



## FOREST LAKE AREA SCHOOLS

6100 N 210th St • Forest Lake MN 55025

(651) 982-8100 • [www.flaschools.org](http://www.flaschools.org)

*Superintendent Dr. Steven D. Massey*

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*Special Education Kelly J. Wilson*

*Teaching & Learning John-Paul R. Jacobson*

DATE: June 26, 2025

TO: ISD 831 School Board

FROM: Donna Friedmann, Director of Administration and Human Resources  
Chrissy Rehnberg-Eide, Director of Business Services

SUBJ: Agenda Item 8.9- Forest Lake Area Schools Benefits – General  
Description Classified Employee Policies 2024-2026

Assistant Buildings and Grounds Supervisor  
Assistant Nutrition Service Supervisor  
Athletic & Facilities Coordinator  
Athletic Planner  
Community Ed Marketing Coordinator  
Confidential Administrative Assistants  
ECFE Assistant Coordinator  
ECFE Programs Support Manager  
ECFE Teacher Assistant  
Education Assistants  
Ice Arena Assistant Manager  
Noon Duty Assistant  
Payroll Coordinator and Benefits Coordinator  
SAC Assistant Coordinator  
SAC Child Care Support Specialist  
SAC Nurse  
SAC Program Assistant  
Senior Accountant  
Shop Foreperson  
System Administrator  
Transportation Safety Coordinator  
Vision & Hearing Screeners  
Water Safety Instructor  
Youth & Adult Programs Coordinator  
Youth & Adult Programs Planners

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*Excellence for Every Student Every Day*

*Forest Lake Area Schools • Independent School District 831 • Equal Opportunity Employer*



## **FOREST LAKE AREA SCHOOLS BENEFITS GENERAL DESCRIPTION**

### **Introduction**

Depending on the weekly hours and total duty days of your job, you may be eligible for certain benefits. Please note that the eligibility requirements listed in a separate collective bargaining agreement, individual contract or board approved employment policy may differ from the eligibility requirements listed below. An individual contract, board policy or collective bargaining agreement supersedes this document. You should refer to any documentation that pertains specifically to you regarding benefits.

### **Eligibility**

Eligibility is based on a single eligible position. Employees cannot combine hours from two positions.

### **Direct Deposit**

All employees shall use direct deposit.

### **Group Insurance**

***Selection of the Carrier:*** The selection of the insurance carrier and policy shall be made by the School District.

### ***Medical-Hospitalization Insurance (Less than 12 month employees):***

**Single Coverage:** The School District shall contribute a sum not to exceed the following per month for all employees employed by the School District at least thirty-five (35) hours per week and a minimum of 170 days per year toward the cost of the premium for single medical-hospitalization insurance for each employee who qualifies for and is enrolled in the District's group medical-hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction.

Effective July 1, 2024: 80 % of the current single coverage premium  
Effective July 1, 2025: 80 % of the current single coverage premium

### **Dependent Coverage:**

The School District shall contribute a sum not to exceed the following per month for all employees employed by the District at least thirty-five (35) hours per week and a minimum of 170 days per year toward the cost of the premium for dependent medical-hospitalization insurance for each employee who qualifies for and is enrolled in the District's dependent medical-hospitalization plan. The cost of the premium in excess of that contributed by the District shall be borne by the employee and paid through payroll deduction.

Effective July 1, 2024: \$ 770.00

Effective July 1, 2025: \$ 870.00

Eligibility: Employees who are employed by the School District at least thirty-five (35) hours per week and a minimum of 170 days per year and the employee qualifies for and is enrolled in the District's medical-hospitalization plan.

***Medical-Hospitalization Insurance (12 month employees):***

Single Coverage: The School District pays the premium for single medical-hospitalization insurance for all full-time employees employed by the School District who qualify for and are enrolled in the plan.

Dependent Coverage:

The School District shall contribute a sum not to exceed the following per month toward the premium for dependent medical-hospitalization insurance for all full-time employees employed by the School District who qualify for and are enrolled in the medical-hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction.

Effective July 1, 2024: \$ 820.00

Effective July 1, 2025: \$ 920.00

Eligibility: Employees who are employed by the School District at least forty (40) hours per week and 52 weeks per year and the employee qualifies for and is enrolled in the District's medical-hospitalization plan.

***Dental Insurance:*** The School District provides single dental insurance for each employee employed at least thirty-five (35) hours per week and a minimum of 170 days per year.

Dependent Dental Insurance: The School District agrees that an employee may pay the premium for dependent dental insurance if such an option is provided by the insurer.

***Life Insurance:*** The School District provides each regular employee employed at least twenty (20) hours per week and a minimum of 170 days per year with a \$50,000 term life insurance policy.

***Long-Term Disability Insurance:*** The School District will provide a long-term disability insurance plan to regular employees employed at least 15 hours per week and a minimum of 170 days per year. All employees eligible for the Long-Term Disability plan must participate in it. The plan shall include provisions for payment of 2/3 of the employee's base pay, with a 60-calendar day waiting period before benefits begin. The cost of the program shall be borne by the employee and paid through payroll deduction.

**Flexible Spending Account:** The School District shall sponsor a Flexible Spending Account.

**Claims Against the School District:** Any description of insurance benefits contained herein are intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Article. It is further 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.

**Duration of Insurance Contribution:** An employee is eligible for School District contributions as long as the employee is employed by the School District. Upon termination of employment, all School District contributions shall cease effective on the last working day.

