

TERMS & CONDITIONS OF EMPLOYMENT

Between

**Alexandria Public Schools
Alexandria, Minnesota**

And

**Community Education
Compass – School Age Childcare**

July 1, 2025 – June 30, 2026

**TERMS & CONDITIONS OF EMPLOYMENT FOR UNAFFILIATED
SCHOOL DISTRICT PERSONNEL**

**COMMUNITY EDUCATION
COMPASS – SCHOOL AGE CHILDARE**

INDEPENDENT SCHOOL DISTRICT NO. 206
Alexandria, Minnesota
2025-2026

DURATION:

These terms and conditions are for the period July 1, 2025 through June 30, 2026 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.
- 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.

LEAVES:

Sick Leave

Compass Site Leaders and Compass Group Leaders hired prior to July 1, 2015 and working 30 hours or more per week, shall be eligible for the following:

- Accrued sick leave as outlined below:
 - Full-time employees shall accrue sick leave at the rate of 1.083 days per month. Part-time employees will accrue sick leave on a pro rata basis according to their assigned work hours and duty days.
 - Part-time employees will accrue sick leave on a pro rata basis according to their assigned work year and duty day.
 - [Example: 2 hours per day x 1.083 days = 2.166 hours per working month]

All other Compass Site Leaders and Compass Group Leaders will earn sick leave based on the minimum standards of the Earned Sick and Safe Time (ESST) law.

Personal Leave

Compass Site Leaders and Compass Group Leaders hired prior to July 1, 2015 and working 30 hours or more per week, shall be eligible for the following:

Accrued personal leave as outlined below:

- Two (2) paid personal leave days (x) daily hours worked per year in one of the positions listed below.
- Unused paid personal leave days shall be paid to employees at the end of each contract year at 100% of their daily rate of pay.

INSURANCE BENEFITS:

If the combination of Community Education hours and hours worked in another Alexandria Public School's work group are equal to 30 or more hours per week, the employee will only be eligible for insurance benefits for the period worked (refer to employee's primary work agreement for more details).

SEVERANCE:

Upon separation of employment, accrued personal leave balances will be paid out on the final paycheck. Sick leave balances will be forfeited.

COMPENSATION:

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

Placement for new positions created during or subsequent to these terms and conditions shall be determined solely by the School District. In the event there is any retroactive pay or benefit increases to employees covered by these terms and conditions, such payments shall be made only to employees employed in the School District at the time of the retroactive pay/benefit determination. Under no circumstances are retroactive payments made to former employees.

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.

COMPASS – SCHOOL AGE CHILDCARE SALARY SCHEDULE

Non-Exempt Positions:

2025-2026		
Position	Step 1	Step 2
Compass Group Leader	\$17.86	\$18.11
Compass Site Leader	\$19.92	\$20.17

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.

Steps	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

There is no contractual obligation to provide retroactive pay/benefit increases to former employees who have resigned their position prior to the settlement of this contract. If a member of this group retires from their position prior to the settlement of the contract, retro pay/benefits will be provided to the employee.

Registered Behavior Technician (RBT) Certification:

A Compass Group/Site Leader that has successfully completed the requirements to obtain the Registered Behavior Technician (RBT) Certification will receive a \$0.25 per hour increase upon presenting the certificate of completion to the Director of Community Education that demonstrates all program requirements have been met.

There will be no retroactivity to the start of the contract year but will instead start once the certificate has been presented. The Compass Group/Site Leader must successfully recertify each year in order to maintain the additional \$0.25 an hour. If the Compass Group/Site Leader does not recertify within the time limits required, the \$0.25 per hour will be deducted and will not be reinstated until proof of recertification is presented to the Director of Community Education. The yearly recertification costs will be paid by the district. If a class registration fee is ever assessed, it will be paid by the employee.