Osseo Area Schools

Unaffiliated Employee

Pay and Benefit Guide

Salaried Professionals

Partial 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 Salaried Professionals that work less than a full year.

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
Equity Specialist*	110	$51,356 / $63,874 / $76,392
Community Liaison*	109	$48,335 / $60,117 / $71,899
Multilingual Community & Communication Specialist	109	$57,171 / $71,106 / $85,042

*Equity Specialists and Community Liaisons who hold a valid license conferred by the Minnesota Department of Education Board of Teaching shall receive an additional $1,000 per year, paid as an annual stipend. To qualify for the stipend, employees must submit documentation indicating the valid licensure to Human Resources. The stipend will be paid on the first paycheck in September after appropriate documentation is received and approved by Human Resources.

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 at least 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 – Equity Specialists and Community Liaisons

Work Year: The number of duty days will generally be 186 days for Equity Specialists and Community Liaisons, and the scheduled days will generally be the 186-teacher scheduled workdays. Additional days may be added by the immediate supervisor upon mutual consent. Additional days will be compensated pro rata based on the daily rate of pay for work related to the employee's typical assigned duties. Other work not directly related to the employee's typical assigned duties will be paid at the casual hourly rate of pay.

Work Hours: Employees are normally required to work a forty (40) hour week. The scheduled hours will typically coincide with teacher/student contact time at the employee's assigned work site and approved by their supervisor. The scheduled hours may be adjusted to meet the needs of a particular program, with the approval of the immediate supervisor.

Compensatory Time: As an alternative, employees may be allowed to accumulate compensatory time, to be accumulated and utilized only with the prior approval of the immediate supervisor. Such compensatory time must be used within the same pay period in which the compensatory time was accumulated and shall have no cash value or be paid in any way to the employee at any time.

Mark Reporting Days: On Mark Reporting Days, Equity Specialists and Community Liaisons may choose to report to the site, or not, as long as the required work is completed by the deadline established by each site. If the work requires that an Equity Specialist or Community Liaison report to the site in order for it to be completed, then they will need to report to the site. On the trimester 3 Mark Reporting Day, all Equity Specialists and Community Liaisons must report to their site in the morning for a minimum of a half day and check out with their supervisor prior to leaving for the school year.

Conferences and Conference Release Days for Equity Specialists: Within the yearly school calendar, thirty (30) hours or four (4) days will be designated for work outside of the 40-hour work week/186-day work year, at the direction of the employee's immediate supervisor. As a result of this required work, Equity Specialists will not be required to work during scheduled conference release days. Such use of these thirty (30) hours will be determined only by the employee's immediate supervisor. Collaboration will be sought between the Director and the Equity Specialist regarding best use of the 30 hours.

Scheduling – Multilingual Community & Communications Specialists

Work Year: The number of duty days will generally be 220 days for Multilingual Community & Communication Specialists. Additional days may be added by the immediate supervisor upon mutual consent. Additional days will be compensated pro rata based on the daily rate of pay for work related to the employee's typical assigned duties. Other work not directly related to the employee's typical assigned duties will be paid at the casual hourly rate of pay.

Work Hours: Employees are normally required to work a forty (40) hour week. The scheduled hours will typically coincide with teacher/student contact time at the employee's assigned work site and approved by their supervisor. The scheduled hours may be adjusted to meet the needs of a particular program, with the approval of the immediate supervisor.

Compensatory Time: As an alternative, employees may be allowed to accumulate compensatory time, to be accumulated and utilized only with the prior approval of the immediate supervisor. Such compensatory time must be used within the same pay period in which the compensatory time was accumulated and shall have no cash value or be paid in any way to the employee at any time.

Mark Reporting Days: On Mark Reporting Days, Multilingual Community & Communication Specialists may choose to report to the site, or not, as long as the required work is completed by the deadline established by each site. If the work requires that a Multilingual Community & Communication Specialist report to the site in order for it to be completed, then they will need to report to the site.

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, personal leave 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, personal leave day, or vacation day. If the employee was scheduled to take a series (2 or more) of connected sick days, personal leave 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 Professionals 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. Contributions for Equity Specialists and Community Liaisons for July and August will be made at the same time as the September contribution. In the event of hardship, the parties agree to meet and confer to discuss alternatives to the contribution timelines. 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. Partial year Salaried Professionals shall be eligible for vacation under the following conditions.

