



JANUARY 2025

## CUSTODIAN, SECRETARIES AND PARAEDUCATOR BENEFIT SUMMARY

### Group Insurance

Employees who work at least twenty hours per week are eligible to participate in the District's group health and life insurance plans. Employees must work 30 hours per week to participate in the District's dental and long-term disability plans. Note: For benefit purposes, full-time employment is considered six (6) or more hours per day.

### Health Insurance

For the 2025 benefit plan year (January 2025 – December 2025), full time employees receive a District contribution equal to **\$710.00** of the single health insurance premium. Employees electing family coverage receive **\$1615.00** towards the monthly family premium. **Note: This amount is before negotiated settlement.** The contribution for part time employees is pro-rated. \* **See attached table for pro-rated district contribution amounts.**

**All Insurance rates are subject to change January 1, 2026**

	PLAN 1	PLAN 2	PLAN 3
Network	High	Value	HSA
Deductible Single/Family	4 Cost Levels	4 Cost Levels	4 Cost Levels HSA Compatible
Monthly Premium Single/Family	\$868.84/mo, \$2,287.52/mo	\$783.10/mo, \$2,058.70/mo	\$604.56/mo, \$1580.88/mo

**HSA Contribution:** For employees electing to take the HSA high deductible plan, the district will contribute any remaining dollar amount into the employee's HSA account after the monthly premium has been paid.

**Important:** If you work 9 months/year, your monthly portion of the medical premium times 12 divided by 18 equals your premium cost per check.

For more information on the plans go to [innovomn.com](http://innovomn.com)

**See: 2025 Step by Step Instructions for PEIP**

### Dental Insurance

For the 2025 benefit plan year, the District will contribute up to \$48.00 to a single dental premium of \$47.08/month and the same amount to the monthly family dental premium of \$135.64/month.

### Life Insurance

The School District shall provide a life insurance policy with a coverage benefit of \$50,000 for each employee working 20 hours or more per week covered under the Support Staff Agreement. Employees may also purchase supplemental coverage for themselves, their spouse and/or dependents.

### Long-Term Disability Insurance

The District contributes 100% per year towards the premium for each employee working 30 hours or more per week.

### Flex Spending Account (FSA)

Employees can pay for out of pocket medical/dental and day care expenses with pre-tax dollars by participating in the District's Select Account flexible spending plans.

### Voluntary Benefits

Employees may purchase a variety of voluntary benefits including: vision, critical illness, accident, hospital indemnity and whole life insurance with long term care, for themselves, their spouse and/or dependents.

### Paid Time Off

Depending on the employee's work schedule, staff typically receive sick leave, personal leave and bereavement days. Annual leave allotments for personal leave are allocated in advance at the beginning of the fiscal year. Sick leave allotments are allocated at the end of each month of employment. Leave balances are prorated for employees who begin employment after August or end employment prior to June 30 or the end of the school year, whichever is first. Leave balances are also reduced for any period of the year that the employee is on an unpaid status.

### Vacation

Vacation with pay shall be granted to all employees on a ten month or greater work year, on the following basis:

	<u>11 month or greater</u>	<u>10 month</u>
After 1 year of employment	10 days	9 days
After 6 years of employment	15 days	14 days
After 12 years of employment	20 days	18 days

Vacation is credited on July 1 of each year.

A newly hired secretarial or paraeducator employee with a hire date prior to July 1, 2022, whose beginning employment date occurs between July 1st and December 31st (inclusive) shall receive credit for one year of service on the July 1st that immediately follows the date of hire. A secretarial or paraeducator employee whose beginning employment date occurs between January 1st and June

30th (inclusive) shall not receive credit for one year of service until July 1st of the following agreement year.

A newly hired custodial/maintenance with a hire date prior to July 1, 2022, employee's initial vacation credit shall be pro-rated for the period of service from his/her beginning employment date through June 30th of the agreement year (defined as July 1 through June 30).

A newly hired secretarial or custodial/maintenance employee with a hire date of July 1, 2022 or later, employee's initial vacation credit shall be pro-rated for the period of service from his/her beginning employment date through June 30th of the agreement year (defined as July 1 through June 30).

### Personal Leave

Employees shall be granted paid personal leave each year. The Superintendent or the Superintendent's designee may grant additional days without pay. Requests for personal leave must be made in writing to the employee's supervisor. Employees must request and utilize personal leave for absences of a personal nature not qualifying for sick leave. Employees shall have the option to use personal leave day(s) on late start school days, early out school days, a day when school is closed or during an otherwise unpaid school break.

