

Delano Public Schools

Independent School District #879

Delano, Minnesota

2024 – 2026

Employee Handbook

**Community Education
Non-certified Employees**

Approved by the Board of Education: July 22, 2024

This document is approved by the Board of Education of the Delano Public Schools, Independent School District #879, Delano, Minnesota, and covers the following Delano Community Education non-certified employees:

- **Program Aides** - Aides serve in a support role in Community Education programs. These positions are typically occupied by High School aged students who are minors. These positions include, but are not limited to Tiger Kids Club (TKC) aides and swimming lesson aides.
- **Program Assistants** - Program Assistants are actively involved in the direct operations of programs and serve in an assistance capacity. They support programs and have a hands-on role in the actual course and activity. These positions include, but are not limited to Tiger Activity Center (TAC) monitors, Performing Arts Center (PAC) technicians, and gymnastics coaches at level 1.
- **Lifeguards** - This position is responsible for lifeguarding at aquatics related activities. This position requires a current Lifeguard Certification.
- **Program Supervisor** - Program Supervisors have higher levels of responsibilities but are still directly involved with program implementation. These positions include, but are not limited to TAC Supervisors, and gymnastics coaches at level 2.
- **Water Safety Instructors (WSI)** - This position is responsible for the instruction of certified swimming lessons. This position requires a current certification as a Water Safety Instructor.
- **Educational Assistants** - Educational assistants serve in a support or assistance role to teachers in our programs. The title Educational Assistant differentiates them from a traditional paraprofessional as the scope of their work is more varied regarding the nature of Community Education programs. These positions include, but are not limited to TKC assistants, DPS Preschool assistants, ECFE assistants, and Early Childhood Screening assistants.
- **Program Leads** - Program Leads take a leadership role in programming and are typically still directly involved with students in our programs. These positions may direct support staff (aides) but do not have administrative or evaluation responsibilities. These positions are typically adult aged employees. These positions include, but are not limited to TKC leads.
- **Food Service Manager** - This position is responsible for the food service of the Community Education Center and oversees the daily operations of the food service program at the Community Education center. This position requires a current Food Service Manager Certification.
- **Program Specialist** - Program Specialists, including PAC Supervisor, Gymnastics coaches level 3, TAC Program Specialist, former TKC Site Supervisor, Water Aerobics Instructors, and other specialized program focused employees.

- All **former** positions that have been re-titled included in this agreement include:
 - Classroom Assistants in Early Childhood programs (to include ECFE, School Readiness, DPS Preschool and Early Childhood Screening)
 - Tiger Kids Club Program Leads and Classroom Assistants/Adult Program Aides
 - Tiger Activity Center supervisors
 - Community Education Program Supervisors
 - Delano Public Schools Preschool teachers
 - Community Education Center cook
 - Tiger Kids Club and Tiger Activity Center student employees
 - Community Education aquatics staff
 - Community Education gymnastics staff
 - Performing Arts Center (PAC) technicians

DURATION

This handbook shall be in force beginning July 1, 2024 through June 30, 2026.

HOURS OF SERVICE AND WORK YEAR

A normal work year for purposes of this handbook shall be established each year by the school district. Hours per day may vary by position and shall be established by the school district.

Total hours worked in all positions covered in this document will be combined to determine an employee's benefits.

STEP PLACEMENT AND ADVANCEMENT

The School District shall determine the placement and advancement of an employee on the wage schedules. The district reserves the right to withhold a wage increase in individual cases when it can be shown that a deficiency exists in the individual's work performance.

Employees hired on or after January 15 will not receive a step advancement until July 1 of the following year (i.e., employees hired on or after January 15, 2024 through June 2024, step advancement will occur on July 1, 2025).

AT WILL EMPLOYEES

Community Education employees are employed at will and may be terminated at any time with or without cause.

RATES OF PAY

See attached Step and Grade Wage Schedule

OVERTIME

An employee will receive overtime pay at the rate of one and one half (1.5) times the employee's regular rate of pay for hours worked in excess of forty (40) during the regular workweek. No employee may work in excess of forty (40) hours during a regular workweek without prior approval from the Community Education Director or the Community Education Director's designee. Paid leave in any form will not be considered "hours worked" for purposes of determining whether an employee is eligible to receive overtime.

RECORDING HOURS WORKED

The District may require employees to use a time clock or other method of recording hours worked. The District may round the hours worked by an employee up or down by five minutes per week. Employees shall be paid for all time worked.

