

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

Managers Group

Personnel Policies and Wage Schedules

**For the
2026-2027 and 2027-2028
School Years**

**Approved by the School Board
on May 18, 2026**

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ARTICLE I: SCOPE

Section 1. Scope:

This document identifies personnel policies and wage schedules for the Child Care & Youth Programs Coordinator, Early Learning Coordinator, Child Care Supervisor, Technology Specialist, Technology Specialist II, District Office Administrative Assistant, Payroll Clerk, Human Resources Specialist, Facility Use & Adult Programs Coordinator regularly employed by Watertown-Mayer Public Schools during the 2026-2027 and 2027-2028 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 employees.

Subd. 2. The school board reserves the right to reduce the number of hours of employment or terminate positions at any time.

ARTICLE II: RATES OF PAY

Section 1. Effective Dates:

The wages and benefits reflected for Year 1 in Schedule "A" shall be effective beginning July 1, 2026 and Year 2 wages in Schedule "A" are effective July 1, 2027.

Section 2. Placement and Advancement:

The School District shall determine the placement and advancement of an employee on the wage schedule. Managers will be granted step advancement for the 2026-2027 and 2027-2028 school years.

Section 3. Minimum Hours:

An individual must work 90 days in a contract year to qualify for a salary step advancement.

Section 4. Overtime Pay:

Non-exempt employees are eligible for overtime pay. Overtime pay is at the discretion of the direct supervisor and must be pre-approved.

ARTICLE III: GROUP INSURANCE

Section 1. Health and Hospitalization Insurance and/or Dental Insurance:

The School District shall contribute a sum not to exceed the maximum amount of \$12,500 for the 2026-2027 and 2027-2028 school years (the amount per employee to be determined by dividing the employee hours worked by 2080 hours and multiplying that figure by the maximum amount) toward the premium for insurance coverage for each eligible employee who qualifies for and is enrolled in the School District group health and hospitalization plan and/or dental plan. Any additional cost of premium shall be borne by the employee thru payroll deduction.

Section 2. Term Life Insurance:

The School District shall provide a \$50,000 term life insurance policy for each employee.

Section 3. Long Term Disability Insurance:

In accordance with the respective member's School District salary, the School District shall provide long term disability insurance for each employee who qualifies for the School District's long-term disability plan. Premiums shall be paid in full by the School District. Benefits shall be paid in accordance with the terms of the existing insurance policy.

Section 4. Claims Against the School District:

It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 5. Duration of Insurance Coverage:

An employee is eligible for School District contribution as long as the employee is employed and on paid status by the School District. Upon termination of employment, all district contributions shall cease.

Section 6. Eligibility:

Subd. 1. Full insurance benefits shall apply only to individuals employed on a twelve (12) month basis and forty (40) hour week .

Subd. 2. Part-time employees employed at least 1040 hours/.5 FTE per year shall be eligible for partial benefits proportional to the extent of his or her Employment.

Subd. 3. Part-time employees employed less than 1040 hours/.5 FTE per year shall not be eligible for any insurance benefits but may participate in the plan if they pay for the entire premium of the insurance coverage.

Subd. 4. Substitute, summer and temporary employees shall not be eligible for any insurance benefits.

Subd. 5. Eligibility is subject to any limitations contained in the contract between the insurance carrier and the School District.

ARTICLE IV: LEAVES OF ABSENCE**Section 1. Sick Leave:**

Subd. 1. Each full-time manager shall earn sick leave at the rate of fifteen 15 days per contract year in the employment of the school district. Less than

full-time managers shall have their sick leave rate prorated to the amount of days worked in each contract year.

Subd. 2. Unused sick leave may accumulate to a maximum of 120 days.

Subd. 3. Sick leave with pay shall be allowed only whenever an absence is found to have been due to the employee's illness and/or disability which prevented his/her attendance and performance of duties on that day or days, except as provided for by other provisions in this article or by law. Effective January 1, 2024, the School District will follow MN Statute 181.9447 (Use of Earned Sick and Safe Time) .

Subd. 4. The School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, 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. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 5. Sick leave allowed shall be deducted from the accrued sick leave hours earned by the employee.

Subd. 6. Sick leave pay shall be approved only upon entering into the School District electronic time off system.

Subd. 7. Sick leave may be utilized during the period of physical disability resulting from a condition of pregnancy. The employee shall provide the School District with a physician's statement certifying the dates of disability. An unpaid leave for child care may be granted at the discretion of the School.

Section 2. Workers' Compensation:

An employee injured on the job in the service of the school district and collecting workers' compensation insurance, may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 3. 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. The specific amount of leave is subject to the discretion of the Superintendent depending on the circumstances.

