

**2025-2027 GENERAL TERMS AND CONDITIONS OF EMPLOYMENT:
CLEANER EMPLOYEES**

Purpose. This policy outlines the general terms and conditions of employment for unaffiliated cleaner 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 Cleaner Employees. While it is in effect, this policy will apply to cleaner personnel throughout the District.

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.

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

Pay Level	2025-2026 Hourly Rate	2026-2027 Hourly Rate
0	\$17.21	\$17.64
1	\$17.80	\$18.25
2	\$18.39	\$18.85
3	\$18.99	\$19.46

Longevity Pay. All employees after five (5) years of continuous service shall receive thirty cents (\$.30) per hour above base pay. All employees after ten (10) years of continuous service shall receive sixty cents (\$.60) per hour above base pay. All employees after twenty (20) years of continuous service shall receive ninety cents (\$.90) per hour above base pay.

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 may 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 \$20,000 for each employee working a minimum of fifteen (15) hours per week after six (6) months of continuous employment. 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 define 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 after six (6) months of continuous employment. 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.

Paid Time Off (PTO): All employees working a minimum of fifteen (15) hours per week and are regularly scheduled shall be granted fifteen (15) days of PTO per fiscal year. During the first year of employment, PTO may be pro-rated according to the employee's start date in relation to July 1. Employees may accumulate a maximum of 2 years of PTO.

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.