

NON-REPRESENTED EXEMPT EMPLOYEES

2025-2027

GUIDELINES FOR WAGES, BENEFITS

AND

WORKING CONDITIONS

**St. Cloud Area School District 742
St. Cloud, Minnesota**

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NON-REPRESENTED EXEMPT EMPLOYEES

ARTICLE I – HOURS OF SERVICE

Section 1. Basic Work Week. The regular work week shall be five consecutive days, Monday through Friday, for eight hours per day exclusive of lunch.

Section 2. Part-Time Employees. The School District may employ such personnel as it deems desirable or necessary on a part-time or temporary basis to meet district needs.

Section 3. Daily Work Schedule. All employees shall be assigned a daily work schedule as determined by the School District.

Section 4. School Closing. In the event that school is closed for any reason and the School District does not require employees to perform services, employees shall be compensated as follows:

Subd. 1. Twelve Month Employees: In the event school is closed for a full day, the School Board will have the authority to determine if, how, and when such time will be made up. If make-up time is required by the School Board, employees who did not work on the closed day shall have their pay reduced accordingly. If make-up time is not required by the School Board, there shall be no reduction in pay for the day that school was closed.

Subd. 2. School Year Employees: In the event school is closed for a full day, the School Board will have the authority to determine if, how, and when such time will be made up. If make-up time is required by the School Board but is not completed by the employee, the employee's compensation shall be reduced by the number of hours the employee was paid for the closed day. If the School Board does not require make-up time, there shall be no reduction in pay for the day that school was closed.

Subd. 3. If any employee reports to work prior to a full day closing announcement, the employee shall be paid for time worked or two hours of compensation, whichever is greater.

Subd. 4. In the event of a late start, employees are expected to report at the regular time or when conditions permit. Employees may report up to two hours later than their regular report time as needed to accommodate safety or child-care concerns without any accumulative leave or pay deduction. Employees who report after the two-hour late start time will receive the appropriate accumulative leave or pay deduction for time missed.

Subd. 5. If school is closed early and employees are sent home, employees will receive pay for their regularly scheduled shift on that day. However, Department and District Supervisors and District Directors are considered essential employees and are expected to be in service during emergency closing days as needed.

Subd. 6. An employee scheduled for a pre-approved non-duty day on a day of

school closing, shall not be charged with the use of a non-duty day.

Subd. 7. In the event that the School District is closed for a full or partial day, Employees may use accumulative or other paid leave time to make up for any hours lost under this section. If an employee does not have paid leave time available, the employee will receive a pay deduction for the hours lost.

Note: See School Closing Plan – Weather Related E-Learning Days at Appendix A for more information.

Section 5. Emergency Schedule. In the event of an energy shortage, severe weather, pandemic or other emergency, the School District reserves the right to modify the length of the school day, employee schedules and/or building assignments as the School District shall determine, but with the understanding that the total number of hours per week shall not be increased or decreased for employees available and reporting for work.

ARTICLE II – COMPENSATION

Section 1. Pay Range. The following pay ranges shall be established by the School District for each classification listed below. The number and titles of positions are subject to Superintendent discretion from year-to-year based on a flexible administrative structure designed to meet district needs within school district budget priorities as established by the Superintendent and the School Board.

JOB TITLE	DUTY DAYS	2025-2027 PAY RANGES
School Year Positions		
Educational Equity Outreach Coordinator	195	45,000-60,000
Dean of Students Dean of Students w/ Admin License	195	50,000-65,000 65,000-75,000
Activities Coordinator Board Certified Behavior Analyst	195	60,000-80,000
LICENSED COORDINATORS Career & College Coordinator E-12 Education Coordinator EL Coordinator Innovation Coordinator SEL Coordinator Student Services Coordinator	200	80,000-95,000
Administrative Dean Administrative Dean w/ Admin License	200	85,000 95,000
12 Month Positions		
COORDINATORS Accounting Coordinator Assessment Coordinator	240	65,000-85,000

Community Education Facilities Coordinator Full Service Community Schools Coordinator Human Resources - HRIS Coordinator Payroll and Benefits Coordinator Recruitment and Retention Coordinator Safety Coordinator Technology Services Coordinator Third Party Billing Coordinator Transitional Services Coordinator		
PROGRAM SUPERVISORS Adult Basic Education Program Supervisor Community Education Programs Supervisor Equity Programs Supervisor Full Service Community Schools Supervisor Health Services Supervisor Technology Services Supervisor Welcome Center & Community Partnerships Supervisor	240	75,000-90,000
DEPARTMENT SUPERVISORS Accounting & Payroll Supervisor Buildings & Grounds Supervisor Communications Supervisor Information Systems Supervisor Nutritional Services Supervisor Transportation Supervisor Human Resources Supervisor	230	80,000-110,000
DISTRICT DIRECTORS Controller - Director of Finance and Business Services Human Resources Director	230	Year One 110,000-130,000 Year Two 115,000 – 135,000

Section 2. Longevity Pay. Effective July 1, 2025, in addition to an employee's pay on the regular salary schedule, employees will earn longevity pay based on his or her current year of continuous service in the non-represented exempt employee group as follows:

<u>Current Year of Service</u>	<u>Longevity Pay</u>
5 - 9	\$2,000
10 - 14	\$3,000
15 - 19	\$4,000
20+	\$5,000

Longevity will be paid separately in two (2) equal payments with the November 15 payroll and the March 31 payroll. Employees must be in payroll status on those dates to be eligible for payment.

