Osseo Area Schools

Unaffiliated Employee

Pay and Benefit Guide

Salaried Professionals

Full Year Employees

Effective

July 1, 2025 – June 30, 2027

I. PURPOSE

The purpose of this pay and benefit guide is to provide general, salary, and benefit information for full year Salaried Professionals.

II. COMPENSATION

Grade. Salaried Professionals will be placed at a grade according to the following:

Title	Pay Grade	Min/Mid/Max Effective 7/1/2025
Project Management Coordinator	117	$110,160 / $134,946 / $159,732
Data and Assessment Coordinator	116	$103,680 / $127,008 / $150,336
Accountant, PK-12	113	$86,439 / $107,508 / $128,577
Accountant, Special Projects	113	$86,439 / $107,508 / $128,577
Data Integration Developer	112	$81,354 / $101,184 / $121,014
Accounting Analyst	111	$76,568 / $95,232 / $113,896
Building Automation Specialist	111	$76,568 / $95,232 / $113,896
Network Administrator	111	$76,568 / $95,232 / $113,896
Administrative Assistant to the Superintendent and School Board	110	$72,064 / $89,630 / $107,196
Data and Assessment Analyst	110	$72,064 / $89,630 / $107,196
Executive Specialist to the Superintendent and School Board	110	$72,064 / $89,630 / $107,196
Health and Safety Specialist	110	$72,064 / $89,630 / $107,196
Human Resources Business Partner	110	$72,064 / $89,630 / $107,196
Human Resources Project Specialist	110	$72,064 / $89,630 / $107,196
Labor Relations Specialist	110	$72,064 / $89,630 / $107,196
Payroll Analyst	110	$72,064 / $89,630 / $107,196
Recruitment & Retention Partner	110	$72,064 / $89,630 / $107,196
Security and Emergency Management Specialist	110	$72,064 / $89,630 / $107,196
Talent Acquisition Specialist	110	$72,064 / $89,630 / $107,196
Lead Benefits & Leave Specialist	109	$67,825 / $84,358 / $100,890
Worker's Compensation and Disability Analyst	109	$67,825 / $84,358 / $100,890
Communications Specialist	108	$63,836 / $79,396 / $94,955
Graphic Designer	108	$63,836 / $79,396 / $94,955
Lead Procurement Specialist	108	$63,836 / $79,396 / $94,955
Marketing Outreach Specialist	108	$63,836 / $79,396 / $94,955
Nutrition Services Equipment Repair Specialist	108	$63,836 / $79,396 / $94,955

Salary Enhancement. A 3.0% increase to Salaried Professional employees' base salaries shall be effective on July 1, 2025, and a 1.0% increase to Salaried Professional employees' base salaries shall be effective on July 1, 2026. If an employee reaches the new maximum salary, any negotiated Salary Enhancements will be paid as a stipend and will not affect base salary.

Placement. The minimum to midpoint of each pay grade will serve as a guide for the hiring range. Initial placement will be determined based on education, experience, internal equity and/or whether the position is hard-to-fill. Exceptions to the hiring range will be made if justified by data demonstrating the position is hard-to-fill.

Pay-for-Performance Stipend. Pay for performance will be paid as a stipend based on performance level and base salary.

Qualification**:**

- Employees who work less than 120 days of paid service do not qualify for the pay for performance stipend.
- Employees who complete at least 120 days of paid service, but less than their contracted year, will receive a prorated pay for performance stipend.
- Employees who complete their contracted year (including FMLA and/or ADA qualified leaves) will receive the full pay for performance stipend.

Payment:

Performance evaluations must be turned into Human Resources by May 31st for the stipend to be paid on the July 20th paycheck. If turned in after May 31st, the stipend will be paid within three (3) pay periods.

Amounts:

Pay-for-performance stipends are subject to the financial parameters of the School Board. Unless the School Board determines otherwise, the stipends will be in the following amounts:

Exemplary Performance:	An amount equal to 2.3% of base salary
Accomplished Performance:	An amount equal to 1.4% of base salary
Developing Performance:	An amount equal to 0.7% of base salary
Unsatisfactory:	No stipend

III. WORK YEAR

Probation and Regular Status. New employees will be considered as probationary employees until June 30th if they have completed 120 workdays of employment. If a school year ends prior to a probationary employee serving at least 120 workdays, such employee shall be on probation for the following school year, ending June 30th. During this time, they may be transferred, discharged, or laid off. Upon completion of the probationary period, the employee will establish continuing employee status unless otherwise notified in writing by the employer prior to that date. Probationary employees will be evaluated by their immediate supervisor.

