

INDEPENDENT SCHOOL DISTRICT 719



PRIOR LAKE-SAVAGE
AREA SCHOOLS

CHILD NUTRITION SERVICES

TERMS AND CONDITIONS OF EMPLOYMENT

JULY 1, 2026 - JUNE 30, 2028

This document is a statement of terms and conditions of employment. It is not to be construed as an employment contract.

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ARTICLE I
PURPOSE

Section 1. Purpose

The purpose of this document is to define the salary, fringe benefits and conditions of employment for child nutrition services employees for July 1, 2026 through June 30, 2028. The term employee shall mean all child nutrition services employees of ISD 719.

ARTICLE II
SCOPE

Section 1. Terms and Conditions of Employment

Terms and conditions of employment shall mean the hours of employment, the compensation therefore, and economic aspects relating to employment, but does not mean policies of the school district.

ARTICLE III
RATES OF PAY

Section 1. Rates of Pay

Subd. 1. Wages and salaries reflected in the Salary Schedule, attached hereto, shall be a part of the agreement for the period commencing July 1, 2026 to June 30, 2028.

Subd. 2. During the duration of this agreement, advancement on any salary schedule shall be subject to the terms of this agreement. In the event a successor agreement is not entered into prior to the expiration of this agreement, an employee shall be compensated according to the current rate until a successor agreement is entered into.

Subd. 3. An individual employee's salary advancement is subject to the right of the school district to withhold salary increases for good and sufficient grounds.

Section 2. Pay Options

Full-time employees will be paid in twenty-four (24) equal payments. Employees that are less than full time will be paid in nineteen (19) payments. Employees will be paid on regularly scheduled pay days. In the event said dates fall on a weekend or a legal holiday, the checks will be issued on the last day preceding said weekend or legal holiday.

Section 3. Pay in a Higher Classification

All employees (not including substitutes) assuming duties other than their regular job will receive the applicable rate of pay for that classification. Separate time cards shall be completed to report these hours.

Section 4. Certification

Each building site manager must have completed her/his School Nutrition Certification Level IV with the School Nutrition Association and is to keep this certification current, with documentation provided to Human Resources.

Each assistant site manager must have completed her/his School Nutrition Certification Level III or greater with the School Nutrition Association and is to keep this certification current, with documentation provided to Human Resources.

All other employees must have completed her/his School Nutrition Certification Level I or greater with the School Nutrition Association and is to keep this certification current, with documentation provided to Human Resources.

All substitute employees must attend the Food Safety in Schools class within one year of employment.

Employees hired without the required certification level will have one calendar year to complete each level of certification.

The district shall reimburse the full tuition cost of Level I, II, and III. The district will also provide reimbursement for level IV certification, but the district shall not reimburse the tuition costs for Level IV certification through college credit. Pay rates will be adjusted on the next possible payroll.

Section 5. Miscellaneous

Subd. 1. Membership in the state and national School Nutrition Association for employees who are certified will be paid by the school district.

Subd. 2. Classes appropriate to the position, as determined by the district (i.e. Serve Safe) will be paid by the district, provided prior approval is given by the Director of Child Nutrition. Reimbursement will be upon verification of course completion (provided to Human Resources).

Subd. 3. Tax Sheltered Annuity: Employees who work 40 hours a week and the entire regular work year shall be eligible to receive a matching contribution from the school district. Employees who work at least 30 hours a week shall be eligible to receive a pro-rated school district contribution.

The School District' contribution will be based on the employee's years of employment in the district and will be in the following amounts:

<u>Year of Employment</u>	<u>District Match</u>
1 st	\$0
2 nd 4 th	\$500
5 th -9 th	\$800
10 th 14 th	\$1,100
15 th -25 th	\$1,500
26 th and beyond (if hired prior to July 1, 2016)	\$1,500
26 th and beyond (if hired after July 1, 2016)	\$0

Subd. 4. Wellness Incentive Pay: Employees who have completed their probationary period and who have no more than one (1) day of absence in the quarter will be eligible to receive a half (1/2) day additional pay. Absences caused by Prior Lake-Savage Area School related events or activities will not be counted. This pay is based on the average number of hours worked per day during that period and the rate of pay in effect at the end of the period. All such incentive pay will be paid at the end of each quarter in which it was earned.