Section 3. Initial Salary Placement. Initial salary placement for a new employee in this employee group will be determined by the School District. The criteria used for salary placement within the ranges established above may include:

- Previous Experience
- Educational and Licensing Requirements

- c. Duties and Responsibilities of the Position and
- d. Number of duty days required
- e. Such other criteria as determined by the School District

Section 4. Daily Rate of Pay. Employees daily rate of pay shall be based on their annual salary divided by the number of duty days as set forth above.

Section 5. Pay Schedule. Employees will be paid their annual salary over 24 pay periods to be paid on the 15th and the last day of each month. School Year employees will be paid their annual salary from September 15 through August 30. Twelve Month employees will be paid their annual salary from July 15 through June 30.

Section 6. Salary Advancement. An employee shall be eligible for salary advancement on July 1 if employed prior to March 1st of that year. An employee hired after March 1st shall not be eligible for salary advancement until the following July 1. A salary increase is not automatic and is effective only upon affirmative action of the school board. The District reserves the right to withhold a salary increase in individual cases for good and sufficient reasons. The superintendent shall give written notice and the reason for such action.

For 2025-2026, eligible employees shall receive a salary increase of 3.00%. For 2026-2027, eligible employees shall receive a salary increase of 2.50%.

Section 7. Seniority in the SCEA Bargaining Unit

A tenured teacher from the SCEA bargaining group who assumes a position in the Non-Represented Exempt Employee Group and then returns to a teaching position, shall be reinstated to the SCEA without loss of seniority and at a step that includes years of service in the Non-Represented Exempt Employee Group.

ARTICLE III – HOLIDAYS

Section 1. Paid Holidays.

Subd. 1. Eligibility. Benefits defined in this Article shall apply to all full-time and part-time employees regularly employed at least 20 hours per week and at least nine months per contract year. Substitute or temporary employees shall not be eligible for any benefits under this Article.

Subd. 2. Paid Holidays. Eligible school year employees shall be granted the following paid holidays that occur during their duty year:

1. Labor Day
2. Friday of MEA
3. Thanksgiving Day
4. December 24
5. New Year's Eve Day
6. Martin Luther King Day
7. Spring Break Friday
8. Memorial Day

In addition, employees are entitled to two (2) floating holidays per year which are to be used on non-student contact days unless otherwise approved by the employee's Supervisor, Principal or Director in consultation with human resources.

Floating holidays may not be carried from year to year and will be prorated one (1) floating holiday for the first year of employment for employees hired after January 1st.

In addition to these holidays, twelve-month employees shall be granted the following additional holidays:

11. Day After Thanksgiving
12. December 25
13. New Year's Day
14. Juneteenth Day
15. Independence Day

Subd. 3. Weekends. Any holiday that falls during a weekend shall be observed on a day established by the School District.

Subd. 4. School in Session. The School District reserves the right, if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof.

Subd. 5. Holidays during Leave. A holiday that falls within a period of approved leave shall not be counted as an accumulative leave day.

Subd. 6. Application. In order to be eligible for holiday pay, an employee must have worked the regular work day before and the day after the holiday unless on an excused illness or an approved paid leave.

ARTICLE IV – DUTY YEAR

Section 1. Duty Year. The duty year for School Year employees will be prescribed by the School District based on the annual school calendar. The Duty Year for twelve month employees will run from July 1 to June 30 of each year, pursuant to the duty day provisions set forth below.

Section 2. Duty Days. Employees shall serve the minimum number of duty days required for their position less any paid holidays as provided in Article III.

Section 3. Compensatory Flex Days for School Year Employees. Effective July 1, 2024, at the request of their supervisor, School Year employees may work up to ten (10) days per year on days outside the established calendar for their position (e.g. on non-calendar days in June, July or August) and shall be granted a compensatory flex day for each day worked that can be used for paid time off during the regular school year schedule. Compensatory flex days may be scheduled with the approval of the Supervisor so as to minimize disruptions of services for students and staff.

Section 4. Discretionary Days for School Year Employees. Effective July 1, 2020, School year employees will be eligible to use up to five (5) discretionary days per contract year for personal leave so long as the employee has accrued accumulative leave

available. The use of discretionary days shall result in a corresponding reduction in an employee's accumulative leave balance. Discretionary leave shall not carry over from year to year.

Section 5. Non-Duty Days for Twelve Month Employees. Twelve Month Coordinators and Program Supervisors will be allocated twenty (20) non-duty days at the start of each year. Department Supervisors and District Directors will be allocated thirty (30) non-duty days at the start of each year. Non-duty days may be used flexibly throughout the duty year, subject to the needs of the School District, provided they are scheduled in advance and approved by the Employee's supervisor. Employees are encouraged to schedule non-duty days when school is not in session. Generally, employees may schedule no more than ten (10) non-duty days during days that teachers are in service. No more than five (5) consecutive non-duty days may be scheduled at one time during days that teachers are in service. Up to five (5) non-duty days may be carried over from year-to-year. Changes to these limits may be approved at the discretion of the Superintendent or his/her designee.

