

COORDINATORS AND DEPARTMENTAL SUPPORT

COMPENSATION AND BENEFITS HANDBOOK

2022-2024

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ARTICLE I. INCLUDED POSITIONS

The purpose of this document is to provide the permanent positions listed below in the District with information about the general terms and conditions of their at-will employment with the District. This document does not create an express or implied contract between the District and any employee. The District may change this document, and the terms and conditions of employment outlined in this document, at any time and for any reason.

Buildings and Grounds Assistant
Communications Coordinator
Community Education Facilities Scheduler & Volunteer Coordinator
District Assessment/Data Coordinator
Enrichment Coordinator
Indigenous Education Coordinator
Indigenous Education Student Liaison
Fun & Friends Coordinator
Transportation Assistant
Nutrition Services Coordinator

The employer and employees covered under this agreement agree that Independent School District #181, Brainerd Public Schools shall not discriminate based on race, color, religion, national origin, sex, sexual orientation, gender identity, veteran or disability status.

ARTICLE II. DUTY YEAR / HOURS OF WORK

Section 1. Standard work year

The standard work year for employees under this agreement varies by assignment. All work years follow the fiscal year calendar, beginning July 1 and ending June 30 of each year. Any variations to benefit offerings based on assigned work year, will be identified in the handbook.

Section 2. Definitions

A full-time employee is defined as an employee working 8 hours per day, 5 days per week for the assigned work year. Individuals working less than 8 hours per day and/or 5 days per week are considered part-time employees. Individuals working .50 FTE - 1.0 FTE are eligible for benefits, including vacation, under this handbook, however on a prorated basis.

Section 3. Non-exempt employees

For positions identified as non-exempt, the following provisions shall apply:

1. Hours of work: The standard workday for non-exempt employees shall be with (8) hours exclusive a 30 minute unpaid lunch period. For employees working less than eight hours per day, rest periods shall be provided as per statutory requirements.
2. Overtime: Non-exempt employees will be entitled to overtime at the rate of time and one-half (1½) of their base rate for all hours worked in excess of 40 hours of any one-work week.
3. Compensatory time: By mutual agreement between the employee and the employee;s supervisor, compensatory time may be accrued in lieu of overtime. Compensatory time is earned at a rate of time and one half (1½) for all hours worked in excess of 40 hours in any one work week. Compensatory time shall not be carried over beyond June 30 of the same school year. Any compensatory time not consumed by June 30 of the same school year will be paid out at the employee's regular rate of pay.

ARTICLE III. INSURANCE

Section 1. Selection of Carrier

The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Section 2. Health and Hospitalization Insurance

Effective July 1, 2022, the plan options available to employees will be as follows:

- Plan B - \$300 per person / \$500 per family
- Plan C - \$1,000 per person / \$2,000 per family
- Plan G - \$3,000 per person / \$6,000 per family with HSA
- Plan H - \$4,000 per person / \$8,000 per family with HRA

Full-time employees and part-time employees working .50 FTE - 1.0 FTE are eligible for a health insurance contribution from the district. Individuals that work less than 1.0 FTE will receive a pro rata portion of district contribution. Part-time employees working less than a .50 FTE or 20 hour per week contract are not eligible. The premiums may change on September 1st of each year.

Subdivision 1. Single Coverage:

Beginning July 1, 2022, the School District's health insurance premium contribution for employees who elect single coverage will be \$630 per month. Employees working less than 1.0 will receive a pro rata portion of the district contribution. Any subsequent plan year premium increases will be covered in full by the school district to maintain no employee premium responsibility to the employee for Single coverage.

Subdivision 2. Family Coverage:

Beginning July 1, 2022, the School District's Health insurance premium contribution for employees who elect family coverage will be \$1,455 per month. Employees working less than 1.0 will receive a pro rata portion of the district contribution. The responsibility for any subsequent premium increases will be split between the employee and employer.

Subdivision 3. Health Savings Accounts.