**Continued Coverage:** An employee is eligible to continue participation in the School District group hospitalization-major medical insurance plan, if permitted by the terms of the policy with the insurance carrier, by paying the entire premium for such insurance under the following circumstances:

- a) The employee retires and is at least 55 years of age and has completed at least ten (10) years of continuous service in the School District;
- b) The employee is on layoff; or,
- c) The employee either resigns or is terminated because they are medically unable to perform their duties and the employee has completed at least five (5) years of continuous service in the School District.

It is the responsibility of the employee to make arrangements with the School Payroll Office to pay to the School District the monthly premium amounts in advance and on such date as determined by the School District. The employee's right to continue participation in such group insurance, however, shall discontinue upon the employee reaching the age of 65. The right to participate pursuant is not retroactive in application.

### **Vacations**

**Eligibility:** Employees who are regularly employed on a twelve (12) month basis and a forty (40) hour week on a regular assignment are eligible for vacation.

**Number of days:** Each employee employed on a twelve (12) month basis is eligible for vacation according to the following schedule:

- After 1 year of service on July 1 2 weeks
- After 5 years of service on July 1 2 weeks plus 1 day
- After 6 years of service on July 1 2 weeks plus 2 days
- After 7 years of service on July 1 2 weeks plus 3 days
- After 8 years of service on July 1 2 weeks plus 4 days

After 9 years of service on July 1	3 weeks
After 15 years of service on July 1	4 weeks
After 16 years of service on July 1	4 weeks plus 1 day
After 17 years of service on July 1	4 weeks plus 2 days
After 18 years of service on July 1	4 weeks plus 3 days
After 19 years of service on July 1	4 weeks plus 4 days
After 20 years of service on July 1	5 weeks

A new employee, during his/her first year of service, shall accrue vacation at the rate of 5/6 of a day for each full month of service in the School District and may take such accrued vacation as of July 1 pursuant to scheduling rules. Thereafter, an employee with a hiring date prior to January 1 shall count such partial year as a full year for purposes of calculating vacation. The Superintendent may authorize placement at a higher rate of accrual for new employees at the time of initial employment, not to exceed the rate of 5 weeks per year.

**Scheduling:** Vacation must be scheduled with the appropriate supervisor. Certain employees may be limited as to when vacation may be taken. Employees should consult with appropriate agreements or policies.

**Termination:** An employee who has completed at least one (1) year of service shall be entitled to receive the pro rata pay for unused vacation time provided such employee provides the School District with at least two (2) weeks' notice of his/her resignation time.

**New Classification:** In the event an employee who is employed for less than twelve (12) months becomes a twelve month employee, the employee shall be granted two (2) weeks of vacation as of the first day of 12 month employment at 40 hours per week. Starting the first day of 12 month employment at 40 hours per week, the employee shall accrue vacation based upon the vacation schedule as noted above (using the employee's seniority date). Should the employee resign prior to June 30 of the first year of full-time employment, any salary paid for accrued vacation days taken shall be deducted from the employee's final check.

**Accrued Vacation:** Accrued vacation days normally shall be taken on or before June 30 of each year. However, a maximum of thirty (30) days of unused vacation may be carried over to the next year.

### **Leaves of Absence**

#### ***Sick Leave:***

Eligible employees shall accrue one (1) day of sick leave for each month worked or paid. Such leave time may be accumulated up to a total enumerated in the job's particular contract or policy. If the contract or policy is silent, the employee may accumulate up to 200 days. Wages will be paid for sick leave in accordance with the regular salary of the employee on such leave.

Sick leave pay for illness will be allowed whenever the employee's absence has been due to illness, which prevented his/her performance of assigned duties on that day or days. Sick leave, up to five (5) days per year, may also be used for

serious illness involving the employee's spouse or parent. Sick leave may also be used for serious illness of an employee's child who is under 18 years of age or under 20 years of age and is still attending a secondary school. The specific amount of leave allowed under this section shall be within the discretion of the Superintendent.

Wages will be paid for sick leave in accordance with the regular salary of the employee on such leave.

The employee shall notify the immediate supervisor in the event of illness.

The Administration may require a doctor's statement of illness to be eligible for paid sick leave for absences of any duration if the employee is so notified by the School District.

An employee may utilize available sick leave, subject to the provisions of General Description, for periods of disability relating to pregnancy, miscarriage, abortion or childbirth. Such an employee shall notify the Director of Administration and Human Resources in writing no later than eight (8) weeks before the first anticipated day of absence indicating her intention to utilize sick leave, and also at such time shall provide a physician's statement indicating the estimated date of delivery of the child and estimated time of absence.

***Bereavement Leave:***

In the case of death in the immediate family (immediate family shall mean the employee's spouse, child, parent, step-parent and parent-in-law, brother, sister or son/daughter-in-law) five (5) days will be allowed per death without deduction in pay.

In the case of death in the close family (close family shall mean the employee's brother-in-law, sister-in-law, grandchildren and grandparent) up to two (2) days will be allowed per death without deduction in pay.

Days granted as Bereavement Leave shall not be deducted from sick leave. The particular amount of leave permitted under this Section shall be at the discretion of the Director of Administration and Human Resources or his/her designee depending upon the circumstances surrounding the death.

***Unpaid Leave:***

An employee may request a leave of absence without pay if agreeable to and upon the consent of the School District. Such requests shall be submitted to the appropriate supervisor, who shall forward such requests to the Director of Administration and Human Resources.

