

Classified Management Team

Handbook

West Saint Paul, Eagan, Mendota Heights

School District, ISD 197

2023-2025

HANDBOOK FOR CLASSIFIED MANAGEMENT EMPLOYEES OF INDEPENDENT SCHOOL DISTRICT 197

(Revised 7/1/2024)

Employee Information

This handbook covers current personnel procedures and practices for employees who are not affiliated with a bargaining unit. Although we have attempted to address matters of general applicability to Classified Management employees of District 197, we know that it does not cover every situation that might arise. The publication Employee Manual, Independent School District 197, as well as District policies and regulations are additional resources for employees needing information about employment policies and procedures.

The District reserves the right to make changes at any time, with or without notice, and to interpret the Handbook for Classified Management Employees and the District policies and procedures at its discretion. If you have questions, contact your supervisor or Human Resources for more information.

Unless the terms of your employment are modified by express contract, you are an at-will employee, and the District reserves the right to terminate your employment at any time with or without cause subject to continuing contract laws if the position requires a Minnesota teaching certificate. No provision in the Handbook for Classified Management Employees is intended to create a contract between the District and an employee or to limit the rights of the District in regard to its employees in any manner, including discipline and termination of employees. The Handbook is a general statement of policy to be modified and applied by the District at its discretion. These procedures are not intended as, nor should they be construed as, the promise of continued employment. Although assignments to positions are typically for a given period of time, any position may be eliminated or terminated as the District sees fit.

Work Schedule

Work schedules are established by the immediate supervisor, who must arrange and authorize any modifications to the employee's schedule in advance.

Work Year

Employees working less than twelve months will observe a work year in accordance with job requirements and supervisor direction.

Performance Evaluation

Performance evaluations should be conducted in accordance with School District policy which is normally on at least an annual basis.

Pay for Performance

Regular employees are eligible to participate in a pay-for-performance program for each school fiscal year.

The components of the program are as follows:

The employee and the appropriate cabinet member or principal will meet and agree to two individual goals related to the employee's position. These goals will improve departmental operations or are directly related to school district goal areas.

Beginning July 1, 2023, the maximum annual payment that may be paid to each employee under this program is three percent (2%) of the employee's regular annual salary to a maximum of \$1,500 per year. The maximum payment will be split equally between the two goals.

Beginning July 1, 2024, the maximum annual payment that may be paid to each employee under this program is three percent (3%) of the employee's regular, annual salary to a maximum of \$2,500 per year. The maximum payment will be split equally between the two goals.

The employee must have satisfactory performance and must complete the position work year in order to receive any pay for performance compensation.

The two written goals must be:

- Specific
- Measurable
- Attainable
- Realistic
- Time-bound

The employee and cabinet member/principal will meet mid-year to discuss goal progress. The employee will provide a written summary of progress for this meeting.

The employee and cabinet member/principal will meet by June 1 of each year to determine the percentage of goal attainment. The employee will provide a detailed, written summary of the goal, implementation step progress, and goal results for the meeting.

- Employees who earn 90% or more of their goals will receive the maximum performance payment.
- Employees who earn 50-89% of their goals will receive half of the maximum performance payment.
- Employees who earn less than 50% of their goals will not receive performance payment.

Payment will be made as soon as practicable after June 1 of each year.

Paid Time Off

Paid time off allotments are allocated at the beginning of the fiscal year. Leave balances are pro-rated for employees who begin employment after July 1, and end employment prior to June 30 and for employees who work on a part-time basis (less than 8 hours per day). Leave balances are also reduced for any period of the year that the employee is on unpaid status for more than 30 days.

