

FARGO PUBLIC SCHOOLS

FARGO, NORTH DAKOTA



SALARY SCHEDULE, BENEFITS, AND TERMS OF EMPLOYMENT

FOR

CLASSIFIED STAFF EMPLOYEES

www.fargo.k12.nd.us

JULY 1, 2023 - JUNE 30, 2025

Statement of Purpose and Disclaimer

The terms of Employment of Classified Support Staff dated 7/1/23-6/30/25 sets out the general guidelines of employment with the Fargo Public Schools District. This document has been developed in good faith with input from the district and its personnel. The document will guide the district and its personnel in maintaining consistency and uniformity.

The contents of this document are not intended to be, nor are they, a contract of employment between the employee and Fargo Public Schools. No part of this document may be construed as a contract. Fargo Public Schools reserves the right to modify, suspend, or revoke and provision of this document at any time, in its sole discretion.

At Will Employment

Classified support staff and the Fargo Public School District are engaged in an at-will employment relationship. Either party is free to terminate the relationship at any time, with or without reason/notice. The School District is not bound by any oral promises concerning a classified employee's length of employment.

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GENERAL EMPLOYMENT PROVISIONS

Administrative

1. All employees will be under the supervision of the respective departmental administrator to whom they are assigned.
2. The supervising administrator will recommend the selected personnel for authorized position vacancies to the Human Capital Department
3. The appropriate supervisor will be responsible for the assignment and work scheduling of personnel and will be responsible for providing appropriate training, supervision, and evaluation of such personnel.
4. Employees working full-time eight (8) hours per day) may be granted two (2), fifteen-minute periods, per day for a break. Any employee working four (4) to seven (7) hours may be granted one (1) 15- minute break per day. Employees working less than four (4) hours per day are not granted a break. All employees who work five (5) or more hours per day must punch out for a one-half hour uninterrupted lunch break.
5. Persons employed on a less than twelve (12) month basis will be notified about re-employment for the following year no less than ten (10) days before the final day of the school year.
6. The supervisor has the authority to recommend the withholding of salary increases for a maximum of one year. If an employee is denied a salary increase, the employee shall be informed in writing thirty (30) days in advance of the due date of the review. The memo will outline reasons why the increase is being withheld in addition to key performance items that need improvement.

Employee Evaluations

The Human Capital Office shall make available an evaluation form and shall require all supervisors to complete a written evaluation on benefited staff annually. After completion of the evaluation, the employee's signed evaluation shall be sent to the Human Capital Department. A copy of the completed evaluation shall be given to the employee. Where need for improvement in an employee's job performance is indicated, the supervisor shall document this on the evaluation.

Benefit Eligibility - Administrative Policy 5480

1. Employees working a minimum of four (4) hours per day in a continuing position, unless specified otherwise and with the approval of the Human Capital Department will be eligible for benefits.
2. Unless specified in this handbook, benefits and leaves for employees who are employed less than full time will be prorated to their percentage of employment. A proration will be used when an employee is reassigned to a position of lesser hours. An employee cannot have any more time earned in personal/emergency/sick leave than defined by the number of hours of work.
3. Adjustments will be made for employees electing to change the status of their employment. Any transfer is considered a new assignment and may result in changes in group, salary, and benefits eligibility. Experience may be considered.
4. If the request for reduced employment is related to a medical situation involving the employee or the employee's immediate family, the employee may request Family Medical Leave in accordance to Administrative Policy 5080.

Work Schedules

1. Verification of hours worked is accomplished through the use of the time clock and the ID badge. Employees must carry their own ID badge and punch in and out themselves. Employees punching the time clock for others will be subject to disciplinary action.
2. The workweek shall consist of seven (7) days. During that seven (7) day period, two (2) consecutive days off will be provided unless the supervisor and employee agree to an alternate schedule. The scheduled work week starts at midnight on Sunday.
3. For less than twelve (12) month employees, the workday may be adjusted by the principal or supervisor to meet the needs of the district as long as forty (40) hours are not exceeded in one week and the prescribed total work year for the employee is within the guidelines for the position.

Example: Work Year: 180 days Work Day: 6 hours Total Hours: 1080 (year)

As long as the 1080 hours for the year are not exceeded, the principal or supervisor has the authority to have a flexible schedule within a forty (40) hour week.

4. Any employee assigned on a substitute basis to a position with a classification having a higher rate of pay shall receive the higher rate of pay after completing ten (10) days of substituting in the higher classification. The substituting must be on consecutive workdays. The payment will be retroactive to the beginning date of the assignment. The Human Capital Department will approve substituting.
5. Overtime or additional part-time work must be approved in advance by the appropriate supervisor. Working off the clock in order to complete work is not allowed and is in opposition to state and federal labor laws. If you believe more time is needed to complete your assigned tasks, you must request additional hours and/or staff from your immediate supervisor.