Standard forms are provided by the School District. Any employee desiring a leave of absence should fill out the form. Any employee who receives personal leave of absence must return at the specified date in the leave of absence or forfeit his/her seniority.

The maximum leave of absence shall be ninety (90) calendar days. Extensions may be granted at the sole discretion of the School District for similar periods.

***Child Care Leave:***

An employee will be granted a child care leave of absence according to the following outlined procedures. This leave shall be granted to one (1) parent of a newborn child provided such parent is caring for the child on a full-time basis.

A pregnant employee shall notify the Director of Administration and Human Resources in writing no later than eight (8) weeks prior to the first anticipated day of absence, and, also at such time, provide a physician's statement indicating the estimated date of delivery of the child. This request should include the commencement date and return date. Once a child care leave commences, an employee shall not be eligible for sick leave.

The effective beginning date of such leave and its duration, or resignation if the employee so elects, shall be determined by the Director of Administration and Human Resources and submitted to the School Board for its action. In recommending the date of commencement and duration of the leave or the effective date of the resignation, the Director of Administration and Human Resources shall review each case on its individual merits taking into consideration the following:

1. The desires of the employee.
2. The specific employment duties of the employee involved.
3. The health and welfare of the employee or unborn child.
4. The recommendation of the employee's physician.
5. Any other relevant criteria.

In making a determination concerning the commencement and duration of a child care leave of absence, or resignation if the employee elects to resign, the School District may, but 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 her employment prior to the date designated in the request for a child care leave, unless by mutual agreement of the employee and the School District.

If the employee complies with all procedures regarding the leave and a child care leave is granted by the School District, the School District will notify the employee in writing of its action.

An employee returning from child care leave shall be re-employed in a position for which the employee is qualified commensurate with a position occupied prior to the leave, subject to the following conditions:

1. That the position has not been abolished.
2. That the employee is not physically or mentally disabled from performing the duties of such position.

Failure of the employee to return pursuant to the date determined in this Section shall constitute grounds for termination in the School District.

This leave is without pay.

***Adoption Leave:***

The procedures for requesting an Adoption leave are the same as those listed for a Child Care Leave. Upon learning of the date of adoption, the employee shall submit a written application for adoption leave to the Director of Administration and Human Resources. Adoption leave will commence at the date of adoption and may be for a period of up to one (1) year.

***Jury Duty Leave:***

Leave of absence for jury duty will be granted by the School District for jury duty service and an employee will receive their regular rate of pay but must assign to the School District such compensation as they receive for serving on jury duty (excluding mileage allowance).

***Medical Leave:***

An employee who has worked twelve (12) months and who is unable to work because of illness or injury, and has exhausted all sick leave credit available, shall, upon request, be granted a medical leave of absence, without pay up to six (6) months. The School District may, in its discretion, renew such a leave. Request for renewal shall also be accompanied by a written doctor's statement.

A request for leave of absence 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 his/her normal responsibilities.

An employee who fails to comply with the provisions of this section or who fails to seek a medical leave as provided in this section shall be terminated by the School District. If an employee is not granted a renewal of a medical leave of absence, at the discretion of the School District, such employee's employment may be terminated.

***Insurance Application:***

An employee shall be eligible for insurance contributions during any month that the employee provided regular service at least one (1) day during the month, or during any month that such employee is paid sick leave.

An employee shall not be eligible for School District contributions for insurance programs during any of the following:

- a. Any month in which the employee does not receive pay for actual service rendered.
- b. Any month in which the employee is absent due to illness but not entitled to sick leave, except that the long-term disability insurance coverage will be paid for by the School District for the duration of the waiting period.
- c. An employee who has received compensatory pay under workers' compensation for a period of six (6) full months, whether or not supplemented by sick leave, except that the long-term disability insurance coverage will be paid for by the School District while the employee is on workers' compensation and additionally for the duration of the long-term disability waiting period, upon discontinuance of workers' compensation compensatory pay.
- d. Any month in which the employee is receiving long-term disability insurance benefits for the entire month.

An employee declared ineligible for the School District's contribution toward group insurance may continue to participate in group insurance plans (if permitted under the insurance policy provisions) but shall pay the entire premium for such program as he/she wishes to retain during such period of employment relationship. It is the responsibility of the employee to make arrangements with the Payroll Office to pay the School District the monthly premium amounts in advance and on such date as determined by the School District. The right to continue participation in such group insurance programs, however, will discontinue upon termination of employment, except as provided by state statute.

**Accrued Benefits - Unpaid Leaves:** An employee on an unpaid leave of absence shall retain such amounts of experience credit for pay purposes and other accrued benefits, if any, which he/she had accrued at the time he/she went on leave for use upon his/her return.

**Accrued Benefits – Paid Leaves:** An employee on sick leave and/or workers' compensation, shall be eligible for holiday pay and shall be entitled to normal accruals of sick leave and vacation during any month in which the employee actually performs services. However, an employee shall not be eligible for holiday pay or accrual of sick leave or vacation during any month in which the employee does not perform services because of absence on paid sick leave or during the entire month the employee is being compensated by workers' compensation or long-term disability insurance.

**Eligibility:** Unless indicated otherwise, leave benefits shall apply only to employees regularly employed at least 170 days per year and at least fifteen (15) hours per week, and such benefits shall not apply to employees employed for a lesser time.