Subd. 5. Bereavement leave allowed in this Section will be deducted from accumulated sick leave.

Subd. 6. Bereavement leave is non-accumulative.

Section 4. Emergency Leave:

Subd. 1. Employees shall be allowed up to five (5) 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. This leave must be approved by the Superintendent prior to using this leave.

Subd. 2. The School District may require an employee to furnish competent evidence of family illness in order to qualify for emergency leave. If a medical certificate is required, the employee will be advised. However, the final determination as to the eligibility of an employee for emergency leave is reserved to the School District.

Subd. 3. The specific amount of leave allowed is subject to the discretion of the Superintendent depending on the circumstances.

Subd. 4. Emergency leave allowed in this Section will be deducted from accumulated sick leave. Subd. 5. Emergency leave is non-accumulative.

Section 5. Child Care Leave:

Subd. 1. A child care leave may be granted by the School District, subject to the provisions of this section, to one (1) parent of a natural or adopted infant child, provided such parent is caring for the child on a full-time basis.

Subd. 2. An employee making an application for child care leave shall inform the Superintendent in writing of intention to take the leave at least three (3) calendar months before commencement of the intended leave.

Subd. 3. If the reason for the child care leave is occasioned by pregnancy, an employee may utilize sick leave pursuant to the sick leave provisions of this policy during the period of physical disability. However, an employee shall not be eligible for sick leave during the period of time covered by a child care

leave. A pregnant employee will also provide, at the time of the leave application, a statement from her physician indicating the expected date of delivery. If the reason for the child care leave is occasioned by paternity, a manager may utilize up to five (5) days sick leave for the birth immediately following the child's birth.

Subd. 4. In making a determination concerning the commencement and duration of child care leave, the School Board 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 employment prior to the date designated in the request for child care leave.

Subd. 5. An employee returning from child care leave shall be re-employed in a position for which qualified unless previously discharged.

Subd. 6. Failure of the employee to return pursuant to the date determined under this section shall constitute grounds for termination unless the School District and the employee mutually agree to an extension in the leave.

Subd. 7. Leave under this Section shall be without pay or fringe benefits.

Section 6. 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 7. Family and Medical Leave:

FMLA leave shall be granted pursuant to applicable law.

Section 8. 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 9. Eligibility:

Subd. 1. Full leave benefits provided in this Article shall apply only to full-time employees who work 40 hours per week on a regular basis.

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.

ARTICLE V: VACATION

Section 1. Accrual

Subd. 1. The following chart shows the number of vacation days each full-time employee would qualify for annually with verified years of full-time service to the Watertown-Mayer School District:

Years of Full-Time Service to WM	Number of Vacation Days
0 - 1	10
2 - 8	15
9 - 15	20
16+	25

The first year of employment will be year 0. Employees shall accrue vacation on a monthly rate of their annual vacation days divided by 12 . Part- time employees will be prorated.

Subd. 2 Managers may cash out unused vacation, up to a maximum of 5 (five) days, it will be paid out to the employee at their daily/hourly rate of pay on June 30th. Notice must be given by June 1st.

Vacation time has the ability to go into the negative as long as the balance of vacation is 0.00 on 6.30 of each year. At no time during the year will the negative balance be greater than the remaining vacation accrual amount. If vacation time is negative on 6.30 of any contract year, the district will deduct

the negative hours from the remaining paycheck of the contract year. If an employee leaves the district and the vacation time is negative, the district will deduct the negative hours from the remaining paycheck.

Subd. 3 If a thirty (30) day notice of resignation is given, any unused vacation, up to a maximum of 25 days, will be paid out to the employee at their daily/hourly rate of pay.

Section 2. Application:

All vacation must be entered into the School District electronic time off system and approved by administration.

Section 3. Eligibility

Subd. 1. Full vacation benefits outlined in this Article shall apply only to employees who are regularly employed on a twelve (12) month basis and forty (40) hour week.

Subd. 2. Part-time 12-month regular employees employed at least 1040 hours/.5 FTE shall be eligible for partial vacation 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.

ARTICLE VI: SCHOOL DISTRICT 403(B) MATCH

Section 1. Matched Plan:

Subject to annuity plan requirements, the School District will provide a matching 403(b) tax-sheltered annuity plan in the amount of \$2750 for the 2026-2027 and 2027-2028 school years. The 403(b) annuity-match program of the School District is subject to the laws of the State of Minnesota (M.S. 356.24) and the Internal Revenue Code (26 U.S.C. §§ 403[b]).

Section 2. Application:

Subd. 1. Election to participate in the School District's 403(b) matching program must be made by July 9th (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-matching program, said election is irrevocable for that school year and will continue each subsequent year unless modified by an employee at the beginning of a new school year.

