

Watertown-Mayer Public Schools Independent School District #111

Human Resource Manager

**Personnel Policies and Wage Schedules
2025-2026 School Year**

Approved by the School Board

**Watertown-Mayer Public Schools
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TABLE OF CONTENTS

ARTICLE I: SCOPE	3
SECTION 1. SCOPE	3
SECTION 2. MAINTENANCE OF SCHOOL BOARD RIGHTS	3
ARTICLE II: RATES OF PAY	3
SECTION 1. EFFECTIVE DATES	3
SECTION 2. OVERTIME PAY	3
ARTICLE III: GROUP INSURANCE	3
SECTION 1. SELECTION OF CARRIER.	3
SECTION 2. HEALTH AND HOSPITALIZATION INSURANCE AND/OR DENTAL INSURANCE	3
SECTION 3. TERM LIFE INSURANCE	3
SECTION 4. LONG TERM DISABILITY INSURANCE	3
SECTION 5. CLAIMS AGAINST THE SCHOOL DISTRICT	3
SECTION 6. DURATION OF INSURANCE COVERAGE	4
SECTION 7. ELIGIBILITY.	4
ARTICLE IV: LEAVES OF ABSENCE	4
SECTION 1. SICK LEAVE.	4
SECTION 2. WORKERS' COMPENSATION.	5
SECTION 3. BEREAVEMENT LEAVE.	5
SECTION 4. EMERGENCY LEAVE.	5
SECTION 5. CHILD CARE LEAVE.	6
SECTION 6. MEDICAL LEAVE.	6
SECTION 7. FAMILY AND MEDICAL LEAVE.	7
SECTION 8. INSURANCE APPLICATION.	7
SECTION 9. ELIGIBILITY	7
ARTICLE V: VACATION	7
SECTION 1. AMOUNT OF DAYS.	7
SECTION 2. APPLICATION.	7
ARTICLE VI: SCHOOL DISTRICT 403(B) MATCH	8
SECTION 1. MATCHED PLAN.	8
SECTION 2. APPLICATION.	8
SECTION 3. MAXIMUM YEARLY AND LIFETIME CONTRIBUTIONS.	8
ARTICLE VII: HOURS OF SERVICE AND DUTY YEAR	8
SECTION 1. BASIC WORK DAYS.	9
SECTION 2. BASIC WORK HOURS PER YEAR.	9
SECTION 3. SHIFTS AND STARTING TIME.	9
SECTION 4. LUNCH PERIOD.	9
SECTION 5. SCHOOL CLOSING	9
SECTION 6. HOLIDAYS	9
SCHEDULE A	10
SECTION 1: SALARY	10
SIGNATURES OF AGREEMENT	11
ADDENDUM - SICK LEAVE BANK	12

ARTICLE I: SCOPE

Section 1. Scope: This document identifies personnel policies and wage schedules for the employment of Crystal Sundby as the District Human Resource Manager regularly employed by Watertown-Mayer Public Schools during July 1, 2025 through June 30, 2026.

Section 2. Maintenance of School Board Rights

Subd. 1. This document is not to be construed as a binding contract between the school board and employees.

Subd. 2. The school board reserves the right to reduce the number of hours of employment or terminate positions at any time.

ARTICLE II: RATES OF PAY

Section 1. Effective Dates: The Watertown-Mayer ISD No. 111 District Human Resource Manager's wages beginning July 1, 2025 through June 30, 2026 will be \$70,000.

Section 2. Overtime Pay: The Watertown-Mayer School District Human Resource Manager will not be eligible for overtime pay.

ARTICLE III: GROUP INSURANCE

Section 1. Selection of Carrier: The School District shall select the insurance carrier and policy as provided by law.

Section 2. Health and Hospitalization Insurance and/or Dental Insurance: The School District shall contribute a sum not to exceed \$9,565 per annum for single coverage or \$16,325 per annum for family coverage toward the premiums of health or dental insurance for the employee who is employed by the School District (and his/her eligible dependents) who qualifies for and is enrolled in the School District group health and hospitalization plan and/or dental plan. Any additional cost of the premium shall be borne by the employee. If the employee selects a HDHP and the premiums are lower than the benefit amount, the remaining benefit will be placed in a HSA or VEBA account.