## **Holidays**

**Twelve month employees:** Twelve (12) month employees shall be granted thirteen (13) paid holidays as follows:

1. New Year's Day
2. Memorial Day
3. Juneteenth
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Day after Thanksgiving Day
8. Christmas Eve Day
9. Christmas Day
10. Floating Holiday as scheduled with supervisor
11. Floating Holiday as scheduled with your supervisor
12. Floating Holiday as scheduled with your supervisor
13. Floating Holiday as scheduled with your supervisor

**Less Than Twelve (12) Month Employees:** Less than twelve (12) month employees shall be granted ten (10) paid holidays per year as follows:

1. New Year's Day
2. Memorial Day
3. Labor Day (need not work the day before if assigned work year starts afterwards)
4. Thanksgiving Day
5. Day after Thanksgiving Day
6. Christmas Eve Day
7. Christmas Day
8. Floating Holiday as scheduled with your supervisor
9. Floating Holiday as scheduled with your supervisor
10. Floating Holiday as scheduled with your supervisor

If a less-than-12-month employee is assigned to work time beyond the school year, the employee will receive equivalent holiday pay for Juneteenth and/or Independence Day if such a holiday falls within the employee's scheduled work time. This provision applies when an employee would regularly be scheduled to work one of these holidays, but is not working because of the holiday. This provision does not apply when an employee's summer work may be assigned or scheduled flexibly.

**Holiday Schedule:** The holiday schedule will be posted in advance for the coming school year.

**Weekends:** Holidays that fall on weekends will be observed on a day established by the School District.

***School in Session:*** The School District reserves the right if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof. Any legal holiday or holiday which falls within an employee's vacation period shall not be counted as a vacation day.

***Eligibility:*** In order to be eligible for holiday pay, an employee must have worked his/her regular work day before and after the holiday unless he/she is on excused illness, on vacation, or on approved leave. An employee on an approved leave of absence without pay shall not be eligible for holiday pay during such leave of absence, unless the duration of the leave is for five (5) working days or less either before or after the holiday. This Article shall apply only to employees regularly employed at least 170 days per year and at least twenty (20) hours per week and only if such holiday falls during the employee's work year.

#### **403(b) Employer Matching Contribution**

***Application:*** Eligible employees who are employed by the School District and are participating in the School District's 403B Plan will be eligible to receive a matching annual contribution by the School District pursuant to M.S. 356.24 according to the provisions included in this document and the School District 403B Plan documents. The School District will match the amount of the employee's annual contribution as determined by the attached *TABLES OF MAXIMUM MATCHING CONTRIBUTION* schedule and increments to be set by the plan documents.

"Years of Service" shall mean years of continuous employment in the School District. Years of Service shall be measured as of the employees' employment date in a regular position. Employees who are in two positions cannot combine the positions in order to be eligible.

**Limits Regarding the School District's Matching Contribution:** The School District's total employee lifetime matching contribution shall be limited to \$40,000 (forty thousand dollars) for each participating employee.

**Deduction From Severance for employees Hired Prior to January 1, 1987:** The School District's total matching contribution to an individual employee's 403B Plan will be deducted from any severance the individual employee is eligible for pursuant to this or any other School District contract or policy.

**Eligibility:** Eligible employees are employees who are regularly employed at least one hundred and seventy (170) days per year and twenty (20) hours per week on a regular assignment. Employees employed less than one hundred and seventy (170) days per year and twenty (20) hours per week are not eligible for the employer match. In addition, employees hired after December 31, 1986 and prior to July 1, 1994 who have notified the School District in writing by November 1, 2000 that they intend to access severance pursuant to a collective bargaining agreement, individual contract or board approved employment policy are not eligible for an employer match.

*TABLES OF MAXIMUM MATCHING CONTRIBUTION*

403B MATCH SCHEDULE

12 MONTH EMPLOYEES

Level	Years of Service		
	1 to 10	11 to 20	Over 20
A11	\$1,000	\$1,250	\$1,750
A12	\$1,000	\$1,250	\$1,750
A13	\$1,000	\$1,250	\$1,750
B21	\$1,250	\$1,500	\$2,000
B22	\$1,250	\$1,500	\$2,000
B23	\$1,250	\$1,500	\$2,000
B24	\$1,250	\$1,500	\$2,000
B25	\$1,250	\$1,500	\$2,000
B31	\$1,250	\$1,750	\$2,250
B32	\$1,250	\$1,750	\$2,250
B33	\$1,250	\$1,750	\$2,250
C41	\$1,500	\$2,000	\$2,500
C42	\$1,500	\$2,000	\$2,500

The above amount will be divided by 24 and rounded to the nearest whole dollar to calculate the per pay period match amount.

LESS THAN 12 MONTH EMPLOYEES

MORE THAN 4 HOURS PER DAY

Level	Years of Service		
	1 to 10	11 to 20	Over 20
A11	\$750	\$1,000	\$1,250
A12	\$750	\$1,000	\$1,250
A13	\$750	\$1,000	\$1,250
B21	\$1,000	\$1,250	\$1,500
B22	\$1,000	\$1,250	\$1,500
B23	\$1,000	\$1,250	\$1,500
B24	\$1,000	\$1,250	\$1,500
B25	\$1,000	\$1,250	\$1,500
B31	\$1,000	\$1,250	\$1,750
B32	\$1,000	\$1,500	\$1,750
B33	\$1,000	\$1,500	\$1,750
C41	\$1,250	\$1,750	\$2,000
C42	\$1,250	\$1,750	\$2,000

The above amount will be divided by 20 and rounded to the nearest whole dollar to calculate the per pay period match amount.

Please consult your Employment Policy to determine your level.

