

**2025-2027 GENERAL TERMS AND CONDITIONS OF EMPLOYMENT:  
UNAFFILIATED ADMINISTRATIVE SUPPORT EMPLOYEES**

**Purpose.** This policy outlines the general terms and conditions of employment for unaffiliated administrative support employees (“employee” or “employees”) of Independent School District No. 564 (“District” or “School Board”). This policy does not create an express or implied contract between any employee and the District. The School Board may modify this policy at any time, without prior notice, as the Board sees fit. The terms and conditions in this policy will remain in effect until the Board modifies this policy.

**Unaffiliated Administrative Support Employees.** While it is in effect, this policy will apply to building and department level administrative support personnel and to the CES Building Volunteer Coordinator.

**At-Will Employment.** The employees covered by this policy are employed on an at-will basis regardless of any statements, representations, procedures, or other policies that may be promulgated by the District or its agents or representatives. As a result, the District may discipline or discharge an employee as the District sees fit and for any reason that is not unlawful. The District is not required to show cause when disciplining or discharging an employee. In turn, employees may resign from the District at any time and for any reason as they see fit.

**Performance of Duties.** Employees must faithfully perform the services and duties prescribed by the District, regardless of whether those duties are specifically described in this policy, in a job description, in a notice of assignment, or in another document. Prompt and regular attendance is an essential function of each employee’s job. Employees must also comply with all lawful directives issued by the Superintendent or by any other individual with supervisory authority. In addition, employees must comply with all applicable federal and state laws and with all rules, regulations, and policies established by the District.

**Notice of Assignment.** The District will give each employee a notice of assignment that will contain additional information about the employee’s position. Each employee’s immediate supervisor will establish the employee’s duty day and work week. The Superintendent may reassign an employee or modify an employee’s assignment at any time and for any reason. In addition, the Superintendent may modify an existing job description for an employee’s position or create a new job description at any time.

**Overtime.** Employees will receive one and one-half (1.5) times their regular rate of pay for all hours worked in excess of forty (40) hours per week. For purposes of calculating overtime, the work week is Monday through Sunday. Only actual hours worked will be counted when determining overtime obligations in a given week.

**Full-Time Employment.** For purposes of this policy, a “full-time” employee is one who is assigned to work at least 240 days per year and at least 1920 hours per year. For most full-time employees, the basic duty day will be eight (8) hours in length, and the basic work week will be (40) hours in length, Monday through Friday.

**Base Hourly Wage Rate.** For the 2025-2026 school year and the 2026-2027 school year, the following hourly wage rates will apply:

<b>Pay Level</b>	<b>2025-2026 Hourly Rate</b>	<b>2026-2027 Hourly Rate</b>
0	\$19.52	\$20.01
1	\$20.98	\$21.51
2	\$22.47	\$23.03
3	\$23.93	\$24.53
4	\$25.41	\$26.05
5	\$26.90	\$27.57

**Longevity Pay.** Employees who have a minimum of ten (10) years of continuous service will receive an additional sixty cents (\$.60) per hour above the base hourly wage rate. Employees who have a minimum of twenty (20) years of continuous service will receive a total of ninety cents (\$.90) per hour above the base hourly wage rate. Employees who have a minimum of thirty (30) years of continuous service will receive a total of one dollar and fifty cents (\$1.50) per hour above the base hourly wage rate.

**Holidays.** In the absence of an emergency or a change in the school calendar, employees are not expected to work on the following paid holidays:

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|-------------------------|----------------------|
| 1. New Year’s Eve Day   | 6. Independence Day  |
| 2. New Year’s Day       | 7. Labor Day         |
| 3. Good Friday          | 8. Thanksgiving Day  |
| 4. Memorial Day         | 9. Christmas Eve Day |
| 5. Juneteenth (June 19) | 10. Christmas Day    |

In one of these holidays falls on a Saturday, the Friday before will be observed. If the holiday falls on a Sunday, the Monday following will be observed. Holiday pay will be prorated for part-time employees.

**Insurance Benefits.** As described below, the District will contribute toward the cost of the premium for certain types of insurance for full-time employees who otherwise qualify for and enroll in the insurance policy, plan, or program. The District will select the insurance policies, plans, and programs. To the extent permitted by law, upon separating from employment with the District a former employee may continue to participate in a group health insurance plan, but such participation will be at the former employee’s sole expense.

- a. **Health Insurance.** The District will contribute no less than \$800 per month for a single plan or \$1100 per month for a family plan toward the premium for group health and hospitalization insurance for Employees who average at least 30 hours per week, or 120 hours per month, whichever is less, and who choose to participate in the District's group health and hospitalization insurance plan.
- b. **Health Savings Account (HSA):** For eligible employees who select the high deductible health plan (HDHP), the District will make a monthly contribution to the employee's individual HSA which is equal to the difference between the HDHP monthly single premium and the monthly District's single plan contribution. The total contribution to the health insurance premium and the amount contributed to the actual HSA will equal the District's contribution.

