ROSEVILLE AREA SCHOOLS

CONDITIONS OF EMPLOYMENT HANDBOOK

COMMUNITY EDUCATION GENERAL SERVICES

2025-2027

ROSEVILLE AREA SCHOOLS CONDITIONS OF EMPLOYMENT
FOR COMMUNITY EDUCATION SERVICES

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ARTICLE 1 - GENERAL INFORMATION

Section 1. At-Will-Employment:

This handbook is meant strictly for information purposes regarding the employee's at-will employment with the district. It does not imply any continuing contract rights. Nothing in this handbook creates, or is intended to create, a promise or representation of continued employment for any employee. Employment-at-will may be terminated at the will of either the employer or the employee. This employee handbook is not an implied or expressed employment contract. Existing policy and law will prevail over any inadvertent errors in the following text.

Section 2. Purpose:

The purpose of this handbook is to highlight information that will be useful and helpful to you. This handbook has been prepared to answer your general questions and to direct you to individuals who can provide more specific and detailed explanations. In this handbook you will find information pertaining to compensation, benefits, and programs with which you should be familiar.

If you have any questions regarding information included in this handbook, please contact Human Resources.

Section 3. Mission Statement

The mission of Roseville Area Schools is Excellence, Innovation & Equity in All We Do.

Section 4. Term:

This handbook shall be effective as of July 1, 2025 and shall continue in effect until June 30, 2025. If a new handbook has not been entered into prior to June 30, 2027, the terms of this handbook shall continue in full force and effect until modifications are made.

Section 5. Full-time Employment:

'Full-time' shall be defined as employees working 30 or more hours per week for at least 34 weeks in a fiscal year. Articles 3.8 shall apply only to employees who are considered 'full-time,' unless otherwise noted.

Section 6. Work Calendar:

The work calendar and schedule shall be determined by the supervising administrator.

ARTICLE 2 - COMPENSATION

Section 1. Salary Structure

	2025-26	2026-27
Out of School Time Site Coordinator Out of School Time Specialist	$24.02-34.29/hr	$24.62-35.15/hr
Out of School Time Program Specialist Meals on Wheels Program Specialist	$19.95-26.25/hr	$20.45-26.91/hr
Community Education Assistant Out of School Time Youth Worker Early Learning Senior Program	$16.00-24.40/hr	$16.00-25.01/hr
Community Education Aides Out of School Time Facilities/Building Aide	$15.00-$19.95/hr	$15.00-$20.45/hr
Instructors Adult Enrichment Youth Enrichment PreK	$16.63-$39.36/hr	$17.05-$40.34/hr
Aquatics		
Supervisors	$17.00-26.39/hr	$17.00-27.05/hr
Water Safety Instructor	$16.00-25.34/hr	$16.00-25.97/hr
Aides/Guards	$15.00-24.28/hr	$15.00-24.89/hr

Section 2. Salary Progression:

Salary adjustments will be considered annually in July for full-time staff, and in September for part-time staff.

ARTICLE 3 – INSURANCE

Employees who are contracted to work 30 hours or more per week for 34 weeks or more per fiscal year are eligible for insurance benefits. District contributions are listed below.

Section 1. Medical Insurance

Sub 1. Coverage shall be available from the first day of eligible employment provided the employee chooses to enroll in coverage.

Sub 2. The district shall contribute the following amounts Toward the cost of medical insurance premiums and VEBA spending accounts:

District Monthly Medical Contribution	2025-26	2026-27
Dependent Coverage	$1,802.10	$2,187.77
Single Coverage	$826.13	$986.62

Any additional cost of the premium shall be paid for by the employee through payroll deduction.

Staff may only enroll in the high deductible medical plan.

Section 2. Dental Insurance

The district will pay up to $85.50/month toward dental care for eligible employees. Any additional cost of the premium shall be paid for by the employee through payroll deduction. Coverage begins on the first day of the month immediately following eligible employment.

Section 3. Flexible Spending:

This plan permits you to set aside money from your paycheck on a pre-tax basis to use for eligible health care and dependent care expense. You must be contracted to work at least 20 hours or more per week to be eligible to participate in the plan.

Section 4. Long-Term Disability Insurance

The district will provide long-term disability insurance for all eligible employees.

Section 5. Life Insurance

The district will provide a $50,000 Group Term Life insurance policy for eligible employees.

Section 6. Liability Insurance

The district shall provide professional legal liability coverage to state required limits for each employee.