Those employees who choose Plan G - \$3,000 per person / \$6,000 per family with HSA will also receive a match deposited into their health savings account (HSA) from the employer according to the following formula:

Employees electing HDHP single: \$1 for \$1 match up to \$1,500 annually (January 1 – December 31)

Employees electing HDHP family: \$1 for \$1 match up to \$3,000 annually (January 1 – December 31)

Hardship: For single and family coverage, if an employee submits evidence of a hardship, the School District, in accordance with IRS regulations will contribute the remainder of the calendar year contribution for the plan year the employee has elected to participate in Plan G - \$3,000/\$6,000 plan with HSA and stop all monthly contributions for the remainder of the calendar year or plan year in which the employee participates in a high deductible plan with an HSA, whichever comes first. If an employee leaves the District prior to the end of the calendar year, any unearned contributions will be paid back to the District.

Cases will be addressed on an individual basis and prior hardship does not guarantee hardship accommodation in subsequent years. In no circumstances will the district apply more than

the allotted employee or district match to the individual in a calendar year.

Subdivision 4: Employee Married to Employee

Effective September 1, 2022, an employee within this unit that is married to another ISD employee (both currently employed with a minimum of 60% contract) are eligible for one fully paid Plan G family plan, two fully paid Plan G single plans (if no legal dependents) or a \$1,640 a month contribution toward Plans B, C, or H family plans. In 2022-23 and 2023-24, the monthly district contribution will be based on the full premium of Plan G to apply toward employee married to employee coverage on this or any other covered plan.

Section 3. Dental Insurance

The School Board shall contribute twenty dollars (\$20.00) per month for full-time employees toward the cost of a single premium for dental coverage and thirty five dollars (\$35.00) per month per full-time employee toward the cost of a family premium.

Section 4. Income Protection

The School Board will participate in a long-term disability insurance program by paying 100 percent (100%) of the annual premium. The income of the employee who becomes disabled from sickness or accident will be insured after sixty (60) consecutive calendar days to the extent of seventy percent (70%) of salary with the following conditions:

- The 90-day elimination period has been met.
- Long-term disability benefits have been approved
- Paid leave time has been exhausted

Benefits to disabled employees will be determined and paid as described in the long-term disability policy. Benefits will include \$500 per month, for up to 17 months for health insurance. The employee must be on and retain ISD 181's health plan in order to qualify for the \$500 per month, long-term benefit.

Section 5. Term Life Insurance

The School Board will contribute 100 percent (100%) of the premium for \$75,000 of term life insurance coverage for each full time employee employed by the School District who qualifies for and is enrolled in the School District's group term life insurance plan.

Section 6. Claims against the School District

It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed herein, and no claim shall be made against the School District as a result of denial of insurance benefit by an insurance carrier.

Section 7. Duration of Insurance Contribution

An employee is eligible for School District contribution as provided in this Article for as long as the employee is employed by the School District. Upon termination of employment, all District contributions shall cease.

ARTICLE IV. VACATION

Section 1. Eligibility. The positions in this agreement that are eligible for vacation time accruals are as follows:

Buildings and Grounds Assistant

Communications Coordinator
 District Assessment/Data Coordinator
 Enrichment Coordinator
 Fun & Friends Coordinator
 Facilities & Volunteer Coordinator
 Transportation Assistant
 Nutrition Services Coordinator

Section 2. Vacation Accrual. All full-time, eligible employees shall be granted vacation, with pay, on the basis of the following schedule. and on a prorata basis, part-time employees working a minimum of .5 FTE but less than 1.0 FTE will receive a prorata vacation accrual.. Vacation will be credited to the employee at the start of each fiscal year.

Years of Service	12-month	11-month	10-month
0-1 years	10 days	9 days	8 days
2-4 years	15 days	13 days	12 days
5-14 years	20 days	18 days	16 days
15+ years	22 days	20 days	18 days

If the employee does not complete a full year of employment, any vacation days used that had not yet been earned will be deducted from the final paycheck on a prorata basis.

Vacation days can be requested at any time with consideration for days that school is in session. Vacation must be approved by the employee's supervisor or designee through the Employee Access system. A request for the use of vacation time must be made at least three (3) work days prior to the day the vacation is to be taken. In the event of emergencies, an oral request through the employee's supervisor or designee will be considered.

If an employee is terminated because of a layoff, reduction in staff, retirement or voluntarily resigns with the required ten (10) work day notice to the Human Resource Department, the employee shall be entitled to a pro rata share of vacation earned. In the case of death, the employee's estate will be entitled to a pro rata share of vacation earned.

Up to five (5) days of vacation time may be carried over from one fiscal year to the next fiscal year that it was provided. If a more generous vacation carryover provision was included in the previous agreement, that employee will be entitled to a grace period of one fiscal year to meet the standard under this handbook. Further adjustments will be considered on an individual basis.