Personal leave will be deducted when an employee's timecard indicates short hours due to absence beyond the employee's accrued sick leave. In the absence of accrued personal leave, the time will be unpaid. A personal leave day is defined as the number of hours in the employee's regular schedule on the day of absence.

Personal leave shall be granted according to the following schedule:

	Less than Ten (10) Month Employees	Ten (10) Month or Greater Employees
Employment Years One (1)- Five (5)	Two (2) days	Three (3) days
Beginning of School Year After Five (5) Years	Three (3) days	Four (4) days

### Sick Leave

All employees shall earn sick leave at the rate of one (1) day per month for each month worked in the employ of the School District; employees assigned a school calendar work schedule shall earn sick leave at the rate of one (1) day per month for each full month school is in session. A sick leave day is defined as the number of hours in the employee's regular schedule on the day of absence.

Unused sick leave may accumulate to a maximum credit of one hundred twenty-five (125) days.

Sick leave with pay shall be allowed by the School District whenever an employee's absence is found to have been due to illness or disability of the employee or his/her minor child or his/her spouse/non minor child which prevented his/her attendance at work and performance of duties on that day or days. A minor child shall be defined in accordance with applicable State and Federal statutes. Sick leave due to illness of a spouse or non-minor child shall be defined as that which requires medical attention of a physician and may be used for absences due to illness or injury for such reasonable periods as the employee's attendance with the spouse/non minor child may be necessary on the same terms the employee is able to use sick leave benefits for the employee's own and his/her minor child's illness or injury.

## Holidays

Employees receive holiday pay if the holiday falls within their work year:

Independence Day	New Year's Day
Labor Day	President's Day
Thanksgiving Day	Good Friday
Friday after Thanksgiving	Christmas Eve
Memorial Day	Christmas Day
Juneteenth	

For pay purposes, one (1) day of holiday will be equivalent to the average number of hours worked per day based on the employee's typical weekly schedule.

## Bereavement Leave

Employees will be granted up to 4 days, per occurrence, non-accumulative for funeral leave per year for the death of an immediate family member. Immediate family shall only include a wife, husband, spouse, spousal equivalent, domestic partner, child, sister, brother, parent, father-in-law, mother-in-law, grandparent and grandchild. A bereavement leave day is defined as the number of hours in the employee's regular schedule on the day of the absence. An employee shall be granted two (2) days, per occurrence, non-accumulative, to be deducted from sick leave, as bereavement leave for the death of an aunt, uncle, brother-in-law, sister-in-law, niece, nephew or first cousin.

## Retirement Plans

### PERA

Paraprofessionals and Secretaries are members of the Public Employees Retirement Association (PERA). Both the District and the employee contribute to this retirement account as required by law. For information about retirement benefits contact the plan directly at [www.mnpera.org](http://www.mnpera.org)

### Retirement/Severance

Employees who have completed twenty (20) or more years of service in District 727 are eligible for retirement compensation equal to 40 – 60 days of pay, depending on the employee's length of service. Employees with a seniority date prior to July 1, 2007, may irrevocably choose to participate in the matching tax deferred savings plan and thereby forfeit their rights to the severance benefit.

For employees with a seniority date on or after July 1, 2007, the provisions of severance are replaced by the District Matching Contribution Plan.

### District Matching Contribution

Employees are eligible for the matching District contribution of up to \$2,000 toward either the MN State Deferred Compensation Program (Section 457) or an approved 403b tax sheltered annuity plan.

Eligibility for matching begins (July 1) following completion of one year of service with the District. The District contribution will be pro-rated for eligible part time employees. Employees on unpaid leaves (such as FMLA) may not participate in the matching program while on leave.

Employees are able to begin contributing to a new plan on the first payroll of October and February. Employees may also make changes to their contribution amounts on the first payroll of any month.

\* District contribution towards Health Premium based on number of hours worked per day (prior to negotiated settlement):

Local 284

Scheduled Hrs/Day	% of District Contribution	Amount of District Contribution	
		Single	Family
8.00	1.00	710.00	1615.00
7.75	1.00	710.00	1615.00
7.50	1.00	710.00	1615.00
7.25	1.00	710.00	1615.00
7.00	1.00	710.00	1615.00
6.75	1.00	710.00	1615.00
6.50	1.00	710.00	1615.00
6.25	1.00	710.00	1615.00
6.00	1.00	710.00	1615.00
5.75	1.00	710.00	1534.25
5.50	0.95	674.50	1534.25
5.25	0.90	639.00	1453.50
5.00	0.85	603.50	1372.75
4.75	0.80	568.00	1292.00
4.50	0.75	532.50	1211.25

4.25	0.75	532.50	1211.25
4.00	0.70	497.00	1130.50