

TERMS & CONDITIONS OF EMPLOYMENT

Between

**Alexandria Public Schools
Alexandria, Minnesota**

And

Unaffiliated School District Personnel

- **Appendix A: Community Education**
- **Appendix B: Food & Nutrition Services**
- **Appendix C: Student Support Services**
- **Appendix D: Technology Services**

July 1, 2025 – June 30, 2027

TERMS & CONDITIONS OF EMPLOYMENT FOR UNAFFILIATED SCHOOL DISTRICT PERSONNEL

INDEPENDENT SCHOOL DISTRICT NO. 206
Alexandria, Minnesota
2025-2027

DURATION:

These terms and conditions are for the period July 1, 2025, through June 30, 2027, and apply to employees that are not covered by a Collective Bargaining Agreement. The contract year is July 1 – June 30.

WORK SCHEDULES:

- An employee's work schedule (duty year and duty day) shall be determined by the supervising administrator.
- A full-time employee is defined as one who is assigned to work in a position eight (8) hours per day, five (5) days per week, and twelve (12) months per year.
- Non-exempt employees, paid on an hourly basis, shall submit their time records via the electronic time clock for approval by his/her supervising administrator.
- Exempt employees shall report their work time as determined by the School District and applicable School District policy.

OVERTIME:

In compliance with the federal Fair Labor Standards Act, employees in non-exempt positions who work more than 40 hours in a work week shall be eligible for overtime pay at the rate of one and one-half (1-1/2) times their hourly rate of pay. Overtime pay is based on actual hours worked. Vacation, holiday, or any other paid leave will not be considered hours worked for purposes of performing overtime calculations.

Prior approval for overtime must be obtained from the employee's immediate supervisor.

In the event a work week needs to include flexible working hours, to accommodate the School District or employee, the employee and supervisor should work together to adjust his/her schedule for the week impacted.

HOLIDAYS:

Employees that work 30 or more hours and are employed for a 12-month duty year shall be paid the following observed holidays, provided that the employee is regularly scheduled to work on the day the School District observes the holiday.

- | | |
|----------------------|--------------------|
| ● New Year's Eve Day | ● Juneteenth |
| ● New Year's Day | ● Independence Day |
| ● Good Friday | ● Labor Day |
| ● Memorial Day | ● Thanksgiving Day |

- Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

PERSONAL LEAVE:

Personal leave shall be granted to employees that are scheduled to work less than 12 months per year. Employees eligible for vacation do not qualify for personal leave days.

- An employee is entitled to two (2) paid personal leave days and three (3) unpaid personal leave days each subsequent contract year.
- Employees who have been employed for more than five (5) years with the School District shall be entitled to three (3) paid personal leave days and two (2) unpaid personal leave days each subsequent contract year.
- Employees with fifteen (15) or more years of service with the School District shall be granted a fourth personal leave day for any reason.
- Requests for personal leave must be made to the employee's supervisor at least five (5) days in advance. Approval for the timing of personal leave shall be at the sole discretion of the employee's supervisor or designee.
- Additional unpaid personal leave beyond the days provided above may be granted at the discretion of the employee's supervisor or designee.
- Unless otherwise required by law, employees are generally paid for any unused and accrued personal leave earned through the last day of employment.

Personal Leave will not be granted during the first four (4) student contact days each year, or the last four (4) student contact days each year. The only exceptions would be if there is a "lifetime event" i.e., a marriage, college graduation or an event that cannot be emulated on any other day. The Superintendent and/or their designee are authorized to make exceptions to the beginning and end of the school year restrictions.

VACATION:

Employees that work 30 or more hours and are employed for a 12-month duty year shall accrue vacation according to the schedule below:

Years of Service	Monthly Accrual Rate (Hours)	Total Days	Maximum Accrual (July 1)
0-3	.8334	10	120 hours (15 days)
4-9	1.25	15	
10-14	1.667	20	160 hours (20 days)
15+	2.0834	25	

[Example: 8 hours/day x .8334 hours = 6.672 hours/month x 12 months x 1.0 FTE = 80 hours]

Employees eligible for vacation time will not be allowed to use unpaid leave until all vacation days have been exhausted. Requests to use unpaid leave are subject to approval by the employee's supervisor or designee.

Accrued unused vacation leave may not exceed the maximum set forth in the table above, nor may it be carried over to a subsequent contract year.

Upon separation of employment, accrued vacation balances will be paid out on the final paycheck.