Section 2. Health and Hospitalization Insurance and/or Dental Insurance: The School District will contribute up to \$9,565 per year for single coverage or up to \$16,325 per year for family coverage toward the premiums for health and/or dental insurance for the employee (and their eligible dependents) who qualifies for and is enrolled in the School District's group health and hospitalization plan and/or dental plan. Any premium costs exceeding these amounts will be the responsibility of the employee. If the employee enrolls in a High Deductible Health Plan (HDHP) and the premiums are less than the

specified benefit amount, the remaining balance will be deposited into a Health Savings Account (HSA) or Voluntary Employees' Beneficiary Association (VEBA) account.

Section 3. Term Life Insurance: The School District shall provide a \$100,000 term life insurance policy for this employee. Premiums shall be paid in full by the School District.

Section 4. Long Term Disability Insurance: In accordance with the respective member's School District salary, the School District shall provide long term disability insurance for this employee who qualifies for the School District's long-term disability plan. Premiums shall be paid in full by the School District. Benefits shall be paid in accordance with the terms of the existing insurance policy.

Section 5. Claims against the School District: It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 6. Duration of Insurance Coverage: An employee is eligible for School District contribution as long as the employee is employed and on paid status by the School District. Upon termination of employment, all district contributions shall cease.

Section 7. Eligibility: Eligibility is subject to any limitations contained in the contract between the insurance carrier and the School District.

ARTICLE IV: LEAVES OF ABSENCE

Section 1. Sick Leave.

Subd. 1. This employee shall earn sick leave at the rate of one (1) work day for each month of service in the employ of the school district.

Subd. 2. Unused sick leave may accumulate to a maximum of 120 days.

Subd. 3. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to his or her illness and/or disability that prevented attendance at school and performances of duties on that day or days. Sick leave with pay shall also be allowed for attendance at medical appointments.

Subd. 4. Sick leave with pay shall be allowed only whenever the employee's absence is found to have been due to illness and/or disability which prevented his/her attendance and performance of duties on that day or days, except as provided for by other provisions in this article or by law. Effective January 1, 2024, the School District will follow MN Statute 181.9447 (Use of Earned Sick and Safe Time).

Subd. 5. Sick leave may also be used for absences due to an illness of or injury to the employee's child, step-child, spouse, or parent/parent-in-law for reasonable periods as approved by the Superintendent.

Subd. 6. Sick leave pay shall be approved through the entering into the School District electronic time off system and deducted from the accrued sick leave hours earned by the employee.

Subd. 7. Sick leave may be utilized during the period of physical disability resulting from a condition of pregnancy. The employee shall provide the School District with a physician's statement certifying the dates of disability. An unpaid leave for child care may be granted at the discretion of the School District.

Subd. 8. Upon termination of employment, any accumulated sick leave is forfeited. The employee shall not be reimbursed for any unused accumulated sick leave.

Section 2. Workers' Compensation: An employee injured on the job in the service of the school district and collecting workers' compensation insurance, may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 3. Bereavement Leave.

Subd. 1. Up to five (5) days of leave shall be allowed due to a death in an employee's immediate family. Immediate family is defined as the employee's spouse, child, parent, parent-in-law, and individuals for whom the employee serves as legal guardian.

Subd. 2. Up to three (3) days of leave shall be allowed due to the death of an employee's brother, sister, grandparent, grandchild, brother-in-law, or sister-in-law.

Subd. 3. Up to one (1) day of leave per year shall be allowed to attend the funeral of a friend or relative other than those relatives specified in subds. 1 and 2 in this Section.

Subd. 4. The specific amount of leave is subject to the discretion of the Superintendent depending on the circumstances.

Subd. 5. Bereavement leave allowed in this Section will be deducted from accumulated sick leave.

Subd. 6. Bereavement leave is non-accumulative.

Section 4. Emergency Leave.

Subd. 1. Employees shall be allowed up to three (3) days per year for absence due to emergency, serious illness or injury in the immediate family. Immediate family is defined as the employee's spouse, child, parent, parent-in-law, and individuals for whom the employee serves as legal guardian.

Subd. 2. The School District may require an employee to furnish competent evidence of family illness in order to qualify for emergency leave. If a medical certificate is required, the employee will be advised. However, the final determination as to the eligibility of an employee for emergency leave is reserved to the School District.

Subd. 3. The specific amount of leave allowed is subject to the discretion of the Superintendent depending on the circumstances.

Subd. 4. Emergency leave allowed in this Section will be deducted from accumulated sick leave.

Subd. 5. Emergency leave is non-accumulative.

