2026-28

TECHNOLOGY FIELD STAFF

Terms and Conditions of Employment with Independent School District 719

I. BASIC SERVICES:

Employees shall faithfully perform the services prescribed by the School Board or its designated representative whether or not such services are specifically described in these terms and conditions or in a general job description, abide by the rules, regulations and policies as established by the School Board and the Minnesota Department of Education, and any additions or amendments thereto, for the hourly pay indicated below.

II. SALARY**:**

2026-2027

	District Printing Processor	Technology Field Technician
1	$21.16	$21.76
2	$21.38	$22.09
3	$21.70	$22.42
4	$22.03	$22.75
5	$23.44	$24.19

2027-2028

	District Printing Processor	Technology Field Technician
1	$21.95	$22.58
2	$22.18	$22.92
3	$22.52	$23.26
4	$22.86	$23.61
5	$24.32	$25.10

III. WORK YEAR AND LEAVES:

1. Work Year: The school district shall establish the calendar and duty days for each work year. The employee shall perform services on such days as determined by the school district, including those legal holidays on which the school district is authorized to conduct school and pursuant to such authority has determined to conduct school.

   The work year for the Technology Field Technician shall be for twelve (12) months (i.e., 260 days). The work year for the District Printing Processor shall be for twelve (12) months (i.e., 260 days) or ten (10) months (i.e., 217 days).

2. Vacation: Vacations shall accrue on July 1st of each year, are non-cumulative from year to year and shall be earned as follows:

	12 Month	10 Month
First nine (9) years of employment:	three (3) weeks	Five (5) days
Ten (10) or more years of employment:	four (4) weeks	Five (5) days

A maximum of five (5) days may be carried over into the following year but must be used by December 31st or they will be forfeited. Exceptions to this requirement may be made at the discretion of the Director of Technology (or designee) based on operational needs.

3. Holidays: Eligible employees will receive thirteen (13) paid holidays, as designated by the School District. Paid holidays are available to employees who work at least 30 hours per week and 185 days per year. In order to be eligible for holiday pay, the holiday must occur within the regular work year of the employee and the employee must work the workdays immediately preceding and following the holiday (unless on an approved leave of absence).

4. Sick Leave: Sick leave shall be provided on the basis of one (1) day per month of service in the employment of the district, cumulative to ninety (90) days. A physician's statement may be required to establish eligibility for sick leave.

5. Family Bereavement, Family Illness and Funeral Leaves: The employee will be entitled to family bereavement or illness leave up to a maximum of eight (8) work days per school year as described in Subd. 1, Subd. 2, and Subd. 3 below:

   Subd. 1 – Family Bereavement Leave

   The employee may use bereavement leave for the death of the following family members: spouse, fiancé, child, son/daughter-in-law, parent, father/mother-in-law, grandparents, grandparents-in-law, grandchild, sibling, or the employee's or employee's spouse's brother/sister-in-law, uncle, aunt, nephew, niece or cousin.

   Subd. 2 – Immediate Family Illness Leave

   The employee may use family illness leave for any illness or injury of a child, spouse, or parent that requires the presence of the employee. The employee may also use family illness leave for daycare closures due to the illness of children or the facility manager. The School District may require supporting documentation in the case of a daycare closure.

   Subd. 3 – Other Family Illness Leave

   The employee may use family illness leave for a serious injury or illness of other family members named in Subd. 1. A serious injury or illness is defined to include health conditions requiring medical treatment or supervision; physical or mental disability; chronic long-term treatment.

   Subd. 4 – Funeral of a Friend

   The employee will have one annual non-accruing bereavement leave day for the funeral of a friend.

6. Personal Leave: Any District Printing Processors hired before July 1, 2024 shall be granted a personal leave of no more than two (2) days per year. Personal leave shall be non-cumulative and must be requested at least twenty-four (24) hours in advance.

IV. INSURANCE:

1. Medical Insurance: The school district will provide a medical insurance plan and shall pay the premium up to $1,029.24 per month in 2026-2027 and up to $1,070.42 in 2027-2028. Any added premium cost shall be borne by the employee.

   The District will offer at least one voluntary high-deductible/VEBA health plan option coupled with a VEBA trust. Eligible employees who choose to enroll in the high-deductible VEBA health plan shall receive a district contribution to a VEBA account set up for that employee. Employee Contracts/Terms and Conditions determine eligibility. The following provisions shall apply to the VEBA plan offered by the District:

   High-deductible VEBA health plan Single Coverage: if an employee selects the VEBA plan with single coverage, the District will make a $1,200 annual contribution to the employee's VEBA HRA. The District will contribute the annual amount to the employee's VEBA account in two equal installments. The first installment will be contributed in July or the first date of employment. The second installment will be contributed in January. If hired after January 1st, the entire prorated amount will be contributed on the first date of employment.

   High-deductible VEBA health plan Dependent Coverage: if an employee selects the VEBA plan with dependent coverage, the District will make a $2,400 annual contribution to the employee's VEBA HRA. The District will contribute the annual amount to the employee's VEBA account in two equal installments. The first installment will be contributed in July, the first date of employment, or the first day of coverage. The second installment will be contributed in January. If hired after January 1st, the entire prorated amount will be contributed on the first date of employment.

   Investment fees (if any) will be paid from the individual accounts of employees. Monthly administration fees of active employees for VEBA administration will be paid for by the District.

2. Dental Insurance: The school district will offer a dental insurance plan to eligible employees and their dependents and pay the premium up to $435.55 in 2026-2027 and up to $452.97 in 2027-2028.

3. Long-Term Disability: The school district will provide a long-term disability insurance plan and contribute the cost of the premium.

4. Life Insurance: The school district will provide a life insurance plan in the amount of $50,000. Employees may purchase additional coverage as permitted by the plan.

V. OTHER BENEFITS:

1. 403(b) Plan: Employees are eligible for participation in the tax-sheltered annuity plan.

2. Flexible Spending Account Plan: Employees are eligible to participate in the Flexible Spending Account plan.

These personnel terms and conditions contain information pertaining to your employment with Independent School District No. 719, Prior Lake-Savage Area Schools ("District"). Please note that the

information contained in this document may be changed from time to time. Nothing in this document establishes any form of a contract between you and the District, nor does anything in this document alter your at-will employment relationship with the District. In the same sense that you can resign your employment with the District at any time for any reason or no reason at all, so can the District terminate your employment at any time for any reason or no reason at all, consistent with the concept of at-will employment. When changes occur to the information contained in this document, the revisions will be issued to you. The statements contained in this Article are subject to the requirements of any applicable law, such as the Veterans' Preference Act, granting the employee employment rights.