6. Overtime at the rate of time and one-half shall be paid for hours worked over forty (40) hours per week. All overtime will be paid in accordance with this agreement. Employees are referred to Administrative Policy 5310 for additional information. Only actual hours worked will be used to determine overtime with the exception of holiday pay, which will be considered hours worked for the purpose of calculating overtime.

Use of Private Vehicle – Administrative Policy 5470

1. Car allowances to employees who are required to use their private autos in their assigned responsibilities will be based on the following criterion:
 - a. Allowance does not include travel from home to the building of the assignment and the subsequent return.
 - b. Car allowance will be in accordance with North Dakota state law for employees who are required to use their cars for their assigned responsibilities. Travel will be approved by the appropriate supervisor and submitted to Business Services within 5 working days of the end of the fiscal year.
 - c. Car allowance payments for the use of private autos will be made monthly upon receipt of a mileage log.

Resolution of Employee Complaints

For information relating to the procedure for resolution of employee complaints, please work with your direct supervisor, if the complaint is regarding your direct supervisor, please contact the Human Capital Department.

Specific to Facilities

1. If facilities employees are called back to work after the completion of a regular shift or work week because of emergencies or required maintenance, the minimum credit for such call-back will be two hours. The employee will be compensated for no more than two hours *unless* the employee works beyond the two-hour call back credit. Maintenance Call Back forms must be completed to establish the minimum 2 hours for call back; however, employees should use the time clock to punch in/out to verify the actual hours worked. Call back is only for unplanned emergencies/required maintenance and does not apply to changes in work schedule requested by the employee's supervisor. Work commencing within one hour of the employee's scheduled start time will not be considered call back.
2. If any employee is required to wear special protective clothing (including clothing for boiler cleaning) or use protective devices, the employer shall furnish it.

Trades Staff On-Call Policy

SCOPE:

This policy applies to all 12-month hourly trades department support staff employees required to participate in the on-call rotation for the Fargo Public Schools.

Definitions:

- “Keyholder”: Red River Regional Dispatch has a term called keyholder which refers to someone with a district master key and district building knowledge for accessibility to FPS property.
- “Normal Working Hours” is defined as the employee’s regular weekly shift hours Monday-Friday as defined by their supervisor and their respective daily job duties.

On- call requirements:

The on-call employee is not required to remain on any Fargo Public Schools premises while outside of his or her normal working hours. However, the employee must always remain available to the district and is required to respond immediately to any phone call or text to the on-call phone number. If the on-call employee has a conflict during their on-call time, it is the employee’s obligation to pre-arrange for a replacement from the on-call staff to cover the on-call shift. This coverage must be approved in advance by the mechanical & electrical supervisor or the Director of Facilities. This is to make sure that there is a clearly designated on-call employee and that the stipend reimbursement is being paid accordingly. The on-call days of the week and the frequency of the on-call rotation is subject to change at any time.

The number of employees on the on-call staff will dictate the frequency of rotation of the on call at any given time. The weekly on call rotation will be rotated every seven (7) days, beginning on Tuesday at 7am and ending the following Tuesday at 7am. The on-call employee is not required to restrict his or her activities while on-call, but the employee must remain free of the influence of alcohol and drugs. If it is necessary for the on-call employee or FPS “keyholder” to be present, the employee must respond within twenty (20) minutes of receiving the initial phone call or text message.

Employees who fail to respond to any request for on-call duty or who fail to find a substitute replacement when needed, are subject to disciplinary action up to and including termination. An event log link is provided with the on-call phone and is to be used to log all building events and incidents that happen relating to the on-call duties. This event log, once submitted, will be recorded in a shared document so that each event and/or issue can be explained, referenced, and permanently recorded if needed.

On-call pay and reimbursement:

Employees will receive a \$252.00 stipend for each on call week, or \$36.00 per day in the event of a need for daily pay reimbursement. An “additional payment request form” will need to be filled out after the completion of the on-call week by the plant supervisor. This stipend will be paid only to the on-call employee who is assigned for duty on each day or on-call week. Any on-call travel time from employee home to a district building, or any travel time from a district building to employee home will not be reimbursed. This said, travel time is considered already compensated to the employee through the weekly stipend payment disbursal.

Each on-call employee is required to clock in and clock out at the building to which they are responding in all on-call events so that time spent working at the building can be documented and paid appropriately. This time and payment will be based on the employee's regular rate of pay to include overtime if appropriate or necessary. The on-call employee is not eligible for a 2-hour callback pay for any on-call issue due to the employee already receiving a stipend disbursement payment for any calls during their assigned on-call week.

Fleet vehicle, mileage, and expenses:

A vehicle for the on-call employee will be provided at the district's expense. The employee may drive this on-call vehicle directly to and from work to their personal residence during the on-call week duty. The employee should drive this on-call vehicle to any on-call event as much as is possible to avoid having personal vehicles on district property.

