

WINONA AREA PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT 861

Personnel Policies for Directors

Effective July 1, 2025



**WINONA AREA PUBLIC SCHOOLS
PERSONNEL POLICIES AND PROCEDURES
FOR DIRECTORS**

Table of Contents

	Page
ARTICLE I – DEFINITION OF POLICY	3
Section 1. Employees Covered	3
Section 2. Policy Term and Recognition	3
ARTICLE II - DEFINITION OF EMPLOYMENT STATUS	3
Section 1. Full Time Employee	3
Section 2. Fractional Time Employee	3
ARTICLE III –IMPROVEMENT OF TECHNOLOGY AND PROFESSIONAL SKILL	3
Section 1. Local, State and National Meetings	3
Section 2. Administrative Workshop	3
ARTICLE IV – REIMBURSEMENT FOR EXPENSES	4
Section 1. Out of District Travel	4
Section 2. In-District Travel	4
Section 3. Professional Improvement	4
ARTICLE V – COMPENSATION AND WORK DAYS	4
Section 1. The Duty Year	4
Section 2. Work Days/Calendar	4
Section 3. Holidays	4
Section 4. Employment Beyond the Employment Agreement	4
Section 5. Strikes or Work Stoppages	4
ARTICLE VI. LEAVES OF ABSENCE	5
Section 1. Medical Leave	5
Section 2. Vacation	5
Section 3. Bereavement Leave	5
Section 4. Leaves Without Pay	6
Section 5. Jury Duty	6
ARTICLE VII – INSURANCE	6
Section 1. Liability Insurance	6
Section 2. Indemnification	6
Section 3. Health and Hospitalization	6
Section 4. Term Life Insurance	8
Section 5. Conversion	8
Section 6. Long Term Disability	8
Section 7. Dental Insurance	8
Section 8. Coverage	8

ARTICLE VIII – TERMINATION OF EMPLOYMENT	9
Section 1. Termination Notice	9
Section 2. Termination for Cause	9
ARTICLE IX – DEFERRED COMPENSATION MATCHING PLAN	9
ARTICLE X-SEVERANCE	9
Section 1. Severance Eligibility	9
Section 2. Severance Calculation	9
Section 3. Health Care Account	9
ARTICLE XI- RETIREMENT	9
Section 1. Eligibility	9
Section 2. Retirement Pay	10
Section 3. Death of Employee	10
ARTICLE XII – RATES OF PAY	10
Section 1. Wages	10
Section 2. Career Increment	10
Section 3. Doctorate	11
APPENDIX A: SALARY SCHEDULES	12

**WINONA AREA PUBLIC SCHOOLS
PERSONNEL POLICIES AND PROCEDURES
FOR DIRECTORS
EFFECTIVE JULY 1, 2025**

ARTICLE I – DEFINITION OF POLICY

Section 1. Employees Covered:

This policy is established to set forth the terms and conditions of employment for the following positions: Director of Human Resources, Director of Learning and Teaching, Director of Finance, Director of Special Education, Director of Information Systems, and Director of Community Education.

Section 2. Policy Term and Recognition:

This policy shall be effective on January 1, 2025, and shall remain in effect until modified by the Winona Public School Board. Employees covered under this personnel policy shall have at-will employment. Nothing in this policy shall be construed as a guarantee of continued employment for those covered under this policy. Nothing in this policy establishes any form of a contract between the employee and the District. Any and all benefits described in this policy may be altered by individual employment contracts. In such cases where an individual employment contract and this policy differ, the individual employment contract shall supersede.

ARTICLE II – DEFINITION OF EMPLOYMENT STATUS

Section 1. Full Time Employee:

Directors employed annually for a number of days equal to or greater than the number of teacher contract days shall be considered full time.

Section 2. Fractional Time Employee:

Directors employed annually for a number of days less than the number of teacher contract days shall be considered fractional time.

ARTICLE III – IMPROVEMENT OF TECHNOLOGY AND PROFESSIONAL SKILL

The School Board shall expect the Directors to be up-to-date on the knowledge and technology of the professions.

Section 1. Local, State and National Meetings:

The School Board will provide time and funds for directors to attend the appropriate local, state, and national meetings and workshops of their associations and other agencies and groups in accordance with established policy and within the budget limitations.

Section 2. Administrative Workshop:

The School District will arrange for an administrative workshop each fall approximately two weeks before the opening of the school year with the expenses paid by the district.

