INDEPENDENT SCHOOL DISTRICT #286
BROOKLYN CENTER, MINNESOTA

Pay and Benefits Guide

UNAFFILIATED NON-EXEMPT EMPLOYEES
INCLUDING
HOURLY FULL-TIME AND PART-TIME

EFFECTIVE JULY 1, 2026

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ARTICLE I RATES OF PAY

1. Salary adjustments may be made on an annual basis. Adjustments follow the fiscal year. Adjustments for employees working more than 10 months (220 days) would be effective July 1 through June 30. School year employees' applicable increases will be effective as of the first duty day of the new school year. School year employees who are additionally contracted for summer school duties, would be paid at the summer school rate or their previous school year rate as applicable.
2. Wages. The wages reflected in Schedule A shall be effective as of July 1, 2026.
3. Employees who are employed full time but work in multiple positions shall be paid pro rata based on the percentage FTE in each job. Their benefits (if eligible) shall be paid based on the position where the employee works the largest % of the time. In the event of an employee working 50% in one position and 50% in another, the employee shall receive benefits from the higher-level group.

ARTICLE II JOB CLASSIFICATIONS

Pay Class 1	Pay Class 2	Pay Class 3	Pay Class 4	Pay Class 5	Pay Class 6
Childcare Asst. Teacher Preschool Assistant	Childcare Lead Teacher Preschool Lead Teacher PreK EA Community Ed EA Childcare Lead Float	Childcare Programs Lead Out of School Time Lead	Helpdesk Analyst	Early Learning Lead	Safe Routes to Schools Specialist Community Health Specialist Attendance and Engagement Specialist Assessment and EL Intake Specialist

Grant funded positions follow the provisions of the grant first, then this agreement.

ARTICLE III GROUP BENEFITS

Group Health Insurance

Eligibility: Full benefits provided in this article are designed for employees who are employed an average of at least thirty (30) hours per week. Eligibility is subject to any limitations contained in the contract between the insurance carrier and the School District.

Health and Hospitalization Insurance – Single Coverage: Effective January 1, 2026, The School District shall contribute a sum not to exceed $660 per month toward the premium for individual coverage for each Category 1 and 2 employee who qualifies for and is enrolled in single coverage in the School District's group health and hospitalization insurance plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. Effective January 1, 2027, The School District shall contribute a sum not to exceed $700 per month toward the premium for individual coverage for each Category 1 and 2 employee who qualifies for and is enrolled in single coverage in the School District's group health and hospitalization insurance plan.

Health and Hospitalization Insurance – Family Coverage: Effective January 1, 2026, the School District shall contribute a sum not to exceed $1400 per month toward the premium for family coverage for each full-time Category 1 and 2 who qualifies for and is enrolled in family coverage in the School District's group health and hospitalization insurance plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. Effective January 1, 2027, the School District shall contribute a sum not to exceed $1500 per month toward the premium for family coverage for each full-time Category 1 and 2 who qualifies for and is enrolled in family coverage in the School District's group health and hospitalization insurance plan.

Insurance and Benefit Specifications: The District shall ensure proper and appropriate benefits are in place pursuant to this Agreement and shall have final approval for the selection of insurance companies and programs offered.

Claims Against the School District: The School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to in this Agreement, and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Coverage start and end dates: 1) An employee is eligible for School District contribution as provided in this article as long as the employee is employed by the School District, on paid status, and enrolled in the School District's group health and hospitalization insurance plan. 2) Unless otherwise specified and where applicable, employees who work the entire school year

shall be covered by the insurance programs for the period of September 1 through August 31; 3) Employees hired after the start of the school year shall be covered by the insurance programs effective the first of the month coinciding with or following date of hire; 4) Employees separating from employment shall be covered by the insurance programs through the end of the calendar month of their last duty day.

Group Dental Insurance:

During the term of this Agreement, the School District shall contribute a sum not to exceed $35.44 for the single premium and $87.12 per month toward the family premium for eligible and enrolled employees in the group dental insurance plan adopted by the School District. Premiums are subject to annual changes. Premiums in excess of the District contribution are the responsibility of the employee and will be made through payroll deduction.

Flexible Spending Accounts:

An optional program that offers tax-free payroll deductions for medical and dependent day care expenses. The District shall provide procedures for employees to enroll in a healthcare and/or daycare flexible spending account. The maximum annual contributions are subject to IRS regulations. Pre-tax deductions will be taken through payroll deductions. These accounts are funded entirely with employee dollars.