INSURANCE

HEALTH & HOSPITALIZATION INSURANCE

Employees who are assigned to work 30 or more hours per week may elect to participate in one of the district's health insurance options. Employees may elect either single or family coverage.

- **Advantage Plan.** From July 1, 2024, through June 30, 2025, the District will contribute up to \$782.32 per month toward the cost of the premium for each twelve-month full-time employee or up to \$723.66 per month toward the cost of the premium for each nine month full-time employee who has selected single or family coverage under PEIP's Advantage Plan. From July 1, 2025 through June 30, 2026, the District will contribute up to \$805.78 per month toward the cost of the premium for each twelve-month full-time employee or up to \$745.36 per month toward the cost of the premium for each nine month full-time employee who has selected single or family coverage under PEIP's Advantage Plan. The employee will pay any remaining premium costs by payroll deduction. The District will not contribute any money toward the cost of any deductible under any level of PEIP's Advantage Plan.
- **Advantage Value Plan.** From July 1, 2024 through June 30, 2026, the District will contribute up to \$782.32 per month toward the cost of the premium for each twelve month full-time employee or up to \$723.66 per month toward the cost of the premium for each nine-month full-time employee who has selected single or family coverage under PEIP's Advantage Value Plan. From July 1, 2025 through June 30, 2026, the District will contribute up to \$805.78 per month toward the cost of the premium for each twelve-month full-time employee or up to \$745.36 per month toward the cost of the premium for each nine-month full-time employee who has selected single or family coverage under PEIP's Advantage Value Plan. The employee will pay any remaining premium costs by payroll deduction. The District will not contribute any money toward the cost of any deductible under any level of PEIP's Advantage Value Plan.
- **Advantage HSA Compatible Plan.** From July 1, 2024 through June 30, 2025, the District will contribute up to \$532.32 per month toward the cost of the premium for each twelve-month full-time employee or up to \$473.66 per month toward the cost of the premium for each nine-month full-time employee who has selected single or family coverage under PEIP's Advantage HSA Compatible Plan. From July 1, 2025 through June 30, 2026, the District will contribute up to \$548.28 per month toward the cost of the premium for each twelve-month full-time employee or up to \$487.86 per month toward the cost of the premium for each nine-month full-time employee who has selected single or family coverage under PEIP's Advantage HSA Compatible Plan. The employee will pay any remaining premium costs by payroll deduction. In addition, for the period of July 1, 2024 through June 30, 2026, the District will contribute two hundred fifty dollars and zero cents (\$250.00) per month to the VEBA or HSA account of each full-time employee who has selected single or family coverage under PEIP's Advantage HSA Compatible Plan.
- **Early Deductible Need.** If an employee has selected PEIP's Advantage HSA Compatible Plan, and the employee or a covered dependent has medical needs that would cause the employee to incur the entire cost of the deductible before June 30, the employee may apply to the District for advance payment of the entire amount of the District's twelve-month contribution. The District will consider each request on an individual basis. An employee must not be in a disciplinary proceeding that may lead to termination to be eligible for this benefit. The District will make an advance payment for the remaining amount of the District's twelve-month contribution (July 1 to June 30), provided that the employee signs a VEBA/HSA

Funds Reimbursement Agreement requiring the employee to repay the District a proportionate amount of the advance contribution for the twelve-month period of July 1 to June 30, if the employee separates from employment with the District, for any reason, before June 30.

- **Eligibility.** The eligibility and proration requirements continue to apply.
- **No Claims Against District.** The District is not guaranteeing that any particular claim will be paid or covered by insurance or that any specific amount will be paid out under any insurance policy. The District's only obligation is to pay the amounts stated. No grievance, claim, or cause of action may be brought against the District as the result of a denial of insurance benefits by the insurance carrier.

Duration of Insurance Contribution:

Upon termination of employment for any reason, an employee is no longer eligible to receive any contribution from the District toward the cost of any insurance premium. The District's obligation to make any payment toward any insurance premium for such an employee shall cease effective on the employee's last day of employment.

Retiree Health Insurance. Access to single insurance:

Employees who are eligible for health insurance under this document who retire after reaching the age of sixty-two (62) may participate at their own expense, and without any contribution from the District, in the single coverage group health insurance plan selected by the District until they are eligible for Medicare.