- No personal use of the district fleet vehicle is allowed outside of any work-related duties.
- Personal vehicle mileage and personal vehicle expenses will not be reimbursable while on call.
- Tobacco and vaping devices are prohibited in any fleet vehicle.
- Family and community members are prohibited from traveling in a district fleet vehicle unless permission has been granted from the plant supervisor or Director of Facilities
- The on-call employee shall clean the assigned fleet vehicle each week after the completion of the on-call duty and before normal working hours commence.
- The designated on-call fleet vehicle will be utilized for the on-call employee after hours in lieu of the district issued trade vans. This is due to the high potential of theft or vandalism when parked in a residential community during the evening hours.

Specific to Nutrition Services

1. A Nutrition Services (NS) employee showing signs of illness or communicable disease will not be permitted to handle food. A decision will be made by the NS Director or their designee with respect to employment during the term of the illness and if the employee will need a medical doctor's verification before returning to work. Refer to Administrative Policy 4780.
2. NS orders and maintains a supply of uniform tops. Employees will be provided with uniform tops at the start of their employment. Employees are required to always comply with the dress code.

Pants worn by employees need to be of predominantly cotton or jean material. Pants must be a solid color of either black, khaki, or blue. Pants must be a plain design, free of embellishments, rips, and holes. Pants need to be fitted at the waist and ankle length. No leggings, yoga pants, or athletic type pants are allowed.

- Uniform tops and bottoms should fit the wearer and be worn with appropriate undergarments. Plain long sleeve shirts are acceptable to wear underneath the uniform top if the employee chooses.
- All clothing and hats must be clean and in good condition, free of stains and tears.
- Aprons will be provided and laundered.
- Daily Hygiene – Body and oral hygiene are required daily.
- Hair – Hair should be clean and neat: Hair accessories should be kept at a minimum and items that dangle, such as ribbons or scarves, are not allowed. Barrettes or combs may be worn to assist with hair control. A hair net, with or without an issued cap, hair covering must be worn at all times in the

food production, serving or sanitation areas. Beards and mustaches must be short, neat, and trimmed. Beard nets are required if facial hair exceeds 1 inch in length.

- Footwear/shoes – Shoes must be enclosed, soft soled, low heeled, with good support, and must provide good traction. Shoes must be made from a non-absorbent material, like leather, for safety. Socks must be worn.
3. If nutrition services staff are required to work on-site to provide meal services on days which are not contracted student contact days or days where education is not taking place in the school buildings (remote learning) AND all district employees are receiving their regular rate of pay, employees working in-person onsite shall be paid at a rate of 1.25 their regular hourly rate for actual hours worked.

TERMS OF EMPLOYMENT

The following are the normal terms of annual employment for all educational support employees.

Terms of Employment	Length of Employment
First school day of school year to last school day during student contact days (with exceptions) *	9-month employees
Five working days before the first day of school to five working days following the last day of school during student contact days. (Nutrition Services Managers & some office support staff)	9 ½ month employees
Ten working days before teachers report to ten working days following the last day of the contracted school term.	10-month employees
July 1 - June 30	12-month employees

Nutrition Services employees are employed for student contact days. The Nutrition Services Director may adjust the work schedule and add workdays for some personnel as necessary.

A minimum of 176 days is considered annual employment. This may not normally include each scheduled school day. However, respective administrators are authorized to grant sufficient employment days to cover complete school term if deemed necessary. The Human Capital Department will be authorized to modify these days to cover the school term and paid holidays, if deemed necessary.

Payment of Salary

Hourly employees will receive a payment every other Friday. This payment will be directly deposited into the employee's designated account.

Paid Holidays

Eligible employees are those who are scheduled to work fifteen (15) or more hours per week.

1. The following are considered paid, non-work holidays, for the respective employment condition:
 - a. Nine-month employees shall receive up to seven (7) paid holidays. They are: Veteran's Day, Thanksgiving Day, Good Friday, Christmas Day, New Year's Day, Memorial Day, and Labor Day.
 - b. Ten-month employees shall receive seven (7) paid holidays. They are: Veteran's Day, Thanksgiving Day, Good Friday, Christmas Day, New Year's Day, Memorial Day, and Labor Day.
 - c. Twelve-month employees shall receive twelve (12) paid holidays. They are: Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Good Friday, Memorial Day, Indigenous peoples day, Martin Luther King Day, Presidents Day, Juneteenth.
2. When an employee's defined work schedule starts before Labor Day, nine-month employees will have Labor Day as a paid holiday. When the defined work schedule ends after Memorial Day, it will be a paid holiday. The day after Thanksgiving may be considered a workday. Twelve (12) month hourly employees can work their regular shift for pay, take paid vacation time, or take the day without pay.
3. If a paid holiday falls on a Saturday, the Superintendent shall designate the preceding Friday as a holiday for twelve (12) month employees. If a paid holiday falls on a Sunday, the Superintendent shall designate the following Monday as a holiday.
4. When in any year Christmas and New Year's fall on Tuesday, Wednesday, Thursday, or Friday, the one-half day (afternoon) preceding (Christmas Eve and New Year's Eve) will be designated as a paid holiday for twelve (12) month employees.
5. The equivalent of the daily work schedule will be used to determine holiday pay. The daily work schedule will be used as the basis for calculating holiday pay.