### Salary Schedules

Salary schedules for employees who work in positions with a pay equity rating from A11 to B33 are listed below. Please refer to individual contracts, or board-approved employment policies for any additional compensation or for compensation for employees with a pay equity level higher than B33.

PLEASE NOTE: The lunch break is unpaid.

**2024-2025 Salary Schedule**

2024-2025					
	B	C	D	E	F
I (A11)	16.32	16.92	18.00	18.72	19.91
II (A12)	17.46	18.12	19.12	19.88	21.14
III (A13)	18.76	19.37	20.40	21.18	22.53
IV (B21)	19.91	20.53	21.54	22.36	23.78
V (B22)	20.97	21.61	22.54	23.38	24.87
VI (B23)	22.08	22.70	23.61	24.48	26.03
VII (B24)	23.27	23.89	24.78	25.68	27.31
VIII (B31)	25.10	25.72	26.58	27.53	29.28
IX (B32)	27.80	28.42	29.19	30.20	32.12
X (B33)	29.58	30.14	30.66	31.71	33.73

**2025-2026 Salary Schedule**

2025-2026					
	B	C	D	E	F
I (A11)	16.81	17.43	18.54	19.28	20.50
II (A12)	17.98	18.67	19.70	20.48	21.78
III (A13)	19.32	19.95	21.01	21.82	23.20
IV (B21)	20.50	21.15	22.18	23.03	24.50
V (B22)	21.60	22.26	23.22	24.08	25.61
VI (B23)	22.74	23.38	24.32	25.22	26.81
VII (B24)	23.97	24.61	25.52	26.45	28.13
VIII (B31)	25.86	26.49	27.38	28.35	30.15
IX (B32)	28.63	29.28	30.07	31.11	33.08
X (B33)	30.47	31.04	31.58	32.66	34.74

### Overtime

Nonexempt employees who are eligible will be paid overtime for hours compensated beyond 40 hours a week. PLEASE NOTE that you may not work overtime unless authorized by the appropriate supervisor. Overtime shall be paid at a rate of time and one-half for all hours worked over forty (40) working hours in the week.

[Note - Retroactive payment will not be made to any employee who has resigned employment during the term of this 2024-2026 Plan for any reason other than retirement.]



## **ASSISTANT BUILDING AND GROUNDS SUPERVISOR**

B33

July 1, 2024– June 30, 2026

The Assistant Building and Grounds Supervisor will receive benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

### **Work Schedule:**

**Duty week and days:** A regular work week shall consist of five (5) eight (8) hour days for 52 weeks per year.

### **Uniform and Shoe Allowance:**

The employee shall be eligible for a shoe allowance of \$350.00 per year. Effective 7/1/25, the employee shall be eligible for a uniform and shoe allowance of \$400.00 per year.

### **Uniform:**

The School District shall provide two shirts the initial year of employment with the School District and up to two replacement shirts each year thereafter at no expense to the employee.

[This provision is removed effective 7/1/25]

### **License Fees and Stipends:**

The School District shall pay for the initial and renewal license fees and exam fees for boiler licenses. As long as the employee maintains the following licenses / certifications listed below, the employee shall be eligible for the corresponding annual stipends:

- Chief Engineer (boiler): \$600.00
- Pool License: \$600.00
- Pesticide License: \$450.00
- Playground License: \$500.00
- Class E Water Operator License: \$450.00
- Unlicensed Electrician Certification: \$350.00

**Call Back (effective 7/1/25)**

If the employee is called back to the worksite after departing for the work day, or to report on a day that was not scheduled as a work day, the employee will receive a minimum of 2 hours paid for such an occurrence.

**Vacation**

An automatic payout of up to 5 days, over the 30 days banked, will be made for unused vacation time provided the employee is earning 4 weeks' vacation time.

## **ASSISTANT NUTRITION SERVICES SUPERVISOR**

B33

July 1, 2024– June 30, 2026

The Assistant Nutrition Services Supervisor will receive benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

### **Work Schedule:**

**Duty week and days:** A regular work week shall consist of five (5) eight (8) hour days for 52 weeks per year.

### **Rate of Pay:**

Effective July 1, 2024: Step E

Effective July 1, 2025: Step F

### **License Fees and Stipends:**

As long as the employee maintains the School Nutrition Specialist credential, the employee will receive an annual stipend in the amount of \$1000.

### **Memberships, Trainings or Conferences**

The School District shall pay professional membership fees, registration fees and travel expenses as needed for the employee to attend training or conferences relevant to the assignment as approved by the Director of Business Services.



## **ATHLETIC & FACILITIES COORDINATOR**

B31

July 1, 2024 – June 30, 2026

The Athletic & Facilities Coordinator receives benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

### **Work Schedule:**

**Duty week and year:** This position is for 12 months and 40 hours per week.



## **ATHLETIC PLANNER**

B22

July 1, 2024 – June 30, 2026

The Athletic Planner may receive benefits in the Forest Lake Area School Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

### **Work Schedule:**

**Duty week and year:** As determined by the Director of Community Education.



**COMMUNITY ED MARKETING COORDINATOR**

B31

July 1, 2024 – June 30, 2026

The Marketing Coordinator receives benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

**Work Schedule:**

**Duty week and year:** A regular work week shall consist of five (5) days per week, 8 hours per day, and 52 weeks per year.