ARTICLE IV – REIMBURSEMENT FOR EXPENSES

It shall be necessary for directors to travel on occasion. Reimbursement will be made by the School District for such authorized travel as follows:

Section 1. Out of District Travel:

The mileage reimbursement rate is established by the School Board and generally is set at the rate allowable by the IRS. Mileage, hotel reservations, commercial transportation, and meals shall be paid for and/or reimbursed in accordance with the Staff Development policy and the Expense and Travel Reimbursement Guidelines.

Section 2. In-District Travel:

Director's salaries have been adjusted to provide for in-district travel. No reimbursement shall be made for in district travel.

Section 3. Professional Improvement:

Professional improvement is encouraged by the district. The district will make funding available for professional improvement activities that are beneficial to the accomplishment of the specific responsibilities of the director. The district may also pay the dues of one state professional organization and its national affiliate. All allocation of these funds will receive prior approval from the Superintendent.

ARTICLE V – COMPENSATION AND WORK DAYS

Section 1. The Duty Year:

The duty year shall be for the entire 12-month year as provided herein, however, full time status is equal to the number of days in the teacher contract (currently 184), up to 260 days. Directors shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board so determines. Directors shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

Section 2. Work Days/Calendar:

The scheduled work days for any director may be prorated at the discretion of the Superintendent and the School Board. Directors will have a mutually agreed upon calendar of work days as approved by the Superintendent at the beginning of each fiscal year. Deviations from this approved calendar will need further approval from the Superintendent.

Section 3. Holidays:

Directors shall have eleven (11) paid holidays each fiscal year as identified on a work calendar and approved by the Superintendent and/or the School Board.

Section 4. Employment Beyond the Employment Agreement:

When a director is employed in a mutually agreed-to administrative capacity beyond their employment agreement, compensation for such duties will be computed at a prorated daily rate.

Section 5. Strikes or Work Stoppages:

Employees covered by this policy, in the event of a strike or work stoppage by other groups of district employees, will consider themselves on duty for the purpose of carrying out board policy and ensuring the safety of personnel and property. In no event will the compensation for directors be halted or suspended due to strikes or work stoppages of other district employees.

ARTICLE VI – LEAVES OF ABSENCE

Section 1. Medical Leave:

Directors who are employed at least 230 days shall receive fifteen (15) days of medical leave per year accumulating to two-hundred thirty (230) days. Directors who are employed for less than 230 days annually shall receive a prorated amount of medical leave days based on the number of days in their employment agreement.

Subd. 1. Usage: In general, Employees shall be allowed the use of sick leave for their own use when ill and for health care examinations. In addition, employees shall be allowed the use of sick leave due to the illness or injury of a minor or adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, step-parent for reasonable periods of time or other defined reasons as pursuant Minn. Stat. 181.9448 (ESST) or Minnesota Paid Leave Law.

The employee shall provide the district with written notice at least 30 days in advance when the need for leave is foreseeable. Employees can request to use accumulated medical leave days in accordance with Section 1, can request to take the leave without pay, or can request a combination thereof.

In administering the medical leave policy, the district will follow all state laws in effect and applicable at the time.

Section 2. Vacation:

Directors who have an employment agreement of at least 251 days shall receive twenty-five (25) days of vacation. Directors who have an employment agreement for less than 251 days annually shall receive a prorated amount of vacation based on the number of days in their employment agreement. (Note: Employment agreement days include paid holidays.)

Unused vacation, up to the director's annual accrual, may be carried over to the following year, but must be taken within twelve months after the end of the fiscal year in which it is earned. The employee shall forfeit any unused vacation days in excess of the allowable carryover. Upon termination of employment, Directors shall be entitled to full payment for any unused vacation days accrued pursuant to the provisions of this paragraph at the Directors regular daily rate of pay at the time of termination of employment.

Section 3. Bereavement Leave:

Full pay for absence not to exceed five (5) days shall be granted to all upon the death of an immediate family and for a friend or colleague. Immediate family is defined as mother, father, sister, brother, husband, wife, son, daughter, son-in-law, daughter-in-law, sister-in-law, brother in-law, niece, nephew, aunt, uncle, grandparents, and grandchildren. The same application shall be made to the spouse's relatives as they may apply. Additional bereavement leave may be granted at the discretion of the superintendent.

Section 4. Leaves Without Pay:

1. Leaves of absence without pay may be granted at the discretion of the School Board.
2. A director on leave without pay may continue coverage in the district insurance programs by paying to the district the full premiums at existing rates.
3. Sick leave accumulated prior to the leave of absence shall be retained.

