

TERMS & CONDITIONS OF EMPLOYMENT

Between

**Alexandria Public Schools
Alexandria, Minnesota**

And

Board Certified Behavior Analyst (BCBA)

July 1, 2025 – June 30, 2027

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

BOARD CERTIFIED BEHAVIOR ANALYST (BCBA)
Board Certification Required

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 applies 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 30 or more hours per week.
- Exempt employees shall report their work time as determined by the School District and applicable School District policy.

LEAVES:

Personal Leave

Employees will accrue personal leave based on the contracted number of days worked in a school year. Personal leave may be taken in half-day or full day increments.

Employees shall be granted a leave of two (2) days per year, non-accumulative except as herein provided, for any reason.

- After five (5) or more years of service in this position in the School District shall be granted a third day for any reason.
- After fifteen (15) or more years of teaching experience in the School District shall be granted a fourth personal leave day for any reason.
- After twenty-five (25) or more years of teaching experience in the School District, shall be granted a fifth personal leave day for any reason.

After three (3) or more years of service in this position in the School District, may accumulate personal leave up to a total of six (6) days, of which five (5) of these days may then be used consecutively.

Employees who have less than (3) three years of service in this position in the School District who has not used all available personal leave during the school year shall be paid at the current substitute teacher daily rate of pay or on a pro-rated basis if less than full-time. Such payment shall be made after the end of the school year.

Employees that are eligible to accumulate personal leave days and who have not used all available personal leave during the school year may choose to apply those days towards his/her accumulated 6 (six) personal leave days or be paid at the current substitute teacher daily rate of pay or on a pro-rated basis if less than full-time.

Personal leave days will automatically be accumulated to the next school year unless the employee exceeds the limit of 6 (six) personal leave days or notifies the School District's Human Resource Director on or before May 15th indicating that he/she would like to be paid for her/his unused personal leave days. Such payment will be made on the June 30th paycheck.

Notices for personal leave, except in the case of an emergency, must be submitted through the Absent Management System at least three (3) days in advance of the day requested.

Personal leave will not be granted, according to the approved school board calendar, during the first three (3) student contact days each year, or the last three (3) student contact days each year, or on any day scheduled for daytime/evening parent-teacher or on professional development days. The only exceptions would be if there is a "lifetime event" i.e. a marriage/wedding, college graduation, athletic or academic event when a child is an active participant or an event that cannot be emulated on any other day. The Superintendent and/or his/her designee are authorized to make exceptions to the beginning and end of the year restrictions.

No employees will exceed five (5) consecutive days of leave, regardless of the days being personal, general or a combination of leave days.

Sick Leave

Employees will accrue thirteen (13) sick leave days (104 hours) of sick leave annually. Based on the contracted number of days worked in a school year, employees working less than 183 days will have their sick leave prorated. Part-time staff will have their time prorated based on their assigned FTE (full-time equivalent).

Sick leave may be used in increments of $\frac{1}{4}$ day (under 2 hours), $\frac{1}{2}$ day (2-4 hours), $\frac{3}{4}$ day (4-6 hours) or a full day (over 6 hours).

Sick leave is to be used for an employee's personal illness or injury. Sick leave may also be used for preventative specialist care due to limited availability. Employees may also use personal sick leave for absences due to an illness of the employee's child for such reasonable period as his/her 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.

"Child" is defined in M.S. 181.940, as an individual under 18 years of age or an individual under age 20 who is still attending secondary school.

Any unused sick leave will accumulate to a maximum of 120 days.

Upon accumulating 120 days of sick leave, employees will be eligible for a Sick Leave Buy Back for unused days to a maximum number of 10 (ten) days per year at the current daily substitute teacher rate of pay. Payment for unused sick leave days will be made on the July 15th paycheck of that calendar year for the previous school year.

Employees using sick leave for disability related to pregnancy shall submit a written statement from the attending physician certifying the period of disability.

Certificates of illness by the attending physician may be required for all absences of more than three (3) consecutive days.

Employees who are unable to work because of personal illness or disability and who have exhausted all accumulated paid sick leave available shall be granted an additional leave of absence without pay for the duration of such an illness or disability, up to one (1) year. Each day without pay will be calculated at the rate of 1/183 of the employee's annual base salary. The leave may be renewed each year upon written request to the School Board.

If, during a school year, a concern is expressed to the immediate supervising administrator or to the School District's Human Resource 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 day of sick leave (the immediate supervisor may require further authentication after conferring with the Human Resource Director and gathering input from the affected employee). Failure to comply with the request for a physician's certificate of illness may result in disciplinary action to the employee.

Upon separation of employment, sick leave balances will be forfeited.

Bereavement Leave

Up to three (3) days of bereavement leave, charged to sick leave, will full salary, may be used in each year in the event an employee is absent due to the death in the immediate family (parents, brothers, sisters, children, husband, wife, grandparents, grandchildren or same by law or an immediate member of the household). The employee, with the consent of the Human Resources Director, may be granted an extension of bereavement leave.

