

**Watertown-Mayer Public Schools
Independent School District #111**

District School Nurse

Personnel Policies and Wage Schedules

**2025-2026 & 2026-2027
School Year**

Approved by the School Board

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ARTICLE I: PURPOSE

Section 1. Purpose: This document identifies personnel policies and wage schedules for the employment of April Gesinger as the District School Nurse (hereafter referred to as the “Employee”) regularly employed by Watertown-Mayer Public Schools during the 2025-2026 and 2026-2027 school years.

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 the employee.

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

ARTICLE II: RATES OF PAY

Section 1. Effective Dates: The salary and benefits reflected in Schedule A shall be effective on July 1 of each year. The amounts in Schedule A assume that the District Nurse has a 188-day work year. If the number of duty days is altered during a given year, the salary outlined in Schedule A will be adjusted accordingly.

The 188 work days are outlined in Schedule B.

ARTICLE III: SERVICES AND DUTY DAYS

Section 1. Provision of Services: The Employee shall faithfully perform the services prescribed by the School District whether or not such services are specifically described in this contract and in a general job description, abide by the rules, regulations and policies as established by the School District, MN Professional Educators Licensing and Standards Board, MN Department of Public Health, MN Board of Nursing and any additions or amendments thereto.

Section 2: Conduct Expectations: Expectations for conduct are provided in School Board Policy 306, Administrator Code of Ethics. Failure to adhere to the Code of Ethics will result in consequences, at the discretion of the Superintendent of Schools. All disciplinary action will be placed in the employee personnel file.

Section 3. Duration The duration of this contract shall be from July 1, 2025 through June 30, 2027. This contract shall remain in full force and effect, except if modified by mutual consent of the School District and the Employee, or unless terminated as provided by law or written resignation.

The School District will take action to determine whether to offer the Employee a subsequent contract no later than two (2) months prior to the expiration of this contract and shall give the Employee written notice of its action.

Section 4. Length of Contract Year. The employee will be contracted to work 188 (one hundred and eighty-eight) duty days. At a minimum, 165 contract days need to be student contact days established by the school board approved calendar. Schedule B outlines the contract days for the 2025-2026 and 2026-2027 school years.

Section 5: Substitution of Contract Days: The Superintendent and/or the employee may request a change in a contract day for a non-contract day. The request must be made in writing and at least 10 days prior to the change. The change will be mutually agreed upon between the employee and the Superintendent.

Section 6: Emergency Days: Employees shall work on all scheduled work days, including days when school is called off due to weather emergencies.

Section 7. Mutual Consent: The contract may be terminated at any time by the parties by mutual consent.

Section 8: Termination For Just Cause: This contract may be terminated immediately for just cause. In the event of a proposed termination, the employee shall be given ten days' notice of any proposed action by the School Board. At the time of said notice the employee shall be provided a written description of the facts and claims against the employee.. In the event the employee objects to the proposed just cause, arbitration may be requested.

The employee must submit a demand for arbitration within fifteen calendar days or receipt of the School Board's notice for proposed termination for cause.

The parties shall attempt to agree on an arbitrator, however, if such an agreement is not reached within ten days, either party may request the Bureau of Mediation Services to submit a list of five arbitrators. The parties shall agree on a process wherein each shall strike two arbitrators from the list of five.

Once selected the arbitrator shall set the time and place for the hearing, determine the method of procedure and make all necessary rulings.

For the purposes of this agreement, just cause for termination shall be defined as follows: immoral conduct, insubordination, willful neglect of duty or material misconduct, which is manifestly injurious to the district. The expense and fees of the arbitrator shall be borne jointly by the parties to this agreement.

ARTICLE IV: INSURANCE

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School District as provided by law. Upon request, the Exclusive Representative and the School Board shall meet and confer on the selection of the policies.