Section 6. Remote Work Time for Non-Student Contact Positions. Employees who are not in direct service positions with students may request up to five (5) days of remote work time per year in full or half day increments when special circumstances arise that would make it more practical to work from home and when the employee's work can be effectively completed from home. Requests for remote work time will be approved at the sole discretion of the employee's supervisor on a case-by-case basis, taking into consideration the circumstances, the employee's work history, the nature of the work to be completed and other relevant information. Employees should make a request for remote work time directly to their supervisor and obtain prior approval before entering remote work time in Skyward.

ARTICLE V – LEAVES OF ABSENCE

Section 1. Approval. Approval for the use of accumulative leave for absences under this Article shall be consistent with the provisions of the leave policies and procedures of the School District. In the case of absence due to illness or emergency, an employee shall contact her/his supervisor as soon as possible to report the reason for her/his absence. An employee who is absent for three continuous days without notice and approval, shall be considered to have voluntarily terminated her/his employment with the School District.

Section 2. Accumulative Leave.

Subd. 1. Eligibility. Benefits defined in this Article shall apply to all full-time and part-time employees regularly employed at least twenty (20) hours per week and at least nine months per contract year. Substitute or temporary employees shall not be eligible for any benefits under this Article.

Subd. 2. Accrual. School Year employees shall receive annual accumulative leave of Eleven (11) days per year and Twelve Month employees shall receive twelve (12) days of accumulative leave at the start of each year. Employees working a partial year will receive a prorated number of accumulative leave days.

Accrual of accumulative leave shall be carried over from year to year up to sixty (60) days, and shall be available for leaves under this Article.

Subd. 3. Calculation. A “day” shall be calculated and accrued in hours based on the employee’s regular daily assignment. For employees with variable daily schedules, their monthly hours of accrual shall be based on the average number of hours worked per day based on their regular assignment. Additional hours of work that are not part of an employee’s regular assignment, or hours worked for summer school or outside of the regular school year for school year employees, shall not affect the accrual of accumulative leave.

Subd. 4. Deduction. Approved absences under this Article shall be deducted from accrued accumulative leave when available or by pay deduction when accumulative leave is not available. The School District shall make deductions from accumulative leave equivalent to the actual time absent to the nearest fifteen (15) minute increment.

Subd. 5. Restricted Unpaid Time-Off. Employees who have exhausted their accrued accumulative leave may be approved for additional time off without pay with approval from the employee’s supervisor and the Executive Director of Human Resources or designee.

Section 3. Sick Leave.

Subd. 1. Sick Leave shall be allowed by the School District whenever an employee is absent due to illness or injury that prevented his/her attendance and performance of duties on that day.

Subd. 2. Medical Certification. The School District may require an employee to furnish a medical certificate from the school health officer or from a qualified physician as evidence of illness or injury, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District.

Subd. 3. Illness of a Child. Sick leave may be used for the illness of an employee’s child (includes step-child), subject to the provisions of Minn. Stat. §181.9413.

Subd. 4. Family Illness Leave. Sick leave may be used for serious illness of an employee’s spouse, adult child, parent, step-parent, sibling, grandparent, grandchild (includes step-grandchild), father-in-law, mother-in-law, son-in-law or daughter-in-law. Employees who exceed 5 days of absence for serious illness in the immediate family may be required to furnish a medical certificate indicating that a member of their family had a serious illness.

Subd. 5. Long Term Disability. Employees eligible for long-term disability will not receive sick leave pay beyond 90 calendar days.

Section 4. Bereavement.

Subd. 1. Up to five (5) days of bereavement leave per incident shall be allowed for death in the employee's immediate family. The immediate family includes: spouse, parent, child, grandchild, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, spouse's grandparents, uncles, aunts, nephews, nieces, corresponding step-persons, and persons for whom they are legally responsible to make decisions. All absences for bereavement of immediate family will be deducted from accrued accumulative leave. Employees requesting bereavement leave for persons outside the immediate family may use non-duty days.

Subd. 2. In the sole discretion of the Superintendent, an employee may be granted additional days of bereavement leave in the case of extreme circumstances.

Section 5. Special Leave.

Subd. 1. Special leave, not to exceed two days per year, may be granted to employees of this employee group. Special leave is to be used for personal business that cannot be consummated outside the school day without undue hardship. Special leave is not granted for purposes of recreation, vacation or outside gainful employment except that which is incidental in the pursuit of a school related activity.

Subd. 2. All absences under this section must be approved in advance. Leave used shall be deducted from the employee's accumulative leave.

Subd. 3. Requests for Special Leave shall be made to the Supervisor or building administrator and to the Executive Director of Human Resources with reasonable notice in advance of the anticipated absence.

Subd. 4. Examples of legitimate claims for special leave shall include, but are not limited to the following:

- a) Matters relating to settlement of an estate in which person has legal interest.
- b) Urgent legal matters of the employee or of a member of his/her immediate family that require the employee's attention.
- c) Pallbearer or attendance at funeral services for persons for whom the staff member feels a moral obligation and which is not covered in other leaves of absences.
- d) Weddings in the family or an attendant at a wedding.
- e) Compelling reasons resulting from a natural disaster.
- f) Family crisis not covered by other leaves of absence.
- g) Other emergencies beyond the employee's control.