ESST (Earned Sick and Safe Time)

ESST Usages

Employees can use sick leave for the following reasons, noting that this is new legislation and future changes to the legislation will be adhered to by the district and reflected in this handbook:

- The employee's mental or physical illness, treatment or preventive care;
- A family member's mental or physical illness, treatment or preventive care;
- Absence due to domestic abuse, sexual assault or stalking of the employee or a family member;
- Closure of the teacher's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency;
- When determined by a health authority or health care professional that the employee or family member is at risk of infecting others with a communicable disease;

Employees may also use sick leave for reasons listed above for the following individuals:

1. Their child, including a foster child, adult child, legal ward, a child for whom the employee is a legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
2. Their spouse or registered domestic partner;
3. Their sibling, stepsibling, or foster sibling;
4. Their biological, adoptive, or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
5. Their grandchild, foster grandchild, or step-grandchild;
6. Their grandparent or step-grandparent;
7. a child of a sibling of the employee;

8. A sibling of the parents of the employee;
9. A child-in-law or sibling-in-law;
10. Any of the family members listed in 1 through 9 above of an employee's spouse or registered domestic partner;
11. Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
12. Up to one individual annually designated by the employee.

ESST Accrual and Parameters

- Employees who work 260 days will receive 15 days of ESST for years one through four and 12 days after year four.
- Employees who work less than 260 days will receive 12 days of ESST each year.
- ESST allotments are pro-rated for employees who begin employment after July 1, end employment prior to June 30 or are on an unpaid leave of absence for any portion of the year.
- Days of ESST leave shall be credited in July when the fiscal year starts.
- The School District may require an employee to furnish documentation to qualify for ESST pay. If documentation is required, the employee will be advised. However, the final determination as to an employee's eligibility for ESST is reserved for the School District.
- Sick leave pay shall be approved only upon request submission through the authorized system (skyward).

Personal Leave:

Classified Management Staff are allotted three (3) personal leave days each year. The Supervisor or designee must pre-approve the leave. Unused days are forfeited at the end of each fiscal year.

Bereavement :

Bereavement leave will be allowed by the School District as follows:

- Five days Bereavement leave with pay upon the death of the employee's spouse or child/stepchild.

- Up to three days of Bereavement leave with pay upon the death of a member of the immediate family of the employee or spouse. “Immediate family” is defined as parent, foster parent, grandparent, brother or sister, mother- or father-in-law, daughter- or son-in-law, sister- or brother-in-law, step-parent, step-brother or sister, stepmother- or father-in-law, or step-sister- or brother-in-law.
- Up to one day of Bereavement leave with pay upon the death of another close relative or friend of the employee or spouse. “Other close relative” is defined as an aunt, uncle, niece, nephew, or grandchild, or someone to which the administrator has a close personal relationship.
- Bereavement leave will not be charged against sick leave and is not cumulative.
- Vacation time can be used to extend Bereavement leave.

Vacation:

Classified Management employees must be employed at least 260 days per year and 20 or more hours per week to be eligible for paid vacation.

Vacation is credited on July 1 of each year. Vacation days are allotted as follows.

1 st through 4 th year of service	20 days each year
5 th or more years of service	25 days each year

- Vacation allotments are pro-rated for employees who begin employment after July 1, end employment prior to June 30, or are on an unpaid leave of absence for any portion of the year.
- Vacation Reimbursement: Employees who do not use all of their vacation days in a fiscal year may be reimbursed for up to a maximum of 5 days of pay per year at the daily rate of pay upon request. Payment for these days will be made by August 15th of the fiscal year immediately following the year the days were earned.
- Carryover of Vacation Days: A maximum of 20 days unused vacation days may be carried over into the following fiscal year. At the end of any fiscal year, unused vacation days in excess of 20 days will be forfeited unless extenuating circumstances require an extension of time which must be approved by the Superintendent of Schools or designee.
- Upon termination of employment with a minimum of two weeks written notice to the School District, the employee will be reimbursed for unused accumulated annual vacation days at a rate per day equal to the daily rate of pay for the fiscal year during which the employment was terminated.

Maternal/Paternal/Adoption Leave:

Upon the birth or adoption of a child, an employee may elect to use accumulated sick leave and be absent from duty for a period not to exceed twelve (12) weeks as allowed by FMLA.