ARTICLE V. PERSONAL LEAVE

The positions in this agreement that are eligible for a personal time accrual are as follows:
 Indigenous Education Coordinator
 Indigenous Education Student Liaison

Employees in the identified positions that work a minimum of .5 FTE will be granted personal leave based on years of service with the District. One personal leave day may be carried over to the following year, as indicated below:

<u>Years of Service</u>	<u>Personal Leave Days</u>
0-3 years	2 days, accumulative to 3 days
4-7 years	4 days, accumulative to 5 days
8+ years	5 days, accumulative to 7 days

ARTICLE VI. HOLIDAYS

All employees covered in this handbook shall have the following paid holidays if the day falls within their work calendar/schedule: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve. If any of the days fall on Saturday or Sunday the preceding Friday or the following Monday shall be considered a holiday.

SECTION VII. LEAVES OF ABSENCE

Section 1. Sick Leave

Sick leave is earned by full time employees at the rate of one (1) day per month and is accumulative, up to ten (10) days per year for 10-month positions and twelve (12) days per year for year round positions. Sick leave may be used for self, spouse, child and anyone listed under Minn Stat 181.9413.

Section 2. Proof of Illness

The School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District. In the event that a medical certificate will be required, the employee will be so advised. Sick leave with pay may be granted when illness or accident emergencies in the immediate family necessitates an employee's absence.

Section 3. Family and Medical Leave Act (FMLA)

Employees shall be eligible for the Family and Medical Leave Act if they, their spouse, child or parent suffers from a serious health condition in which the employee is required to provide care. The military family leave provisions of the Family and Medical Leave Act (FMLA) entitle eligible employees of covered employers to take FMLA leave for any "qualifying exigency" arising from the foreign deployment of the employee's spouse, son, daughter, or parent with the Armed Forces, or to care for a service member with a serious injury or illness if the employee is the service member's spouse, son, daughter, parent or next of kin. The FMLA process will be subject to District policy and practice and in accordance with law.

Section 4. Wellness Program

Employees may be eligible for sick leave buy-back based on their unused sick leave balance and their annual usage. The number of days to be repurchased by the District and paid to the employee will be based on:

1. The employee's lowest balance of available hours of sick pay during the preceding year; September 1st of the previous year through August 31st of the present year, and

2. The employee must use no more than five (5) sick leave days during the same time period.

This pay shall be paid out once per year on the first pay period of December. The number of days repurchased by the District will then be reduced from the employee's sick leave balance. The employee's current straight time rate of pay will be used to calculate the additional pay.

Employees who have maintained an unused number of sick leave balance as below and have used no more than five (5) sick leave days in the preceding year, September 1st through August 31st.	Shall have the following sick leave days repurchased /paid.
250 hours	1 day
400 hours	3 days

Section 5. Other Leaves of Absence

The School Board may grant other leaves of absence, in accordance with policy and state and federal law.

Section 6. Bereavement Leave

Subject to the approval of the Superintendent or designee, employees shall be granted up to five (5) days of bereavement leave. Leave for bereavement shall be allowed for death in the employee's immediate family. Immediate family is defined as the employee's spouse, children, mother, father, stepparents, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, and grandchildren of the employee or employee's spouse, or other relatives living in the same household of the employee. Additional bereavement may be granted by the Superintendent or designee as a deduction from sick time.

Section 7. Worker's Compensation

Pursuant to Minnesota state law, an employee injured on the job in the service of the School District and collecting Workers Compensation insurance may draw sick leave and receive full salary from the School District, the employee's salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from his/her accrued sick leave.

Section 8. Insurance Application

An employee on unpaid leave outside of FMLA is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave, and shall pay to the School District the monthly premium in advance.

Section 9. Credit

An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits which the employee had accrued at the time the employee went on leave. No credit shall accrue for the period of time that an employee was on unpaid leave.

Section 10. Jury Duty

An employee may be excused without loss of pay to appear in court and to serve on jury duty. In the

event of jury duty, all sums received by the employee as reimbursement, except mileage, from the County will be turned over to the School District in lieu of having the day deducted from sick leave credit.