## **CONFIDENTIAL ADMINISTRATIVE ASSISTANTS**

July 1, 2024 – June 30, 2026

The Confidential Administrative Assistants will receive benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if they are eligible with the following exceptions or additions:

### **Work Schedule:**

**Duty week and year:** A regular work week shall consist of five (5) eight (8) hour days for 52 weeks per year.

**Call Back:** A minimum of two hours pay or overtime pay for the actual hours worked, whichever is greater, will be paid for work assigned beyond regular work hours.

**Breaks:** Confidential Administrative Assistants receive an unpaid duty-free lunch of not less than thirty (30) minutes and are entitled to a fifteen (15) minute paid break in each four (4) hour period of work or major portion thereof.

### **Vacation:**

Effective upon implementation of the 2022-2024 Terms and Conditions document, the Superintendent shall have discretion to modify the vacation accrual placement of any employee previously covered under the terms of this document on a one-time basis, to continue thence into future years.

The Superintendent or designee shall have discretion to grant an employee newly hired into this position years of service credit toward levels of vacation accrual, to continue thence into future years.

An automatic payout of up to 5 days, over the 30 days banked, will be made for those earning 4 weeks' vacation time.

### **Medical Insurance:**

The school district shall provide the employee and their dependents with medical insurance coverage, under the school district's plan at the expense of the school district. If the employee elects single medical insurance, the difference in cost between single coverage and dependent coverage will be deposited into the employee Health Care Reimbursement Account.

### **Dental Insurance:**

The school district shall provide the employee and their dependents with dental insurance coverage, under the school district's group plan at the expense of the school district.

**Long-Term Disability Insurance:**

The School District shall deduct from the Confidential Administrative Assistants' paycheck the premium for the current long-term disability plan in effect in the School District for which the Confidential Administrative Assistant is qualified. This deduction shall be made in after tax dollars. All full-time Confidential Administrative Assistants who qualify for and are enrolled in the plan shall participate in the district long-term disability policy coverage.

**Compensation:**

Administrative Assistant to the Superintendent (B25)  
Administrative Assistants to the Director of Administration and Human Resources (B24)  
Administrative Assistant to the Director of Business Services (B24)

\$2,600.00 per year shall be paid into a Health Care Reimbursement Account.

**Rate of Pay – B25:**

The 2024-2025 hourly wage associated with this position is \$28.96.  
The 2025-2026 hourly wage associated with this position is \$29.83.

**Rate of Pay – B24:**

The 2024-2025 hourly wage associated with this position is \$27.85.  
The 2025-2026 hourly wage associated with this position is \$28.69.

In addition to the rates listed above, for each position covered under this document, the District will pay \$0.25 per hour to each employee who has earned at least a two-year / Associate's degree.

**Overtime Pay:**

Time and one-half will be paid for hours worked on holidays plus the Confidential Administrative Assistant's holiday pay. When paid holiday(s) reduce the working hours per week below 40 hours, the paid holiday(s) shall be counted as working hours in qualifying for overtime pay.

**Sick Leave:** Confidential Administrative Assistants shall accrue one and one quarter (1.25) day of sick leave for each month worked or paid. Sick leave may be accumulated up to a total of 235 days (8 hours per day).

**Notary Service:** Confidential Administrative Assistants who are approved by the District to serve as Notaries and who obtain Notary credentials through the State of Minnesota will receive a stipend of \$200 per year. This stipend will be payable in April of each year, provided that an employee's Notary credential is established no later than January 1 of that year and is still in place at the time payment is made.

**Ranger Attire:** The employees in these positions, by virtue of their positions, are often in position to serve as 'front-end' greeters to community members. Each employee will have access to up to \$200 per year for the purposes of purchasing attire specific to Forest Lake Area Schools. The forum for purchasing and the method of payment shall be determined by the School District, and procedures shall be available from the Business Office.



**ECFE ASSISTANT COORDINATOR**

B33

July 1, 2024 – June 30, 2026

The ECFE Assistant Coordinator receives benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

**Work Schedule:**

**Duty week and year:** A regular work week shall consist of five (5) days at 40 hours a week for 52 weeks.



## **ECFE PROGRAMS SUPPORT MANAGER**

B31

July 1, 2024 – June 30, 2026

The EC Programs Support Manager may receive benefits delineated in the Forest Lake Area Schools Benefits General Description attached depending on assigned work schedule.

**Duty Week and Year:** As determined by the Director of Community Education or designee.

If the employee's scheduled work year is less than 12 months, but is scheduled to include work days before and/or after Juneteenth, then the employee will be paid for the Juneteenth holiday.



## **ECFE TEACHER ASSISTANTS**

A12

July 1, 2024 – July 1, 2026

The ECFE Teacher Assistants may receive benefits delineated in the Forest Lake Area Schools Benefits General Description attached depending on assigned work schedule.

**Duty week and year:** As determined by the Director of Community Education or designee.

### **Leaves of Absence:**

Employees in this job classification are ineligible for any leaves of absence or holidays within the Forest Lake Area Schools Benefits General Description regardless of days and/or hours worked. Effective July 1, 2022, ECFE Teacher Assistants will accrue .0462 hours for each hour worked of paid time off (PTO). Unused PTO may not be carried over but will be paid to an employee based on his/her hourly rate of pay at the end of the school year.



## **EDUCATION ASSISTANTS**

A12

July 1, 2024 – June 30, 2026

Education Assistants are not eligible to receive benefits except for the following:

### **Work Schedule:**

**Duty week and year:** A regular work week shall consist of up to 14 hours per week and approximately 32 weeks per year.

### **Sick Leave:**

Employees shall accrue one (1) day of sick leave for each month worked or paid accumulative to 80 hours.



