

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, 2019

TABLE OF CONTENTS

ARTICLE I	RATES OF PAY	3
ARTICLE II	JOB CLASSIFICATIONS	3
ARTICLE III	GROUP BENEFITS	3
ARTICLE IV	LEAVE TIME	5
ARTICLE V	HOLIDAYS AND VACATION	9
ARTICLE VI	SEPARATION FROM EMPLOYMENT	10
ARTICLE VII	RETIREMENT	10
APPENDIX A	SALARY SCHEDULE	13

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 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, 2018.
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	Pay Class 7
Baby Steps Asst. Teacher	Baby Steps Lead Teacher	Security Monitor	Security Lead	Alternatives to Suspension Specialist	Health Resource Supervisor	Fleet Maintenance Supervisor
Bright Start Assistant	PreK EA Community Ed EA Traffic Control Aide Band/ Choir Assistant	Baby Steps Site Lead Bright Start Program Lead Social Emotional Learning (SEL) Interventionist		Family/Student Liaison Bright Start Site Supervisor 21 st Century Site Coordinator Farm to Schools Coordinator Help Desk Analyst Community Corner Coordinator Associate Educator	Fleet Mechanic Payroll Specialist Wellness Coordinator Community Schools Site Coordinator Baby Steps Site Supervisor	

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, 2019, The School District shall contribute a sum not to exceed \$550 per month toward the premium for individual coverage for each Category 1 and 2 employee employed by the School District 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.

Health and Hospitalization Insurance – Family Coverage: Effective January 1, 2019, the School District shall contribute a sum not to exceed \$850 per month toward the premium for family coverage for each full-time school year employee (positions as listed in Category 1) employed by the School District 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.

The School District shall contribute a sum not to exceed \$1,180 per month toward the premium for family coverage for each full-time employee employed by the School District in positions listed in Category 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.

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.

Employer Paid LTD Maximum Monthly Benefit: \$5,000; Employee Paid LTD Maximum Monthly Benefit: \$6,375. Long Term Disability Maximum Monthly Salary: \$7,500

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 workweek of twenty-five (25) hours or more. Sick leave shall accrue at a rate of one day per month. New eligible employees may use accrued sick leave upon completion of the first 90 days of the probationary period

Sick leave may be used only in cases of necessity when the employee is unable to perform job duties and responsibilities because of illness or injury of self or an immediate family member. Immediate family shall be defined as the employee's child, spouse/ domestic partner, mother, father, grandparent, grandchild, sister, brother, in-laws of same, legal guardian, or person for whom the employee is a legal guardian.

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 for personal reasons. 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.

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.

Absent without Pay

Employees may be approved for up to three days of absence without pay per school year. These absences will be approved at the sole discretion of the Superintendent and may only be requested if other leave time is not available.

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.

Every effort should be made to reschedule jury duty to non-student contact days.

Bereavement

Employees may be absent to a maximum of five (5) normal work days per year, if necessary, to attend, and make arrangements in the event of a death in the employees immediate family. Approved bereavement leave shall 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 Superintendent, 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

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, and Independence Day.

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

10-11 Month Employees

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

Vacation Time (10+ month employees)

10 Month Employees (220+ 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	10days
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.

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 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. Category 1 Employees: Amount of Match (Employees working 25 hours per week or more)

Years of Continuous Employment	District Matching Contribution
0-5 years	\$0
6-10 years	\$250 Match
11- 15 years	\$350 Match
16- 20years	\$500 Match
21-25 years	\$700 Match
26 + years	\$800 Match

Maximums for District contributions shall be \$800 annually with a lifetime maximum of \$8,000.

b. Category 2 Employees: Amount of Match (Employees working 25 hours per week or more)

Years of Continuous Employment	District Matching Contribution
0-5 years	\$0
6-10 years	\$600 Match
11- 15 years	\$850 Match
16- 20years	\$1000 Match
21+years	\$1600 Match

Maximums for District contributions shall be \$1,600 annually.

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

d. 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.

e. 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.

2018-2019							
	Category 1			Category 2			
Performance Increment	Pay Class 1	Pay Class 2	Pay Class 3	Pay Class 4	Pay Class 5	Pay Class 6	Pay Class 7
1	\$13.23	\$14.34	\$15.99	\$16.45	\$19.10	\$21.23	\$24.48
2	\$14.03	\$15.20	\$16.95	\$17.44	\$20.25	\$22.49	\$26.01
3	\$14.87	\$15.96	\$17.80	\$18.49	\$21.45	\$23.85	\$27.54
4	\$15.76	\$16.75	\$18.69	\$19.41	\$22.53	\$25.04	\$29.07
5	\$16.71	\$17.76	\$19.81	\$20.37	\$23.67	\$26.31	\$30.60

2019-2020

	Category 1			Category 2			
Performance Increment	Pay Class 1	Pay Class 2	Pay Class 3	Pay Class 4	Pay Class 5	Pay Class 6	Pay Class 7
1	\$13.36	\$14.48	\$16.15	\$16.62	\$19.30	\$21.44	\$24.72
2	\$14.17	\$15.35	\$17.12	\$17.62	\$20.45	\$22.72	\$26.27
3	\$15.02	\$16.12	\$17.98	\$18.68	\$21.67	\$24.09	\$27.82
4	\$15.92	\$16.92	\$18.88	\$19.60	\$22.76	\$25.29	\$29.36
5	\$16.87	\$17.93	\$20.01	\$20.57	\$23.91	\$26.57	\$30.91

Longevity

Longevity increases will be effective at the beginning of the below listed year of service. Effective July 1, 2016, no employees will be newly eligible to receive longevity and longevity increments will be frozen at the current applied rate.

Years of Service	Amount
7	\$.75
10	\$1.00
15	\$1.25
20	\$1.50