ARTICLE VIII : PLACEMENT ON SALARY SCHEDULE

Placement on the salary schedule for newly hired employees shall be based on education and experience as determined by the Director of the department. At no time will an individual be placed at a step level that exceeds their years of experience in the same or similar position. The salary schedule for the July 1, 2022 to June 30, 2024 can be found in Appendix A.

Section 1. Classifications

Grade I: Indigenous Education Student Liaison, Transportation Assistant

Grade II: Enrichment Coordinator, Facilities & Volunteer Coordinator

Grade III: Communications Coordinator, District

Assessment/Data Coordinator, Fun & Friends Coordinator, Indigenous Education Coordinator

Grade IV: Buildings and Grounds Assistant, Nutrition Services Coordinator

Section 2. Step Movement

Step advancements will be granted to employees contingent upon satisfactory job performance and will occur on July 1st.

Employees hired between July 1st and February 29th will receive their first step increase on the following July 1st.

Employees hired between March 1st and June 30th will receive their first step increase on July 1st of the following year.

Employees on a current corrective action plan will not be awarded a step increase.

ARTICLE IX: MILEAGE AND CELL PHONE REIMBURSEMENT

Section 1. Mileage

The District will pay for all professional in-district and out-of-district travel when an employee uses their personal vehicle for district business. This mileage will be reimbursed at the current IRS rate.

Section 2: Cell Phone Reimbursement

The District will also reimburse up to \$50 per month for use of personal cell phones or the District will provide a cell phone for the employee to use for school purposes only. The positions in this agreement that are eligible for this reimbursement are as follows:

Buildings and Grounds Assistant

Communications Coordinator

District Assessment/Data Coordinator

Fun & Friends Coordinator

ARTICLE X: 403(b) MATCHING RETIREMENT PLAN

All employees will be eligible to participate in the 403(b) Annuity Matching program.

Section 1. Employee Match

Eligible and participating employees must elect to participate in the 403(b) Annuity Matching program pursuant to the Annuity Plan requirements at the beginning of the plan year. Employees that work more than .50 FTE but less than 1.0 FTE are eligible for a prorated district match.

<u>Years of Service</u>	<u>Matching Contribution</u>
0-3	No Match
4-8	\$390.00
9-12	\$630.00
13-16	\$1,100.00
17+	\$1,590.00

The District will make the forgoing matching contribution to only those employees choosing to participate in an approved employee's 403(b) annuity account offered by the District. The District's matching contribution will be dollar-for-dollar as required under Minnesota Statutes Section 356.24. Employees may contribute any dollar amount in excess of the maximum yearly district match, but the annual limit on the amount individual employees may contribute to his/her 403(b) annuity account shall be governed by the applicable sections of the Internal Revenue Code and Regulations. The employee that has an elected contribution for the plan year (September 1 to the following August 31) shall be divided and withheld equally over the pay periods for the plan year. The employee must be signed up by September 1 in order to receive the match for the year.

Section 2. Approved Plans

The District will make matching contributions only to annuity plans offered by vendors mutually agreed to by the School District and Education Minnesota Brainerd.

Section 3. Election

Eligible and participating employees must make an application for participation in the 403(b) annuity matching program each year by September 1 for that school year. The plan year shall be from September 1 to the following August 31. Once an eligible employee elects to participate in the 403(b) annuity-matching program, said election is irrevocable for that plan year and will continue each subsequent year unless modified by the employee who must notify the District and annuity carrier.

Section 4. Death of Participant

If an employee dies before retirement, the employee's 403(b) annuity account shall be given to his/her designated beneficiary, if any, otherwise to his/her estate.

Section 5. Leaving the District:

Employees who, for whatever reason, leave the service of the School District prior to retirement shall retain ownership of District contributions and personal contributions made on their behalf to the date of separation. The District shall retain no current or future liabilities for said investment programs because of the severing of service.

Section 5. Applicable Laws

The 403(b) annuity-matching program of Independent School District No. 181 and/or the District is subject to the Laws of the State of Minnesota, Minnesota Statutes Section 365.24 and the Internal Revenue Code. 26 U.S.C. @ 403(b). It is understood that the District's only obligation is to contribute as specified in this Article and that no other claim shall be made against the District pursuant to the Article.