Earn:

Multilingual Community & Communication Specialists vacation days will be accrued at a rate of approximately one day per month, with an annual maximum of ten (10). Vacation days will be advanced on July 1st. New employees will be advanced a prorated amount based on date of hire.

Equity Specialists and Community Liaisons will not earn vacation time.

Accumulation:

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

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 ten (10) days. Provided there are vacation days available, an employee may use more than ten (10) days in a year with supervisor approval.

Exclusion:

For positions with direct student contact, vacation days may not be granted on the first or last day of the student school year. Multilingual Community and Communication Specialists cannot take more than 7 student contact days as vacation days each year. Vacation may be granted for special circumstances on these days with written explanation by the employee and approval of Human Resources.

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 220-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. Partial year Salaried Professionals shall be eligible for sick leave under the following conditions.

Earn & Accumulation:

Multilingual Community & Communication Specialists shall accrue sick leave at the rate of twelve (12) days per year (one day per month). Equity Specialists and Community Liaisons shall accrue sick leave at the rate of ten (10) days per year (approximately one day per month). 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.

Personal Day. Partial year Salaried Professionals shall be eligible for personal day(s) under the following conditions.

Earn:

Multilingual Community & Communication Specialists will be granted one (1) personal day each year. Equity Specialists and Community Liaisons will be granted three (3) personal days each year.

Accumulation:

The maximum accumulation of personal days is five (5).

Use:

Personal days must be scheduled and approved at least three (3) days in advance, except in the event of emergencies. Human Resources reserves the right to refuse to grant personal days. At no time will more than one (1) Salaried Professional employee be granted a personal day. Personal days will not be granted on the first or last day of the student school year without special circumstances and approval by Human Resources.

Jury Duty. A partial 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. An employee 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.

<u>Request</u>:

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.

<u>Date of Leave</u>:

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.

<u>Duration</u>:

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.

<u>Approval of Leave</u>:

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. Partial 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.

Insurance:

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.

Benefit Accrual:

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.

Purpose:

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)

Requests:

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.

Notification to Return:

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.

Reinstatement:

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.

Failure to Return Notice:

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. Partial year Salaried Professionals may apply for an unpaid short-term leave of absence.

Duration:

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

Requests:

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.

Approval:

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

Limit:

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

VIII. STUDENT TEACHING PRACTICUM OR FIELD EXPERIENCE

The following applies to Equity Specialists and Community Liaisons who complete a student teaching practicum or similar field experience in the district while employed in the district.

- An employee will be eligible for the student teaching practicum or similar field experience after the successful completion of 120 workdays, subject to HR approval.

- The employee will retain their current rate of pay for up to one year while completing the practicum or similar field experience.
- The employee will be paid for the number of hours of their assignment held before moving into their student teaching/field experience position.
- The employee will apply to take a paid student teaching/field experience leave of absence, for up to one year, from their current position to complete the student teaching practicum or similar field experience. During this time all sick, personal, or vacation leave is frozen.
- The employee will be placed for their student teaching position, whenever possible, in a site other than their current assigned site. If an exception is needed, it will be done with mutual agreement of the district and Equity Specialist or Community Liaisons' group.
- Upon successful completion of the student teaching practicum or similar field experience the employee will return to their previous position.
- The employee must commit to working for ISD 279 in a position with at least a comparable number of hours as the employee's original position for a minimum of two years.
- If the employee accepts a position with comparable hours to the original position or a teaching assignment, and the position is eliminated within 12 months of the end of the student teacher practicum, the district will guarantee the employee an assignment for up to two years post student teacher practicum with hours, pay and benefits at or below the employee's position before the student teacher practicum. The purpose of this language is to ensure the employee does not have to repay the amount of salary and benefits as long as the employee maintains employment with the district.
- If the employee refuses the district's job assignment and does not maintain employment with the district for at least 2 years following the completion of the student teaching practicum or similar field experience, the employee will pay back to the district the amount of salary and benefits earned while completing the student teaching practicum or similar field experience.