## **ICE ARENA ASSISTANT MANAGER**

B23

July 1, 2024 – June 30, 2026

The Ice Arena Assistant Manager may receive benefits in the Forest Lake Area School Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

### **Work Schedule:**

**Duty week and year:** As determined by the Director of Business Services. The duty week and year will be established at 40 hours per week and 12 months per year for benefits calculation purposes. In recognition of the seasonal nature of the workflow for this position, there will be times the work week will exceed 40 hours, and times the work week will be less than 40 hours, including the possibility of no scheduled hours in some weeks.



## **NOON DUTY ASSISTANT**

A11

July 1, 2024 – June 30, 2026

The Noon Duty Assistants are not eligible to receive benefits except for the following:

### **Work Schedule:**

**Duty week and year:** A regular work week shall consist of up to 14 hours per week for 35 weeks per year.

### **Sick Leave:**

Employees shall accrue one (1) day of sick leave for each month worked or paid accumulative to twenty-five (25) days.

### **Tuition:**

Any Noon Duty Assistant who successfully completes a first aid and/or CPR course may request reimbursement for the class fee.



**PAYROLL COORDINATOR**  
**And**  
**BENEFITS COORDINATOR**

B31

July 1, 2024 – June 30, 2026

The Payroll Coordinator(s) and the Benefits Coordinator(s) receives benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

**Work Schedule:**

**Duty week and year:** This position is established as a full time, 12 month assignment.

**Overtime Pay: (Effective July 1, 2025)**

Time and one-half will be paid for hours worked on holidays plus the Payroll/Benefits Coordinator(s) holiday pay. When paid holiday(s) reduce the working hours per week below 40 hours, the paid holiday(s) shall be counted as working hours in qualifying for overtime pay.

**Vacation:**

The Superintendent or designee shall have discretion to grant an employee newly hired into this position years of service credit toward levels of vacation accrual, to continue thence into future years.  
An automatic payout of up to 5 days, over the 30 days banked, will be made for those earning at least 4 weeks' vacation time.

**Earned Degree:**

In addition to the rate listed above, the District will pay \$0.25 per hour if the employee has earned at least a two-year / Associate's degree.

**Health Care Reimbursement Account:**

\$900.00 per year shall be paid into a Health Care Reimbursement Account.

**Sick Leave:**

Eligible employees shall accrue one and one quarter (1.25) day of sick leave for each month worked or paid. The employee may accumulate up to 207 days.



**SAC ASSISTANT COORDINATOR**

B31 (became B33 during FY 2024-2025)

July 1, 2024 – June 30, 2026

The Assistant SAC Coordinator receives benefits delineated in the Forest Lake Area School Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

**Work Schedule:**

**Duty week and days:** A regular work week shall consist of five (5) days at 8 hours per day and 52 weeks per year.



## **SCHOOL AGE CARE NURSE**

July 1, 2024– June 30, 2026

The School Age Care Nurse will receive benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

### **Rate of Pay:**

The 2024-2025 hourly wage associated with this position is \$34.59

The 2025-2026 hourly wage associated with this position is \$35.63



## **SCHOOL AGE CARE PROGRAM ASSISTANTS**

A12

July 1, 2024 – June 30, 2026

SAC Program Assistants receive benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible.

### **Work Schedule:**

**Duty week and year:** A regular work week shall consist of up to 14 hours per week and approximately 40 weeks per year.



## **SENIOR ACCOUNTANT**

C41

July 1, 2024– June 30, 2026

The Senior Accountant will receive benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

### **Rate of Pay:**

The 2024-2025 hourly wage associated with this position is \$36.10

The 2025-2026 hourly wage associated with this position is \$37.18

In addition to the rate listed above, the District will pay \$0.25 per hour if the employee has earned at least a two-year / Associate's degree.

### **Overtime Pay: (Effective July 1, 2025)**

Time and one-half will be paid for hours worked on holidays plus the Senior Accountant's holiday pay. When paid holiday(s) reduce the working hours per week below 40 hours, the paid holiday(s) shall be counted as working hours in qualifying for overtime pay.

### **Vacation:**

Effective upon implementation of the 2022-2024 Terms and Conditions document, the Superintendent shall have discretion to modify the vacation accrual placement of any employee previously covered under the terms of this document on a one-time basis, to continue thence into future years.

The Superintendent or designee shall have discretion to grant an employee newly hired into this position years of service credit toward levels of vacation accrual, to continue thence into future years.

If the employee is carrying over the maximum number of days from one year to another, the employee may be compensated for up to five (5) additional days that would otherwise be lost at the individual employee's daily rate of pay as calculated according to the terms contained in this document.

### **Sick Leave:**

Eligible employees shall accrue one and one quarter (1.25) day of sick leave for each month worked or paid. The employee may accumulate up to 207 days. Wages will be paid for sick leave in accordance with the regular salary of the employee on such leave.

**Health Care Reimbursement Account:**

\$900.00 per year shall be paid into a Health Care Reimbursement Account.

## **SHOP FOREPERSON**

B33

July 1, 2024 – June 30, 2026

The Shop Foreperson will receive benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

### **Work Schedule:**

**Duty week and days:** A regular work week shall consist of five (5) days at eight (8) hour days for 52 weeks per year.

### **Miscellaneous**

The Shop Foreperson shall be eligible for a \$300.00 per month allowance for professional expenses, and shall be eligible for \$225.00 per year allowance to purchase job-appropriate footwear.