ARTICLE XI: HEALTH INSURANCE FOR RETIREES

For full-time employees hired prior to March 1, 2010, upon retirement, between the ages of 60 and 65, with at least 15 years of service, the District shall contribute at the same rate identified in the contract that was in effect during the year of retirement, with the balance of the cost for single or family coverage to be paid by the retiree until the retiree becomes eligible for Medicare or a maximum of 7 years, whichever occurs first. For an employee who retires under the Rule of 90 (full PERA retirement as defined by State Statute) and has at least 15 years of service, the District contribution shall continue for a maximum of 12 years from date of retirement or at the end of the month the retiree becomes eligible for Medicare, whichever occurs first.

Employees hired after March 1, 2010 will not receive a defined health insurance benefit at the time of retirement under current retirement qualifications. Rather, full-time, permanent, employees hired after March 1, 2010, will receive a defined contribution from the District for a period not to exceed 22 years, following the schedule below.

Years	Amount per Year
0-3	\$0
4-15	\$800
16-25	\$1,600

Beginning in the 4th consecutive year of employment in position covered by this handbook, will be made to eligible, active employees and contributed to the District sponsored Health Reimbursement Arrangement (HRA) on behalf of the eligible employee in June of each year.

The District contributions and any accrued interest earnings will become vested to the eligible employee upon successful completion of their 15th year of service. The vested employee may begin accessing their vested HRA balance upon attaining the age of 60 and retiring from the District. If separation of service occurs prior to completing 15 years of service, any District contributions will remain with the District to be used to offset any current and/or future District liabilities. At the time of qualified accessibility to vested HRA funds, reimbursements of eligible expenses will be governed by the plan document and in accordance with current IRS Rules and Regulations.

ARTICLE XII: DURATION

This Agreement shall remain in full force and effect for a period commencing July 1, 2022 through June 30, 2024 unless modifications are made, at which time, employees will be notified and provided the addendums.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

Independent School District No. 181

By 
Superintendent of Schools

By 
School Board Chair

By 
School Board Clerk

APPENDIX A: SALARY/WAGE SCHEDULE

2022 - 2024

STEP	GRADE I	GRADE I Non-exempt	GRADE II	GRADE III	GRADE III Non-exempt	GRADE IV	GRADE IV 11 month
1	\$38,938	\$18.72	\$45,863	\$47,745	\$22.95	\$61,904	\$56,745
2	\$40,498	\$19.47	\$46,799	\$48,700	\$23.41	\$63,142	\$57,880
3	\$41,309	\$19.86	\$47,754	\$49,674	\$23.88	\$64,405	\$59,038
4	\$42,141	\$20.26	\$48,709	\$50,668	\$24.36	\$65,693	\$60,218
5	\$42,994	\$20.67	\$49,684	\$51,681	\$24.85	\$67,007	\$61,423
6	\$43,846	\$21.08	\$50,677	\$52,715	\$25.34	\$68,347	\$62,651
7	\$44,723	\$21.50	\$51,691	\$53,769	\$25.85	\$69,714	\$63,904
8	\$45,618	\$21.93	\$52,724	\$54,845	\$26.37	\$71,108	\$65,182
9	\$46,302	\$22.26	\$53,779	\$55,941	\$26.89	\$72,530	\$66,486
10	\$46,997	\$22.59	\$54,586	\$56,763	\$27.29	\$73,618	\$67,483
11	\$47,702	\$22.93	\$55,404	\$57,616	\$27.70	\$74,722	\$68,495
12	\$48,417	\$23.28	\$56,235	\$58,490	\$28.12	\$75,843	\$69,523
13+ addtl / yr	\$900	\$.43	\$1,000	\$1,100	\$.52	\$1,200	\$1,100

Exempt Positions: Buildings and Grounds Assistant, Communications Coordinator, Community Education Facilities Scheduler & Volunteer Coordinator, District Assessment/Data Coordinator, Enrichment Coordinator, Fun & Friends Coordinator, Nutrition Services Operations Coordinator (11 Month)

Non-Exempt Positions: Indigenous Education Coordinator, Indigenous Education Student Liaison

Classifications:

- Grade I: Indigenous Education Student Liaison, Transportation Assistant
- Grade II: Enrichment Coordinator, Facilities & Volunteer Coordinator
- Grade III: Communications Coordinator, District Assessment/Data Coordinator, Fun & Friends Coordinator, Indigenous Education Coordinator
- Grade IV: Buildings and Grounds Assistant, Nutrition Services Coordinator