Life Insurance:

100% district paid. Employees earning less than $50,000 annually have a benefit of $50,000. Employees earning $50,000 or more annually have a benefit of $100,000. Optional life insurance, in addition to the district provided policy may be purchased at your own expense.

Long Term Disability (LTD) Insurance:

The district will pay the monthly premium for the long-term disability coverage after 30 days of employment. This plan will provide monthly income up to 66 2/3% of pre-disability pay if you are disabled more than 90 consecutive days.

ARTICLE IV LEAVE TIME

Sick Leave

To be eligible for sick leave an employee must be scheduled to a normal work year of nine (9) months or more, a normal work week of twenty-five (25) hours or more. Sick leave shall accrue at a rate of one day per month. Employees working less than 25 hours per week will accrue sick leave at a rate of 1 (one) hour for every 30 (thirty) hours worked up to a maximum of 48 (forty-eight) hours in a year.

Sick leave may be used in cases of necessity when the employee is unable to perform job duties and responsibilities because of illness or injury of self or a family member.
Employees may use sick leave for any absences due to allowable reasons under the Minnesota Earned Sick and Safe Leave.

- the employee's mental or physical illness, treatment or preventive care;
- a family member's mental or physical illness, treatment or preventive care;
- absence due to domestic abuse, sexual assault or stalking of the employee or a family member;
- closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency;
- when determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease; and
- to make funeral arrangements, attend a funeral service or memorial or address financial or legal matters that arise after the death of a family member.

Employees may use earned sick and safe time for the following family members:

1. their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
2. their spouse or registered domestic partner;
3. their sibling, stepsibling or foster sibling;
4. their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
5. their grandchild, foster grandchild or step-grandchild;
6. their grandparent or step-grandparent;
7. a child of a sibling of the employee;
8. a sibling of the parents of the employee;
9. a child-in-law or sibling-in-law;
10. any of the family members listed in 1 through 9 above of an employee's spouse or registered domestic partner;
11. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and

12. up to one individual annually designated by the employee.

403b/457 Contribution:

Upon accumulating more than 465 sick leave hours, employees may choose to contribute any additional hours (up to a maximum of 40.00 hours per year) to an existing deferred compensation account, provided the employee makes an annual contribution equal to or greater than the amount contributed by the District.

A. Unused sick leave hours will be compensated at a rate of $13.50 per hour. The sick leave days used for the District contribution shall be deducted from the employee's accumulated sick leave.

B. The employee shall submit a written request to the payroll manager by May 15, specifying the dollar amount of the employee's contribution.

Pregnancy-Related Disability Leave and Child Care Leave

In conformance with the Minnesota Human Rights Act and the Pregnancy Discrimination Act disabilities caused or contributed to by pregnancy, childbirth, or related medical conditions shall be treated the same as disabilities caused or contributed to by other medical conditions.

1. Any employee who is unable to perform their normal duties and responsibilities due to disabilities caused or contributed to by pregnancy, childbirth, or related medical conditions is eligible to use sick leave.

2. An employee who wishes to request a leave of absence for purposes of childcare may request an unpaid leave of absence for up to one year.

3. Up to twenty-five (25) days of sick leave may be used for adoption purposes (such as preparation, legal requirements, necessary travel, and initial adjustment).

Personal Leave

Employees who are eligible may be granted, upon approval of the Director/ Principal/Immediate Supervisor, two (2) workdays per year to conduct personal business, which cannot otherwise be performed outside of the normal work day or to care for one's own mental health. Personal leave does not require a reason, but the leave must be pre-approved. The personal leave day will be deducted from accumulated sick leave. Personal days may not be taken during the first 90 days of probationary employment.

Emergency Leave

Employees may be granted emergency leave, upon the approval of the Superintendent, to a maximum of two (2) normal workdays per year to attend to emergencies, which cannot otherwise be performed outside of the normal workday.

1. Examples of the use of emergency leave, which may be approved, automobile mishaps, and funerals not covered by Bereavement Leave. Final approval shall be at the sole discretion of the Superintendent.