Subd. 2. In order to receive the School District's contribution, an employee must match the total School District contribution.

Subd. 3. The employee's contribution to the 403(b) plan shall be done via payroll deduction over 24 equal installments.

Subd. 4. 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. 5. Employees may select from up to four (4) vendors as determined by the School District.

Section 3. Maximum Yearly and Lifetime Contributions:

Subd. 1. Full benefits outlined in this Article shall apply only to employees who are regularly employed on a twelve (12) month basis and forty (40) hour week.

Subd. 2. Part-time 12-month regular employees employed at least 1040 hours/.5 FTE shall be eligible for partial 403(b) 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.

Subd. 4. Lifetime School District contributions for an employee shall not exceed \$40,000.

ARTICLE VII: HOURS OF SERVICE AND DUTY YEAR

Section 1. Basic Work Week and Year:

The basic work year for the Manager Contract shall be July 1 through June 30 each year. Administration will determine the regular work week for all employees.

Section 2. Shifts and Starting Time:

Administration shall assign starting and ending times for employees.

Section 3. Lunch Period:

Employees shall be provided an unpaid duty-free lunch if their work schedule overlaps lunch times as determined by the School District.

Section 4. School Closing or Flex Learning Day:

If school is closed or a flex learning day is implemented, Managers shall receive pay at his or her normal rate without any deductions from leave accumulations, including vacation time. It is expected that an employee will work from home.

Section 5. Holidays:

Subd. 1. All Manager Group Employees shall receive twelve (12) paid holidays annually that coincide with the school calendar: New Year's Day, President's Day, Good Friday, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving Day & Friday after, Christmas Eve Day, Christmas Day, and New Year's Eve Day.

Subd. 2. If any of the paid holidays falls on a Saturday or Sunday, another day will be substituted as determined by the School District. If a manager group employee works on a holiday, such as President's Day, the holiday may be taken at another time during the year, subject to supervisor approval.

Subd. 3. Part-time 12-month regular employees employed at least 1040 hours/.5 FTE shall be eligible for partial holiday benefits proportional to the extent of their employment.

SCHEDULE 'A'

Section 1. Wages, Salaries:

Pro-rated for less than (1.0) FTE Employees

2026-2027 School Year

2026-2027 School Year	•Early Learning Coordinator, Child Care & Youth Programs Coordinator, Facilities & Adult Programs Coordinator	•Tech Spec II	•Child Care Supervisor	•District Admin Asst •Tech Spec •HR Spec	•Payroll Clerk
Step 1	61382	20.53	24.17	60851	26.23
Step 2	62303	20.65	24.77	61763	26.62
Step 3	63236	21.00	25.39	62689	27.03
Step 4	64186	21.29	26.00	63629	27.43
Step 5	65148	21.60	26.61	64583	27.84
Step 6	66126	21.94	27.22	65551	28.26
Step 7	67118	22.27	27.84	66537	28.67
Step 8	68123	22.58	28.46	67534	29.07
Step 9	69145	22.93	29.08	68546	29.54
Step 10	70184	23.26	29.68	73097	30.00

2027-2028 School Year

2027-2028 School Year	•Early Learning Coordinator, Child Care & Youth Programs Coordinator, Facilities & Adult Programs Coordinator	•Tech Spec II	•Child Care Supervisor	•District Admin Asst •Tech Spec •HR Spec	•Payroll Clerk
Step 1	62917	21.04	24.77	62372	26.89
Step 2	63861	21.17	25.39	63307	27.29
Step 3	64817	21.53	26.02	64256	27.70
Step 4	65791	21.82	26.65	65220	28.11
Step 5	66777	22.14	27.27	66198	28.53
Step 6	67779	22.48	27.90	67190	28.97
Step 7	68796	22.83	28.53	68200	29.39
Step 8	69826	23.15	29.17	69222	29.80
Step 9	70874	23.50	29.80	70260	30.28
Step 10	71939	23.84	30.42	74924	30.75

Section 2. Other Additional Compensation:

Travel Stipend: Technology specialists may earn a travel stipend of \$200/year.

Cell Phone Stipend: Childcare and Youth Programs Coordinator and Facilities and Adult Program Coordinator may earn a stipend of \$50/year. A copy of a page from the phone bill statement, which includes the cell phone number, must be submitted to the District Office to verify the active cell phone plan annually by June 1st to receive stipend on June 30th.

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

ISD NO. 111:

School Board Chair	Date
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School Board Clerk	Date
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Managers Group:

Michelle Hess	Date
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Heather Heun	Date
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Mackenzie Borntrager	Date
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Elissa Stoeckman	Date
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Tracey Taylor	Date
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John Weber	Date
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Kelli Stoll	Date
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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.