of the jury duty check should be sent to the Payroll Department as proof of service.

## **5-3 Child Care Leave**

Child care leave shall be provided in accordance with Minnesota Statute 181.940181.944 and the federal Family Medical Leave Act.

## **5-4 Service in the Uniformed Services Leave**

The cabinet level administrator shall be eligible for up to fifteen (15) days of service in the uniformed services leave without loss of pay in accordance with Minnesota Statute 192.26. Additional unpaid leave may be granted. Requests for such leave shall be submitted to the Executive Director of Human Resources by the administrator upon receipt of such orders, but in no event more than two (2) workdays following receipt of such orders.

## **5-5 Other Leaves**

Under conditions and procedures prescribed by the Superintendent, a sabbatical or a general leave of absence may be requested. Upon the Superintendent's recommendation, such leave may be granted by the School Board.

**5-5-1** After seven (7) years in the School District, and with the approval of the Superintendent, a sabbatical leave of up to one year at full pay may be granted. No member shall be granted more than one sabbatical every seven (7) years.

**5-5-2** After four (4) years in the School District, and with the approval of the Superintendent, a mini sabbatical leave of up to eight (8) weeks at full pay may be granted. No member shall be granted more than one mini-sabbatical every three (3) years.

## **ARTICLE VI Retirement**

### **6-1 Early Retirement Insurance**

The cabinet level administrator who has served a minimum of twelve (12) years of continuous service with the district, and who is at least fifty-five (55) years of age and who has retired from active employment will be eligible for insurance benefits at retirement.

**6-1-1** A retired cabinet level administrator shall be eligible to continue participation in the district hospital/medical and dental insurance plans until the employee is eligible for Medicare or until the date the cabinet level administrator becomes eligible for health and hospitalization coverage from another source, whichever is earlier. A cabinet level administrator retiring from employment with the district shall be entitled to receive up to the same dollar amount toward the monthly hospitalization/medical insurance premium as the insurance plan cost at the time of retirement. If this is family coverage and the employee subsequently switches to single coverage, the district will provide the exact dollar amount paid for the single coverage during the year in which the employee retired. The maximum district contribution is determined at the time of retirement and will be either the single plan monthly cost or the family plan monthly cost in the higher cost hospitalization/medical insurance plan but will not be more than the administrator's cafeteria benefit at the time of retirement. If the monthly premium exceeds the maximum district contribution the administrator must pay the additional amount.

**6-1-2** When the employee is eligible for Medicare, the retired cabinet level administrator may continue in the group plan by paying the entire premium for such coverage.

## **ARTICLE VII Other Allowances**

### **7-1 Expense Allowance**

Mileage is paid at the IRS rate. Mileage to and from work is not eligible for reimbursement.

### **7-2 403(b) Match**

The district will match up to \$5000 for 403(b) contributions per year starting July 1, 2024.

## **ARTICLE VIII Professional Growth**

### **8-1 Professional Organization Dues**

The district will pay the cost for one national organization and its state affiliate. These organizations shall be related to the cabinet level administrator's area of responsibility. The district may pay for additional organizational dues if approved by the Superintendent.

### **8-3 Professional Growth Evaluation**

Performance assessment is a vital component of the supervisor-employee relationship. It is an ongoing process of performance planning, management and improvement and represents the culmination of the past year's discussions between the employee and their supervisor in regard to the employee's performance.

The foundation of an effective performance assessment and management process is frequent and timely communication. It is expected that supervisors will inform their employees of job requirements and expectations and the manner in which the employees' performance will be evaluated.

Employees are entitled to a thoughtful and timely performance assessment. Its success depends upon the willingness of supervisors to complete a constructive and objective assessment and upon the willingness of employees to respond favorably to constructive feedback and, when needed, to improve their performance.

#### **Performance Process**

1. Employees are evaluated in writing a minimum of once annually, with the assessment occurring during June of the performance year in question.
2. The performance assessment is based upon a fiscal year (July to June).
3. Approximately two (2) weeks prior to the performance assessment meeting with the supervisor, the employee will complete a self-assessment form.
4. The superintendent will meet with the employee to discuss the past year's performance based upon the goals and objectives established at the beginning of the year. The superintendent will have a completed an electronic copy of the performance assessment form, the employee's self-assessment and a copy of the employee's current job description.

