

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

Tim Dalton

Community Education Director

Personnel Policies and Wage Schedules

**for the
2025-2026 School Year**

Approved by the School Board

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Table of Contents

ARTICLE I: PURPOSE	3
Section 1. Purpose	3
Section 2. Maintenance of School Board Rights	3
ARTICLE II: RATES OF PAY	3
Section 1. Effective Dates	3
Section 2. Placement and Advancement	3
ARTICLE III: SERVICES	3
Section 1. Provision of Services.	3
Section 2. Licensure.	3
Section 3. Duration.	3
Section 4. Mutual Consent.	4
Section 5. Length of Contract Year.	4
ARTICLE IV: INSURANCE	4
Section 1. Health and Hospitalization Insurance and/or Dental Insurance	4
Section 2. Long-Term Disability Insurance	4
Section 3. Life Insurance	4
Section 4. Distribution of Copies	4
Section 5. General Liability Insurance	4
Section 6. Claims Against the School District	4
ARTICLE V: LEAVES OF ABSENCE	4
Section 1. Sick Leave	4
Section 2. Bereavement Leave	5
Section 3. Emergency Leave	5
Section 4. Jury Duty Leave	5
Section 5. Medical Leave	6
Section 6. Family and Medical Leave	6
Section 7. Insurance Application	6
Section 8. Eligibility	6
Section 9. Absence for Professional Responsibilities	6
Section 10. Vacation	6
Section 11. Holidays	7
ARTICLE VI: BENEFITS	7
Section 1. Professional Organization Dues	7
Section 2. Professional Conferences, Conventions, and Meetings	7
Section 3. National Conventions and Out-State Meetings	7
Section 4. 403(b) Match Plan	7
Section 5. Private Automobile Use:	8
Section 6. Technology Stipend:	8
SCHEDULE A	9
Section 1. Salary	9
SIGNATURE OF AGREEMENT	10
ADDENDUM - SICK LEAVE BANK	11

ARTICLE I: PURPOSE

Section 1. Purpose: This document identifies personnel policies and wage schedules for the Community Education Director (hereafter referred to as the “Employee”) regularly employed by Watertown-Mayer Public Schools during the 2025-2026 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 employee has a full 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 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 and the State Board of School employee, and any additions or amendments thereto.

Section 2. Licensure: The employee shall furnish throughout the life of this contract a valid and appropriate license to act as Community Education Director in the state of Minnesota as provided by applicable state laws, rules and regulations.

Section 3. Duration: The duration of this contract shall be from July 1, 2024- through June 30, 2026. 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. Mutual Consent: The contract may be terminated at any time by the parties by mutual consent.

Section 5. Length of Contract Year: The employee's duty year shall be two hundred sixty (260) days or two thousand eight (2080) annual hours to be classified at (1.0) FTE for all applicable school benefits. Additional days allowed will be at the sole discretion of the Superintendent.

ARTICLE IV: INSURANCE

Section 1. Health and Hospitalization Insurance and/or Dental Insurance: The School District shall contribute a sum not to exceed \$13,825 per annum 2025-2026 school year toward the premium for coverage of 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.

In the event that the premium for insurance coverage is less than the allowable employee maximum District allowance per annum for the respective school year, the annual coverage amount will be paid in full and the balance of the allowance will be deposited into the employee health savings account.

If the School District implements a change in the current health and hospitalization plan during the term of the Agreement the parties agree to enter any required language changes into a memorandum of understanding.

Section 2. Long-Term Disability Insurance: The School District shall provide long-term disability insurance for the employee. Benefits shall be payable in accordance with the terms of the existing policy. This disability insurance is paid in full by the School District.

Section 5. General Liability Insurance: The School District will provide liability insurance for each employee to cover legal suits prompted by the employee's actions or inactions while performing his or her regular duties. The insurance will pay up to the statute maximum. The policy shall include errors and omissions.

Section 6. Claims Against the School District: The parties agree that any description of insurance benefits contained in this Section 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 Section. 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 insurance carriers.

ARTICLE V: LEAVES OF ABSENCE

Section 1. Sick Leave: The employee shall earn sick leave at the rate of twelve (12) days or ninety six (96) 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 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 181.9445-181.9448 (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 who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service, not mileage, shall be remitted 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: FMLA leave shall be granted pursuant to applicable law.

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. Eligibility

Subd. 1. Full leave benefits provided in this Article shall apply to individuals who meet the criteria of Article III Section 5.

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.

Section 9. 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 10. Vacation

Subd. 1. The employee shall earn twenty-five (25) days or two hundred (200) hours of annual paid vacation each contract year.

Subd. 2. Vacation days earned in one fiscal year can be carried over into the next fiscal year. The unused portion of vacation days shall accumulate from year to year up to a maximum of sixty (60) vacation days.

Subd. 3. Upon retirement from the district, accumulated unused vacation is to be paid to the employee only if the employee gives the district a thirty (30) day written notice of retirement.

Section 11. Holidays:

Subd. 1. Twelve (12) holidays 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 holidays falls on a Saturday or Sunday, another day will be substituted as determined by the School District.

ARTICLE VI: BENEFITS

Section 1. Professional Organization Dues: The School District shall annually pay the state and national professional organization dues for the employee.

Section 2. Professional Conferences, Conventions, and Meetings: The School District shall reimburse the employee 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 employee 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. Only full-time employee of I.S.D. No. 111 are eligible to participate.

Subd. 1. Applicable Laws: The 403(b) annuity-match program 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)].

Subd 2. Eligibility: Eligible employees may elect to participate in the 403(b) matching program pursuant to the annuity plan requirements. Said election must be made by the 9th of July (or the Friday before if the 9th falls on a weekend) of the plan year. 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 mentioned deadline of a new school year.

Subd. 3. Approved Plans: Employees may select an annuity plan from up to four (4) vendors.

Subd. 4. Match Amounts: The School District's 403(b) matching contribution shall be \$2,500 per year for full-time employees.

Subd. 5. Non-Accumulative Match: 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. 6. 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 employees.

Section 5: Technology Stipend: A \$50 monthly stipend will be paid to the employee for technology costs they incurred from district uses and responsibilities.

SCHEDULE A

Section 1. Salary: The Community Education Director's salary for each year of this contract shall be the following:

2025-2026 - \$88,000

The employee shall be paid two times per/month according to existing payroll schedules.

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

ISD NO. 111

ISD NO. 111
Community Education Director

School Board Chair

Date

Tim Dalton

Date

School Board Clerk

Date



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.