If the Shop Foreperson is called back to the worksite after departing for the work day, or to report on a day that was not scheduled as a work day, the employee will receive a minimum of 2 hours paid for such an occurrence.

The Shop Foreperson shall be eligible for a \$350.00 annual payment, paid through payroll, for possessing EPA / Fuel Oil Compliance certification.

If the employee is carrying over the maximum number of vacation days from one year to another, the employee may be compensated for up to five (5) additional days that would otherwise be lost at the individual employee's daily rate of pay as calculated according to the terms contained in this document.



## **SYSTEM ADMINISTRATOR**

July 1, 2024 – June 30, 2026

The employee will receive benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

### **Rate of Pay:**

The annual salary rate is based upon a full-time, 12-month work year.

2024-2025	\$77,002
2025-2026	\$79,312

Market Adjustment: In consideration of the exceptional needs surrounding staffing of this position, beginning with the 2021-2022 fiscal year, the employee will receive an additional \$2000 per year annual payment. This market adjustment will increase by \$2000 each fiscal year thereafter for an additional four years.

### **Work Schedule:**

**Duty week and year:** This position is established as a full time, 12-month assignment.

### **Retirement Health Care Savings Account:**

The School District shall sponsor a RHCSA whereby 1% of an employee's base salary will go into their RHCSA.

### **Vacation:**

The employee is eligible to earn vacation at the rate of 3 weeks (15 days) annually beginning with initial employment in this position. The vacation accrual rate will increase thereafter according to the following schedule:

After 6 years of service on July 1	16 days
After 7 years of service on July 1	17 days
After 8 years of service on July 1	18 days
After 9 years of service on July 1	19 days
After 10 years of service on July 1	20 days
After 20 years of service on July 1	25 days

An automatic payout of up to 5 days, over the 30 days banked, will be made for those earning at least 4 weeks' vacation time.

#### **Health Care Reimbursement Plan:**

The School District shall sponsor a Health Care Reimbursement Plan which will either make direct payment or provide reimbursement for hospital-medical and dental insurance and other eligible health care expenses as defined under the provisions of the School District's Health Care Reimbursement Plan.

Subd. 1. All other terms and conditions of the Plan, including but not limited to maximum reimbursements and other administrative procedures shall be set forth under the provisions of the plan document.

Subd. 2. The employee's Health Care Reimbursement Plan Account shall be credited with \$300.00 per contract year in equal installments beginning with the first pay date, until modified by a subsequent agreement. Effective July 1, 2025, the HCRPA annual contribution will be \$480.00.

#### **Sick Leave:**

The employee shall earn sick leave at the rate of 1.25 days per month. The employee shall NOT be eligible for Emergency Leave, according to the terms of the General Benefits document.

#### **403(b) Match Contribution**

The employee shall be eligible for a matching contribution to his/her established 403(b) account according to the following terms:

Upon employment in this position:	\$1500 annually
Upon completion of 10 years in the district, on July 1:	\$2000 annually
Upon completion of 15 years in the district, on July 1:	\$2500 annually

#### **Trainings or Conferences**

The School District shall pay registration fees and travel expenses as needed for the employee to attend training or conferences relevant to the assignment as approved by the District.

## **TRANSPORTATION SAFETY COORDINATOR**

B23

July 1, 2024 – June 30, 2026

The Transportation Safety Coordinator will receive benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

### **Work Schedule:**

**Duty week and year:** A regular work week shall consist of five (5) eight (8) hours per day for 52 weeks per year.

The Transportation Safety Coordinator shall be eligible for \$300.00 per year allowance to purchase job-appropriate outerwear.



## **VISION AND HEARING SCREENERS**

July 1, 2024 – June 30, 2026

The Vision and Hearing Technicians are not eligible for benefits with the following exceptions:

### **Work Schedule:**

**Duty week and year:** As needed.

### **Compensation:**

Vision and Hearing Technicians will be paid at a rate of:

\$17.00 per hour for 2024-2025

\$18.00 per hour for 2025-2026



## **WATER SAFETY INSTRUCTOR**

B22

July 1, 2024 – June 30, 2026

The Water Safety Instructor will receive benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

### **Work Schedule:**

**Duty week and year:** A regular work week shall consist of up to five (5) days at up to seven (7) hours per day for up to 180 days a year as assigned by the Aquatics Supervisor.



## **YOUTH & ADULT PROGRAMS COORDINATOR**

C42

July 1, 2024 – June 30, 2026

The Youth & Adult Programs Coordinator receives benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

### **Work Schedule:**

**Duty week and year:** A regular work week shall consist of five (5) days at 40 hours a week for up to 210 days per year.

### **Compensation:**

The Youth & Adult Programs Coordinator shall be compensated at the rate of pay of:

\$38.10 per hour effective July 1, 2024

\$39.25 per hour effective July 1, 2025

### **Group Insurance:**

Single Coverage: The School District pays the premium for single medical-hospitalization insurance.

### **Matching 403(b)**

This Coordinator shall be able to participate in the matching 403(b) plan at the B33 level in the general benefits description. Effective July 1, 2025, the Coordinator shall be able to participate in the matching 403(b) plan at the C42 level.



**YOUTH AND ADULT PROGRAMS PLANNERS**

**Elementary Planner**

**Secondary Youth and Adult Planner**

B22

July 1, 2024 – June 30, 2026

The Youth and Adult Programs Planner(s) may receive benefits in the Forest Lake Area School Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

**Work Schedule:**

**Duty week and year:** As determined by the Director of Community Education.

