

INDEPENDENT SCHOOL DISTRICT 719



PRIOR LAKE-SAVAGE
AREA SCHOOLS

HEALTH AIDE

TERMS AND CONDITIONS OF EMPLOYMENT

JULY 1, 2024 - JUNE 30, 2026

This document is a statement of terms and conditions of employment. It is not to be construed as an employment contract.

2024-26

HEALTH AIDE
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.

Salary:

| 2024-25 | | | | 2025-26 | | | |
|---------|-------------|-------|-------|---------|-------------|-------|-------|
| STEP | HEALTH AIDE | LPN | RN | STEP | HEALTH AIDE | LPN | RN |
| 1 | 22.50 | 24.57 | 25.61 | 1 | 22.95 | 25.06 | 26.12 |
| 2 | 22.72 | 24.82 | 25.86 | 2 | 23.18 | 25.31 | 26.38 |
| 3 | 22.94 | 25.06 | 26.12 | 3 | 23.40 | 25.56 | 26.64 |
| 4 | 23.17 | 25.32 | 26.38 | 4 | 23.63 | 25.82 | 26.91 |
| 5 | 23.40 | 25.57 | 26.65 | 5 | 23.87 | 26.08 | 27.18 |
| 6 | 23.64 | 25.82 | 26.91 | 6 | 24.11 | 26.34 | 27.45 |
| 7 | 23.87 | 26.08 | 27.18 | 7 | 24.35 | 26.60 | 27.72 |
| 8 | 24.11 | 26.34 | 27.45 | 8 | 24.60 | 26.87 | 28.00 |
| 9 | 24.36 | 26.61 | 27.73 | 9 | 24.85 | 27.14 | 28.28 |
| 10 | 24.60 | 26.87 | 28.00 | 10 | 25.10 | 27.41 | 28.56 |

RN Premium: \$5.00/hour (if job requires RN licensure)
LPN Premium: \$2.00/hour (if job requires LPN licensure)

I. Work Year and Leaves:

The work year for Health Aides shall be as assigned by the Health Services Coordinator.

1. Personal Leave: The Health Aide shall be granted a personal leave of no more than three (3) days per year. The Health Aide may carryover a maximum of two (2) unused personal leave days to the following school year with a maximum of five (5) days in their personal leave bank per school year. Personal leave must be requested at least twenty four (24) hours in advance except in the event of an emergency.

Subd. 1 – Limits No more than the to three (3) staff using personal leave on same student contact day.

Multiple requests for the same time period shall be honored as follows:

- a. All requests submitted before September 15 of the school year in which the leave will be used will be assumed to have been filed on September 15 of that year;
- b. Date of request;
- c. Staff member with most recent usage of multiple consecutive days will receive lowest priority;
- d. Seniority;
- e. By lottery.

Subd. 2 - Exclusions

The following exclusions will be in effect for personal leave days requested above:

1. First student contact day of school.
2. Last five (5) student contact days of school.

Exceptions to these exclusions may be made at the discretion of the Executive Director of Administrative Services based on a consideration of all the facts and circumstances.

2. Sick Leave: Sick leave shall be provided on the basis of ten (10) days per year, cumulative to ninety (90) days. A physician's statement may be required to establish eligibility for sub leave. Employees who work less than six (6) hours per day are entitled to five (5) days of non-cumulative sick leave.
3. Family Bereavement, Family Illness and Funeral Leaves: The employee will be entitled to family bereavement or illness leave up to a maximum of eight (8) work days or prorated per school year as described in Subd. 1, Subd. 2, and Subd. 3:

Subd. 1 – Family Bereavement Leave

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

Subd. 2 – Immediate Family Illness Leave

The employee may use illness leave for any illness or injury of a child, spouse, or parent that requires the presence of the employee. The employee may also use family illness 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 – Other Family Illness Leave

The employee may use illness leave for a serious injury or illness of other family members named in Subd. 1. A serious injury or illness is defined to include health conditions requiring medical treatment or supervision; physical or mental disability; chronic long-term treatment.

Subd. 4 – Funeral of a Friend

The employee will have one annual non-accruing bereavement leave day for the funeral of a friend.

II. Insurance:

Employee Benefits (for employees working at least 178 days and 6 hours/day unless otherwise indicated):

1. Medical Insurance:

The school district shall contribute up to eight hundred and eighty dollars (\$951.60) per month beginning the 2024-25 contract year and up to nine hundred and fifteen dollars (\$989.66) per month beginning the 2025-26 contract year for each full-time employee employed by the school district who qualifies for and is enrolled in the school district group health and hospitalization plan. For

employees working less than 178 days and 8 hours per day, the district contribution will be prorated on the basis of 1, 424 hours (178 days x 8 hours a day).

The District will offer at least one voluntary high-deductible/VEBA health plan option coupled with a VEBA trust. 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 Coverage: if employee selects the VEBA plan with single coverage, the District will make a \$1,200 annual contribution to the employee's VEBA HRA. 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.

High deductible VEBA health plan Dependent Coverage: if employee selects the VEBA plan with dependent coverage, the District will make a \$2,400 annual contribution to the employee's VEBA HRA. The District will contribute the annual amount to the employee's VEBA account in two equal installments. First installment will be contributed in July, the first date of employment, or the first day of coverage. 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.

Should the district make changes to health insurance plan(s) or should changes in any law or regulations impact benefits provided, the employer shall negotiate with the employee over the impact and effect of such change(s).

2. Dental Insurance:

The school district will provide a dental insurance plan and contribute the cost of the premium for single coverage. For employees working less than 178 days and 8 hours per day, the district contribution will be prorated on the basis of 1,424 hours (178 days x 8 hours a day).

3. Long-Term Disability:

The school district will provide a long-term disability insurance plan and contribute the cost of the premium.

4. Life Insurance:

The school district will provide a life insurance plan in the amount of fifty thousand (\$50,000). Employees may purchase additional coverage as permitted by the plan.

III. Other Benefits:

1. 403(b) Plan: Employees are eligible to participate in the District 403(b) Plan.

2. Flexible Spending Account Plan: Employees are eligible to participate in the District Flexible Spending Account plan.

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.