Scheduling. Full year Salaried Professionals are required to work a 261-day work year. The Employee and their supervisor shall establish a work calendar to ensure the 261-day work year is maintained.

Holidays. Salaried Professionals working a 261-day work year will have 12 paid holidays as determined by the School Board prior to July 1st, yearly. Any of the holidays that fall within a 12-month employee's vacation period will not count as a vacation day.

Emergency School Closing. In the event school starts late or is closed early due to inclement weather or other emergency situations, or an e-learning day is called a Salaried Professional's work assignment will be determined by the Superintendent or designee. In the event school is canceled at one or more locations due to inclement weather or other emergency situations, Salaried Professionals will follow the direction of the Superintendent or designee regarding reporting to work and work duties.

When the Superintendent determines that the district will follow an e-learning day, the district will follow Minnesota Statute 2022, section 120A.414.

In the event an employee was scheduled to take a single sick day, or vacation day that coincides with an emergency school closing or e-learning day, the employee will not be charged for their scheduled sick day, or vacation day. If the employee was scheduled to take a series (2 or more) of connected sick days, or vacation days and one of those connected days falls on the emergency school closing or e-learning day, the employee will be charged for the day(s) that coincides with the emergency school closing or e-learning day(s).

IV. DEFERRED COMPENSATION

In accordance with Section 403(b) of the Internal Revenue Code, the District will match the contribution of an eligible Salaried Professional towards the district's approved 403(b) retirement savings plan. The district's maximum annual match of an eligible employee's contribution will be $2,160 annually ($90.00 per pay period). Employees may choose to defer more than the district's annual match amount. Federal law determines the maximum amount an individual can contribute annually.

V. HEALTH AND HOSPITALIZATION INSURANCE

All Salaried Professionals qualifying shall enroll for such coverage in accordance with the procedures established by the School Board.

Employees will be allowed to waive health coverage in the district's health plan. The Human Resources department shall determine the basis for sufficient documentation of group coverage from another source. The School District retains the right to re-examine waiver of health coverage on a year-to-year basis.

Premium Contributions. The district will contribute up to the following amounts monthly, towards the district's Group Health Insurance premiums. Any portion of the premium that exceeds the district contribution will be paid by the employee and paid by payroll deduction.

July 1, 2025 – June 30, 2026

	Single	**Employee + 1**	**Family**
High*	$621.58	$966.64	$1,548.73
Value Plan	$742.89	$1,155.30	$1,851.00
HSA Plan	$596.59	$1,195.73	$1,914.32

July 1, 2026 – June 30, 2027

	Single	**Employee + 1**	**Family**
High*	$621.58	$966.64	$1,548.73
Value Plan	$855.44	$1,330.33	$2,131.42
HSA Plan	$686.97	$1,376.88	$2,204.34

*The High Plan is no longer available for new enrollment. All existing members on the High Plan will continue to receive the district contribution to the High Plan health insurance as indicated in the table above.

Health Savings Account Contributions. Employees participating in the HSA compatible health plan shall receive the following contributions to a qualifying Health Savings Account (HSA). Contributions will only be made to a District approved HSA depository.

Single HSA Coverage: $200 per month
Employee+1 Coverage: $400 per month
Family Coverage: $400 per month

District contributions to the HSA trust account will be made each month. The school district will pay all administrative fees associated with the plan.

VI. OTHER INSURANCE BENEFITS

Dental. The School District will pay a sum of $28.00 per month toward any elected dental insurance premium. Any additional cost will be borne by the employee and paid by payroll deduction.

Section 125 (Flexible Spending) Plan. The district shall provide a Section 125 Flexible Spending Plan under the Internal Revenue code for all Salaried Professionals.

The Section 125 Plan offered by the District is a plan established to provide a way to save money on costs for medical and dependent care expenses. The three accounts allow payment for health insurance premiums, certain out-of-pocket health care expenses, and dependent care expenses with pre-tax dollars. It is a salary reduction plan permitting the participant to choose among more than one benefit.

It is classified as a "Cafeteria Plan" for federal income tax purposes. The plan year will commence July 1st through June 30th of each year. There are three (3) components to the plan:

- District-provided health insurance premium deduction with pre-tax dollars.
- Dependent care reimbursement account.
- Medical expense reimbursement account.