Longevity Provisions

For information relating to longevity provisions, contact the Human Capital Department and refer to Administrative Policy 5452.

North Dakota Workforce Safety and Insurance

All employees compensated by the Fargo Public Schools are eligible for Workers' Compensation. Student teachers are not covered by Workers' Compensation. Any employee who is injured during their work hours shall receive such compensation and expenses as prescribed by the Workers' Compensation laws of the State of North Dakota. Employees shall use their accrued sick, emergency, and personal or vacation leave in the

event of an injury that requires an absence from work. After five (5) consecutive days of missed work due to a work injury, Workforce Safety Insurance (WSI) may determine a time loss claim.

In that situation, the school district will pay the difference between Workers' Compensation received and the employee's regular rate of pay to the extent of the employee's earned sick leave, emergency leave and/or vacation/personal leave. Specific procedures and forms are required to submit an incident report, These forms are located on the Employee Portal or by contacting Human Capital Department. Incident reports must be submitted to the Human Capital Department. Reports must be submitted the same day as the incident.

Resignations

A written notice of intent to resign shall be submitted to the Human Capital Department. Notification is preferred at least two weeks prior to the effective date of the resignation. The employee shall provide a copy to their supervisor. **The Resignation and Retirement form is located on the Employee Portal under District Forms. Once submitted, a resignation cannot be rescinded.**

Dues Deduction

The district agrees to deduct the appropriate regular monthly membership dues from those who individually and voluntarily certify in writing or electronically, such authorization to the District payroll office in such form and on such date as prescribed by the Board of Education.

Job Vacancies

1. When vacancies are determined to exist by the Superintendent or their designee, they will be posted electronically through the district's online application system. The job vacancy posting will specify the job classification and position title, rate of pay, and if applicable, the closing date for submission of applications.
2. Job vacancies seeking external applicants will be open for a period of no less than 10 calendar days from the initial posting. Job vacancies seeking internal applicants only, will be open for a period of no less than 5 calendar days. Interviews are not guaranteed for internal candidates. Immediate openings may be filled on a temporary basis while applications are being solicited.
3. An individual that applies for and receives a new position within the district will be subject to the applicable changes in group, salary, and benefits.
4. All applications for posted job vacancies will be submitted to the Human Capital Department through the electronic applicant tracking system. All unsuccessful applicants will be notified when the job has been filled.

Employee Leave Usage – Probationary Period

Effective July 1, 2021, all leave eligible, newly hired, classified support staff will serve a thirty (30) day probationary period specific to credited or accrued paid leave usage. Classified support staff will receive leave credits or accruals as prescribed by this terms of employment handbook but will not be eligible to use earned paid leave during this probationary period. Classified support staff will still have access during their first (30) days of employment to other types of leave provided for in this handbook such as: Emergency leave, funeral leave, and inclement weather leave. Leave requests during a classified support staff members first (30) thirty days will be discussed with their direct supervisor, and if approved, will be approved as a loss of pay status.

Sick Leave

Sick leave is credited to each benefit eligible regular employee who works twenty (20) or more hours per week. A regular employee is defined as an employee who is not hired to do special work for a limited time, and there is anticipation that the position will continue on a normal schedule. Less than twelve (12) month employees are credited with twelve (12) sick days per fiscal year at the beginning of the school year. Twelve (12) month employees are credited with fifteen (15) sick days per fiscal year at the beginning of the fiscal year. Sick leave is credited based upon the individual employee's respective full-time equivalency (FTE) and hire date within the fiscal year.

1. Employees who were employed prior to July 1, 2012, may have a balance of Legacy Sick Leave – this is a sick leave balance that was earned prior to the 2012-13 school year.
Sick leave usage will be charged against the employee's accumulative Legacy Sick Leave balance first. Administrative Policy 5452 regarding longevity outlines applicable provisions specific to Legacy Sick Leave.
2. Sick leave used after either the individual's maximum days allowed has been met, or accumulated sick leave has been used, will be without pay.

Use of Sick Leave:

1. Employees may use sick leave days to care for a sick or injured spouse, parent (natural or step), child (natural, adopted, foster, stepchild or guardianship), or domestic partner, Employees must furnish a medical certificate signed by a medical doctor when such a certificate is requested by the Human Capital Department. Medical certification is required for any medical leave over three (3) days in accordance with Family Medical Leave Act guidelines.
2. The maximum days of sick leave that can be used for any one disability is limited to the number of workdays that must be used prior to the start date of the long-term disability coverage provided by the Board.
3. Employees who are unable to work during the remainder of a fiscal year (July 1 – June 30) because of a disability may use the balance of their sick leave beyond the end of the fiscal year but are not eligible for additional sick leave days until a medical doctor certifies they are able to return to work.

4. An employee who is anticipating a leave due to the birth or adoption of a child shall submit a written notification to Human Capital at least sixty (60) days prior to the proposed commencement of the leave period. Such leave will be granted for a period of time to permit the employee to return to work in accordance with the Family Medical Leave Act guidelines. Sick leave may be used for disability due to pregnancy or childbirth as certified by the employee's licensed physician.
5. Prior to requesting loss of pay, employees must exhaust all applicable paid leave.

