



# Minneota Public School District District Procedures

Adopted: April 2024

Revised July 2024

## DISTRICT PROCEDURES: NON-LICENSED STAFF – HIRING, HOURS, AND BENEFITS

### I. PURPOSE

The purpose of these procedures is to provide details regarding hiring, hours, and other benefits for non-licensed staff.

### II. DEFINITIONS

- A. Full-Time Employee: An employee who is employed for the calendar year and not a school year.
- B. Part-Time Employee: Any employee who is hired to work less hours or days than the full-time equivalent of a school year or who is hired to work less hours or days than a full-time employee.
- C. Proration: Employees considered as part-time shall receive prorated benefits based on the benefits received by full-time employees.

### III. EMPLOYMENT OF ALL CLASSIFIED PERSONNEL

- A. When there is a need to hire a person for a classified position in the Minneota School system, it shall first be advertised [at a minimum] on the school website, on any appropriate online job boards, and also in the official newspaper of the district.
- B. Applicants selected for interviews shall be interviewed by the supervising Principal and/or Superintendent as necessary, whose recommendations shall be considered by the Board.
- C. Upon approval by the Board, the new employee shall serve a period of three months' probation. During the probationary period, the employee's job performance shall be evaluated by his or her immediate supervisor. If the job performance is rated unsatisfactory, the Superintendent shall so report to the Board and the employee may be discharged immediately.
- D. If at any time, the job performance or attitude of any employee is felt to be unsatisfactory, he or she shall be so informed by the Superintendent in writing.
- E. If such performance or attitude does not improve, the Superintendent shall so report to the Board and recommend terminating the employee. The employee may be discharged immediately by the Superintendent.

- F. A written evaluation of all classified personnel shall be reviewed annually before setting wages, salaries, and benefits for the coming year.
- G. An employee must give two weeks' notice prior to leaving a position. An employee absent without leave (written permission from the Superintendent) may be terminated immediately.
- H. Classified positions include: Activities Director/Community Education Coordinator, Business Manager, Technology Coordinator, Custodians, Head Cook, Cook's Helpers, Secretaries, and any other non-certified personnel.

#### **IV. HOURS/DAYS/RATES/FRINGE BENEFITS**

- A. Rates of Pay for those classified staff on the CWC Scale are set by the School Board in compliance with Comparable Worth, and those others off scale are looked at separately.
- B. Custodians shall earn \$0.50 per hour for each boiler license that they earn.
- C. Food Service staff shall be entitled to reimbursement of up to \$200 annually for shoes.
- D. Hours of Employment: Each employee will work up to a 40-hour week, with overtime pay as required by law. Employees shall submit weekly time sheets, showing hours for each day of the week. Overtime will only be paid when specifically authorized by the Superintendent.
- E. Employees who work 52 weeks per year and at least 2080 hours are considered full-time employees.
- F. Holidays for full-time employees: New Year's Day, New Year's Eve, Good Friday, Memorial Day, Juneteenth, 4th of July, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.
- G. Vacation for full-time employees:
  - i. Full-time employees earn ten (10) days of paid vacation per year on July 1st of each year.
  - ii. Every year after five (5) years of employment with the district, an additional day of vacation is granted up to a maximum of 20 days.
  - iii. Vacations shall be staggered so that at least one custodian and one secretary are on duty.
  - iv. Up to three days of vacation may be carried over from the previous year.
  - v. Any full-time classified staff member must have advance approval from their supervisor and administration to ensure that vacation is spread out in a timely fashion throughout the calendar year.
  - vi. All year-round, non-certified staff cannot use more than ten (10) vacation and/or personal days total during the months of May and June.

- vii. Any vacation days beyond the three (3) allowed to be carried over by These procedures will be forfeited as of July 1 of that year.
  
- H. New Hires: An employee hired in the middle of a fiscal year will accrue paid vacation time at a rate of 6.67 hours per month until they have been employed for a full fiscal year (July 1 to June 30). At that time, they will receive their vacation in a lump sum on July 1.
  
- I. For all part-time employees, each employee will be allowed the equivalent of (up to) three (3) work days to replace any hours that may be missed due to weather or sports.
  
- J. Sick Leave
  - i. Full-Time Employees: 12 hours (FTE) per month accumulative to 480 hours for all classified personnel. Sick leave may be used for an employee’s own illness or injury, illness, or injury of his/her child, and due to an illness or injury to the employee’s adult child, spouse, sibling, parent, grandparent, or stepparent.
  - ii. Part-Time Employees: 7 hours (FTE) per month accumulative to 420 hours for all classified personnel. (Proportional days for part-time employees.) Sick leave may be used for child illness per federal law.
  
- K. Personal Leave: Two (2) days of personal leave, which will be deducted from employees’ accumulated sick leave.
  
- L. ESST Leave: As of January 1, 2024, and thereafter, the first forty-eight (48) hours of sick leave accrued will be designated as ESST.
  - i. Full-Time Employees: 48 hours (FTE) per year accumulative to 80 hours for all classified personnel. ESST hours will accrue 1 hour for every 30 hours worked.
  - ii. Part-Time Employees: 48 hours (FTE) per year accumulative to 80 for all classified personnel ESST hours will accrue 1 hour for every 30 hours worked,
  - iii. ESST leave may be used for the following people:
    1. their child, including foster child, adult child, legal ward, child for whom the employee is 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.

M. Bereavement or Immediate Family Medical Leave:

- i. Full-Time Employees: Six days for death of an immediate family member deducted from sick leave. Immediate Family is defined as a father, mother, brother, sister, spouse, child, aunt, uncle, grandparents, niece, nephew, or grandchildren of the employee and employee's spouse.
- ii. Part-Time Employees: Six days for death or family medical emergency of an immediate family member deducted from sick leave. Immediate Family is defined as a father, mother, brother, sister, spouse, child, aunt, uncle, grandparents, niece, nephew, or grandchildren of the employee and employee's spouse.

N. Additional Personal Leave Days: - without pay may be granted by the Superintendent. Advance approval of unpaid personal leave days is required.

O. Comp Time:

- i. Comp time shall be in lieu of pay and agreed to – in advance - by both the employee and the employee's supervisor for any time worked outside of an employee's regularly-scheduled hours. The District will provide a form for tracking and approval. Comp time shall be accrued hour for hour for hour worked up to forty (40) hours.
- ii. In cases of compensatory time off, the District and the affected employee shall make a mutual and reasonable effort so that the employee can take the compensatory time off within twelve (12) months of the worked overtime.

P. Insurance:

- i. The District shall contribute \$7,700 for family and \$6,100 for single toward medical insurance for full-time employees that qualify for the policy carried by the District.
- ii. A school employee who retires prior to the age of 65 is eligible to participate in the District's group insurance program, if permitted under the insurance policy provisions. The retired employee shall pay the entire premium for such programs as the employee wishes to retain upon retirement.
- iii. Claims Against the School District: The School District's only obligation is to purchase the insurance policies described in this article, and no claim shall be made against the School District as a result of denial of insurance benefits by an insurer if the School District has purchased the policies and paid the premiums described in this article.

Q. Jury Service: A support staff member who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.