Group Term Life Insurance. The School District will pay the full premium for group term life insurance for all Salaried Professionals who qualify for and enroll in the School District's group term life insurance plan. Employees who qualify and enroll will be covered by group term life insurance at a flat amount of $100,000.

The employee will have the option, subject to the conditions established by the district's carrier for group term life insurance, to purchase supplemental group term life insurance in the amounts of $50,000, $75,000, $100,000, $125,000, $150,000, $200,000, $300,000 or $400,000, not to exceed 4x annual salary.

Long-Term Disability Income Protection. The district shall pay the full premium on the existing long-term disability income protection plan of the district for all Salaried Professionals who qualify for and enroll in such coverage. This coverage shall apply to base annual salary. Additional costs for coverage will be borne by the employee.

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

Insurance Program Eligibility in the Event of Early Retirement. An employee who retires prior to age sixty-five (65) is eligible to participate in the group health or dental plans but must pay the entire premium for the plans selected. The right to continue participation in such plans, however, will be in accordance with conditions of the carrier and/or until the employee qualifies for coverage under another program.

Married Couples in District with Family Coverage. When a Salaried Professional and their spouse are both employed by the School District and are eligible for the School District's group health and hospitalization plan, and both employees enroll in the same hospitalization plan, the full premium will be paid by the School District.

VII. LEAVES OF ABSENCE

Vacation. Full year Salaried Professionals shall be eligible for vacation under the following conditions.

Earn:

Vacation days will be accrued at a rate of one (1) day every two (2) weeks, with an annual maximum of twenty-six (26). Vacation days will be advanced on July 1st. New employees will be advanced a prorated amount based on date of hire.

Accumulation:

The maximum amount of vacation an employee may carryover is twelve (12) days per year.

Those employees with a bank of personal days will carry them over into the next fiscal year as vacation.

Use:

Vacation must be scheduled and approved in advance with the supervisor and may be used in half-day increments. Vacation used during a fiscal year should normally be limited to twenty-six (26) days. Provided there are vacation days available, an employee may use more than twenty-six (26) days in a year with supervisor approval.

Termination/Resignation/Retirement:

Upon termination, employees will be subject to the following:

- Employees must refund any vacation advanced and used in excess of actual accrual.
- Employees are entitled to have up to 25 days paid out at their daily rate. For the purposes of this section, the daily rate will be based on a 260-day calendar. Any employee removed for cause will not be eligible for this vacation payout. In case of death, the employee's spouse or estate will be entitled to the payout.

Sick Leave. Full year Salaried Professionals shall be eligible for sick leave under the following conditions.

Earn & Accumulation:

Employees shall accrue sick leave at the rate of twelve (12) days per year (one day per month) and accrual for unused sick leave shall be unlimited. Employees working less than a full year will have their sick leave days prorated.

Use:

Employees are entitled to use accrued sick time in accordance with Minnesota State law and the district's Earned Sick and Safe Time (ESST) policy.

Medical Verification:

As provided by law, the district may require the employee to furnish a medical certificate from a licensed medical provider as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. If a medical certificate is required, the employee will be so advised.

Approval:

Sick leave pay shall be approved only upon submission of an authorized sick leave pay request submitted through the process provided by Human Resources.

Sick Leave Deduction:

Any days used in excess of the number of days of sick leave accrued will be deducted from the employee's salary for the pay period during which the absence not covered by sick leave occurred.

Absences Covered by Workers' Compensation and/or Long-Term Disability (LTD):

A. An employee who is absent from work as a result of a compensable injury in the service of the district under the provisions of the Workers' Compensation Act and/or an absence covered by the district's long-term disability insurance, the district will pay the difference between the compensation received pursuant to the Workers' Compensation Act and/or LTD by the employee and the employee's base rate of pay or the extent of the employee's earned accrual of sick leave.

B. An employee who is on an accrued sick leave basis shall have a deduction made from the employee's accrued sick leave according to the pro rata portion of days or sick leave which is used to supplement Workers' Compensation and/or LTD payments. Such payment shall be paid by the district to the employee only during the period of disability.

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

D. If the employee who is absent from work as a result of an injury compensable under the Workers' Compensation Act and/or an absence qualifying the employee for LTD payments shall submit their Workers' Compensation check and/or LTD payment, endorsed to the district prior to receiving payment from the district for this absence.

Jury Duty. A full year Salaried Professional summoned to jury duty will be granted time off with pay.

Notice to School District:

Employees who receive a summons are to call and/or email Human Resources and their supervisor immediately to notify them of the proposed dates of service.

