

# **LEWISTON-ALTURA SCHOOL DISTRICT**

## **Support Staff Wages and Benefits Handbook**

**School Office Staff**

**Paraprofessionals**

**Custodians**

**Food Service**

**Cardinal Club Staff**



**July 1, 2021 – June 30, 2022**

**Approved by ISD #857 School Board August 23, 2021**

**I. Job Classifications:**

- A. Full Time/12 Month Employee: A Full Time employee is employed 8 hours per day for 260 days—2,080 hours, all year.
- B. Full Time/Extended School Year Employee: A Full Time/Part time employee is employed 8 hours per day for more than 185 days and less than 260 days—at least 1,480 hours.
- C. School Year Employee: A School Year Employee is employed a minimum of 4 hours per day for a minimum of 170 days—and/or at least 680 hours.
- D. Supplemental Employee: A Supplemental Employee is a hourly employee who is strictly paid by a timesheet.

The work schedule hours are determined by the supervisor. Hourly rates and scheduled number of hours and days per year, is noted on the employee's Wage Statement available online on SmartEr.

**II. Benefits:**

A. Holidays:

1. Full Time/12-Month Employees:

Full Time/12-Month employees receive 9.5 paid holidays. The holidays are July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Day after Thanksgiving, ½ day Christmas Eve, Christmas Day, ½ day New Year's Eve, New Year's Day, ½ day Good Friday, Memorial Day, and 1 floating\* holiday.

2. Full Time/Extended School Year Employee:

Full Time/Part Time employees receive 6.5 paid holidays. The holidays are Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, ½ day Good Friday, Memorial Day, and 1 floating\* holiday. A Floating Holiday must be taken on a weekday that school is not in session, with prior approval from the Supervisor.

3. School Year Employee:

School Year employees receive 3.5 paid holidays. The holidays are Labor Day, Thanksgiving Day, ½ day Good Friday, Memorial Day.

4. Supplemental Employee:

Part-time Supplemental employees do not receive paid holidays.

**40-hours/week/12 month Supplemental Employees who have worked at least 6-months in the district receive 3.5 paid holidays. The holidays are Labor Day, Thanksgiving Day, ½ day Good Friday, Memorial Day. If Cardinal Club is closed on one of these holidays, the 40-hour per week employee will be receive Holiday Pay.**

B. Vacation (Full Time/12-Month employees only):

Vacation days can be earned at a rate of 1 day per month—up to 12 days may be earned during the first year of employment. After the first year, an additional 1 day of vacation will be earned per year of service up to a maximum of 18 days of vacation per year. Vacation time can be accumulated to a maximum of 36 days. There is no carryover of vacation time beyond 36 days.

Employees should submit all requests to use a vacation day to their Direct Supervisor a minimum of two weeks prior to the date of the requested leave.

C. Tax-Sheltered Annuity Matching Program (403b):

2. Full-time/12 Month employees are eligible for a \$100 annual match contribution from the District toward a Tax Sheltered 403b Annuity if this amount is matched or exceeded by a contribution from the individual employee. The District's contribution will be paid to the employee's account, divided equally over 24 pay periods. This equates to \$4.17/paycheck.
3. Full-time/Extended School Year and School Year employees are eligible for a \$100 annual match contribution from the District toward a Tax Sheltered 403b Annuity if this amount is matched or exceeded by a contribution from the individual employee. The District contribution will be paid to the employee's account on June 30th.

D. Health Insurance:

1. The district's only obligation is to provide a group insurance plan for employees. The employee, as a result of a denial of insurance benefits by an insurance carrier, shall make no claim against the school district.
2. These policies concerning insurance are subject to change annually at the discretion of the School Board.
3. Full-Time/12-Month employees (as defined in this handbook) who choose to participate in the District's group health and hospitalization plan will be eligible for a contribution of up to \$600 per month for single coverage and \$850 per month for family coverage toward the premium of the insurance option they have selected through the District's plan. Any additional premium or cost shall be borne by the employee and paid by payroll deduction.
4. Full-Time/Extended School Year and School Year employees who work a minimum of 4 hours per day and who qualify as "full-time" per the Affordable Care Act of 2010 that qualify to participate in the District's group health and hospitalization plan and that choose to participate in the District's group health and hospitalization plan will be eligible for a contribution of up to \$600 per month toward the premium of the insurance option they have selected through the District's plan. Any additional premium or cost shall be borne by the employee and paid by payroll deduction.

Support staff that do not meet the definition of Full Time employee per the Affordable Care Act of 2010 that qualify to participate in the District's group health and hospitalization plan may choose to participate at their own expense.

5. If two members of a family are employed by the district, the district will only make one family contribution.

6. If the provisions in this Handbook cause for penalties, fees, or fines to be assessed against the School District per the Affordable Health Care Act of 2010 prior to the handbook's expiration date, the School District will reopen the handbook for review and make adjustments to the handbook that do not cause, or that result in reduced penalties, fees, or fines.

E. Dental and/or Vision Insurance:

All support staff employees may choose to participate in the district's group dental plan at the employee's expense.