Subd. 5. Clothing Allowance: Child Nutrition full-time employees will receive up to \$200 per contract year and part-time employees will receive up to \$125 per contract year. Clothing allowance may be used to purchase shoes and hats. All receipts must be turned in by the end of the fiscal year.

ARTICLE IV

GROUP INSURANCE

Section 1. Selection of Carrier

The selection of the insurance carrier and policy shall be made by the school district as provided by law.

Section 2. 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 3. Duration of Insurance Contribution

An employee is eligible for school district contribution as provided in this Article as long as the employee is employed by the school district. Upon termination of employment, all district contribution shall cease.

Section 4. Eligibility

Benefits provided in this Article are designed for full-time personnel, as described in Article VI, and shall not apply to part-time personnel.

Section 5. Health and Hospitalization Insurance

The school district shall contribute up to one thousand and twenty-nine dollars and twenty-four cents (\$1,029.24) per month beginning the 2026-27 contract year and up to one thousand and seventy dollars and forty-two cents (\$1,070.42) per month beginning the 2027-28 contract year for each full-time employee employed by the school district who qualifies for and is enrolled in the school district group health and hospitalization plan.

Eligible employees may purchase two-party or family coverage at their expense through payroll deduction. The school district will contribute an additional \$1500 per year for employees who elect two-party or family coverage.

The District will offer at least one voluntary high-deductible/VEBA health plan option coupled with a VEBA trust. Eligible employees who choose to enroll in the high deductible VEBA health plan shall receive a district contribution to a VEBA account set up for that employee. Employee Contracts/Terms

and Conditions determine eligibility. The following provisions shall apply to the VEBA plan offered by the District:

High deductible VEBA health plan Single Coverage: if employee selects the VEBA plan with single coverage, the District will make a \$1,200 annual contribution to the employee's VEBA HRA. The District will contribute the annual amount to the employee's VEBA account in two equal installments. First installment will be contributed in July or the first date of employment. The second installment will be contributed in January. If hired after January 1st, the entire prorated amount will be contributed on the first date of employment.

High deductible VEBA health plan Dependent Coverage: if employee selects the VEBA plan with dependent coverage, the District will make a \$2,400 annual contribution to the employee's VEBA HRA. The District will contribute the annual amount to the employee's VEBA account in two equal installments. First installment will be contributed in July, the first date of employment, or the first day of coverage. The second installment will be contributed in January. If hired after January 1st, the entire prorated amount will be contributed on the first date of employment.

Investment fees (if any) will be paid from the individual accounts of employees. Monthly administration fees of active employees for VEBA administration will be paid for by the District.

Section 6. Long-Term Disability Insurance

The School Board will participate in a long-term disability program by paying the full cost of the annual premium for each full-time employee who becomes disabled from sickness or accident and will be insured after thirty (30) consecutive calendar days to the extent of sixty-seven percent (67%) of salary. Benefits will be payable as long as the employee remains totally disabled but not beyond the employee's sixty-fifth (65th) birthday. Benefits to disabled employees will be determined and paid as described in the long-term disability plan. Employees may use accumulated sick leave to offset the difference in benefits versus salary on a pro-rated amount.

Section 7. Continuation of Eligibility

Full-time employees who retire prior to age 65 shall be eligible to continue in the school district group medical and dental insurance program until age 65 with the following conditions:

1. The employee has completed 15 years of continuous service to the school district.
2. The employee has reached the age of 55.
3. The employee pays for the insurance plans selected on a monthly basis in advance.
4. This option shall be limited to the type of coverage (employee or dependent) that the employee was enrolled in prior to the retirement.
5. The level of coverage shall not be guaranteed and is sole property right of the active employees and the school district.

Section 8. Dental Insurance

Commencing July 1, 1996, full-time employees may apply for dental coverage as provided by the district. The school district shall provide a dental insurance plan and shall pay the premium up to \$483.60 per year in 2026-27 and up to \$502.94 per year in 2027-28. Any added premium cost shall be borne by the employee.

Section 9. Term Life Insurance

Subd. 1. Employee Insurance: The school district shall provide and pay the total premium for term life insurance for all full-time employees in the amount of fifty thousand dollars (\$50,000). Refer to life insurance policy currently in effect.