UNPAID LEAVE:

Leave without pay is not generally authorized when an employee has available paid leave that is applicable to the requested absence or when the requested absence does not otherwise qualify for an approved leave. Employees may use unpaid personal leave as provided in the Personal Leave section of these Terms and Conditions. Requests for additional unpaid leave are subject to approval by the employee's supervisor or designee. An employee who is absent from work without approved leave may be considered a "no show" and may be subject to appropriate corrective action.

LEAVES:

Sick Leave

- Full-time employees shall accrue sick leave at the rate of 1.083 days per month (1.083 days x hours per day x 12 months). Part-time employees will accrue sick leave on a pro rata basis according to their assigned work hours and duty days.

[Example: 8 hours per day x 1.083 days = 8.664 days * 12 months x 1.0 FTE = 104 hours]

- Employees may accumulate a maximum of 120 days during their employment with the School District. All sick leave used during the year will be deducted from the accumulated sick leave hours.
- Employees who reach the maximum hours (120 days x daily hours worked) accrual of sick leave, will be eligible to receive compensation. Employees will be compensated 50% for each day in excess of maximum hours as of June 30 of each contract year payable in July of the following year. Employees are not paid for any accrued, unused sick leave at termination of employment, whether voluntary or involuntary.
- Employees may use personal sick leave benefits provided by the school District for absences due to an illness or injury of the employee's child for such reasonable period as the employee's attendance with the child may be necessary; on the same terms the employee is able to use sick leave benefits for the employee's own illness or injury.
- Certificates of illness from the attending physician may be required of all absences of more than three days duration.
- If a concern is expressed to the immediate supervising administrator or to the School District's Human Resources Director regarding the frequency of an employee's use of sick leave, the supervising administrator may request a certificate of illness by the attending physician for each subsequent use of sick leave (the immediate supervisor may require further authentication after

conferring with the Human Resources Director and gathering input from the affected employee). Failure to comply with the request for a physician's certificate of illness will result in disciplinary action to the employee.

- Upon separation of employment, accrued sick leave will be forfeited.

Medical Leave

Any employee who is unable to perform his or her duties because of personal illness or disability and who has exhausted all accumulated paid sick leave available or has become eligible for long-term disability compensation shall, upon request, be granted a medical leave of absence of up to one-year duration without pay. The School Board may, at its discretion, extend such leave upon written request. A request for medical leave of absence or extension thereof shall be accompanied by a written doctor's statement outlining the condition of health and estimated time expected for the individual to be able to resume normal activities.

Worker's Compensation

When an employee who is absent from work as a result of a compensable injury under the provisions of the Worker's Compensation Act, the School District will pay the difference between the compensation received pursuant to the Worker's Compensation Act by the employee and the employee's regular rate of pay to the extent of the employee's earned accrual of sick leave.

A deduction shall be made from the employee's accumulated sick leave accrual time according to the pro-rata portion of days of sick leave time, which is used to supplement worker's compensation, unless the employee requests the deduction not be taken.

Such payment shall be paid by the district to the employee only during the period of disability.

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

Bereavement Leave

Up to three days of bereavement leave, charged to sick leave, with full salary, may be used in each year in case an employee is absent due to the death in the immediate family. The immediate family includes spouse, domestic partner, child, parent, grandparent, grandchild or sibling. The aforementioned relationships include step and in-law family members. Special consideration may also be given for any other person whose association with the employee was similar to any of the above relationships. The employee, with the consent of the Human Resource Director, may be granted an extension of bereavement leave.

In the case of a death of anyone not specifically addressed above, the school District will provide an employee one day of bereavement leave each school year to attend a funeral or memorial service. This additional day shall not be accumulative from year to year and will be deducted from the employee's accumulated sick leave. An employee scheduled less-than-fulltime shall receive proportionate bereavement leave consistent with their scheduled day. Bereavement leave may be taken in ½ day increments or full days only.

Military Leave

Military leave shall be granted in accordance with Minnesota statutes.

Jury Duty

When summoned for jury duty, employees will receive paid leave, less the daily per diem amount they receive from the court system. Employees should submit a copy of the jury summons to their supervisor and enter their absences into the absence management system. Upon receipt of juror pay, the employee should provide a copy of the payment remittance to Payroll for the deduction of the daily per diem amount (excluding expenses).

Minnesota Paid Leave

Effective January 1, 2026, Minnesota Paid Leave will provide partial wage replacement and job protection to eligible employees, as prescribed in Minnesota Statutes, chapter 268B. When this program is implemented, employees shall follow the process prescribed by the State of Minnesota to request leave.