2. Employees requesting emergency leave shall make such request to their supervisor at least twenty-four (24) hours in advance of their absence, except in the event of an emergency. Approval or denial of the request by the Superintendent shall be made, and communicated to the employee's supervisor, prior to the requested absence, except in an emergency.

3. Approved emergency leave shall be deducted from accumulated sick leave.

Jury Duty

Employees who are required to appear for jury duty or subpoenaed as a witness by a court of law for a case in which the employee is not a defendant or a plaintiff during the school year, will be paid the difference between the daily basic income and jury duty or witness fees, excluding mileage and expenses.

Employees selected for jury duty shall notify their supervisor and the payroll department as soon as practicable after being notified of their selection.

Employees shall report for work on the normal workday immediately prior to and the workday immediately following the last day of jury duty.

Employees shall notify their supervisor when they are available for duty after completing jury duty.

Bereavement

Employees may be absent to a maximum of five (5) normal work days per year, if necessary, to make funeral arrangements, attend a funeral service or memorial or address financial or legal matters that arise after the death of a family member. The first three (3) days of approved bereavement leave for immediate family shall not be deducted from accumulated sick leave.

Immediate family shall be defined as the employee's spouse/domestic partner, mother, father, grandparent, son, daughter, grandchild, sister, brother, legal guardian, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, employee’s niece, nephew, aunt, uncle, or a person for whom the employee is a legal guardian.

Employees requesting bereavement leave shall notify their supervisor 24 hours in advance when possible and at least two hours prior to the absence and give reason(s) for the absence.

Injury on Duty (Workers' Compensation)
Upon the request of an employee who is absent from work as a result of a compensable injury as covered under the provisions of the Worker's Compensation Act, the Board will pay the difference between the compensation received by the employee pursuant to the Worker's Compensation Act and the employee's daily income to the extent of the employee's accumulated sick or vacation leave. Employees must fill out the appropriate leave forms to request this pay.

A deduction shall be made from the employee's accumulated sick or vacation leave according to the pro-rata portion of days of sick or vacation leave, which are used to supplement Worker's Compensation benefits. Such payment shall be paid by the Board to the employee only during the period of disability.

Employees not electing to supplement Worker's Compensation benefits by a sick or vacation leave deduction shall receive only the Worker's Compensation benefit and shall not be deducted sick or vacation leave for the period of absence.

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

Workers compensation claims shall be reported to the employee's supervisor within 24 hours in order to comply with insurance carrier and school district policies. Final authority for claims shall be governed by Minnesota Statute.

Military Leave
Military leave shall be granted in accordance with applicable laws.

Unpaid Leave
Employees may request an unpaid leave of absence for reasons that are personally necessary to the employee. The disposition of such requests shall be at the discretion of the School Board.

1. Employees failing to return to work at the expiration of an unpaid leave of absence granted by the School Board, shall be considered to have resigned, unless the leave has been extended by the School Board or because of extenuating circumstances.
2. In the event an employee has exhausted earned sick leave, the HR Director, upon written request, shall approve an unpaid leave of absence for a period, which will allow the School Board to consider the unpaid leave request.
3. Employees may continue their group insurance during an unpaid leave however no contribution towards premium will be made by the District. Employees failing to make payment when required will be terminated from the group plan(s). Upon return to

employment and meeting eligibility requirements contributions by the District, as defined by this Agreement, will commence.

Family Medical Leave Act
The District will administer the Federal FMLA (Family Medical Leave Act) and all applicable state laws.

ARTICLE V HOLIDAYS AND VACATION

Holidays

To be eligible for paid time off an employee must be regularly assigned to work a minimum of twenty hours per week. For eligible employees contracted for less than a normal duty day shall be on a prorated basis.

12 Month Employees (260 days)
The following twelve (12) days shall be considered paid holidays: Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, and Independence Day.

One floating holiday per year to be taken on non-student contact day at a time designated by the district calendar.

10-11 Month Employees (220-240 days)
The following nine (9) days shall be considered paid holidays: Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Martin Luther King Jr. Day, Memorial Day.

One floating holiday per year to be taken on non-student contact days at a time designated by the district calendar.

School Year Employees

The following seven (7) days shall be considered paid holidays: Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, President's Day, Martin Luther King Jr. Day and Memorial Day.