Subd. 2. Dependent Coverage: In addition, provisions, when practical, will be made to provide dependent coverage life insurance which may be available at the expense of the employee.

Subd. 3. Supplemental Term Life Insurance: In addition, the employee may purchase, through payroll deduction, additional life insurance in increments of ten thousand dollars (\$10,000) up to a combined limit per the district policy.

ARTICLE V LEAVES OF ABSENCE

Section 1. Sick Leave

Subd. 1. A full-time employee shall be entitled to ten (10) days of sick leave per year. Annual sick leave shall accrue at the beginning of the employee's work year. Employees whose hours are reduced shall retain their accumulated sick leave. An employee filling in at a position in a higher classification or with more hours for a period of twenty (20) work days or more shall be entitled to the hours of sick leave for the higher classification position.

Subd. 2. Unused sick leave days may accumulate to a maximum credit of one hundred twenty (120) days of sick leave per employee.

Subd. 3. Sick leave, with pay, shall be allowed by the School District whenever an employee's absence is due to the employee's illness or injury, the illness or injury of a covered family member, or for reasons allowed under applicable federal and state statute, which prevent the employee from attending work and performing duties on that day or days.

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 days earned by the employee.

Subd. 6. Sick leave pay shall be approved only upon submission of a request.

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

Subd. 8. Sick leave for other Employees: Employees who work twenty (20) or more hours but less than thirty (30) hours per week shall be entitled to seven (7) days of sick leave per year. Sick leave days shall be equal to the employee's regular work day and shall also comply with Section 1 above. Employees who work less than twenty (20) hours shall be entitled to three (3) sick days.

Section 2. Worker's Compensation

Pursuant to Minnesota Law, an employee injured on the job in the service of the school district and collecting worker's 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. Family Bereavement, Family Illness and Funeral Leaves

Full-time employees will be entitled to family bereavement or illness leave up to a maximum of eight (8) work days per school year as described in Subd. 1, Subd. 2, and Subd. 3 below: Employees who work less than thirty (30) hours per week shall be entitled to family bereavement or illness leave up to a maximum of five (5) work days per school year as described in Subd. 1, Subd. 2, and Subd. 3 below:

Subd. 1. Family Bereavement Leave: The employee may use bereavement leave for the death of the following family members: spouse, fiancé, child, son/daughter-in-law, parent, father/mother-in-law, grandparents, grandparents-in-law, grandchild, sibling, or the employee's or employee's spouse's brother/sister-in-law, uncle, aunt, nephew, niece or cousin.

Subd. 2. Immediate Family Illness Leave: The employee may use illness leave for any illness or injury of a child, spouse, or parent that requires the presence of the employee. The employee may also use family illness leave for daycare closures due to the illness of children or the facility manager. The School District may require supporting documentation in the case of a daycare closure.

Subd. 3. Other Family Illness Leave: The employee may use illness leave for a serious injury or illness of other family members named in Subd.1. A serious injury or illness is defined to include health conditions requiring medical treatment or supervision; physical or mental disability; chronic long-term treatment.

Subd. 4. Funeral of a Friend: The employee will have one annual non-accruing bereavement leave day for the funeral of a friend.

Section 4. Personal Leave

Employees shall receive three (3) days of personal leave per year. Personal leave may be accumulated from year to year with an unlimited accumulation of hours.

Subd. 1. Notification for taking of personal leave must be made to the Director of Child Nutrition at least twenty-four (24) hours in advance except in the event of an emergency.

Subd. 2. No more than one (1) regular child nutrition employee in any one (1) building may take personal leave at any one (1) time. However, an exception may be granted by the Executive Director of Administrative Services, whose decision is final and binding.

Subd. 3. A personal leave day shall not be granted for the day preceding or the day following holidays or school vacations and the first and last day of the school year. However, an exception may be granted by the Executive Director of Administrative Services, whose decision is final and binding.

Section 5. Medical Leave

Subd.1. A full-time employee, who has completed the initial probationary period, 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, for up to six (6) months. This leave may be renewed at the discretion of the school district.

Subd. 2. A request for leave of absence, or renewal thereof, under this section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities.

Section 6. Insurance Application

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, or the school district's third party insurance administrator, the monthly premium in advance.