Sick Leave 'Buy-Back' Provision:

1. If an employee has 90 of accumulated sick leave in the legacy sick leave and/or the new sick leave account, they may request payment of the coming year's sick leave (no more than the number of days to be earned). Payment is equal to the number of days times one-half of the current hourly rate of the employee. The opportunity to request a payment will be through Employee Self Service. The deadline will be advertised on the Employee Portal. Payments will be issued in January of the following year.
2. Upon termination of employment, employees with fifteen (15) continuous, benefit-eligible years of service to Fargo Public Schools, will be eligible for a separation of service buy-out of all sick leave accumulated after 7/1/12 at 50% of their current daily rate of pay. In the event of the death of an eligible employee, the deceased's beneficiary will be eligible for the buy-out payment.
3. Employees that leave the district due to discharge for cause will not be eligible for the separation of service buy-out.
4. Employees that return to benefit-eligible employment within one (1) year of separation from a benefited position will have their sick leave balance reinstated unless they have been previously paid out for their sick leave.

Leave Bank

The Board of Education will establish a Leave Bank of 200 days. Employees needing leave beyond their accumulated total may request leave from the Leave Bank in writing to the Human Capital Department. The request will be granted or denied by a Leave Committee composed of one teacher appointed by the Fargo Education Association President, one Board member appointed by the Fargo Board of Education President, and one administrator appointed by the Superintendent.

Employees may also request leave for an injury resulting from student behavior. These requests may require a physician's certification and do not require approval of the Leave Bank Committee. There is no expectation, in these circumstances, that the employee has exhausted all other leave balances.

Funeral Leave

In the event of the death of a near relative (wife, husband, domestic partner, father, mother, brother, sister, son, daughter, mother-in-law, father-in-law, grandmother, grandfather, grandchildren, sister-in-law, brother-in-law, son-in-law, daughter-in-law), each benefited school district employee is allowed a maximum of five (5) working days without salary deduction to attend the funeral and to make final arrangements.

Emergency Leave

1. Less than twelve (12) month employees working twenty (20) or more hours per week will be credited with two (2) days of emergency leave per fiscal year. Twelve-month employees will be credited with three (3) days of emergency leave per fiscal year. Emergency leave will be prorated to the length of the requesting employee's workday. Emergency leave accumulates to a maximum of twelve (12) days.
2. In the first year, emergency leave will be proportional to the number of months of employment. Emergency leave is credited based upon the individual employee's respective full-time equivalency (FTE) and hire date within the fiscal year.
3. Approval for emergency leave shall be obtained from the Human Capital Department or their designee.
4. Emergencies are defined as funerals not covered by funeral leave, unforeseen closure of the employee's childcare center/daycare, unplanned medical appointments and unexpected emergencies that are outside of an employee's control.
5. Emergency leave will not be granted for planned childcare center/daycare closures, caring for grandchildren, attending an event for a family member, moving into/out of a home/apartment, making arrangements with a financial institution or legal representative or attending a sporting event of any kind. This list cannot be all inclusive, therefore situations outside of those defined would be taken into consideration as they occur.
6. Emergency leave will not be granted for:
 - Planned surgeries/medical/dental appointments. Use sick leave
 - Planned childcare center/daycare closures. Use personal leave
 - Caring/babysitting for grandchildren. Use personal leave
 - Attending an event for a family member. Use personal leave
 - Moving into/out of a home/apartment or closing on a home. Whether yourself or assisting others. Use personal
 - Making arrangements with a financial institution or legal representative. Use personal leave
 - All vet appointments unless requested the night before or morning of if an emergency arises
 - IEP/school meetings/orientations; including foster children. Use personal leave
 - Attending a sporting event of any kind. Use personal leave
 - Any court appearances, whether testifying on behalf of oneself or as a witness in a court or law

7. Prior to requesting loss of pay, employees must exhaust all applicable paid leave.
8. Emergency leave is not payable upon separation from employment. Emergency leave is not reinstated upon rehire.