F. Sick Leave:

1. Sick leave is an absence from work that is the result of a personal or family illness.

- a) Full Time/12-Month Employees:

Sick leave will be accrued at the rate of one day per month, up to 12 days per year.

- b) Full Time/Extended School Year Employees:

Sick leave will be accrued at the rate of one day per month, up to 11 days per year.

- c) School Year Employees:

Sick leave will be accrued at the rate of one day per month, up to 9 days per year.

- d) Supplemental Employees:

Supplemental employees will earn two hours of sick leave for every eighty (80) hours of work.

2. Sick leave accrued each month will be credited to an individual employee's sick leave bank at the start of the following month.
3. A sick leave day is the same as the employee's normal working day, except for in the case of supplemental employees. Supplemental employees earn hours of sick leave based on the number of hours that they work.
4. Employees may accumulate an unlimited amount of sick leave.
5. Sick leave may be taken in increments of no less than ¼ day.
6. Sick leave days may be used for personal or family illnesses.
7. Two sick leave days may be used each year for personal business that cannot be taken care of outside the normal workday, with prior approval by the Supervisor.
8. The School District may require verification from a doctor for the use of sick leave.

G. Emergency Leave:

An emergency is a situation, often dangerous, which arises suddenly and calls for prompt action. An immediate need cannot be planned out days in advance. Employees may be granted a leave of no more than two (2) days per year for situations that require an employee's immediate personal attention, and which cannot be addressed outside of the employee's workday. The days will be deducted from the employee's sick leave. An emergency leave is granted by the immediate supervisor, subject to review by the Superintendent. The

Superintendent reserves the right to make the final decision to grant or deny the request for emergency leave. If denied, pay for that time will be deducted at the next pay period.

H. Bereavement/Funeral Leave:

1. An employee may be granted up to three (3) days to attend a funeral or someone in the employee's or spouse's family. The superintendent may grant up to three additional days in the case of the death of someone in the employee's or employee's spouse's immediate family. These days shall be deducted from sick leave.
2. An employee may be granted up to one day, taken in ¼ day increments, to attend the funeral of someone outside of the employee's family. This time shall be deducted from sick leave.

I. Unpaid Leave:

Employees are hired to work specific schedules as designated by the superintendent. The superintendent reserves the right to grant or deny any request for unpaid leave. Unpaid leave deductions may include pro-rated deductions in the district's contribution to health care benefits.

J. Severance Compensation:

1. Full Time Employees, Full Time/Extended School Year Employees, and School Year Employees may be eligible for severance compensation based upon the following criteria:
  - a) Any employee, upon reaching age 55 and after 15 years of continuous service to ISD 857, will be entitled to severance pay based on the number of accumulated sick leave days. The reimbursement rate will be \$30 per day of accumulated sick leave.
  - b) If the employee dies before severance is paid out, it shall be paid to the employee's beneficiary, if any, otherwise to the employee's estate.
  - c) Employees will not be eligible for severance compensation if they are terminated from employment due to poor performance, not meeting expectations, misconduct, or for any other reason per District Policy 403 Discipline, Suspension, and Dismissal of School District Employees.

K. Retirement:

1. Employees, upon reaching age 55 and after 15 years of continuous service to ISD 857, and who elect to begin to receive PERA retirement benefits, may be entitled to a health premium contribution based on the number of accumulated sick leave days. This benefit is contingent upon the approval and acceptance by the insurance carrier.

2. An employee who retires before the age of eligibility for Medicare shall be eligible to remain in the existing group health and hospitalization insurance program until reaching the age of eligibility for Medicare.

3. For employees employed prior to July 1, 1993:

- a. The annual district contribution will be specified as the maximum amount found in the health and hospitalization section of this agreement.
- b. The maximum contribution will be paid by accumulated sick leave at a rate of 200

hours of sick leave for each year (One year's base contribution for each 25 days of accumulated sick leave.) of extended health and hospitalization coverage.

4. For employees employed on or after July 1, 1993:
  - a. The annual district contribution will be specified as the maximum amount for single coverage as found in the health and hospitalization section of this agreement.
  - b. The maximum contribution, of \$300 per month, will be paid by accumulated sick leave at a rate of 200 hours of sick leave for each year (25 full time (8 hour) days) of extended health and hospitalization coverage.
5. Employees will be responsible for any additional premium expenses if an insufficient amount of sick leave has been accrued.
6. The eligible coverage (family or single) shall be the same as was in effect at the time of retirement.
7. Benefits under this provision shall cease upon the death of the employee except when both husband and wife have been employed by ISD 857 until retirement (and both have been eligible to receive insurance coverage) in which case the survivor will be eligible for continued coverage.
8. Food Service and Custodial staff shall be provided a school shirt to be worn when on duty. This is a benefit of employment.