Upon implementation, as prescribed by statute, the School District will begin deducting the employee portion of the premiums from wages and submitting the wage deductions to the State of Minnesota. The default employee portion is fifty percent (50%) of the premium costs. Any subsequent changes in premium will be split with the employer paying fifty percent (50%) and the employee paying fifty percent (50%).

INSURANCE BENEFITS:

Eligibility

An employee whose regular work schedule is 30 hours or more per week in a regularly established position will be eligible for insurance benefits for the period of time worked.

Eligible insurance benefits will be pro-rated for those employees working less than 12 months.

Health Insurance

The School District shall contribute the sum of up to \$700.00 per month toward the premium for single coverage and \$725.00 toward family coverage for group health insurance effective July 1, 2025, and \$875.00 toward the single premium and \$900.00 toward the family premium effective July 1, 2026. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

If the employee elects a high-deductible health plan that is compatible with a Health Savings Account (H.S.A.) and the cost of the plan is less than the School District contribution, the difference will be deposited into an H.S.A. or VEBA account.

Dental Insurance

The School District shall contribute the sum up to, but not to exceed \$40.00 per month toward the premium for dental insurance for each employee qualified and enrolled in the School District's group dental insurance plan.

Life Insurance

The School District will pay up to \$8.50 per month for a \$50,000 group term life insurance policy for all eligible employees. If the employee is employed beyond age 65, the face amount of insurance will reduce by 8% each year thereafter.

Long Term Disability

Eligible employees (working thirty [30] or more hours per week) must participate and will pay the full premium for long-term disability coverage.

EARLY RETIREMENT:

Employees hired prior to July 1, 2014 who are eligible for retirement under the Public Employees' Retirement Association (PERA) and have at least 10 years of continuous employment with the School District shall be eligible to remain in the existing group health insurance plan(s) after separation from employment, subject to the terms and conditions of the insurance policies.

The School District shall continue contribution to the insurance premiums in an amount equal to the contributions for active employees covered by these terms and conditions. The contributions shall cease when the employee and/or covered spouse reaches age 65 or is eligible for Medicare benefits, whichever occurs first.

POST-RETIREMENT BENEFITS:

Employees hired after July 1, 2014, will not receive a defined health insurance benefit at the time of retirement under current retirement qualifications. Employees hired after July 1, 2014, will receive a defined contribution from the School District as follows:

The School District will contribute \$500.00 per year for years four (4) through seven (7); a contribution of \$1,000.00 per year for years eight (8) through ten (10); a contribution of \$1,500.00 per year for years eleven (11) through twenty (20) and a contribution of \$2,000.00 per year for years twenty-one (21) through twenty-five (25).

School District contributions will not exceed \$30,000.00 per employee. Contributions will be made for eligible, active employees at a pro-rated amount upon completion of each contract year and contributed to the vested School District sponsored Health Reimbursement Account (HRA) in June of each year.

The School District contribution and accrued interest earnings will be subject to a 15-year vesting schedule and available to the employee after successful completion of a minimum of 15 years of service and the employee meets the retirement guidelines and separates from service. Upon retirement, all School District contributions will cease. If separation of service occurs at any time prior to successful completion of the employee's 15th year of service, the School District's contribution and any accrued interest earnings are forfeited and will be used by the School District to offset the required contribution amount for current and future employees. Upon the completion of 15 years of service the employee is considered fully vested (owning all funds outright) and the employee, upon meeting retirement qualifications, will receive the HRA funds as outlined above.

SEVERANCE:

An employee who has at least twenty-five (25) years of continuous employment with the School District and is eligible for retirement benefits under the Public Employees' Retirement Association (PERA), shall be paid severance pay in the amount of 40% of the employee's annual salary at the time of his/her retirement. Such payment shall be made in a lump sum, subject to applicable payroll withholdings and deductions, in January of the year following the employee's retirement. If the employee dies prior to payment of the severance pay pursuant to this Article, the payment shall be made to the employee's beneficiary or estate.

COMPENSATION:

The salary and rates of pay for employees covered under these terms and conditions shall be pursuant to the salary schedule.

Placement of new positions created during or after these terms and conditions will be determined solely by the School District.

If retroactive pay or benefit increases apply to employees covered by these terms and conditions, payments will be made only to employees who were employed by the School District in these positions during the period covered by the retroactive adjustment. Employees who retired from the School District after that period will also be eligible for any applicable retroactive pay or benefit increase.