Section 7. Credit

An employee who returns from an unpaid leave shall retain experience credit for pay purposes and other benefits which has accrued at the time leave commenced. No credit shall accrue for the period of time that an employee was on an unpaid leave.

Section 8. Unpaid Time

Child Nutrition Services employees shall be entitled to take up to six (6) total days of unpaid time over the two-year period covered by these terms and conditions. The six (6) days may be used in one school year, but no additional unpaid time off will be allowed except under the provisions of the Family Medical Leave Act (FMLA) or upon written agreement from the Executive Director of Administrative Services.

Child Nutrition Services employees shall not have their benefits reduced, aside from salary, when taking unpaid time off during their first six (6) days. Any unpaid days above the six (6) unpaid days will result in benefit deductions.

Requests for unpaid time off must be made at least five (5) work days in advance in order to ensure that a suitable replacement can be found.

Only one (1) employee from each elementary school kitchen and two (2) employees from each secondary school kitchen will be allowed to utilize unpaid time simultaneously.

ARTICLE VI HOURS OF SERVICE AND DUTY YEAR

Section 1. Basic Work Week

The regular work week shall be prescribed by the school district each year for all employees.

Section 2. Basic Work Year

Subd. 1. The regular work year shall be prescribed by the school district each year for all employees. Employees shall be given notice of the next year's work schedule not less than two (2) weeks prior to the start of the school year. The employer will schedule the work year consistent with the needs and responsibilities of operating the child nutrition program. The work year is subject to change based upon school calendar modifications. At the Manager's discretion, employees may be required to work the day before the first meal service day of the school year and/or the day after the last meal service day of the school year.

Subd. 2. Employees who request and are approved to attend MFSA meetings and food or product shows shall be compensated for their attendance. No more than one (1) day's pay will be allowed for one (1) day's attendance or the employee's pay shall not exceed their regular daily rate. Travel time is not included. This compensated time shall not be part of or included in their regular work year. The school district reserves the right to adjust an employee's year as it determines necessary.

Section 3. Full-Time Employees

Full-time employees are those that work at least 30 hours or more per week for the purpose of this agreement only. The basic duty day for full-time employees shall be inclusive of a lunch; the lunch time shall be non-duty free.

Section 4. Part-Time Employees

The school district reserves the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis for time less than that of the regular employees.

Section 5. Shifts and Starting Time

All employees will be assigned starting times and shifts as determined by the school district.

Section 6. School Closings

Employees are given one (1) day paid for the first student contact day school closing of each school year. Thereafter, in the event that school is closed for any reason and the employees are not required to perform services, the employees' compensation shall be reduced accordingly. Employees will receive pay for the actual time at work at the discretion of the Director of Child Nutrition.

Section 7. Overtime

Employees will receive time and one-half for all catering hours worked over their regularly scheduled hours. Employees will receive double time for all hours worked on Sundays or holidays. Employees may decline to work catering functions without affecting the employee's job evaluation. Catering shall be defined as hours worked preparing products for events outside of assigned site or for a third party not affiliated with Prior Lake-Savage Area Schools.

Section 8. Holidays

Eligible employees will receive twelve paid holidays, as designated by the school district. Paid holidays are available to employees who work at least 30 hours per week and 185 days per year. In order to be eligible for holiday pay, the holiday must occur within the regular work year of the employee and the employee must work the workdays immediately preceding and following the holiday (unless on an approved leave of absence). Additionally, an exception may be granted by the Executive Director of Administrative Services, whose decision is final and binding.

ARTICLE VII DURATION

Section 1. Effect

This agreement constitutes the full and complete terms and conditions of employment for the named employees. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 2. Finality

Any matters relating to the terms and conditions of employment, as herein stated, shall not be open for alteration during the term of this agreement.

Section 3. Severability

The provisions of this agreement shall be severable and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provision thereof.