Vacation Time

Section 1. **Eligibility and Accrual**:

10 -11 Month Employees (More than 220 days and less than 260 days)		12 Month Employees (260 days)	
0-1 yr	Accrue ½ normal work day per month (max 5 days)	0-1 yr	Accrue 1 day per month (max 10 days)
2-5	8 days	2-5	10 days
6-8	12 days	6-8	15 days
9-14	16 days	9-14	20 days
15+	20 days	15+	25 days

Section 2 **Use:** Vacation shall be earned during the fiscal year period (July 1 -June 30) to be taken during the same fiscal year period (July 1 -June 30). New eligible employees may use accrued vacation upon completion of the first 90 days of the probationary period. Employees hired after July 1 of each year shall accrue on a pro-rata basis. Employees may carry over no more than five (5) days of vacation per fiscal year.

Section 3 **Scheduling:** Employees will make every effort to schedule vacation during non-student contact days. Request for vacation must be approved by the employee's supervisor.

Section 4 **Resignation:** Employees who separate from employment prior to June 30 shall earn a pro-rated vacation based on the number of full months of employment prior to separation provided such employee provides the School District with at least two (2) weeks' advance, written notice of the resignation time. Calculated vacation balance will be paid out on the employee's last payroll date. Employees who resign without at least a two week notice will forfeit all accrued and unused vacation time.

Section 5 **Eligibility**: To be eligible for paid vacation an employee must be scheduled a minimum of ten months per year. Summer assignments that are separate from the school year will not earn or use vacation time.

ARTICLE VI SEPARATION FROM EMPLOYMENT

Employees shall be considered separated from employment based on the following actions:

1. Resignation. Employees resigning from employment shall give written notice fourteen calendar days prior to the effective day of resignation.

2. Discharge.

3. Failure to report for Work. Employees who fail to report for work without notice to their supervisor for 3 consecutive normal work days may be considered by the District to have resigned, except in extenuating circumstances.

4. Termination during the probationary period.

5. Layoff. Employees shall be given fourteen (14) calendar days written notice of layoff.

Re-employment

Employees re-employed following separation from employment of more than 12 months shall be considered a new employee.

ARTICLE VII RETIREMENT

Voluntary Retirement Accounts:

Public employees are eligible on an optional basis to invest towards retirement (other than public pension) with pre-tax dollars withheld from your paycheck: Tax Sheltered Annuity Plan (403(b)). You may join at any time after your employment date. To participate, contact one of the approved companies.

District Match Program:

Employees are eligible to receive matching contributions to a 403 (b) plan, so long as the employee remains in continuous active status. Employees must initiate an application – enrollment is not automatic.

a. Amount of Match (Employees working 25 hours per week or more)

Years of Continuous Employment	District Matching Contribution
0-1 years	$0
2-4 years	$1000 Match
5-10 years	$1250 Match

11- 15 years	$1750 Match
16+ years	$2250 Match

b. The District contribution will begin when the employee initiates an eligible investment program.

c. An employee may elect to contribute to the matching fund plan more than the District match. The plan only defines the limits of the District's participation in the selected program.

d. Deductions or options of tax sheltered annuity matching plans, as provided by this section, shall be implemented within two pay periods following written notification.

Pension Plan: You will be a member of the Public Employees Retirement Association (PERA), phone 651-296-7460. The District and the employee will contribute to the Public Employees Retirement Association (PERA) fund according to current statute rates.

Appendix A

All current employees will receive step advancements according to the following salary schedule.

2026-2027	Category 1			Category 2		
Performance Increment	Pay Class 1	Pay Class 2	Pay Class 3	Pay Class 4	Pay Class 5	Pay Class 6
1	18.21	19.58	21.64	19.96	22.84	25.15
2	19.20	20.48	22.65	21.03	24.08	26.52
3	20.25	21.41	23.70	22.17	25.39	28.00
4	21.35	22.59	25.02	23.16	26.56	29.29
5	22.54	23.85	26.44	24.21	27.80	30.67

2027-2028	Category 1			Category 2		
Performance Increment	Pay Class 1	Pay Class 2	Pay Class 3	Pay Class 4	Pay Class 5	Pay Class 6
1	18.96	20.33	22.39	20.71	23.59	25.90
2	19.95	21.23	23.40	21.78	24.83	27.27
3	21.00	22.16	24.45	22.92	26.14	28.75
4	22.10	23.34	25.77	23.91	27.31	30.04
5	23.29	24.60	27.19	24.96	28.55	31.42