### **8-4 PROFESSIONAL ACTIVITIES**

The executive director may use up to ten (10) days per year, with pay, for professional growth activities. These activities can include writing, speaking, consulting, teaching, etc. The Executive director will submit an annual report to the Superintendent on utilization of these days. The Superintendent will be notified of the Executive Director's intent to utilize such days in advance of usage.

### **8-5 CONSULTING**

In the event the employee provides services for compensation to agencies other than the employer the employee will disclose this to the Superintendent. In the event an employee is asked to serve as a consultant to agencies other than the employer, the employee shall consult with, and obtain the approval of, the Superintendent regarding days of absence, length of absence and remuneration status, i.e., vacation, unpaid leave, or professional development.

## **ARTICLE VIII Hold Harmless Clause**

**8-1** The school district shall “Hold Harmless” cabinet level administrators in the conduct of their duties as specified in Minnesota Statutes Chapter 466.07 subdivision 1A. The school board agrees to defend, save harmless, and indemnify the cabinet level administrators against any claim or demand, whether groundless or otherwise, and against judgments or any amounts paid in settlement in connection with any claim or demand, if such claim, demand, judgment or amounts to be paid in settlement arise out of an alleged act or omission occurring in the course of their employment or performance of their duties.

## **ARTICLE IX New Members**

**9-1** A district employee who becomes a cabinet level administrator may transfer the accruals previously earned for sick leave, vacation and early retirement pay. Future benefits will be earned according to the provisions of these terms and conditions.

**9-2** A cabinet level administrator who was not previously employed by the district and who began work as a Robbinsdale Area Schools cabinet member may be allowed to have previous years of experience as a cabinet level administrator with former employers applied toward various benefits in this document when approved by the Superintendent. The Superintendent may only approve previous years of cabinet level experience with former employers towards various benefits in this document during the employee’s first contract as a cabinet level administrator in Robbinsdale Area Schools.

## **ARTICLE X Duration**

### **10-1 COMPENSATION PHILOSOPHY**

We recognize that student learning and academic achievement are at the center of all that we do and that high standards and high expectations of all employees is essential to achieving academic excellence for all students. Effective employees are essential for academic achievement and we commit to having and supporting the highest quality staff, which means our employees are recognized and rewarded appropriately for their contributions. In order to support the district’s top priorities, employee compensation must be externally competitive and internally equitable within the boundaries of financial feasibility.

To ensure that our resources are used efficiently and effectively, we support a compensation system that is equitable, competitive and fiscally responsible:

- Salaries for new employees should be established at levels that recognize the individual’s skills and experience while considering the salary levels of current employees within the same job title.
- We will balance internal equity while recognizing the need for market competitiveness.
- We must ensure internal equity by paying employees similarly for comparable work within the parameters of discipline, function, and individual effectiveness.

- RAS determines individual employees' compensation reflective of exceptional performance and outcomes as documented in performance reviews.
- In order to support the district's strategic plan, Robbinsdale Area Schools must maintain a compensation program aimed at attracting, retaining and rewarding a highly qualified and diverse workforce.
- We must strive to maintain a competitive position in the job market by setting salaries and benefits at levels competitive with other comparable positions, fields and companies in our various labor markets.
- Robbinsdale Area Schools will occasionally exceed established total compensation to attract and maintain quality staff in areas of need.
- In order to continue attracting and retaining highly skilled and effective employees, we must provide opportunities for growth and career development.

**10-2** These terms and conditions shall remain in force and effect for a period commencing on July 1, 2023 through June 30, 2025. In the event that new terms and conditions are not completed by July 1, 2025, the provisions in this agreement will remain in effect.

**Cabinet Salaries:  
2023-2024**

\$166,027

Executive Director of Community  
 Education Executive Director of Finance  
 Executive Director of Human Resources  
 Executive Director of Strategic Communication, Equity and Inclusion  
 Executive Director of Student Services

\$175,455

Assistant Superintendent  
 Ph.D. or Ed.D. \$2,147

**2024-2025**

\$171,007

Executive Director of Community Education  
 Executive Director of Finance  
 Executive Director of Human Resources  
 Executive Director of Strategic Communication, Equity and Inclusion  
 Executive Director of Student Services

\$180,718

Assistant Superintendent  
**Ph.D. or Ed.D. \$2,147**