Appendix A

2026-27 Salary Schedule

STEP	PART-TIME	ELEM HELPER	MIDDLE SCHOOL HELPER	HIGH SCHOOL HELPER		ELEM ASST MANAGER	MIDDLE SCHOOL ASST MANAGER	HIGH SCHOOL ASST MANAGER	ELEM SITE MANAGER	MIDDLE SCHOOL SITE MANAGER	HIGH SCHOOL SITE MANAGER
1	\$17.66	\$18.22	\$18.75	\$19.29		\$21.44	\$21.97	\$22.52	\$24.00	\$24.54	\$25.08
2	\$18.01	\$18.58	\$19.13	\$19.68		\$21.87	\$22.42	\$22.97	\$24.48	\$25.03	\$25.57
3	\$18.36	\$18.96	\$19.52	\$20.07		\$22.30	\$22.86	\$23.43	\$24.97	\$25.53	\$26.09
4	\$18.73	\$19.34	\$19.91	\$20.48		\$22.75	\$23.31	\$23.90	\$25.47	\$26.04	\$26.62
5	\$19.11	\$19.71	\$20.30	\$20.89		\$23.20	\$23.79	\$24.38	\$25.98	\$26.55	\$27.15

2027-28 Salary Schedule

STEP	PART-TIME	ELEM HELPER	MIDDLE SCHOOL HELPER	HIGH SCHOOL HELPER		ELEM ASST MANAGER	MIDDLE SCHOOL ASST MANAGER	HIGH SCHOOL ASST MANAGER	ELEM SITE MANAGER	MIDDLE SCHOOL SITE MANAGER	HIGH SCHOOL SITE MANAGER
1	\$18.06	\$18.63	\$19.17	\$19.72		\$21.92	\$22.46	\$23.03	\$24.54	\$25.09	\$25.64
2	\$18.42	\$19.00	\$19.56	\$20.12		\$22.36	\$22.92	\$23.49	\$25.03	\$25.59	\$26.15
3	\$18.77	\$19.39	\$19.96	\$20.52		\$22.80	\$23.37	\$23.96	\$25.53	\$26.10	\$26.68
4	\$19.15	\$19.78	\$20.36	\$20.94		\$23.26	\$23.83	\$24.44	\$26.04	\$26.63	\$27.22
5	\$19.54	\$20.15	\$20.76	\$21.36		\$23.72	\$24.33	\$24.93	\$26.56	\$27.15	\$27.76

Appendix B

2026-28 Cashier, Certification and Longevity Pay

<u>Lead Cashier:</u>	High School	\$0.80
	Middle School	\$0.40
<u>Certification Pay:</u>	Level I	\$0.35
	Level II	\$1.00
	Level III	\$1.50
	Level IV	\$2.00
<u>Longevity Pay:</u>	10th – 14th Years:	\$0.25
	15th – 19th Years:	\$0.55
	20th + Years:	\$0.75

For the longevity pay listed above, the years of service refer to years of service in the district.

Disclaimer

These personnel terms and conditions contain information pertaining to your employment with Independent School District No. 719, Prior Lake-Savage Area Schools ("District"). Please note that the information contained in this document may be changed from time to time. Nothing in this document establishes any form of a contract between you and the District, nor does anything in this document alter your at-will employment relationship with the District. In the same sense that you can resign your employment with the District at any time for any reason or no reason at all, so can the District terminate your employment at any time for any reason or no reason at all, consistent with the concept of at-will employment. When changes occur to the information contained in this document, the revisions will be issued to you. The statements contained in this Article are subject to the requirements of any applicable law, such as the Veterans' Preference Act, granting the employee employment rights.

MEMORANDUM OF AGREEMENT
PRIOR LAKE - SAVAGE AREA PUBLIC SCHOOLS
2026-2028

Child Nutrition \$500 Bonus

Prior Lake-Savage Area Schools is implementing a recruitment and retention stipend for all Child Nutrition Services staff for the 2026-28 school years. The intent of the stipend is twofold:

1. Recruit new employees to join the team.
2. Honor the existing team members that have stayed with us. The stipend will be implemented as follows:
 - All active Child Nutrition Services employees (new and current) will be eligible to receive the \$500 recruitment and retention stipend. The stipend will be paid in two equal installments.
 - To receive the stipend, you must be an active employee at the time of stipend payment.
 - Eligibility for the first installment will be based on active status throughout the first semester of the school year. The first installment will be paid on the February 15th payroll.
 - Eligibility for the second installment will be based on the active status through the end of the school year. The second installment will be paid on the June 30th payroll.