Section 6. Child Care Leave.

Subd. 1. A childcare leave may be granted by the School District, subject to the provisions of this section. Childcare leave may be granted for the birth or adoption

of a child or children, or because of the need to provide parental care for a child or children of the employee for an extended time.

Subd. 2. Written Request. All requests for childcare leave should be submitted in writing sixty (60) days prior to the anticipated commencement of the intended leave. The request will indicate the proposed commencement and termination dates for the intended leave. In the event of an emergency, the School District has the right to waive or adjust the prior notification requirement.

Subd. 3. Commencement of Leave. Leave under this section shall commence upon home placement of an adopted child or immediately after disability, or at a natural break in the school year prior to the birth or home placement of the child, or at such other date mutually agreed upon between the employee and the School District.

Subd. 4. Duration of Leave. In making a determination concerning the duration of a child care leave, the School District shall not, in any event, be required to:

- a) Grant any leave more than twelve (12) months in duration.
- b) Permit the employee to return to his or her employment prior to the date designated in the request for child care leave except by mutual agreement.

Subd. 5. Unpaid Leave. Leave under this section shall be without pay, however, an employee may use any accrued accumulative leave that is available. Insurance benefits may be continued at the option and expense of the employee.

Subd. 6. Return from Leave. An employee returning from childcare leave shall be returned to his/her previous position or to another comparable position for which he or she is qualified. An employee returning from a child-care leave of less than six months will be returned to his or her previous position.

Section 7. Jury Duty Pay. All employees required to serve on jury duty shall be paid by the School District the difference between their regular pay and jury duty pay. In implementing this section, the School District shall continue to pay the employee the regular rate of pay and the employee shall be obligated upon receipt of the jury duty pay from the governmental agency to immediately remit any witness fees received to the School District less any mileage expenses. Absences under this section shall not be deducted from accumulated leave.

Section 8. Workers' Compensation.

Subd. 1. Upon the request of an employee who is absent from work as a result of a compensable injury under the provisions of the Workers' Compensation Act, the School District shall pay the difference between the compensation received pursuant to the Workers' Compensation Act by the employee and the employee's regular rate of pay, to the extent of the employee's earned accrual of sick leave.

Subd. 2. A deduction shall be made from the employee's accumulated

sick leave accrual time according to the pro rata portions of days of sick leave time which is used to supplement Workers' compensation.

Subd. 3. Such payment shall be paid by the School District to the employee only during the period of disability.

Subd. 4. In no event shall the additional compensation paid to the employee by virtue of sick leave result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

Subd. 5. 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 pay pursuant to this policy shall work cooperatively with Human Resources to have any paid leave amounts coordinated with any payment from Workers Compensation.

Section 9. Unpaid Leave of Absence. At the sole discretion of the School District, an employee may be granted a leave of absence without pay for purposes not otherwise addressed under this Article. Requests for such leaves shall be submitted in advance of the leave to the Superintendent. The leave request shall include the proposed commencement and termination dates of the leave. An employee returning from a leave of absence under this section for less than ninety (90) days shall be returned to his or her previous position. An employee returning from a leave of absence after more than ninety (90) days shall be returned to his or her previous position or to another comparable position for which he or she is qualified.

Section 10. Application. The parties agree that the applicable periods of probation for employees are intended to be periods of actual service enabling the School District to have the opportunity to evaluate an employee's performance. The parties agree that periods of time for which the employee is on leave under this Article shall not be counted in determining the completion of the probationary period.

Section 11. Retention of Earned Benefits. An employee who returns to work from an unpaid leave within the provisions of this Article shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of these guidelines at the commencement of the beginning of the leave. The employee shall not accrue additional experience credit for pay purposes or leave time during the period of absence for unpaid leave.

Section 12. School Conferences and School Activities Leave. Minnesota Statute 181.9412 requires an employer to grant an employee leave up to a total of 16 hours during any school year to attend school conferences or classroom activities related to the employee's child ***provided the conferences or classroom activities cannot be scheduled during non-work hours***. The employee must provide reasonable notice, if possible, and make a reasonable effort to schedule the leave so as not to disrupt unduly the operation of the employer. Staff may use paid discretionary leave or vacation leave, or unpaid school activities leave for qualifying absences.

Section 13. Insurance Participation. An employee on unpaid leave is eligible to

participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such program as the employee wishes to retain, commencing with the beginning of the unpaid leave. The right to continue participation in such group insurance programs, however, shall terminate if the employee does not return to the School District pursuant to this section.

Section 14. Paid Family and Medical Leave Act Compliance.

The District acknowledges its requirement to comply with the Minnesota Paid Family Leave Act ("PFLA"), Minn. Stat. Ch. 268B, as amended. Consistent with the statute, the currently required employment tax of 0.88 percent shall be shared equally between the Employer and the Employee, with the Employer contributing 50 percent (50%) of the required statutory employment tax and the Employee contributing 50 percent (50%). PFLA leave benefits shall run concurrently with, and not in addition to, any leave benefits provided under the federal Family and Medical Leave Act ("FMLA") or other state law, where applicable. Nothing in this Agreement shall diminish or expand the rights and obligations established by the PFLA or FMLA.