In the case of a death of anyone not specifically addressed above, the district will provide an employee one (1) 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 be granted paid leave for the required period of service, less the daily per diem amount paid by the court (excluding expense reimbursements). Employees are responsible for submitting a copy of their jury summons to their supervisor and entering the absence in the District's absence management system.

Upon receipt of any juror pay, the employee must provide a copy of the payment remittance to Payroll so the daily per diem amount can be deducted from the employee's regular wages. Expense reimbursements (e.g., mileage) will not be deducted.

If an employee is excused from jury service for a full day or released early (with adequate time remaining in the workday), they are expected to report to work for the remainder of their scheduled work hours. Employees should communicate with their supervisor to coordinate reporting times as needed.

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%).

Flexible Duty Hours

Time worked outside of the duty workday must be documented according to department guidelines as determined by the supervising administrator.

Upon approval by the supervising administrator, this time may be “flexed” during the contract period.

An employee’s workday hours may be modified if the adjustment allows staff to better accommodate the needs of the student population they service. The hours of service will be designated by the School District.

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.

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 of up to, but not to exceed, \$40.00 per month toward the premium for dental insurance.

Life Insurance

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

Long Term Disability

Employees will pay the full premium for long-term disability coverage.

The Matching Program

Effective July 1, 2022, the School District shall make a dollar-for-dollar matching contribution to the employee’s 403(b) deferred compensation plan in the amount of two percent of the employee’s annual base salary to a maximum of \$2,000 per contract year. The maximum School District contribution during employment shall not exceed \$31,500.

POST-RETIREMENT BENEFITS:

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 available to the employee after successful completion of a minimum of 15 years of service and the employee meets the retirement guidelines. 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 accrued interest earnings are forfeited and will be used by the School District to offset the required contribution amount for current and future employees. At 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.

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.

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.

LANE ADVANCEMENT:

The employee will be eligible for horizontal lane changes on the salary schedule under the same terms and conditions as outlined in the Collective Bargaining Agreement for certified staff.

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.

SALARY SCHEDULE

Position	Duty Days
Board Certified Behavior Analyst (BCBA)	183

2025-2026										
	BA	BA+10	BA+20	BA+30	BA+40	BA+53 MA/5 th Yr	BA+67 MA+10	BA+80 MA+20	BA+94 MA+30	BA+107 MA+40
Lane	1	2	3	4	5	6	7	8	9	10
Step										
1	49,194	50,542	51,927	53,350	54,812	56,314	57,857	59,442	61,071	62,744
2	50,724	52,114	53,542	55,009	56,516	58,065	59,656	61,291	62,970	64,695
3	52,302	53,735	55,207	56,720	58,274	59,871	61,511	63,196	64,928	66,707
4	53,929	55,407	56,925	58,485	60,087	61,733	63,424	65,162	66,947	68,781
5	55,606	57,130	58,695	60,303	61,955	63,653	65,397	67,189	69,030	70,921
6	57,335	58,906	60,520	62,178	63,882	65,632	67,430	69,278	71,176	73,126
7	59,118	60,738	62,402	64,112	65,869	67,674	69,528	71,433	73,390	75,401
8	60,957	62,627	64,343	66,106	67,917	69,778	71,690	73,654	75,672	77,745
9	60,957	64,575	66,344	68,162	70,030	71,949	73,920	75,945	78,026	80,164
10	60,957	64,575	68,408	70,282	72,208	74,186	76,219	78,307	80,453	82,657

2026-2027										
	BA	BA+10	BA+20	BA+30	BA+40	BA+53 MA/5 th Yr	BA+67 MA+10	BA+80 MA+20	BA+94 MA+30	BA+107 MA+40
Lane	1	2	3	4	5	6	7	8	9	10
Step										
1	49,834	51,199	52,602	54,043	55,524	57,045	58,608	60,214	61,864	63,559
2	51,384	52,792	54,239	55,725	57,252	58,821	60,433	62,089	63,790	65,538
3	52,982	54,434	55,925	57,457	59,031	60,648	62,310	64,017	65,771	67,573
4	54,630	56,127	57,665	59,245	60,868	62,536	64,249	66,009	67,818	69,676
5	56,329	57,872	59,458	61,087	62,761	64,481	66,248	68,063	69,928	71,844
6	58,081	59,672	61,307	62,987	64,713	66,486	68,308	70,180	72,103	74,079
7	59,887	61,528	63,214	64,946	66,726	68,554	70,432	72,362	74,345	76,382
8	61,749	63,441	65,179	66,965	68,800	70,685	72,622	74,612	76,656	78,756
9	61,749	65,414	67,206	69,047	70,939	72,883	74,880	76,932	79,040	81,206
10	61,749	65,414	69,296	71,195	73,146	75,150	77,209	79,325	81,499	83,732

LONGEVITY PAY: After completing Step 10, the employee shall receive longevity pay as follows:

- Steps 1-8 beyond Step 10: \$1,000 per year
- Steps 9+ beyond Step 10: \$1,325 per year

*Salary placement will be made at the discretion of the School District. If an employee is working a different number of duty days than what is noted in the table, the salary will be prorated accordingly.