Retroactive payments will not be made to former employees, except for eligible retirees as provided above.

AT-WILL EMPLOYMENT:

Employees covered by this Work Agreement are "at-will" which means that the employee's employment may be terminated by either the School District or the employee at any time, with or without cause. An employee who does not provide at least a fourteen (14) calendar day resignation notice shall forfeit any payments or payouts pursuant to this Agreement, unless notice is waived by the School District. The employee's at-will employment status may not be modified, except by express written agreement.

APPENDIX A: COMMUNITY EDUCATION

SALARY SCHEDULE:

Non-Exempt Positions:

2025-2026			
Position	Duty Days	Step 1	Step 2
Preschool Childcare Leader	9 Months	\$22.50	\$23.00
Community Education Coordinator	12 Months	\$29.57	\$30.07
2026-2027			
Position	Duty Days	Step 1	Step 2
Pre-School Childcare Assistant	9 Months	\$20.00	\$20.50
Pre-School Childcare Leader	9 Months	\$23.06	\$23.56
Performing Arts Manager	9 Months	\$30.31	\$30.81
Community Education Coordinator	12 Months	\$30.31	\$30.81

Upon completion of step 2, employees will begin to receive steps per the schedule below. The employee will receive one additional step for each subsequent year of employment. If a new employee works six (6) or more months prior to June 30, he/she will move to the next step on the salary schedule on July 1.

Step	Additional Amount
3-6	\$0.45
7-10	\$0.90
11-14	\$1.35
15-18	\$1.80
19-22	\$2.25
23-26	\$2.70
27-30	\$3.15
31-34	\$3.60
35-38	\$4.05
39-42	\$4.50
43-46	\$4.95
47-50	\$5.40
51-54	\$5.85

Exempt Positions:

2025-2026		
Position	Duty Days	Annual Salary
Community Education Recreation Coordinator/ Middle School Activities Director	260	\$69,010.00
School Age Childcare Supervisor	260	\$66,950.00
2026-2027		
Position	Duty Days	Annual Salary
Community Education Recreation Coordinator/ Middle School Activities Director	260	\$71,080.30
School Age Childcare Supervisor	260	\$68,958.50

*If an employee is working a different number of duty days than what is noted in the table, the salary will be prorated accordingly.

CELL PHONE STIPEND:

Community Education Coordinators, including the Community Education Recreation Coordinator/Middle School Activities Director and School Age Childcare Supervisor, and Performing Arts Center Manager will receive a monthly cell phone stipend of \$20.00.

APPENDIX B: FOOD & NUTRITION SERVICES

Non-Exempt Positions:

2025-2026			
Position	Duty Days	Step 1	Step 2
Menu Support Specialist	12 Months	\$28.00	\$28.50
2026-2027			
Position	Duty Days	Step 1	Step 2
Menu Support Specialist	12 Months	\$28.00	\$28.50

Upon completion of step 2, employees will begin to receive steps per the schedule below. The employee will receive one additional step for each subsequent year of employment. If a new employee works six (6) or more months prior to June 30, he/she will move to the next step on the salary schedule on July 1.

Step	Additional Amount
3-6	\$0.45
7-10	\$0.90
11-14	\$1.35
15-18	\$1.80
19-22	\$2.25
23-26	\$2.70
27-30	\$3.15
31-34	\$3.60
35-38	\$4.05
39-42	\$4.50
43-46	\$4.95
47-50	\$5.40
51-54	\$5.85

Exempt Positions:

2025-2026					
Position	Duty Days	Step 1	Step 2	Step 3	Step 4
Culinary Operations Manager	255	\$65,126.75	\$67,258.36	\$69,343.83	\$71,423.88
2026-2027					
Position	Duty Days	Step 1	Step 2	Step 3	Step 4
Culinary Operations Manager	255	\$66,754.92	\$68,939.82	\$71,077.43	\$73,209.48

*If an employee is working a different number of duty days than what is noted in the table, the salary will be prorated accordingly.