ARTICLE VI – GROUP INSURANCE

Section 1. Selection of Carrier. The selection of the insurance carrier and policy shall be made by the School District after reviewing the recommendations of the insurance committee composed of employee group and other employee representatives.

Section 2. Eligibility.

Subd. 1. To be eligible for benefits under this Article, an employee must be regularly employed at least 30 hours per week.

Subd. 2. Determination of Eligibility. An employee's eligibility for participation in insurance benefits under this Article will be based on their assigned schedule during the first month of the school year, or at the time of hire if hired later in the school year. A reduction in hours resulting from a change in an employee's assignment by the School District based on shortage of work or funding, shall not affect the employee's eligibility for insurance contributions from the School District for the remainder of the School Year.

Subd. 3. Ineligible Employees. An employee who is regularly employed less than 30 hours per week shall not be eligible for the benefits of this Article. Upon termination of employment, an employee is no longer eligible for participation in School District insurance plans effective the last day of the month following the date of termination.

Section 3. Medical Insurance Plan.

Subd. 1. The District will provide group health insurance pursuant to the provisions established below. It is understood that the District's only obligation is to pay such amounts as provided by the plan documents and agreed to herein and no claim

will be made against the District as a result of a denial of insurance benefits pursuant to the provisions of the plan.

Subd. 2. Pursuant to the plan documents, the District will provide a high deductible health insurance plan for single and family plans. Plan coverage summaries will be provided to all participating employees.

Subd. 3. HRA Contribution: The district will provide a Health Reimbursement Account for all eligible and participating employees that will be available to fund expenses relating to deductibles or co-pays under the plan. The plan year shall run from October 1 through September 30 of each year and HRA contributions will be funded on October 1 at the levels set forth below:

- 1) The District shall contribute \$1,000 per employee carrying single coverage, and \$2,000 per participating employee carrying dependent coverage.
- 2) New employees starting service after the beginning of the plan year in October will receive an HRA contribution prorated by month based on the month of their first date of service. Substitute or temporary employees will not be eligible for an HRA contribution.
- 3) Employees eligible for Employee Married to Employee (EME) coverage pursuant to Subd. 6., below, will receive an HRA contribution of \$1,500 for each employee if in single coverage plans or \$3,000 to the employee carrying a dependent coverage plan.
- 4) Employees will be allowed to roll over unused HRA dollars year-to-year up to a cap of two times the deductible for the selected single or dependent plan. At no time will an employee have access to HRA dollars in excess of the cap.
- 5) An employee eligible for retirement benefits at the time of separation from the District shall have one year to spend down any balance in the employee's HRA account pursuant to the provisions of the plan.

Subd. 4. Single Coverage. Effective October 1, 2025, the School District shall contribute a sum of not to exceed \$640.00 per month toward the premium for individual coverage for each eligible employee who qualifies for and is enrolled in a School District single group health and hospitalization plan. Effective October 1, 2026, the School District shall contribute a sum of not to exceed \$660.00 per month toward the premium for individual coverage for each eligible employee who qualifies for and is enrolled in a School District single group health and hospitalization plan. Any additional cost of the premium shall be borne by the employee and paid by salary reduction.

Subd. 5. Family Coverage. Effective March 1, 2024, the School District shall contribute a sum of not to exceed \$1,090.95 per month toward the premium for dependent coverage for each eligible employee who qualifies for and is enrolled in a School District family health and hospitalization plan. Effective October 1, 2026,

the School District shall contribute a sum of not to exceed \$1,193.00 per month toward the premium for dependent coverage for each eligible employee who qualifies for and is enrolled in a School District single group health and hospitalization plan. Any additional cost of the premium shall be borne by the employee and paid by salary reduction.

Subd. 6. Employee Married to Employee. Effective October 1, 2025, or any member of this employee group qualifying for health and hospitalization coverage under this Article, whose spouse is also a School District employee qualifying for health and hospitalization coverage, the School District shall contribute a sum not to exceed \$945.44 per month per employee toward the cost of two single insurance plans for employees without eligible dependents, and up to a total combined premium of \$2,181.90 for employees with dependents electing a family plan. The cost of the contribution to two single plans pursuant to this paragraph shall not exceed \$2,181.90, and that amount shall be split evenly between the two single plans. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Section 4. Dental Insurance. The School District shall contribute a sum of not to exceed \$23.85 per month toward the premium for single coverage, and \$66.70 per month toward the premium for dependent coverage, for each eligible employee who qualifies for and is enrolled in a single or family School District group dental plan.

Section 5. Long Term Disability. The School District shall provide a group long term disability insurance program and will pay the cost of the premium for each employee eligible for benefits under this Article. The School District will pay up to \$800.00 per month toward the health and hospitalization insurance premium for an employee qualifying for long term disability benefits for a period not to exceed 17 months. An employee is not eligible for paid sick leave while receiving long term disability insurance benefits.

Section 6. Life Insurance. The School District shall provide \$50,000.00 in life insurance coverage for each employee eligible for benefits under this article and pursuant to the terms of the School District insurance policy. Employees may purchase additional insurance in units of \$10,000 up to a maximum of \$100,000. Premium payments shall be the responsibility of the employee and made by salary reduction.