Eligibility for Paid Leave Days:

Nine (9) month employees: In order to be eligible for paid holidays, sick leave, personal leave, and bereavement leave as outlined below, employees must be assigned to work 30 or more hours per week during the school year.

Twelve (12) month employees: In order to earn paid leave days during the summer, twelve (12) month employees must be assigned to work 30 or more hours per week during the school year and 30 or more hours per week for at least eight weeks during the summer.

Even if an employee does not work a sufficient number of hours to earn paid leave days during the summer, they may use sick leave and family critical illness leave days earned during the school year if an absence qualifies for paid leave.

Length of Paid Leave Day

The number of hours allocated for paid leave days for eligible employees will be pro-rated based on their assigned work hours. The number of hours allocated for any type of paid leave will not exceed eight (8) hours per day.

An employee may only claim paid leave equal to their assigned work hours on a day of absence. If the number of assigned work hours for a given day is less than the hours of leave earned by the employee, the remaining hours may be claimed for a subsequent absence(s). An employee may not claim paid leave on a day when they are not scheduled to work.

Tracking of Paid Leave Days:

All tracking of paid leave earned by an employee will be calculated in hours and tracked by the payroll department.

All employees requesting paid leave days must enter the request in the Skyward system for their supervisor to approve.

Paid Holidays:

Employees who meet the eligibility requirement for paid leave days will receive holiday pay, provided that they work their normally scheduled day before or after the holiday. This assigned work day must occur either in the week of the holiday or the week before / week after the holiday (i.e., if the program is not in session, employees will not receive holiday pay – for example, ECFE staff will not receive Labor Day pay because the program starts in late September.)

Nine (9) month employees: An employee who meets eligibility requirements for paid leave days will receive the following paid holidays: Labor Day, Thanksgiving, Christmas Day, New Year's Day and Memorial Day.

Twelve (12) month employees: A twelve-month employee who meets the eligibility requirement for earning paid leave days during the summer will receive Juneteenth and July 4 as a paid holiday in addition to the holidays listed above for nine-month employees.

Sick Leave:

Nine (9) month employees: An employee who meets the eligibility requirement for paid leave days shall earn sick leave at a rate of one (1) day for each month of service (September through May – 9 days per year) in the employment of the school district. Sick leave shall accrue monthly as it is earned.

Twelve (12) month employees: A twelve-month employee who meets the eligibility requirement for earning paid leave days during the summer shall earn sick leave at a rate of one (1) day for each month of service (12 days per year).

Unused sick leave days may accumulate to a maximum of 384 hours.

An employee may use accumulated sick leave whenever the employee's absence is found to have been due to an illness or disability that prevented the employee from attending work and performing duties on that day. An employee may use accumulated sick leave for absences due to an illness or injury to the employee's child.

An employee may only claim paid sick leave equal to their assigned work hours on the day of absence.

The District may require that an employee provide a certification from a medical provider if the employee has taken sick leave for more than three (3) consecutive days or on the day immediately before or after a holiday or a vacation day on more than one occasion during the school year. The employee will have one week to provide the certification confirming that an illness or disability

prevented the employee from attending work and performing his/her duties. The final determination as to the eligibility of an employee for sick leave is reserved to the District. In the event that a medical certificate is required, the employee will be advised.

Sick leave shall be deducted from the accrued sick leave hours earned by an employee. Upon termination of employment for any reason, any accumulated sick leave shall be forfeited. The employee shall not be reimbursed for any unused accumulated sick leave.

Family Critical Illness:

An employee may use up to three (3) days of sick leave per year for the critical illness of the employee's spouse, parent, brother, sister, mother-in-law or father-in-law. The District may grant additional days without pay. This document does not govern or limit additional benefits that may be available to employees under federal or state law.

Bereavement Leave:

Each employee may be granted up to three (3) days of paid bereavement leave per occurrence, non-accumulative, in the case of the death of a spouse, child, parent, grandparent, grandchild, brother, sister, or in-law. Such leave will not be deducted from the employee's accumulated sick leave. The Community Education Director may grant additional days of leave, but such additional days shall be deducted from the employee's accumulated sick leave.

An employee may only claim paid bereavement leave equal to their assigned work hours on the day of absence.