APPENDIX C: STUDENT SUPPORT SERVICES

SALARY SCHEDULE:

Non-Exempt Positions:

2025-2026			
Position	Duty Days	Step 1	Step 2
Guided Intervention Support	171-175	\$24.36	\$24.93
Transportation Safety & Behavior Coordinator	193	\$26.61	\$27.16
Speech Language Pathology Assistant*	171-175	\$30.58	\$31.13
Equity & Inclusion Liaison	171-175	\$30.58	\$31.13
Registered Nurse	171-175	\$31.23	\$31.79
Sign Language Interpreter	171-175	\$33.58	\$34.13

2026-2027			
Position	Duty Days	Step 1	Step 2
Guided Intervention Support	171-175	\$24.97	\$25.55
Transportation Safety & Behavior Coordinator	193	\$27.28	\$27.84
Speech Language Pathology Assistant*	171-175	\$31.34	\$31.91
Equity & Inclusion Liaison	171-175	\$31.34	\$31.91
Registered Nurse	171-175	\$32.01	\$32.58
Sign Language Facilitator	171-175	*\$28.70	\$29.40
Sign Language Interpreter	171-175	\$34.12	\$34.98

*Must hold licensure from the Minnesota Department of Health

Upon completion of step 2, non-exempt employees will begin to receive steps per the schedule below. The employee will receive one additional step for each subsequent year of employment. If a new employee works six (6) or more months prior to June 30, he/she will move to the next step on the salary schedule on July 1.

Step	Additional Amount
3-6	\$0.45
7-10	\$0.90
11-14	\$1.35
15-18	\$1.80
19-22	\$2.25
23-26	\$2.70
27-30	\$3.15
31-34	\$3.60
35-38	\$4.05
39-42	\$4.50
43-46	\$4.95
47-50	\$5.40
51-54	\$5.85

*If an employee is working a different number of duty days than what is noted in the table, the salary will be prorated accordingly.

APPENDIX D: TECHNOLOGY SERVICES

SALARY SCHEDULE:

Non-Exempt Positions:

2025-2026			
Position	Duty Days	Step 1	Step 2
Media & Production Support	9 Months	\$26.65	\$27.15
Technology Support Specialist	12 Months	\$26.65	\$27.15
2026-2027			
Position	Duty Days	Step 1	Step 2
Media & Production Support	9 Months	\$27.32	\$27.82
Technology Support Specialist	12 Months	\$27.32	\$27.82

Upon completion of step 2, employees will begin to receive steps per the schedule below. The employee will receive one additional step for each subsequent year of employment. If a new employee works six (6) or more months prior to June 30, he/she will move to the next step on the salary schedule on July 1.

Step	Additional Amount
3-6	\$0.45
7-10	\$0.90
11-14	\$1.35
15-18	\$1.80
19-22	\$2.25
23-26	\$2.70
27-30	\$3.15
31-34	\$3.60
35-38	\$4.05
39-42	\$4.50
43-46	\$4.95
47-50	\$5.40
51-54	\$5.85

Exempt Positions:

2025-2026					
Position	Duty Days	Step 1	Step 2	Step 3	Step 4
Systems/Network Administrator	12 Months	\$70,597.00	\$71,513.00	\$73,802.00	\$78,747.00
2026-2027					
Position	Duty Days	Step 1	Step 2	Step 3	Step 4
Systems/Network Administrator	12 Months	\$72,362.00	\$73,301.00	\$75,647.00	\$80,716.00

*If an employee is working a different number of duty days than what is noted in the table, the salary will be prorated accordingly.

CELL PHONE STIPEND:

Employees working in Technical Support will receive a monthly cell phone stipend of \$25.00. System/Network Administrators will receive a monthly cell phone stipend of \$40.00.

TECHNOLOGY STAFFING DURING CRITICAL PERIODS:

To ensure adequate staffing levels during critical periods, vacation leave will not be granted during the following periods, unless an exception is approved under the provisions below:

- The last two weeks of the academic school year.
- Scheduled teacher workshop days; and
- The first two weeks of the academic school year.

In addition, to maintain adequate staffing and operational coverage:

- No more than one-half (50%) of the Systems Team may be scheduled for leave on any given day.
- No more than one-half (50%) of the Tech Support Team may be scheduled for leave on any given day.
- During the months of May and June, no employee may schedule more than five (5) vacation days in any calendar month, unless otherwise approved by the Technology Director or designee based on operational needs.

Vacation requests will be considered based on staffing needs and in accordance with District practice and applicable policy. Approval of leave is subject to these staffing restrictions and the operational needs of the department.

The Technology Director, or their designee, may approve exceptions to the above restrictions on a case-by-case basis for emergencies, pre-approved medical leave, or other significant extenuating circumstances, including significant life events such as marriage, wedding, or college graduation.

Exceptions will be considered based on the circumstances of the request and the department's ability to maintain adequate staffing and operational coverage.