Section 7. Insurance Work Year. Insurance contributions for employees eligible for benefits under this article shall be paid monthly for twelve months of the year.

Subd. 1. School Year Employees. Insurance contributions for School Year employees eligible for benefits under this article shall be paid from September through August of each year

Subd. 2. Twelve Month Employees. Insurance contributions for Twelve Month employees eligible for benefits under this article shall be paid from July through June of each year.

Employees electing district insurance coverages will be eligible for insurance contributions from the District as follows:

Subd 3. Starting Date of Insurance. An employee whose first day of continuous employment with the District begins on or before the 15th day of the month will be eligible for insurance on the first day of continuous employment. The Employee will be responsible for the full employee portion of the premium for that month and the District will be responsible for the full employer contribution for that month.

An employee whose first day of continuous employment with the District begins after the 15th day of the month will be eligible for insurance and District contributions to premiums on the first day of the following month. An employee wishing to be immediately eligible for insurance coverage on their first day of continuous employment with the District may elect to begin coverage as of their first day of continuous employment and shall be responsible for 50% of the total monthly insurance premium without contribution from the District.

Subd. 4. Summer Insurance Contributions for School Year Employees. A regular employee who is in active service for at least sixty (60) continuous working days of the school year and is in paid status or on an approved medical leave for an FMLA qualifying event as of the last contract day of the school year, will be eligible for continuing insurance coverage during June, July and August following the school year, with the District and employee making the full scheduled premium contribution for those months.

An employee who terminates employment before the end of the school year (i.e. their last scheduled workday) shall not be eligible for District contributions to insurance premiums during June, July or August, and will be responsible for the full insurance premium if they elect to continue coverage in any insurance plans.

Subd. 5. Insurance Contributions During Unpaid Leave. Employees who are absent from work and in unpaid status in any month of the school year (September through May) will be responsible for both the District and the Employee contribution toward the monthly insurance premium for any month that they are not in active status for at least ten (10) paid days. Employees that are absent for a qualifying medical event under the Family Medical Leave Act (FMLA), and who are considered an eligible employee under the FMLA, shall receive the District contribution to their health insurance plan during an approved medical leave as required by the FMLA.

Subd. 6. Collection of Employee Share of Premium Contributions. The employee share of any premium costs will be paid through payroll deduction. Eligible employees who are required to pay any portion of their premium for group insurance benefits other than through payroll deductions, will submit a check payable to the District, pursuant to District procedures and timelines. If payment is not received as required, coverage will terminate at the end of the month. An employee starting after the 15th of the month that elects immediate coverage shall have the option to have the 50% of the total monthly premium prorated over the remaining pay periods that year and paid by payroll deduction or may pay by check.

Subd. 7. Duration of Insurance Contribution. An employee is eligible for School District contributions as provided in this Article as long as an employee is employed by the School District. Employees whose employment terminates during the school year will be eligible for insurance and district contributions to insurance through the end of the month in which they terminate provided they pay the employee portion of the insurance premium for that month. Otherwise, the employee's insurance will terminate as of the last day of employment.

Section 8. Claims Against the School District. 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 an insurance carrier.

Section 9. Medical Insurance for Retirees. Employees in this unit who are covered by a School District health and hospitalization plan at the time of retirement may continue in the plan at their own expense up to the age of 65, or longer as provided by Minnesota Law. Premium payments must be received in the Human Resources Office of the School District by the 1st day of the month of coverage.

ARTICLE VII – EVALUATION PERIOD

Employees in this work group are employees-at-will. The first year following an employee's initial employment with the School District or the first year following promotion will be a special evaluation period during which the School District will evaluate whether the employee's skills and abilities are a good match with the requirements and responsibilities of the position. This evaluation period does not alter the employee-at-will relationship with the School District, and the School District retains the discretion to terminate an employment relationship at any time when the employee does not appear to be a good fit for the job.

ARTICLE VIII – WELLNESS PAY / 403B

Section 1. Wellness Pay. Employees shall receive annual wellness pay for all accrued accumulative leave days in excess of sixty (60) days. The school district shall pay out an amount equal to the total number of excess days multiplied by the employee's daily rate times .6 by August 31st of each year, into the employee's Minnesota Health Care Savings Plan (MHCSF).

Section 2. 403b Plan.

Subd. 1. Participation. Employees of this employee group shall be eligible to participate in a 403b plan pursuant to Minnesota Statutes §356.24.

Subd. 2. Matching Contribution Plan. For employees who are eligible for benefits under Article VI, Section 2, the School District will match benefit eligible employees' annual contributions based on their current year of employment in the

School District. The School District matching amount shall not exceed the Annual Maximum Match Amount set forth below:

<u>Years of Service</u>	<u>Maximum Match Amount</u>	
	<u>Annual</u>	<u>Cumulative</u>
One years to Three (3) years	\$1,000	\$ 3,000
Four (4) – Eight (8) years	\$1,500	\$ 7,500
Nine (9) – Thirteen (13) years	\$2,000	\$ 10,000
Fourteen (14) plus years	\$2,500	<u>\$ 29,500</u>
		\$ 50,000

Subd. 3. The maximum career matching contribution by the School District shall be \$50,000.