Personal Leave:

Nine (9) month employee: An employee who meets the eligibility requirement for paid leave days shall be eligible for one (1) day of personal leave per school year (September through May). Such leave shall not accumulate from one year to the next or be used during the summer. An employee who separates from employment with the District for any reason shall forfeit any unused personal leave. The Community Education Director shall have the right to determine whether or not personal leave will be granted for a given day.

Requests for personal leave shall be made in writing at least three (3) days in advance, unless in the case of an emergency.

An employee may only claim paid personal leave equal to their assigned work hours on the day of absence.

Paid Vacation:

Twelve (12) month employee: A twelve (12) month, full-time employee who meets the eligibility requirement for paid leave days during both the school year and the summer (see "Eligibility for Paid Leave Days" section) shall be eligible for up to six (6) days of paid vacation per year.

Vacation will be earned at half of one day per month; maximum of six days per year.

Paid vacation shall not accumulate from one year to the next, and an employee who separates

from employment with the District for any reason shall forfeit any unused paid vacation days.

All requests for paid vacation days must be pre-approved by the respective program coordinator. Requests for particular days may be denied due to staffing needs of Community Education programs.

Jury Duty:

Employees involuntarily called and selected for jury duty shall receive their regular compensation for their employment, less the amount received by them as jurors, exclusive of mileage.

Unpaid Leave:

An employee shall be granted up to five (5) days of unpaid leave if approved by the Community Education Director. The employee shall request the leave in writing at least three days prior to the date of leave.

ATTACHMENTS

- 1) Step and Grade Wage Schedule
- 2) Title and Description Table

Step and Grade Wage Schedule

Step	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
1	\$8.38	\$9.64	\$11.08	\$12.74	\$14.66	\$16.86
2	\$8.67	\$9.97	\$11.47	\$13.19	\$15.17	\$17.45
3	\$8.98	\$10.32	\$11.87	\$13.65	\$15.70	\$18.06
4	\$9.29	\$10.68	\$12.29	\$14.13	\$16.25	\$18.69
5	\$9.62	\$11.06	\$12.72	\$14.63	\$16.82	\$19.34
6	\$9.95	\$11.45	\$13.16	\$15.14	\$17.41	\$20.02
7	\$10.30	\$11.85	\$13.62	\$15.67	\$18.02	\$20.72
8	\$10.66	\$12.26	\$14.10	\$16.22	\$18.65	\$21.44
9	\$11.03	\$12.69	\$14.59	\$16.78	\$19.30	\$22.20
10	\$11.42	\$13.13	\$15.10	\$17.37	\$19.98	\$22.97
11	\$11.82	\$13.59	\$15.63	\$17.98	\$20.67	\$23.78
12	\$12.23	\$14.07	\$16.18	\$18.61	\$21.40	\$24.61
13	\$12.66	\$14.56	\$16.75	\$19.26	\$22.15	\$25.47
14	\$13.11	\$15.07	\$17.33	\$19.93	\$22.92	\$26.36
15	\$13.56	\$15.60	\$17.94	\$20.63	\$23.72	\$27.28
Step	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6

Title and Description Table

Title 2022	Description	Grade
Program Aide	Aides serve in a support role in Community Education programs. These positions are typically occupied by High School aged students who are minors.	1
Program Assistants	Program Assistants are actively involved in the direct operations of programs and serve in an assistance capacity. They support programs and have a hands-on role in the actual course, activity,	2
Lifeguard	This position is responsible for lifeguarding at aquatics related activities. This position requires a current Lifeguard Certification.	3
Program Supervisor	Program Supervisors have higher levels of responsibilities but are still directly involved with program implementation.	4
Water Safety Instructor (WSI)	This position is responsible for the instruction of certified swimming lessons. This position requires a current certification as a Water Safety Instructor.	4
Educational Assistants	Educational assistants serve in a support or assistance role to teachers in our programs. The title Educational Assistant differentiates them from a traditional paraprofessional as the scope of their work is more varied regarding the nature of Community Education programs.	5
Program Leads	Program Leads take a leadership role in programming and are typically still directly involved with students in our programs. These positions may direct support staff (aides) but do not have administrative or evaluation responsibilities.	5
Food Service Manager	This position is responsible for the food service of the Community Education Center and oversees the daily operations of the food service program at the Community Education center. This position requires a current Food Service Manager Certification.	6
Program Specialist	Program Specialists , including PAC Supervisor, Gymnastics Program, TAC Program Specialist, former TKC Site Supervisor, Water Aerobics Instructors, and other specialized program focused employees	6