Administrative fees allocable to individual accounts of active employees and former employees shall be paid from the individual account. Administrative fees shall be paid from individual accounts of all participants in the event the HSA is terminated. Each eligible employee is responsible for understanding the rules and regulations for participating in a plan.

- c. **Group Term Life Insurance.** The District will pay 100% of the premium for a group term life insurance policy with a death benefit of two (2) times the annual earnings of the employee or a minimum of \$20,000 rounded to the nearest \$1,000 for each employee working a minimum of fifteen (15) hours per week. If permitted by the insurance carrier, any employee may obtain additional group term life insurance benefits for \$20,000 at the sole expense of the employee, with the premium payment made by payroll deduction through the District. Actual coverage is subject to conditions as defined by the group insurance policy.
- d. **Long-Term Disability (LTD) Insurance.** The District will pay the full monthly premium for a long-term disability insurance policy for each employee who works, on average, at least sixteen hours per week. Subject to the policy's terms and conditions, the policy will provide for payment of two-thirds of a qualified wages after a sixty-day waiting period.
- e. **Disclaimer.** No claim or cause of action may be brought against the District for any claim that is not covered or paid by insurance. The District is not insuring or guaranteeing that any particular claim will be paid or covered by any insurance policy, plan, or program, or that any specific amount will be paid out under any policy, plan, or program. Any description of insurance benefits in this policy is intended to be general and informational only and is subject to change at the discretion of the School Board. The eligibility any particular employee and the employee's dependent(s) is governed by the terms of the actual insurance policy, plan, or program. The District's only obligation is to make the premium contributions that are identified in this policy, as it currently is written or as amended

at any time in the future, for full-time employees who otherwise qualify for and enroll in the particular insurance plan or program.

**Vacation:** Vacation will be earned upon completion of service on a monthly basis. Vacation may be used after it has been earned. A day of vacation is equal to the length of the employee's regularly scheduled work day. Vacation will be forfeited if it is not used within twenty-four months after it is earned. Full-time employees will earn vacation based on the following schedule:

Beginning 0 through 5 years	10 days
Beginning 6 years	11 days
Beginning 7 years	12 days
Beginning 8 years	13 days
Beginning 9 years	14 days
Beginning 10 years	15 days
Beginning 11 years	16 days
Beginning 12 years	17 days
Beginning 13 years	18 days
Beginning 14 years	19 days
Beginning 15 + years	20 days

Part-time employees are not eligible to earn vacation, but may take personal leave of not more than four (4) days per year with accumulation of up to two (2) years, which will be deducted from their accumulated sick leave.

**Sick Leave.** Full-time employees will earn thirteen (13) days of sick leave per year. Part-time employees will earn a prorated amount. A day of sick leave is equal to the length of the employee's regularly scheduled work day. Sick leave may not be used to conduct personal business. Employees may use sick leave if they have an accident, illness, or health condition that prevents them from performing their job duties. Employees may also use sick leave for any other purpose allowed by law. If the employee reports being absent because of an illness or serious health condition, the District may require the employee to provide a certification from a qualified physician stating that the absence was due to an illness or a serious health condition. The District will make the final determination as to whether the employee is entitled to receive sick leave for a given absence. Employees may accumulate up to 250 days of sick leave. Upon separating from employment with the District for any reason, an employee will not receive compensation for any unused days of sick leave.

**Bereavement Leave.** Employees who have accumulated sick leave may take up to five work days with pay for each occurrence of death in the "immediate family," including a spouse, child, parent, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, grandchild, aunt, uncle, niece, nephew, and step child. Days used for bereavement leave will be deducted from sick leave.

**Jury Duty.** An employee who is called for jury duty will be reimbursed for the difference between the amount paid for serving on the jury and the employee's regular pay during the period of service. To the extent possible, employees will be expected to report or otherwise perform their regular duties when temporarily excused from jury duty.

**Other Types of Leave.** To the extent required by law, the District will grant other types of leave. In addition, the School Board may, in its discretion, grant additional types of leave that are not required by law, including child care leave that would not otherwise qualify under the Family Medical Leave Act ("FMLA").

**403(b) Matching Contribution Eligibility.** The District offers a 403(b) tax-sheltered annuity plan to employees pursuant to Minnesota Statutes section 356.24. The District will match up to \$650 annually to his or her 403(b) plan, on a dollar-for-dollar basis.

**Independent School District No. 564 is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, or age.**