Subd. 4. A salary reduction authorization agreement must be completed by the eligible employee by September 1 for the employee to participate in the 403b Matching Contribution Plan for that school year.

Subd. 5. The School District shall provide notice to employees when they become eligible for an increased level of matching contribution.

Subd. 6. Employees on unpaid leaves may not participate in the matching program while on leave.

ARTICLE IX – MISCELLANEOUS

Section 1. Medical Examination. An employee whose condition of physical or mental health is thought to be adverse to the welfare of students or other employees may be required to undergo a health examination by a licensed physician at the expense of the School District.

Section 2. Mileage Reimbursement. Employees who are authorized to use their own automobile in the performance of their duties will be reimbursed for all authorized travel at the rate established by the School District.

Section 3. Professional Dues. The School District may pay the annual dues for an employee's state professional organization as recommended and approved by the employee's supervisor and the Executive Director of Human Resources.

APPENDIX A

Memorandum of Understanding

School Closing Plan • Weather Related E-Learning Days • 2025-2026

In an effort to continue student learning in the event of weather related school closings, St. Cloud Area Schools will continue using E-Learning Days during the 2025-2026 school year for inclement weather day closings pursuant to Minn. Stat. §120A.414 as follows:

Make-Up Plan:

- The first Weather related closing will be a full school closing day;
- The next five weather related closings will generally be E-Learning Days as long as there is no interruption of power and/or internet service that would interfere with distance learning. At the discretion of the Superintendent, a full school closing day may be called instead if the timing or circumstances surrounding the weather event compromises the ability to deliver effective instruction as a E-Learning Day;
- Additional weather related school closing days will be determined by the Superintendent and make-up time for students and/or staff will be determined by the Superintendent in consultation with the School Board.

During a Weather Related E-Learning Day, students and licensed staff will have the following expectations:

Student Expectations

In the event of a cancelled school day that requires an E-Learning Day, families will be informed by an automated message that St. Cloud School District 742 is activating a E-Learning Day at least two hours prior to the start of the regular school day.

Pre-School

Pre-school students will access and complete a series of preassigned learning activities that will be made available to students in home packets or on the ISD 742 website when predicted weather conditions make school closing likely.

K-5 Students

Students in grades K-5 will access assignments on student devices via the Learning Management System (LMS) or complete a series of preassigned learning activities that will be made available to students in home packets or on the ISD 742 website if devices were not sent home with students. Licensed staff will post learning activities to LMS by 9:00 AM on the day of a E-Learning Day.

Secondary Students

Students in grades 6 -12 will access assignments on student devices via the Learning Management System (LMS). Licensed staff will post learning activities on LMS by 10:00 AM on the day of a E-Learning Day.

Licensed staff members will be available during student contact hours to answer student questions and provide guidance via email and the LMS. Accommodations for students who receive special education and EL services will be provided. If additional accommodations are needed, they can be addressed by teaching staff when the student returns to school.

Licensed Staff Expectations

Licensed staff who are unable to teach on a E-Learning Day due to a discretionary day, illness or medical appointment for themselves or a family member, or other absence reason, must request time off in Skyward and post the learning activities for the day on the Learning Management System (LMS) in lieu of posting sub plans. In addition, staff should email the principal and lead secretary so they are aware the employee will not be available for student or parent contact.

Licensed staff who are on duty during a E-Learning Day must be in service during their regular teacher duty day and will complete the following:

Early Childhood Staff

Early Childhood staff will make a plan for their work on a E-Learning Day with their administrator/supervisor.

K-5 Staff

Licensed staff of students in grades K-5 will post learning activities on LMS by 9:00 AM on the day of a E-Learning Day. Licensed staff must be available during the student contact day by email, school district phone message and/or LMS to answer questions and assist students. Time not engaged in posting lessons or in direct contact with students may be used for planning and preparation time. Each classroom teacher who serves students is responsible for posting lessons, grading, and completing attendance on E-Learning Days.

Secondary Staff

Licensed staff of students in grades 6 -12 will post learning activities on LMS by 10:00 AM on the day of a E-Learning Day. Licensed staff must be available during the student contact day by email, school district phone message and/or LMS to answer questions and assist students. Time not engaged in posting lessons or in direct contact with students may be used for planning and preparation time. Teachers are responsible for completing attendance on E-Learning Days.

Non-Instructional Licensed Staff

Non-Instructional licensed staff (e.g. counselors, school psychologists, social workers, nurses, SLPs, OT/PTs, autism specialists, media specialists, technology integrationists, SEL/Focus teachers, ADSIS teachers, grade level leads, math and literacy specialists, EL coordinators, etc.) will make a plan for their work on a E-Learning Day with their administrator/supervisor.

Part-Time Teaching Staff

Part-time contract teachers will be available during their regularly scheduled duty hours.

All licensed staff are encouraged to also use the work day to make contact home to update families on positive student performance and progress.

Support Staff Expectations

10 Month Support Staff Expectations:

In the event of a E-Learning Day, 10-month Support staff will not report to work on-site and will work as follows:

1. Staff who can work effectively from home may do so with the pre-approval of their supervisor (e.g. clerical, head cooks, BRS, BCSS, BTIs, interpreters, instructional paras, LPNs, mental health support staff, EEOCs, family advocates and deans).
2. Support staff who do not support instruction, whose regular work cannot be performed at home (e.g. bus drivers, nutritional services, transportation paraeducators, door monitors, CSO's), shall receive full pay for the E-Learning Day.