Section 2. Health and Hospitalization Insurance - Single Coverage: The School District shall contribute a sum not to exceed:

2025-2026 School Year - September - December, 2025 - \$755.42 per month January 2026 - August 2026 - \$797.08 per month for a total annual benefit amount of \$9,398.32
2026-2027 School Year - September - December, 2026 - \$797.08 per month January 2027 - August 2027 - \$838.75 per month for a total annual benefit amount of \$9,898.32

Section 3. Health and Hospitalization Insurance - Family Coverage: The School District shall contribute a sum not to exceed:

2025-2026 School Year - September - December, 2025 - \$1,277.08 per month. January 2026 - August 2026 - \$1,360.42 per month. Total annual benefit amount of \$15,991.68.
2026-2027 School Year - September - December, 2026 - \$1,360.42 per month. January 2027 - August 2027 - \$1,443.75 per month. Total annual benefit amount of \$16,991.68

Section 4. Dental Insurance: The School District offers single and family dental insurance coverage options to all employees. The dental premiums are paid either from the remaining benefits contribution as defined in Section 2 - 4 above or borne by the teacher and paid by payroll deduction.

Section 5. Health Savings Account and / or VEBA: For each full time teacher who enrolls in the School District's High Deductible Health Plan, the teacher's remaining benefit contribution in excess of health and dental premiums shall be contributed into a Health Savings Account or VEBA.

Section 6. Long Term Disability Insurance: The School District shall provide full payment for long-term disability insurance of each employee employed by the School District who qualifies for and is enrolled in the School District's long-term disability program in accordance with the respective teacher's salary. Benefits shall be paid in accordance with the terms of the existing insurance policy.

Section 7. Term Life Insurance: The School District shall provide full payment for a term life insurance policy in the amount of \$50,000 for each employee employed by the School District who qualifies for and is enrolled in the School District's life insurance program.

Section 8. 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. If the employee is deemed uninsurable by the School District's group health and hospitalization plan or dental plan, the School District's only obligation is to pay only such amounts as agreed to herein to another carrier and no further claims shall be made against the School District. In the event a teacher's dependents are found to be uninsurable, no claim shall be made against the School District.

ARTICLE V: LEAVES OF ABSENCE

Section 1. Sick Leave: The employee shall earn sick leave at the rate of fourteen (14) days or one hundred twelve (112) hours for each year of service in the employment of the School District. The unused portion of sick leave shall accumulate from year to year up to a maximum of one hundred twenty (120) days or nine hundred sixty (960) hours. 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).

Section 2. 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. Bereavement leave allowed in this Section will be deducted from accumulated sick leave.

Subd. 5. The length of this bereavement leave will be arranged between the employee involved and the Superintendent. Additional days can be granted by the Superintendent, and any additional days will be deducted from accumulated sick leave.

Section 3. 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 amount of leave allowed will be arranged between the employee and the Superintendent.

Subd. 3. Exceptions can be granted by the Superintendent.

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

Section 4. Jury Duty Leave An employee called for jury duty shall be compensated for the difference between the administrative pay and the pay received for the performance of such obligation. The employee shall notify the superintendent upon being summoned for jury duty. Any payment received for Jury Duty services shall be given to the School District.

Section 5. 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 6. Family and Medical Leave.

Subd. 1. An eligible employee shall be granted, upon written request, up to a total of twelve (12) weeks of unpaid leave per year in connection with:

1. the birth and first-year care of a child;
2. the adoption or foster placement of a child;
3. the serious health condition of an employee's spouse, child or parent; and
4. the employee's own serious health condition

Subd. 2. Such leave shall be unpaid, except an eligible employee during such a leave shall be eligible for regular School District group health insurance contributions as provided in this policy for a period of the leave, but not to exceed twelve (12) weeks per year, notwithstanding any other provisions in this policy.

Subd. 3. To be eligible for the benefits of this Section and insurance contribution, an employee must have been employed by the School District for the previous twelve (12) months and must have been employed for at least 1050 hours during such previous twelve-month period.

Subd. 4. The employee may elect, or the School District may require, the employee to substitute paid vacation, paid sick leave, or paid personal leave for leave otherwise provided under this Section. However, nothing herein, nor any other provision of this policy, shall require the School District to combine leaves for a period of time that exceeds twelve (12) weeks.

Subd. 5. The employee will provide at least thirty (30) days of written notice of request for leave when the reason for the leave is foreseeable. The employee shall further make reasonable effort to schedule any treatment so as to minimize disruption of the work of the employer.

Section 7. 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 8. Absence for Professional Responsibilities Employees, who are selected or elected to serve on regional and/or state, or national professional association committees, boards, or as officers, may be granted the necessary, reasonable time to perform these duties without loss of pay upon approval of the Superintendent.