Section 7. Workers' Compensation Insurance

The district shall carry worker's compensation insurance on all employees in case of an injury or accident while at the workplace. When worker's compensation insurance payments to the employee have started, the employee will remain on the payroll, with the difference between the worker's compensation check and their salary charged to their

sick leave until such sick leave is exhausted. The employee will keep the worker's compensation check, and the school district will adjust the salary and sick leave accordingly.

ARTICLE 4 – SICK, EMERGENCY, VACATION, AND HOLIDAYS

Section 1. Sick or Emergency Leave

Sub 1. Sick or emergency leave shall be earned at the rate of fifteen (15) days per year for full time staff and shall be credited on the first day of each contract year.

Sub 2. There shall be no limit on the accumulation of sick/emergency leave earned but not used in accordance with the provisions of this Section.

Sub 3. Sick leave may be used for personal illness or illness in the immediate family. Immediate family is defined as spouse, domestic partner, child, parent, or sibling, as well as in-laws or step-family members of a similar relationship.

Sub 4. If an employee is absent for personal illness in excess of three days, the district may require that the illness be certified and permission given by the physician for the employee to return to work.

Sub 5. In the case of frequent or intermittent illness, the employee may be required to submit a medical certificate concerning their health condition.

Sub 6. Employees may contribute up to forty 40 hours of sick leave to a "sick leave bank." The maximum amount that may be accumulated is 2080 hours. Leave from the bank may be applied for after the following conditions have been satisfied: The employee has:

1) Exhausted their sick leave; and
2) Completed the wait period for LTD (90 days); and
3) Received notice of eligibility from LTD insurance carrier.

Leave payments would be for those unpaid days during the LTD wait period on a retroactive basis.

Any unused sick leave bank hours may be carried over from year to year.

Sub 7. Emergency Leave

Emergency leave shall be deducted from the employee's total accumulated sick or emergency leave and may be used as follows:

A. Up to, but not to exceed, five days of use shall be allowed for absence due to death of spouse/partner, child, or parent, as well as in-laws or step-family members of a similar relationship. Up to, but not to exceed, two days of use shall be allowed for absence due to death of a grandparent or sibling, as well as in-laws and step-family members of a similar relationship. Absence use due to death of a family member not listed above, close friend, or for other critical situations may be approved by Human Resources.

B. One day for critical situations not covered previously making it impossible for the employee to report for work may be allowed as determined Human Resources. Bad weather in the local area or poor driving conditions are not considered a legitimate excuse for a day when school is in session.

C. Court appearances

a. If an employee is required to appear in court as a result of involvement in matters related to school duties, neither sick, nor emergency leave shall be deducted.
b. Absence of any employee due to court action initiated by the employee or an organization of which an employee is a member for personal, monetary or other gains shall require use of vacation. If no vacation is available, the employee may request time off without pay.
c. Time off provisions for an employee required by the court to appear in non-school related cases not covered above will be considered on a case by case basis.
d. Employees subpoenaed to serve on jury duty shall not have monies or leave time deducted for the days served. The per diem amount paid by the court for such service minus mileage and parking (with receipts) shall be remitted to the district.
e. Any unusual case of absence not covered above will be considered upon the presentation of the facts in writing to Human Resources.

Sub 8. Upon termination of an employee's employment for any reason, all sick or emergency leave, current or cumulative, shall be automatically cancelled.

Sub 9. An employee who resigns for any reason and returns to the district within three years shall retain all unused Sick and Emergency Leave accumulated from previous years.

Section 2. Vacations

Vacation will be credited to the employee on the first day of the fiscal year; however, if an employee starts mid-year or leaves the district before working the full fiscal year, their vacation shall be prorated. Upon termination, unused vacation will be paid to the employee up to a maximum of 65 days.

12-Month, 40 hour per week, Salaried Employee.

0-5 years	15 days per year
6-10 years	17 days per year
11-20 years	20 days per year

For 12 month employees, vacation days accumulated in excess of the amount outlined above shall be lost annually on the following June 30 or may accrue as part of the days for non-recurring purpose up to a maximum of 45 days.

Employees who work at least 9 months a year/1280 hours per year will receive 5 vacation days. Unused days will not be carried forward to the next year.

An employee who is assigned a position in the Community Education General group shall retain their prior years of service in the district for placement on the vacation schedule as outlined above.

Section 3. Holidays

There shall be ten (12) paid holidays for those working twelve (12) months a year (New Year's, Martin Luther King Jr. Day,President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, the day following Thanksgiving, Christmas, and two other days to be determined according to the school calendar. Those working less than twelve months receive six (6) paid holidays to be determined according to the school calendar.