12 Month Support Staff Expectations:

In the event of a E-Learning Day, 12-month Support staff who can report to work safely may do so (e.g. custodians and engineers). 12-month Support staff who can work from home may do so with the approval of their supervisor (e.g. clerical, non-represented 12 month employees). Staff who cannot report and whose work cannot be performed at home, shall receive full pay for the E-Learning Day. Employees who choose not to work from home on a snow or ice closing E-Learning Day, may use accumulative or other paid leave time to make up for any hours lost.

Minnesota Statute for Reference:

120A.414 E-LEARNING DAYS.

Subd. 1. Days.

"E-learning day" means a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather. A school district or charter school that chooses to have e-learning days may have up to five e-learning days in one school year. An e-learning day is counted as a day of instruction and included in the hours of instruction under section 120A.41.

Subd. 2. Plan.

A school board, including the board of a charter school, may adopt an e-learning day plan after consulting meeting and negotiating with the exclusive representative of the teachers. If a charter school's teachers are not represented by an exclusive representative, the charter school may adopt an e-learning day plan after consulting with its teachers. The plan must include accommodations for students without Internet access at home and for digital device access for families without the technology or an insufficient amount of technology for the number of children in the household. A school's e-learning day plan must provide accessible options for students with disabilities under chapter 125A.

Subd. 3. Annual notice.

A school district or charter school must notify parents and students of the e-learning day plan at the beginning of the school year.

Subd. 4. Daily notice.

On an e-learning day declared by the school, a school district or charter school must notify parents and students at least two hours prior to the normal school start time that students need to follow the e-learning day plan for that day.

Subd. 5. Teacher access.

Each student's teacher must be accessible both online and by telephone during normal school hours on an e-learning day to assist students and parents.

Subd. 6. Other school personnel.

A school district or charter school that declares an e-learning day must continue to pay the full wages for scheduled work hours and benefits of all school employees for the duration of the e-learning period. During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.



Earned sick and safe time employee notice

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. A year for purposes of the employee's earned sick and safe time accrual is July 1st to June 30th.

At the end of each pay period, employers must provide employees with the number of earned sick and safe time hours used by the employee during the pay period and available for future use. Earned sick and safe time must be paid at the same base rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.
- to make arrangements for or attend funeral services or a memorial or address financial or legal matters that arise after the death of a family member.

Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than two consecutive scheduled workdays.

If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, inform their supervisor far in advance as possible following contract guidelines. In situations where an employee cannot provide advance notice, the employee should contact their supervisor as soon as they know they will be unable to work.

Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

For more information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or esst.dli@state.mn.us or visit the department's earned sick and safe time webpage at sickleave.mn.gov.

APPENDIX C

MINNESOTA PAID LEAVE

Effective January 1, 2026

Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family.

What can I use Paid Leave for?

Medical Leave:

- To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery

Family Leave:

- **Bonding Leave** – to care for and bond with a new child welcomed through birth, adoption, or foster placement
- **Caring Leave** – to care for a family member with a serious health condition
- **Military Family Leave** – to support a family member called to active duty
- **Safety Leave** – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

Generally, conditions must last more than seven days and be certified by a healthcare provider or other professional.

Am I covered by Paid Leave?

Most workers in Minnesota are covered by Paid Leave. You are covered no matter the size of your employer, or the hours or days you work. Independent contractors and self-employed individuals are not automatically covered but may opt in. You may qualify for payments if you've been paid a minimum amount for work in Minnesota in the last year (\$3,900 for the start of Paid Leave in 2026).

How long can I take leave?

You may qualify to take up to 12 weeks of family or medical leave per benefit year. If you need both family and medical leave in the same benefit year, you may qualify for up to 20 weeks in total.

How much will I get paid?

When you use Paid Leave, the state makes payments to you. Paid Leave will pay up to 90% of your wages, based on your income level, with a maximum weekly amount set at the state's average weekly wage. This amount changes each year, and is \$1,423 for the start of Paid Leave in 2026.

Who pays for Paid Leave?

Paid Leave is funded by premiums paid by employees and employers. The initial premium rate is 0.88% of covered wages. Your employer may deduct up to 0.44% of your wages to fund your portion of the premium.

What are my employment protections?

- **Job protections:** Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.
- **Health insurance continuation:** Generally, employers must continue to fund their portion of healthcare insurance premiums while you are on leave.
- **No retaliation or interference:** Employers must not interfere with or retaliate against you if you apply for or use Paid Leave. Employers cannot take your Paid Leave payments.

For inquiries related to Paid Leave, please contact Minnesota Paid Leave at 651-556-7777 or visit our website.

If you think your employer is violating employment protections, contact the Labor Standards Division at the Minnesota Department of Labor and Industry.

LEARN MORE: paidleave.mn.gov



This information can be provided in alternative formats to people with disabilities or people needing language assistance by calling the Paid Leave Contact Center at 651-556-7777 or 844-556-0444 (toll-free).

7/2025

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PAID LEAVE

Minnesota Paid Leave | 180 E 5th St Suite 1200 | Saint Paul, MN 55101