Commencement of Leave:

Employees on-call for jury duty will need to report to work until they are summoned to appear for jury duty. Failure to do so will result in a deduction of pay for the days of work missed.

Pay:

Employees will have no loss of pay as a result of jury duty if the other provisions of this section are met.

Religious Leave. A full year Salaried Professional may be granted up to three (3) days of religious leave. The employee must make application, including a brief summary of the circumstances that gave rise to the request, to Human Resources at least three (3) days prior to the religious leave. Human Resources will notify the employee to make the necessary arrangements, allowing the employee to make up the days at some other prearranged time.

Medical Leave.

Purpose:

An employee, upon request, may be granted a medical leave of absence according to the procedures outlined in this section. This leave will be granted in the event an employee needs to care for their own medical needs, or the needs of a qualifying family member as defined by state and federal provisions.

Request:

Requests for medical leave should be made as soon as the employee is aware of the need for a leave of absence. A leave of absence request should be completed as well as supporting medical documentation of the need.

Duration:

Leave may be granted for a period of time up to one year and runs concurrently with other applicable leaves which may include but is not limited to: a contractual long-term leave and Family Medical Leave Act (FMLA) leave. If additional leave is needed beyond one year, staff will need to contact Human Resources to place a request; however, additional leave is not guaranteed. Medical Leave may be taken intermittently.

Approval of Leave:

If the employee complies with all the provisions of this section and a medical leave is granted by the School District, the School District will notify the employee in writing of its action.

Reinstatement:

An employee returning from medical leave will be re-employed in the position occupied prior to the leave, or a comparable position, subject to state or federal job protections.

An employee returning from medical leave without state or federal job protections may be re-employed in the position occupied prior to the leave, or a comparable position, based on position availability and ability to perform job duties.

Failure to Return:

Failure of the employee to return pursuant to the date determined in this section may constitute grounds for termination in the School District.

Salary:

An employee is able to use available vacation and personal time through the duration of their medical leave. Sick time will be used in accordance with the district's ESST policy.

If no sick, vacation, or personal time is available, the parties further agree that any medical leave of absence granted under this section will be a leave without pay.

Child Care/Adoption/Foster Care Leave.

Purpose:

An employee, upon request, may be granted a leave for the purpose of childcare of a newborn child, for the adoption of a child, or foster care of a child. The employee will be required to concurrently take applicable leaves in concurrence with state and federal laws, including , but not limited to, the Family/Medical Leave Act (FMLA), MN Parental Leave, Paid Family Leave (PFL), and contractual Long-Term Leave. Employees may be granted partial or intermittent leaves of absence appropriate to the job assignment if agreed to by Human Resources. The District agrees to adhere to all applicable state and federal laws.

Request:

An employee making application for childcare leave will inform Human Resources in writing of the intention to take the leave at least three (3) calendar months before commencement of the intended leave. For an adoption or foster care leave, the employee will inform Human Resources in writing at the earliest opportunity of the intention to take the leave. The District agrees to adhere to all applicable state and federal laws.

Date of Leave:

The effective beginning date of a childcare/adoption/foster care leave and its duration will be determined by mutual consent between the employee and Human Resources. In determining the date of the commencement and duration of the leave, Human Resources will review each case on its individual merits taking into consideration the following:

a. Applicable state and federal law
b. As applicable, the continuity of the instructional program for students. The commencement of the leave should normally coincide with some natural break in the school year, e.g., winter vacation, spring vacation, end of a grading period, the end of the school year or the like.
c. The request of the employee.
d. The specific employment duties of the employee involved.
e. The health and welfare of the employee, unborn, adopted, or foster child.
f. The recommendation of the employee’s licensed physician.

Duration:

In making a determination concerning the commencement and duration of a childcare/adoption/foster care leave, the School District may, but will not in any event be required to:

a. Grant any leave of more than twelve (12) months in duration.
b. Permit the employee to return to their employment prior to the date designated in the request for the leave, unless by mutual agreement of the employee and the School District.

Approval of Leave:

If the employee complies with all provisions of this Section and a leave is granted by the School District, the employee will be notified in writing.

Termination of Leave:

Interruption of pregnancy will terminate the leave. Human Resources may require in such cases at least 14 days' notice to return.

Reinstatement:

An employee returning from childcare/adoption/foster care leave on the agreed upon date will be re-employed in the position occupied prior to the leave, subject to the following conditions:

a. The position has not been abolished.
b. The employee is not physically or mentally disabled from performing the essential duties of such position.
c. Subject to state and federal job protections.