Section 5. Child Care Leave.

Subd. 1. A child care leave may be granted by the School District, subject to the provisions of this section, to one (1) parent of a natural or adopted infant child, provided such parent is caring for the child on a full-time basis.

Subd. 2. An employee making an application for child care leave shall inform the Superintendent in writing of intention to take the leave at least three (3) calendar months before commencement of the intended leave.

Subd. 3. If the reason for the child care leave is occasioned by pregnancy, an employee may utilize sick leave pursuant to the sick leave provisions of this policy during the period of physical disability. However, an employee shall not be eligible for sick leave during the period of time covered by a child care leave. A pregnant employee will also provide, at the time of the leave application, a statement from her physician indicating the expected date of delivery.

Subd. 4. In making a determination concerning the commencement and duration of child care leave, the School Board shall not, in any event, be required to:

1. Grant any leave more than twelve (12) months in duration.
2. Permit the employee to return to employment prior to the date designated in the request for child care leave.

Subd. 5. An employee returning from child care leave shall be re-employed in a position for which qualified unless previously discharged.

Subd. 6. Failure of the employee to return pursuant to the date determined under this section shall constitute grounds for termination unless the School District and the employee mutually agree to an extension in the leave.

Subd. 7. Leave under this Section shall be without pay or fringe benefits.

Section 6. Medical Leave.

Subd. 1. An employee who is unable to perform duties because of illness or injury and who has exhausted all sick leave credit available or has become eligible for long term disability compensation, may, upon request, be granted a medical leave of absence without pay up to six (6) months. This leave may be renewed at the discretion of the School District.

Subd. 2. A request for a medical leave of absence, or renewal thereof, under this Section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities.

Section 7. Family and Medical Leave: FMLA leave shall be granted pursuant to applicable law.

Section 8. Insurance Application.

Subd. 1. An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave, and shall pay to the School District the monthly premium in advance, except as otherwise provided for by Family and Medical Leave.

Subd. 2. In the event the employee is on paid leave from the School District under Sick Leave or supplemented by sick leave pursuant to Workers' Compensation hereof, the School District will continue insurance contributions as provided herein until sick leave is exhausted. Thereafter, the employee must pay the entire premium for any insurance retained after the exhaustion of sick leave.

Section 9. Eligibility

Subd. 1. Full leave benefits provided in this Article shall apply only to full-time employees who work 40 hours per week on a regular basis.

Subd. 2. Part-time employees shall be eligible for partial benefits proportional to the extent of their employment.

Subd. 3. Substitute, summer and temporary employees shall not be eligible for any benefits pursuant to this Article.

ARTICLE V: VACATION

Section 1. Amount of Days: The District Human Resource Manager shall receive twenty (20) days of vacation per year.

Section 2. Application.

Subd. 1. Vacation days may be accumulated to a maximum of sixty (60) days. Vacation days cannot exceed the maximum number of accumulated days.

Subd. 2. The School District reserves the right to schedule all vacations.

Subd. 3. Upon termination of employment, accumulated unused vacation is paid to the employee only if the employee gives the District a 30 day written notice of termination.

ARTICLE VI: SCHOOL DISTRICT 403(b) MATCH

Section 1. Matched Plan: Subject to annuity plan requirements, the School District will provide a matching 403(b) tax-sheltered annuity plan. The 403(b) annuity-match program of the School District is subject to the laws of the State of Minnesota (M.S. 356.24) and the Internal Revenue Code (26 U.S.C. §§ 403[b]).

Section 2. Application.

Subd. 1. Election to participate in the School District's 403(b) matching program must be by July 9th (the Friday before if the 9th is on a weekend) of the plan year. Once an eligible employee elects to participate in the 403(b) annuity-matching program, said election is irrevocable for that school year and will continue each subsequent year unless modified by an employee at the beginning of a new school year.

Subd. 2. In order to receive the School District's contribution, an employee must match the total School District contribution.

Subd. 3. The employee's contribution to the 403(b) plan shall be done via payroll deduction over 24 equal installments.

Subd. 4. The School District's match responsibilities are non-accumulative. That is, an employee who does not participate one or more years cannot reclaim the School District matched dollars in subsequent years.

Subd. 5. Employees may select from up to three vendors as determined by the School District.

Section 3. Maximum Yearly and Lifetime Contributions.