Section 5. Jury Duty:

If a director is absent because of jury service, the director will receive regular salary from the School District during this period of service, provided that the pay received for this jury service, less any reimbursement for mileage and expenses, will be reimbursed to the School District by the employee.

ARTICLE VII – INSURANCE

The selection of the insurance carrier and policies shall be made by the School District as provided by law.

Section 1. Liability Insurance:

Each director shall be covered under the district's professional liability insurance policy. The district shall also provide and pay for a policy of insurance which will cover the director for bodily injury and personal injury liability. The district shall also provide and pay for other liability coverage to directors as defined in the district school board liability insurance policy. All of the aforementioned coverages shall be in at least the sum of \$1,000,000.00.

Section 2. Indemnification:

In the event that an action is brought or a claim is made against a director arising out of or in connection with their employment, and the Director is acting within the scope of employment or official duties, the School District shall defend and indemnify to the extent permitted by law. Indemnification, as provided in this section, shall not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the School District herein shall be subject to the limitations as provided in Minnesota Statutes, Chapter 466.

Section 3. Health and Hospitalization:

Subd. 1. Single Coverage for Full-Time Employees: The district shall make the following monthly contributions toward the insurance premium for individual coverage for each director of the district who qualifies for and is enrolled in a district group single coverage health and hospitalization plan.

2026 (July 1, 2025 - June 30, 2026)	2027 (July 1, 2026 - June 30, 2027)	2028 (July 1, 2027 - June 30, 2028)
\$1,083.33	\$1,083.33	\$1,083.33

District contributions for health insurance premiums will be spread evenly throughout the participation year. Any additional cost of the premium shall be borne by the director and paid for by payroll deduction. If the School District Contribution exceeds the premium cost, no

reimbursement will be made to the employee. Employees shall have the option to choose any one of the district's plans.

Each director participating in the district's High-Deductible Plan (HDP) will establish a qualifying Health Savings Account (HSA) or Health Reimbursement Arrangement (HRA). The district will deposit the full single coverage annual deductible, not to exceed the IRS Contribution limit, into the employee's HSA or HRA at the beginning of the insurance plan year for each director of the district who qualifies for and is enrolled in a district group single coverage health and hospitalization insurance plan.

Directors employed for less than 235 days annually shall receive a prorated contribution toward their insurance benefits. Fractional time employees employed for at least 60% of full employment receive a prorated contribution toward their insurance benefits.

Subd. 2. Family Coverage for Full-Time Employees: For directors who are scheduled for more than 235 annual paid days, the district shall make the following monthly contributions toward the insurance premium for family coverage for each director of the district that qualifies for and is enrolled in a district group family coverage health and hospitalization plan.

2026 (July 1, 2025 - June 30, 2026)	2027 (July 1, 2026 - June 30, 2027)	2028 (July 1, 2027 - June 30, 2028)
\$1,429.06	\$1,429.06	\$1,429.06

District contributions for health insurance premiums will be spread evenly throughout the participation year. Any additional cost of the premium shall be borne by the director and paid for by payroll deduction. If the School District Contribution exceeds the premium cost, no reimbursement will be made to the employee. Employees shall have the option to choose any one of the district's plans.

Each director participating in the district's High-Deductible Plan (HDP) will establish a qualifying Health Savings Account (HSA) or Health Reimbursement Arrangement (HRA). The district shall deposit an amount equal to the deductible of the equivalent single coverage high-deductible plan, not to exceed the IRS contribution limit, into the director's HSA or HRA at the beginning of the insurance plan year for each director of the district who qualifies for and is enrolled in a district group family coverage health and hospitalization plan.

Directors employed for less than 235 days annually shall receive a prorated contribution toward their insurance benefits. Fractional time employees employed for at least 60% of full employment receive a prorated contribution toward their insurance benefits.

Subd. 3. Disabled Employees: The district will continue to make health and accident insurance available for any disabled employee to age 65 or until they qualify for TRA/PERA, disability, social security or Medicare.

Section 4. Term Life Insurance:

The School District shall pay the full premium for a \$100,000 life policy upon which the amount over \$50,000 will be subject to social security and medical taxes based on the current IRS tax table. Each member shall have the right to purchase up to an additional \$40,000 of term life insurance under this policy at the member's own expense.