Section 9: Workers Compensation An employee who is absent from work as a result of an injury compensable under the workers' Compensation Act who elects to receive sick leave or vacation pay pursuant to this policy shall submit his/her Workers' Compensation check endorsed to the school district prior to receiving payment from the school district for this absence.

ARTICLE VI: OTHER BENEFITS

Section 1. 403(b) Match Plan The School District has implemented a matching plan to a 403(b) tax-sheltered annuity plan as allowed under Minnesota Statutes, Section 356.24.

Subd. 1. Employee Match. Eligible employees may elect to participate in the 403(b) matching program pursuant to the annuity plan requirements. Said election must be made five (5) business days prior to the 15th of September of the plan year. The School District's matching contribution will be:

Step	2025-2026 Match Amount	2026-2027 Match Amount
1-2	\$435	\$475
3-5	\$625	\$675
6-9	\$925	\$975
10-14	\$1,325	\$1,375
15-19	\$1,825	\$1,875
20+	\$2,425	\$2,475

Subd. 2. Lifetime Maximum. Maximum lifetime district contribution for an individual shall not exceed \$30,000.

Subd. 3. Match Requirement. In order to receive any district 403(b) contribution, an employee must match the total district contribution.

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

Subd. 5. Approved Plans. The School District will make matching contributions to only four (4) annuity plans for all participants and the State Board of Investments must approve said plan. The Exclusive Representative and the School Board shall mutually agree on the selection of the vendors.

Subd. 6. Elections. Once an eligible employee elects to participate in the 403(b) annuity-match program, said election is irrevocable for that school year and will continue each subsequent year unless modified by the employee at the beginning of a new school year.

Subd. 7. Employee on Leave. Eligible employees on unpaid leave may not participate in the 403(b) annuity-matching program while on leave.

Subd. 8. Payroll Deduction. The employee's contribution to the 403(b) match plan shall be done via payroll deduction over 24 equal installments as directed by the employee.

Subd. 9. Applicable Laws. The 403(b) annuity-match program of I.S.D. No. 111 is subject to the laws of the State of Minnesota (M.S. Sect. 356.24) and the Internal Revenue Code [26 U.S.C.S.S. 403(b)].

Section 2: Technology Stipend: A \$50 monthly stipend will be paid to the Employee for technology costs they incurred from district uses and responsibilities. An annual cell phone stipend form will need to be completed each year. The stipend will be paid for 9 months beginning in September and ending in May.

Section 3: Automobile: The employee will be compensated for authorized use of the employee's personal automobile at the per-mile rate currently established by the School Board for all official school business.

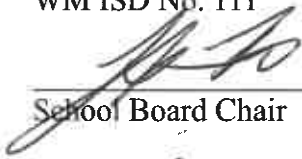
Section 4: Professional Meetings: The School District shall pay the cost of attendance at pre-approved regional meetings. State conferences can be requested by the Superintendent. Cost for attendance at pre-approved meetings shall include registration fee, related instructional materials, lodging, food and travel. Expenses to be reimbursed shall be properly documented upon the appropriate requisition form in accordance with

School District policy. All meetings shall be in areas of relevance to the contractual responsibilities of the employee and are subject to approval of the Superintendent.

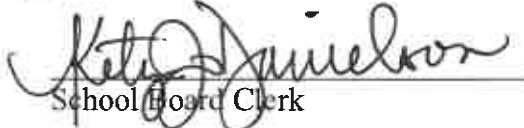
Section 5: Dues: Upon presentation of adequate documentation to the School District, the employee shall be reimbursed for the cost of membership dues of pre-approved local, state and national professional associations.

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

WM ISD No. 111

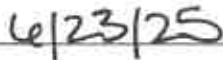


School Board Chair

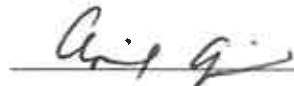


School Board Clerk

Date



WM ISD No. 111 District School Nurse



Date



SCHEDULE A

Section 1. Salary

In consideration thereof Watertown-Mayer School District No. 111 agrees to pay said employee, April Gesinger, District School Nurse, the following salary:

2025-2026 - \$71,000

2026-2027 - \$73,130