Failure to Return:

Failure of the employee to return pursuant to the date determined in this Section will constitute grounds for termination by the School District unless the School District and the employee mutually agree to an extension of the leave.

Experience Credit:

An employee who returns from childcare/adoption/foster care leave within the provisions of this Section will retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave. The employee will not accrue additional experience credit for pay purposes or leave time during the period of absence.

Salary:

Sick time will be used in accordance with the district's ESST policy. An employee may be able to use available vacation, personal time, or sick time through the duration of their leave in accordance with the district's Paid Family Leave (PFL) policy. If an employee receives payment from Paid Family Leave (PFL), the employee may have the option to use available vacation, personal time, or sick time to supplement their pay in accordance with the district's Paid Family Leave policy. If no vacation, personal time, or sick time is available, the parties further agree that any leave of absence granted under this section will be leave without pay.

Insurance:

An employee on childcare/adoption/foster care leave of absence is eligible to participate in group insurance programs if permitted under the insurance policy provisions but will pay the entire premium for such programs as the employee wishes to retain, following FMLA.

Notification to Return:

An employee on childcare/adoption/foster care leave of absence will be sent a Notification of Assignment from Human Resources according to the following schedule:

When the return date of the leave is intended to coincide with the opening of school, notification will be given by April 1st.

At least sixty (60) days prior to the specified return of the leave when such date falls at any other time during the school year.

Failure to Return Contract:

The employee will lose all re-employment rights if the employee refuses or fails to return the notification within ten (10) days.

Long-Term Leave. Full year Salaried Professionals shall be eligible for an unpaid long-term leave under the following conditions.

Eligibility:

Employees with a minimum of three (3) years of experience in the School District may apply for an unpaid leave of absence once during their district employment. Additional leaves may be granted at the discretion of Human Resources.

Duration:

Leave may be granted for a period of time not to exceed one (1) year.

<u>Insurance</u>:

If applicable, an employee on an approved long-term leave is eligible to participate, at their own expense, in the health and hospitalization program of the School District. This participation will be subject to the conditions prescribed by the insurance carrier.

<u>Benefit Accrual</u>:

An employee on approved long-term leave shall retain their accrued benefits as of the beginning date of the leave. No benefits will accrue during the period the employee is on leave unless required by law.

<u>Purpose</u>:

Consideration for granting long-term leaves will be given for:

- Education
- Election to Political Office
- Health
- Family Reasons
- Approved Travel
- Retraining or Career Change (not including employment in another school district)

<u>Requests</u>:

Requests for long-term leaves must be made at least thirty (30) days in advance, except in emergencies, and submitted to the supervisor for recommendation. Final approval will be made by Human Resources. The number of Salaried Professionals on approved leave in any school year shall not normally exceed one (1) person.

<u>Notification to Return</u>:

An employee on long-term leave will be sent a notice from Human Resources according to the following schedule:

A. When the return date of said leave is intended to coincide with the beginning of the school year, notification shall be given by February 1 of the preceding school year.

B. At least (60) days prior to the specified return of said leave when such date falls at any other time during the school year.

The district retains the right to fill the position as allowed by law.

<u>Reinstatement</u>:

An employee returning from long term leave for education, approved travel, family reasons, retraining or career change reasons shall be re-employed in the position occupied prior to the leave, subject to the following conditions:

A. The position is vacant.

B. The position has not been eliminated

An employee returning from long-term leave for health or election to political office reasons will be re-employed in the position occupied prior to the leave, provided that the position has not been eliminated.

<u>Failure to Return Notice</u>:

The Salaried Professional shall lose all re-employment rights if the employee refuses or fails to respond to the notice within ten (10) days.

Short-Term Leave. Full year Salaried Professionals may apply for an unpaid short-term leave of absence.

<u>Duration</u>:

Short-term leave may be granted for not more than ten (10) working days.

<u>Requests</u>:

Requests for short-term leave shall be made five (5) days in advance except in the case of emergencies.

Any special conditions or arrangements established by the supervisor for a short-term leave shall be in writing to the individual requesting the leave. All conditions established must be met to be eligible for the leave.

<u>Approval</u>:

Short-term leave shall be granted only in special circumstances and must be approved by Human Resources.

<u>Limit</u>:

The number of Salaried Professionals on short-term approved leave at any given time shall normally not exceed one (1) person.