- An employee shall provide a statement from the attending physician indicating the estimated date of the child's delivery at the time of the requested childcare leave.
- The use of accumulated sick leave shall begin by the day of delivery or placement for adoption.
- Accumulated sick leave can only be used within the disability period which is determined through the medical certification form process.

Leave of Absence Without Pay:

The school board may approve a leave of absence without pay for up to one year for professional or personal reasons upon the recommendation of the Superintendent of Schools. Upon being granted a leave of absence without pay, the employee may participate in the group insurance programs for which they are eligible by paying 100% of the premium cost in advance each month.

Leave of Absence for Disability:

Pending eligibility for the long-term disability insurance coverage provided by the School District, the employee will be granted a leave of absence for disability without pay for up to 12 months from the date of expiration of sick leave or from the date of income protection benefits eligibility, whichever comes first. Such leave will not be extended beyond 12 months unless there is positive evidence supported by medical evidence that the employee will be able to return to active full-time employment within a reasonable period of time. Employees on leave of absence for disability may participate in the group insurance programs for which they are eligible by paying 100% of the premium cost in advance each month.

Leave of Absence for Professional Growth:

Professional growth programs, which contain improvement components of value to both the School District and the employee, may be submitted for consideration on an individual basis. The request for a leave of absence for professional growth will be, upon recommendation of the Superintendent of Schools, considered by the School Board and may be approved at their sole discretion. The length of the leave, salary, if any, to be paid, insurance contributions, if any, and return requirements will be determined at the time the leave is granted.

Holidays

There are twelve paid holidays for employees who are scheduled to work 260 days per year and at least 20 hours per week and ten paid holidays for employees who are scheduled to work between 210 and 259 days per year and at least 20 hours per week. Employees who work between 175 and 209 days will receive 5 paid holidays. Employees who work less than 175 days will not receive any paid holidays.

- Generally, the holidays will be: Labor Day, Thanksgiving and the following Friday, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, MLK Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day (only for employees who work 260 days/year).
- The holidays for employees who work between 175 and 209 days are Labor Day, Thanksgiving, and the following Friday, Presidents' Day, and Memorial Day.
- When a holiday falls on Saturday or Sunday, another day will be observed as the holiday date as determined by the School District. The School District reserves the right to change the exact holidays if needed once the School Calendar is adopted.
- To be entitled to receive holiday pay, an employee must be in a working pay status on the normal work day immediately preceding and following the holiday.

Conferences, Conventions, and Professional Memberships

The immediate supervisor may approve attendance at professional meetings and reimbursement for professional memberships based on the department's needs and the budget. In no event will the District reimburse for more than one local and one national professional membership.

Group Health Insurance

Classified Management employees who work at least twenty hours per week and 175 days per year are eligible to participate in the District's group life, long-term disability, health and hospitalization, and dental programs.

The anniversary date for the group insurance policies is July 1 of each year (October 1 for pre-tax spending plans), or a different date as determined by the School District and the insurance carriers, on which date changes in coverage and rates will become effective.

It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

An employee is eligible for School District contribution as provided herein as long as the employee is employed and on paid status by the School District or as provided for in State or

Federal law. Upon termination of employment, all district contributions shall cease except as specifically provided in this handbook.

Health and Hospitalization and Dental Insurance

The District's contribution to health, hospitalization, and dental insurance benefits will be based on language in the Master Agreement by and between Independent School District 197 and the West St. Paul Federation of Teachers Local #1148, Article VIII, Sections 6 and 7.

Eligible part-time employees will receive a pro-rated portion of the premium toward coverage as follows:

Hours per week the employee works:	Percentage of the contribution
At least 20, less than 25	65%
At least 25, less than 30	80%
At least 30, less than 35	92%
35 or more	100%

Life Insurance

The School District will pay the total premium for each full-time employee enrolled in the basic life insurance and accidental death and dismemberment program, with \$200,000 of coverage. Eligible part-time employees will receive a pro-rated contribution of the premium toward coverage as above.