Section 5. Conversion:

To the extent that the plan entered by the School District so provides, a director leaving the employment of the district may convert any insurance of this section to individual coverage.

Section 6. Long Term Disability:

The School District will provide an income protection insurance policy that will pay the director 2/3 of their salary with a maximum of \$8,000 per month to age 65 and after a 120 calendar day waiting period.

Section 7. Dental Insurance:

Subd. 1. Single Coverage for Full-Time Employees: The School District shall pay in full the annual premium for individual coverage for each administrator employed by the School District who qualifies for and is enrolled in the School District group dental plan.

Subd. 2. Family Coverage for Full-Time Employees: The district shall contribute an amount equal to a percentage and maximum, based on the chart below, of the cost of the family dental insurance. Any additional cost of the premium shall be borne by the employee and paid for by payroll deduction.

<u>Days</u>	<u>Percent Contribution</u>
156 to 180	40% <i>or minimally the cost of single coverage</i>
180 to 189	60%
190 to 229	75%
230 to 239	85%
240 to 260	100%

Section 8. Coverage:

Employees covered under this policy who terminate employment with the district at the end of their fiscal year shall be covered by the insurance in this article and the district will continue its contribution toward the premium until September 1 of the year that the employee leaves.

ARTICLE VIII – TERMINATION OF EMPLOYMENT

Section 1. Termination Notice:

A director may be terminated at the conclusion of any fiscal year. The district will make every effort to give proper written notice of proposed termination of employment at least 60 days prior to the conclusion of the fiscal year. Termination of employment will be subject to final School Board approval.

Section 2. Termination for Cause:

A director's employment may be terminated at any time for cause as defined in School Board Policy 403 and/or as defined in M.S. 122A.40, Subds. 9 or 13. Except for purposes of describing grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable.

ARTICLE IX – DEFERRED COMPENSATION MATCHING PLAN

As authorized under the State Deferred Compensation Legislation (Minnesota Statutes 356.24), the district will match contributions to an eligible 457 or 403b or 401(a) plan or plans, or combination thereof, annually, after successfully completing a one-year probationary period, to a lifetime maximum of \$60,000 of contributions on the part of the district. The annual district match as of 7/1/2025 is \$4,000, as of 7/1/2026 is \$5,000 and as of 7/1/2027 is \$6,000.

ARTICLE X – SEVERANCE

Section 1. Severance Eligibility:

A director is eligible for severance pay following ten years of employment and when their resignation has been accepted by the School Board. Severance shall not be granted to a director that has been terminated pursuant to cause as defined in M.S. 122A.40, Subds. 9 or 13.

Section 2. Severance Calculation:

Severance pay shall accumulate at the rate of eight days per year, based on initial employment with the district, to a maximum of one hundred thirty (130) days. The severance rate of pay is the daily rate of pay at the time of resignation. The severance pay shall be determined by multiplying the accumulated severance days by the severance pay rate.

Section 3. Health Care Account:

Severance pay shall be placed into a Post-Retirement Healthcare Account under the supervision of the Minnesota State Retirement System. The severance will be placed in the director's account within 90 days of submission of the written request for retirement or resignation.

ARTICLE XI - RETIREMENT

Section 1. Eligibility:

Full-time directors who are at least 55 before July 1 and have worked a minimum of 10 years for the district, shall be eligible for retirement pay upon submission of a written request for retirement accepted by the School Board.

Section 2. Retirement Pay:

Qualified directors shall receive retirement pay of 10% of their last fiscal year salary and \$10 for each day of unused sick leave. The retiree will receive direct payment from the school district for retirement pay unless the employee elects to have retirement pay distributed to a 403(b) or 457 account. If the employee elects the 403(b) or 457 distributions, the district shall make one payment on or about January 15 of the year immediately following the retirement, unless the amount exceeds the allowable maximum contribution level, in which case the remainder of the payment will be made the following January 15th.

Section 3. Death of Employee:

In the event of the death of a director who has not retired the following benefits will go to their surviving spouse, beneficiaries or the deceased's estate in a lump sum.

1. Any unused vacation time at the deceased daily rate of pay at the time of death.
2. Pay for days worked but not yet paid
3. Refund for benefit deductions made but for which the benefit was never received (such as medical benefits withheld one month prior to the benefit month).

ARTICLE XII – RATES OF PAY**Section 1. Wages:**

Wages will be in accordance with a wage schedule approved by the school board. Employees shall be eligible for one step advancement on July 1st of each year. Any eligible steps or salary increases will not be issued until the school board has taken action on proposed salary schedule changes. Steps may be withheld for documented cause at the discretion of the Superintendent.

