

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

Activities Director

Personnel Policies and Wage Schedules

**2025-2026 & 2026-2027
School Years**

Approved by the School Board

**Watertown-Mayer Public Schools
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ARTICLE I: PURPOSE

Section 1. Purpose

This document identifies personnel policies and wage schedules for the Activities Director (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 1st of each year. The amounts in Schedule A assume that the Director of Activities has a 220 5-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.

Section 2. Placement and Advancement

The School District shall determine the placement and advancement of an employee on the wage schedule.

ARTICLE III: SERVICES

Section 1. Provision of Services.

The Director 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 and the State Board of School Administrators, and any additions or amendments thereto.

Section 2. 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 Director, or unless terminated as provided by law or written resignation.

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

Section 3. Mutual Consent.

The contract may be terminated at any time by the parties by mutual consent.

Section 4. Length of Contract Year.

The Director's duty year shall be for 220 days. Additional days allowed will be at the sole discretion of the Superintendent.

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.

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

toward the premium for individual coverage for each full time employee employed by the School District who qualifies for and is enrolled in the School District's group health and hospitalization insurance plan. Any additional cost of premium shall be borne by the employee and paid by payroll deduction.

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.

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

toward the premium for family coverage for each full time employee employed by the School District who qualifies for and is enrolled in the School District's group health and hospitalization insurance plan. Any additional cost of premium shall be borne by the employee and paid by payroll deduction.

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 employee and paid by payroll deduction.

Section 5. Health Savings Account and / or VEBA: For each full time employee who enrolls in the School District's High Deductible Health Plan, the employee'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 \$100,000 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 Director shall earn sick leave at the rate of twelve (12) days 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 120 days. 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.

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.

ARTICLE VI: BENEFITS

Section 1. Professional Organization Dues

The School District shall annually pay the state and national professional organization dues for the Director.

Section 2. Professional Conferences, Conventions, and Meetings

The School District shall reimburse the Director for the cost of attending in-state professional conferences, conventions, and meetings, provided they have been pre-approved by the Superintendent.

Section 3. National Conventions and Out-State Meetings

The Director may attend national conventions once every three years at the discretion of the Superintendent.

Section 4. 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. Administrator Match. Eligible administrators 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 July of the plan year. The School District's matching contribution shall be as follows:

<u>Years of Service to the District</u>	<u>Annual Maximum Matching School Contribution</u>
2021-2022 school year- 1 st Year:	\$1,600/year
2022-2023 school year 2 nd Year+	\$1,700/year

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

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

Subd. 4. Non-Accumulative. The School District's match responsibilities are non-accumulative. That is, an administrator 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 administrator 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 administrator at the beginning of a new school year.

Subd. 7. Administrator on Leave. Eligible administrators 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 5: Technology Stipend:

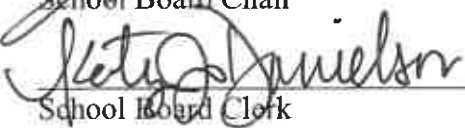
A \$50 monthly stipend will be paid to the Director for technology costs they incurred from district uses and responsibilities. An annual cell phone stipend will need to be completed each year.

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

WM ISD No. 111



School Board Chair

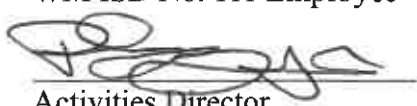


School Board Clerk

Date

6/23/25

WM ISD No. 111 Employee



Activities Director

Date

6/23/25

SCHEDULE A

Section 1. Salary

The Activities Director shall earn the following:

2025-2026 - \$93,872

2026-2027 - \$96,453