ARTICLE 5 - LEAVES

Section 1. Short-Term Leaves

Sub 1. Short term leave may be granted for a maximum of ten (10) working days.

Sub 2. Short-term leave shall only be granted in extraordinary circumstances as determined by Human Resources.

Sub 3. Short-term leave shall normally be available no more than once during each four-year period of employment.

Sub 4. Fringe benefits in effect prior to the leave shall continue during the leave.

Sub 5. An employee requesting such leave shall normally present such request no later than fifteen (15) working days prior to the desired day(s) of such leave to their supervising administrator and Human Resources. Such request shall be in writing and clearly express the reason(s) for such request.

Sub 6. Upon approval, special conditions established by the administrator for such leave shall be in writing to the individual granted the leave. All conditions established must be met to be eligible for such leave.

Section 2. Long-Term Leaves

An individual employee may be granted a one school year leave of absence without pay pursuant to the leave policies established by the School Board. In the event that a leave is granted, the employee shall have the right to medical, dental, and life insurance for a period not to exceed 18 months provided that the cost of such coverage is assumed by the individual employee. Employees on long-term leave must, on or before February 1, resign or commit to return for the beginning of the following school year.

Section 3. Child Care Leave

Sub 1. Any employee who becomes pregnant shall have the right to utilize accrued sick leave during the period of disability due to pregnancy, delivery and recovery in accordance with employment laws. In order to qualify for sick leave pay, verification of the beginning of the period of disability by the attending physician shall be provided by the employee to Human Resources. A postnatal statement of fitness to work from the attending physician establishing the end of disability shall be provided to the Human Resources Department by the employee prior to return to duty.

Sub 2. Any employee shall have the right to receive a childcare leave of absence, without pay, for six months for the purpose of maternity or adoption. This leave may also be taken following the utilization of the disability provisions provided Article 5, Section 1.

Sub 3. The employee shall submit a written request indicating the proposed beginning and ending dates of the childcare leave not less than forty-five (45) working days in advance of the intended commencement of such leave to Human Resources. The 45 working-day requirement may be waived by Human Resources if factors beyond the control of the employee are present.

Sub 4. The proposed beginning and/or ending dates may be adjusted by Human Resources to natural breaks in the school year after consultation with the employee and the supervising administrator.

Sub 5. Childcare leave may be extended by mutual agreement between the employee and the school district for six months immediately following a childcare leave as described in Article 5 Section 2 above.

Sub 6. Employees on childcare leave may continue to participate in the health, dental, and/or life insurance programs, but must pay the entire premium for such program(s) as the employee wishes to retain, commencing with the beginning of the childcare leave.

Sub 7. Up to five days of emergency leave may be used by the non-child-bearing co-parent upon the birth or adoption of a child. Leave must be used within eight weeks of birth or adoption.

Sub 8. An employee may use up to thirty (30) days of sick leave for the adoption of a child.

Section 4. Parental Leave

Minnesota Parental Leave Law allows employees to take unpaid time off to attend school conferences or other classroom activities involving the employee's children which cannot be scheduled during non-working hours. Employees may request a maximum of sixteen (16) hours in a school year. Leave requests are subject to normal various requirements which may include notifying the supervisor at least three (3) days in advance, submitting

documentation of the event to the supervisor, and scheduling some of these activities outside of work hours, if possible.

Section 5. Military Leave

Military leave shall be granted pursuant to applicable law.

Section-6. Emergency School Closings

In the event a work day for employees in this group is cancelled by the district due to an emergency, the employee shall not be penalized. In the event that a school day or workshop day is canceled due to severe weather for employees outside of this group, employees in this employee group shall still be required to report for duty on that day as soon as it is possible to do so safely. This shall be done on the honor system. Should an employee be entirely unable to report to work on that day they will be required to take a vacation day.

ARTICLE 6 - RETIREMENT

The retirement age shall be in accordance with Federal Law.

ARTICLE 7 - MATCHING ANNUITY PROGRAM

All members of the employee group may participate in the district matching annuity program as provided in M.S. 356.24 according to the following provisions:

Eligibility: Upon completion of one full fiscal year of employment, members may receive a district matching contribution if they are enrolled in the plan

District Contribution. The district shall match annually up to 2% of the base salary to either the Minnesota DCP or an appropriate 403(b) annuity on a dollar for dollar basis. The district's matching amount is not considered as reportable salary on the W-2 or for high five retirement.