The wages for fiscal years 2026, 2027, and 2028 have been adjusted by 3% per year and \$5 per day per year as reflected in the salary schedules included at Appendix A. In addition, steps 1 and 2 were removed from the schedule resulting in a re-numbering of the salary schedule. The renumbering of the salary schedule does not impact the director's individual advancement on the salary schedule. For example, a director who would have been on step 5 for the 2025-2026 school year would now be on step 3.

Section 2. Career Increment:

Effective July 1, 2025, career increments for directors shall be issued in the following increments for years completed in an administrator or director role at ISD 861: \$2,500 for Year 6 and 7; \$3,500 for Year 8 and 9; and \$4,500 for Years 10 to 14; and \$5,500 for years 15 and beyond. This amount will be prorated based on the number of days in the director's employment agreement. Proration will be based on the annual days in the employment agreement divided into the annual number of full-time work days for the fiscal year (ex. FY 2026 has 255 annual work days). Payment of the career increment shall begin on the anniversary date of the employee.

Section 3.Doctorate Pay

Each director who holds a doctorate in their respective area of expertise shall receive an additional \$2,500 per year. The pay shall be paid out evenly over 24 pay periods. In the event the doctorate is awarded mid-year, the pay will be prorated from the date the advanced degree is earned and provided by the organization of higher education. Proof of the degree will be provided to Human Resources at which time payroll will be notified of the salary increase.

APPENDIX A – SALARY SCHEDULES

All annual salary rates included in the following tables are based on 255 days (11 holidays, 25 paid vacation days, and 219 duty days). For the 2025-2026 year, Directors also have 5 unpaid non-duty days which are subject to change given future budgetary funds available.

		2025-2026 Salary Schedule Daily Rates		2025-2026 Salary Schedule Annual Rates	
Old Steps	New Steps	Information Systems	Comm Ed Finance HR Learning & Teaching Special Ed	Director of Information Systems	Directors of Community Education Finance Human Resources Learning & Teaching Special Education
3	1	\$438.69	\$503.30	\$111,866.41	\$128,342.44
4	2	\$456.99	\$524.71	\$116,533.70	\$133,800.31
5	3	\$476.19	\$547.10	\$121,429.50	\$139,510.32
6	4	\$495.39	\$569.48	\$126,325.29	\$145,217.71
7	5	\$508.78	\$585.09	\$129,739.74	\$149,196.85
8	6	\$513.44	\$590.51	\$130,926.92	\$150,581.02
9	7	\$528.69	\$608.08	\$134,816.48	\$155,060.20
		2026-2027 Salary Schedule Daily Rates		2026-2027 Salary Schedule Annual Rates Rates	
Old Steps	New Steps	Information Systems	Comm Ed Finance HR Learning & Teaching Special Ed	Director of Information Systems	Directors of Community Education Finance Human Resources Learning & Teaching Special Education
3	1	\$456.85	\$523.40	\$116,497.40	\$133,467.72
4	2	\$475.70	\$545.45	\$121,304.71	\$139,089.32
5	3	\$495.48	\$568.51	\$126,347.38	\$144,970.63
6	4	\$515.26	\$591.57	\$131,390.05	\$150,849.24
7	5	\$529.05	\$607.64	\$134,906.93	\$154,947.76
8	6	\$533.84	\$613.23	\$136,129.73	\$156,373.45
9	7	\$549.55	\$631.32	\$140,135.97	\$160,987.01

		2027-2028 Salary Schedule Daily Rates		2027-2028 Salary Schedule Annual Rates	
Old Steps	New Steps	Information Systems	Comm Ed Finance HR Learning & Teaching Special Ed	Director of Information Systems	Directors of Community Education Finance Human Resources Learning & Teaching Special Education
3	1	\$475.56	\$544.10	\$121,267.32	\$138,746.75
4	2	\$494.98	\$566.81	\$126,218.85	\$144,537.00
5	3	\$515.34	\$590.57	\$131,412.80	\$150,594.75
6	4	\$535.71	\$614.31	\$136,606.75	\$156,649.71
7	5	\$549.92	\$630.87	\$140,229.14	\$160,871.19
8	6	\$554.86	\$636.63	\$141,488.62	\$162,339.65
9	7	\$571.04	\$655.26	\$145,615.05	\$167,091.62