Inclement Weather Leave

1. Employees can use Emergency Leave/Personal/Vacation when inclement weather closes schools.
 2. Employees can take a loss of pay for inclement weather days.
 3. Employees assigned to work on inclement weather days must complete Professional Development modules or other training modules directly related to their positions.
 4. Employees assigned wishing to work during e-learning days must design a schedule to provide student support (online) or complete other tasks that directly impact student teaching and learning and submit that schedule to the building leader for approval.
1. **Personal Leave** Less than twelve (12) month employees, working twenty (20) or more hours per week, will be credited three (3) personal days per fiscal year, prorated to the length of the requesting employee's workday. Personal leaves may be accumulated to a maximum of six (6) days.
 2. Approval of personal leave will be based on workload. Every reasonable effort shall be made by the supervisor to approve personal leave at a time agreeable to the employee insofar as adequate scheduling of the department permits. If it is necessary to limit the number of employees in a department taking personal leave at the same time, the supervisor shall consider the availability of substitutes and determine whether conflicts over personal leave periods shall be resolved based upon workload needs. No leave requests shall be denied solely because of the season of the year but shall be dependent upon meeting the staffing needs of the department/school. Personal leave will be limited to six (6) employees in the elementary (K-5) schools and six (6) employees in the secondary (6-12) schools during the months of April and May. Employees must give five (5) working days' notice to their supervising administrator before taking personal leave except by mutual agreement of the supervising administrator and the employee.
 3. Personal leave is credited based upon the individual employee's respective full-time equivalency (FTE) and hire date within the fiscal year. In the first year, personal leave will be prorated to the number of months of employment.
 4. Employees may request payment for unused personal leave. This request needs to be made through Employee Self Service each year. Payment will be based on daily hours and the employee's hourly rate.

5. An employee whose hours are reduced by the district and has rolled over personal days shall be reimbursed for the difference in hours from the previous year, after the employee requests the reimbursement.
6. Prior to requesting loss of pay, employees must exhaust all applicable paid leave.
7. Personal leave is payable upon separation.

Paid Vacation Accruals

The following are authorized paid vacation accruals for twelve (12) month employees working eight (8) hour days. Other authorized twelve (12) month personnel will be compensated on a prorated basis:

<u>Length of Service</u>	<u>Hours Per Bi-Weekly Pay Period</u>	<u>Days Per Year</u>
0 – 11 months	3.08	10
1 yr. through 5 yrs., 11 mos.	4.31	14
6 yrs. Through 11 yrs., 11 mos.	5.23	17
12 yrs. through 14 yrs., 11 mos.	6.15	20
15 years and above	6.77	22

Employees in less than twelve (12) month positions are eligible for vacation accruals if they move to twelve (12) month positions under the following conditions:

- a) Employees moving from a less than twelve (12) month position to a twelve (12) month position shall receive a prorated paid vacation allowance based on years of previous employment with Fargo Public Schools
- b) Employees moving from a twelve (12) month position to a less than twelve (12) month position shall have their vacation accumulation paid out as of the date of transfer.
- c) Employees who previously worked in a twelve (12) month position, and who are currently employed in a less than twelve (12) month position and wish to transfer to a twelve (12) month position again will be eligible for vacation based on all previous years of employment.

Vacation Usage

1. Every reasonable effort shall be made by the supervisor to approve employee vacations at a time agreeable to the employee insofar as adequate scheduling of the department permits. If it is necessary to limit the number of employees in a department on vacation at the same time, the supervisor shall determine whether conflicts over vacation periods shall be resolved based upon workload needs. No vacation requests shall be denied solely because of the season of the year but shall be dependent upon meeting the staffing needs of the department/school. Vacation leave hours shall not be used during the payroll period in which the hours are accrued. Employees must give five (5) working days' notice to their supervising administrator before taking vacation leave except by mutual agreement of the supervising administrator and the employee. It is the policy of the district that all applicable leave needs to be exhausted before an employee can request time off with a loss of pay.
2. Upon separation from employment, unused vacation leave balances shall be paid to the employee at their current rate of pay.
3. For the first year of employment, length of service is computed from the employee's hire date. Vacation eligibility begins with the date the employee begins continuous benefitted employment in a regular position with the district.
4. Employees may accumulate unused vacation to a maximum of 22 days in a fiscal year. Accumulations above 22 days in any fiscal year will not be granted. The original date of eligibility for benefits shall be used for vacation allowance if a person returns to district service within one year.
5. Prior to requesting loss of pay, employees must exhaust all applicable paid leave.

Parental Leave

The district will provide employees with five consecutive workdays of paid parental leave. The five days of paid parental leave are in addition to any other paid leave the employee may have available.

Classified Staff may use days available in the Parental Leave Donation Bank. _

- a) Prior to receiving leave from the Parental Leave Donation Bank, classified staff must have exhausted all paid parental leave and all personal leave. They may reserve no more than 12 sick leave days and two emergency leave days.
- b) Leave from the Parental Leave Donation Bank must be used within the 12 weeks following birth or adoption of a child.
- c) Requests for leave from the Parental Leave Donation Bank shall be approved in the order in which they are received. At the end of the fiscal year, any days remaining in the Parental Leave Donation Bank shall be deposited in the Parental Leave Donation Bank for the following fiscal year.
- d) Donations of any leave other than emergency leave may be made to the Parental Leave Donation Bank during the first full work weeks in September, January, and May. The maximum number of days that may be donated by any one employee in a year is five days. Donated days shall be considered transferred at the time of donation and shall not be returned or paid out.

Miscellaneous Leave

Each non-benefited employee, working two (2) hours but less than four (4) per day, shall be entitled to five (5) days of miscellaneous leave per year, prorated to the length of the requesting employee's workday. These days can be used for reasons of illness, emergencies, funerals, and personal consideration. They may be accumulated to a maximum of ten (10) days. Upon separation from employment, miscellaneous leave will be paid out at the employee's current rate of pay.