Long Term Disability

The School District will pay the total premium for each full-time employee enrolled in the long-term disability plan. Eligible part-time employees will receive a pro-rated contribution of the premium toward coverage as above.

Health Savings Account Contribution

The District shall contribute to each qualifying member an annual deposit of:

\$700.00 per year for each employee who works 260 days per year.

\$500.00 per year for each employee who works 230 days per year.

\$300.00 per year for each employee who works 229 days or less per year.

Retirement for Full-Time Employees Hired Prior to July 1, 2003

A. Eligibility:

Full-time non-affiliated or classified management employees hired prior to July 1, 2003, who retire at or after age 61 and have at least 12 years of continuous service working at least 175 days per year as a regular employee with the School District (including at least 7 years as a non-affiliated or classified management employee if non-affiliated start date is on or after July 1, 2003) or full-time non-affiliated employees who have 30 or more years of continuous service with the School District working at least 175 days per year as a regular employee may qualify for insurance and severance benefits described in A1, A2 and A3 below.

A1. Insurance Benefit:

Eligible employees will receive the same contributions from the School District toward individual and dependent group health and hospitalization, dental, and life insurance coverage as they received in their last full fiscal year of employment.

A2 Duration:

Eligible assistant directors, coordinators, and supervisors who retire on or before June 30, 2009, will receive the benefit described in the above Section A1 to age 70. Eligible assistant directors, coordinators, and supervisors who retire after June 30, 2009 and all other eligible non-affiliated employees will receive the benefit described in the above Section A1 to the age of Medicare (not to exceed age 70).

A3. Severance Benefit

Non-affiliated employees will be paid 50% of accumulated unused sick leave days to a maximum of 100 days at the base daily salary rate earned during the last full fiscal year of employment in the School District. An additional 30 days of severance pay will be paid at the same base daily salary rate if the employee receives positive performance reviews during the last two years preceding retirement.

Upon retirement, twenty-five percent of any severance payable will be contributed to a health reimbursement account for the retiree in September following the date of retirement as described in the amendment to the severance allocation plan. The remainder of the severance payment will be split equally and paid directly to the retiree in September of the two fiscal years following the date of retirement. If the employee dies after the effective date of the retirement but before the total severance payment has been made, the balance due will be paid to the estate of the deceased.

Retirement for Full-Time Employees Hired After July 1, 2003 - TSA Match

Full-time employees who work at least 175 days/year and are hired on or after July 1, 2003, or employees hired prior to that date who irrevocably elect the TSA match in lieu of the severance payment above by December 31, 2003, will be eligible to participate in a tax-sheltered annuity plan match through payroll deduction pursuant to Section 403(b) of the Internal Revenue Code of 1986, Minn. Stat. 123B.02, Subd. 15 and School District policy. For the 2023-24 fiscal year, the match amount will be \$2,000.00. For the 2024-25 fiscal year, the match will be \$2,300.00. Employees hired after July 1 or who terminate employment prior to June 30 will receive a pro-rated amount of the match.

Full-time employees hired on or after July 1, 2003, who retire from the School District and begin receiving TRA or PERA pension benefits will be allowed to continue in the District's health and hospitalization program at their own expense until the age of Medicare eligibility or as State law allows.

Classified Management Positions

Job Title

Athletics Director
Assistant to Superintendent
Associate Administrator
Career and College Readiness Director
Communication Specialist
Community Education Program Coordinators
Curriculum Coordinator
District Accountant
District Enrollment Coordinator
Early Learning Assistant Director
ECSE Supervisor
Educational Equity Specialist
Fleet Manager
Human Resources Specialist
Operations Assistant Director
Payroll Supervisor
Special Education Supervisor
Supervisor Food Service
SIS Coordinator
A/V Coordinator
Tech System Administrator
Technology Integration
Transportation Personnel Manager