Subd. 1. The Watertown-Mayer School District shall contribute a maximum of \$2,500 per calendar year in contributions to the Human Resource Manager's 403(b) plan.

Subd. 2. Lifetime School District contributions for this employee shall not exceed \$30,000.

ARTICLE VII: HOURS OF SERVICE AND DUTY YEAR

Section 1. Basic Work Days and hours per year: The District Human Resource Manager shall work two hundred sixty (260) eight (8) hours days per year.

Section 2. Shifts and Starting Time: The School District shall assign starting and ending times for employees.

Section 3. Lunch Period: Employees shall be provided an unpaid duty-free lunch if their work schedule overlaps lunch times as determined by the School District. Exceptions may be granted by the Superintendent.

Section 4. School Closing: If school is closed due to inclement weather, the Human Resource Manager shall receive pay at his or her normal rate without any deductions from leave accumulations, including vacation time. The expectation is that the Human Resource Manager will work on days the district is closed. Work may be performed remotely.

Section 6. Holidays

Subd. 1. Human Resource Manager shall annually receive twelve (12) holidays which will be observed annually to coincide with the school calendar:

New Year's Eve Day	New Year's Day	President's Day
Good Friday	Memorial Day	June 19
July 4 th	Labor Day	Thanksgiving Day
Friday after Thanksgiving	Christmas Eve Day	Christmas Day

Subd. 2. If any of the ten holidays falls on a Saturday or Sunday, another day will be substituted as determined by the School District.

SIGNATURES OF AGREEMENT

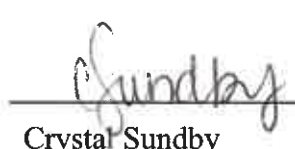
IN WITNESS WHEREOF, the parties have executed this Agreement as follows

ISD NO. 111:

Human Resource Manager:



School Board Chair Date



Crystal Sundby Date



School Board Clerk Date



Watertown Mayer
Public Schools

Addendum - Sick Leave Bank

A. Medical Emergency. The District and Association have established a sick leave bank (SLB) for qualifying employees and immediate family who experience a “medical emergency.” A “medical emergency” is defined as a medical condition of the employee that will require a prolonged absence from duty (meaning more than 5 consecutive duty days) and will result in a substantial loss of income because the teacher or employee has exhausted all forms of paid leave.

B. Donations. Donations into the Sick Leave Bank will be open to all qualifying employees. Employees who choose to become a member of the SLB must donate one (1) day or eight (8) hours of their accumulated sick leave to the Sick Leave Bank. Employees will need to complete a donation form indicating participation by the 15th day of September the school year. An employee that previously declined membership, or is newly hired, can elect to participate at the beginning of the next school year. A completed SBL form must be completed and submitted to the District Office by the fifteenth (15th) day of September. Any employee who does not complete the proper form by the deadline stated within this section will not be a member of the Sick Leave Bank for that year.

C. Renewing SLB Balance. If the Sick Leave Bank reaches a balance below 120 days or 960 hours, each member will be notified and an additional donation of 1 (one) day or eight (8) hours to the SLB. If the employee does not donate the additional day or hours within the timeframe established by the school district, will not be a renewed member of the sick leave bank. At the renewal time, each member will need to complete a new SBL form. The SLB may not go into a negative balance.

D. Application Process. Employees who want to request a withdrawal of leave from the SLB must submit a written application to the District along with a medical certification from the teacher’s or employee’s treating physician. The District will approve the application if all criteria in this Section are met.

The application will be reviewed by the SLB committee. Members of the committees shall consist of: 2 teachers, 1 person from the administration contracts, 1 from the managers group, 1 from the food services and custodial group, 1 from the para group, 1 from Secretary group and 1 from the school board. The committee will make the final decision on granting the use of SLB approval. The committee’s decisions are final and they cannot be grieved.

The SLB committee may approve fewer days than the employee requests, but the employee may reapply if approved days are exhausted. The number of approved days will be deducted from the SLB upon use by the employee.

E. Limit and Eligibility for Other Benefits. Employees may use up to 60 days or 480 hours from the SLB for full time employees. An employee may reapply if more days are needed. If a part time employees is granted SLB approval, the maximum amount of leave to be use is the employee's FTE *60 days or 480 hours during their career with the School District. Employees will immediately become ineligible to draw from the SLB if they become eligible to receive long term disability benefits, workers’ compensation, other pay, or other benefits from the District or the State in place of any part of their salary.