Military Leave

Employees who are members of the National Guard or the armed forces reserve when ordered by proper authority to active non-civilian employment shall be entitled to a leave of absence. The first twenty (20) days of such leave of absence shall be without loss of pay. If the leave of absence is necessitated by a full or partial mobilization of the National Guard or armed forces reserve, or emergency state active duty, the first thirty (30) days of leave shall be without loss of pay. ([North Dakota Century Code 37-01-25](#)).

EMPLOYMENT BENEFITS

Benefit Eligibility - Administrative Policy 5480

1. Employees working a minimum of 50% of a full-time FTE or the equivalent of four (4) hours per day in a continuing position, unless specified otherwise and with the approval of the Human Capital Department, will be eligible for benefits.
2. Unless specified in this handbook, benefits and leaves for employees who are employed less than full-time will be proportional to their percentage of employment. A proration will be used when an employee is reassigned to a position of lesser hours. An employee cannot have any more time earned in personal/emergency/sick leave than defined by the number of hours of work.
3. Adjustments will be made for employees electing to change the status of their employment. Any transfer is considered a new assignment and may result in changes in salary and benefits eligibility. Experience may be considered.
4. If the request for reduced employment is related to a medical situation involving the employee or the employee's immediate family, the employee may request Family Medical Leave in accordance with Administrative Policy 5080.

Employees in a specific position that continues on an annual basis half-time or more (20 hours or more per week) in a 9, 10, or 12-month position will be eligible for benefits that are pro-rated in accordance with the assignment. Current rates as well as other important benefits information are available through the Human Capital Department and on the [Employee Portal](#).

All other employees determined by the Human Capital Department to be temporary, (part-time, seasonal, project and casual employees) shall not be eligible for benefits.

Health Insurance

Employees working in a regular position for 20 hours or more per week are eligible for single, single plus dependent(s), or family health insurance coverage in accordance with the current health insurance provisions.

The District Health Insurance Committee will review the district's health insurance plan design and premium contribution levels. It will make recommendations to the appropriate employee groups and the School Board. Recommendations will be presented for consideration and action each year.

The following provisions apply to the health insurance program:

1. Employees whose employment continues from year to year will be offered district group health insurance on a twelve (12) month basis.
2. Employees who separate from district service will be provided with district group health insurance to the last day of the month in which they separate.
3. Coverage may be extended at the time of separation based upon federal COBRA regulations.

Dental Insurance

Employees working in a regular position for twenty (20) hours or more per week are eligible for single, single plus dependent(s), or family dental insurance coverage in accordance with the current dental insurance provisions.

The District Health Insurance Committee will review the district's dental insurance plan design and premium contribution levels. It will make recommendations to the appropriate employee groups and the School Board. Recommendations will be presented for consideration and action each year.

Vision Insurance

Vision insurance is offered to all employees working in a regular position for twenty (20) hours or more per week. Vision Insurance is a voluntary benefit, and all premiums are paid by the employee.

Life Insurance

Employees working in a regular position for twenty (20) hours or more per week shall be provided with \$25,000 of group term life insurance coverage. This benefit includes an equal amount of Accidental Death and Dismemberment (AD&D) coverage. Additional supplemental life insurance is available to purchase for the employee, spouse, and/or dependent children.

Long-Term Disability Insurance

Fargo Public School District provides Long-Term Disability (LTD) income insurance to all employees working 50% or more. Current coverage has an elimination period of ninety (90) calendar days. The Certificate of Coverage is available on the [Employee Portal](#).

North Dakota Public Employees Retirement (NDPERS)

Professional support staff employees working twenty (20) hours or more per week are required to participate in the North Dakota Public Employees Retirement program. Each employee is assessed 7.00% on the salary earned during the school year (July 1-June 30). In addition, Fargo Public Schools pays an additional 9.26% of the salary earned during the school year. Additional information is available through the NDPERS [Website](#). NDPERS Rates are subject to change.

Any staff hired after January 1st, 2025, will be enrolled in the new PERS plan. You can find more information here; [PERS Defined Contribution Plan 2025.docx](#)

North Dakota Teacher Fund for Retirement (TFFR):

All professional support staff currently licensed to teach in North Dakota by the ESPB and contractually employed are required to be members of TFFR. TFFR is a qualified defined benefit public pension plan covered under Section 401 (a) of the Internal Revenue Code. The professional support staff member is assessed 11.75% on the salary earned during a school year (July 1 – June 30). In addition, FPS contributes an additional 12.75% on the salary earned during a school year (July 1 – June 30). Additional information is available through the [TFFR website](#).

Flexible Benefits

The Fargo Public Schools District offers a voluntary Flexible Benefits Plan to all eligible employees. Flexible Benefit Plans are part of the Internal Revenue Code, section 125, and are designed to give employees the opportunity to pay for certain eligible living expenses with tax-free dollars. Employees

save federal, state, social security, and Medicare taxes on those dollar amounts, thus increasing their take-home pay. Further information is available on the [Employee Portal](#).

Employee Assistance Program

Fargo Public Schools contracts with The Village Business Institute to provide services as part of the Employee Assistance Program. Services include, but are not limited to, confidential financial planning, individual and family counseling, and crisis management services for employees and their household members.

Tax-Sheltered Investments

In accordance with the current Federal Internal Revenue Code, the Fargo Board of Education authorizes employees to take advantage of tax-sheltered annuities in accordance with current applicable administration regulations. The [Employee Portal](#) has information on establishing a 403b plan.

Personal Automobile Liability & Property Damage Insurance

The Board of Education will provide secondary liability and property damage insurance protection for employees of the school district who are required to use their personal automobile for authorized school district business.

Staff Required to Carry Licensure: Professional Growth - Cycle for Continued Education:

Staff must hold a valid North Dakota license issued by the North Dakota Education Standards and Practices Board to be permitted or employed to teach in any public school in this state. Staff that are required to carry licensure to perform the duties and functions of their jobs must carry that licensure on or before their first working day. Licensure documentation must be provided to the Human Resources Office and will be placed in the staff member's personnel file. Licensed staff are responsible for the maintenance and updating of their licensure as required.

PERSONNEL POLICIES

All employees, regardless of type of position, are responsible for reading and adhering to the following policies: [Legal Compliance Materials](#). All policies of the Fargo Public Schools are available on the [Employee Portal](#).

EQUAL OPPORTUNITY EMPLOYER

The Fargo Public Schools is an Equal Opportunity Employer that celebrates diversity and is committed to creating an even more inclusive environment for all employees, students, and families. The district fully and actively supports equal access for all people regardless of race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The Fargo Public Schools seek to provide access to all its programs for those interested persons who might have differing levels of ability. This includes those with impaired vision and hearing loss. Furthermore, Fargo Schools' administrative policy 5060 assures that the district and its employees will not retaliate against any persons who file a complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination regarding these or any other Office of Civil Rights enforced statutes. Additionally, the School District will discipline any individual who retaliates or takes adverse action against any person who reports alleged discrimination and/or harassment or who testifies, assists, or participates in any investigation relating to a discrimination and/or harassment complaint. If you have concerns or need information regarding the existence and location of services, activities, and facilities that are accessible, please contact the 504 Coordinator (Burkman, Principal, Dakota High School at (701)446-2850. For more information regarding Title IX compliance call, Patty Cummings District Office, at (701) 446-1072. Fargo Public Schools also acknowledges your right to file a discrimination complaint at any time with the U.S. Department of Education and the North Dakota Division of Juvenile Services: U.S. Department of Education, Office for Civil Rights, Chicago Office, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, and ND Division of Juvenile Services, 100 Railroad Avenue, Bismarck, ND 58501.

2024-2025 Classified Support Staff Salary Schedule

2024-2025 This schedule is for salary placement only and should not be confused as an indicator for any future compensation beyond the posted year.

Step	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8	Group 9	Group 10	Group 11
1	17.77	18.06	18.43	19.45	20.42	21.23	22.54	24.64	26.76	29.83	33.88
2	18.26	18.51	18.89	19.92	20.88	21.67	22.99	25.08	27.22	30.30	34.36
3	18.69	18.98	19.36	20.37	21.35	22.13	23.43	25.55	27.69	30.75	34.80
4	19.14	19.44	19.82	20.84	21.80	22.61	23.91	26.01	28.14	31.21	35.27
5	19.61	19.91	20.28	21.30	22.28	23.05	24.36	26.46	28.62	31.69	35.74
6	20.08	20.36	20.72	21.76	22.72	23.53	24.84	26.95	29.06	32.13	36.19
7	20.54	20.82	21.18	22.23	23.20	23.98	25.30	27.39	29.52	32.58	36.66
8	20.78	21.06	21.43	22.45	23.41	24.43	25.75	27.85	29.98	33.06	37.11
9	21.71	21.54	21.90	22.94	23.89	24.91	26.22	28.32	30.43	33.49	37.56
10		22.48	22.85	23.38	24.34	25.37	26.68	28.77	30.90	33.95	38.03
11				24.39	25.40	26.67	28.03	30.23	32.43	35.59	39.82

2024-2025 Interpreter Salary Schedule

<u>Interval</u>	<u>Cert.Salary</u>	<u>Pre-Certified</u>
1	\$36.96	\$32.46
2	\$37.20	\$32.97
3	\$37.45	
4	\$37.84	
5	\$38.11	
6	\$38.35	
7	\$38.73	
8	\$38.98	
9	\$39.22	
10	\$39.94	

2024-2025 COTA/SLPA Salary Schedule

<u>Interval</u>	<u>Salary</u>
0	\$27.24
1	\$27.83
2	\$28.43
3	\$28.91
4	\$29.41
5	\$29.92
6	\$30.44
7	\$30.85
8	\$31.25
9	\$31.65
10	\$32.65