II. Pay Periods:

1. Employees (not including Supplemental Employees) will have their compensation divided into 24 pay periods. Paydays will be the 15<sup>th</sup> and the last business day of the month unless payday falls on a weekend or holiday. Payday will then be the last business day prior to the scheduled payday. Staff who receive annualized pay and work additional hours than what is annualized will only be paid on the 15<sup>th</sup> of the month for the prior month's hours.
2. Supplemental Employees will be paid twice per month (15<sup>th</sup> and last business day of the month, see L1). Timesheets (approved by direct supervisors) must be in the business/ payroll office by the 6<sup>th</sup> and 20<sup>th</sup> of each month.
3. Exceptions to the prescribed paydays will be at the discretion of the Superintendent.

M. Additional Compensation:

1. Overtime:

As a general rule, overtime is not allowed. The supervisor, prior to the work, must grant approval for overtime. In the case of an emergency, and the supervisor cannot be contacted, the overtime necessary to clear the emergency will be allowed. Overtime will be paid at a rate, which is one, and one-half times the employee's regular hourly rate. In the event an emergency occurs on one of the following holidays: July 4<sup>th</sup>, Labor Day, Thanksgiving Day, after 12:00 PM on Christmas Eve, Christmas Day, after 12:00 PM on New Year's Eve, New Year's Day, after 12:00 PM on Good Friday, Easter Sunday, or Memorial Day, the employee will be paid two times the employee's regular hourly rate. Payment for overtime may be denied if not pre-approved and deemed non-emergency.

2. **Compensatory Time:**  
Compensatory Time may be accrued for hours worked beyond the scheduled work day for extra-ordinary circumstances that require additional time. Accumulation and use of compensatory time must be approved in advance by the Direct Supervisor and usage shall not, in any case, exceed three consecutive working days.

N. Other:

1. **Injury Reports:**  
Any and all injuries, regardless of their severity, shall be reported to the employee's supervisor as soon after the injury occurs as possible. In order for a claim to Workmen's Compensation to be considered valid, a "First Report of Injury" must be filed within 24 hours of the incident.
2. **Emergency Closing:**
  - a. All Full Time, and Full Time/Extended School Year Employees are be expected to work when school is not in session due to an emergency closing. Employees should communicate with Supervisor if arrival will be delayed due to road conditions or other factors. Employees, unable to report to work, may request the use of vacation, compensatory time, or may use up to two sick (personal) days to avoid a pay deduct (via a yellow Absence Request Form). Building secretaries may make-up the lost workday at the end of school year with prior approval.
  - b. School Year and Supplemental Employees will report to work only if school/program is in session, unless directed otherwise by Supervisor. School Year and Supplemental Employees will not be paid for full days that the schools close due to an emergency. However, in the event that the school day starts late or begins, but is subsequently canceled, School Year Employees will be paid for the full workday. School Year and Supplemental Employees may elect to use up to four sick leave days to avoid a pay deduction in the event schools close due to an emergency. This desire should be communicated by the employee with an Absence Request Form that is submitted to their supervisor.
3. Full Time/Twelve month employees have the option of working four day weeks/10-hours days in the summer. The summer work schedule must be set up before the end of May.
4. **Breaks:** Employees who work four consecutive hours will be provided with a paid break, not to exceed 15 minutes.
5. **Expense Reimbursement:**  
All employees will be reimbursed for pre-approved expenses incurred when traveling outside the district on school business at the district-established rate per District Policy 412.

## Hourly Rates

New hires' starting wages are determined by Superintendent with input from Supervisor based on employee's prior experience.

Starting Hourly Wage Minimum:

- Food Service: 12.50
- Assistant Secretary: \$13.50
- Paraprofessional: \$13.50
- Lead Secretary: \$15.50
- Custodian: \$15.00
- Cardinal Club Aides: \$12.00
- High School Student: \$11.50

Number of Years Completed in the L-A District	Pay Increase
1	\$0.25
2	\$0.25
3	\$0.25
4	\$0.30
5	\$0.30
6	\$0.30
7	\$0.30
8	\$0.30
9	\$0.30
10	\$0.30
11	\$0.30
12	\$0.30
11	\$0.30
14	\$0.30
15	\$0.50
20	\$0.50
25	\$0.50
30	\$0.50



## **Additional Compensation**

### Custodians

1. **Building Surveillance:**  
Custodians will be credited with up to one and a half-hours overtime (30 minutes per building) each day for checking buildings on weekends.
2. **Boiler Licenses:**
  - a) A Special Class Engineer boiler license must be obtained by each Custodian during their first year of employment. Upon receiving a Special Class Engineer boiler license, the custodian will receive an additional forty cents per hour of compensation added to their base compensation.
  - b) Custodians receiving a Second Class Engineer boiler license will receive an additional thirty cents per hour compensation added to their base salary.
  - c) Custodians receiving a First Class Engineer boiler license will receive an additional thirty cents per hour compensation added to their base salary.
3. Evening custodians receive \$1.60 per hour extra added to their base rate. If the custodian transitions to a school year day schedule, the Evening Custodian extra pay will be removed.

### Food Service

A Head Cook with supervision of other food service staff and with responsibility to assist/back-up Food Service Director receive an additional \$2.25 per hour compensation added to their base compensation.

A Head Cook with supervision of other food service staff receive an additional \$1.00 per hour compensation added to their base compensation.

A Head Cook without supervision of other food service staff receive an additional \$0.50 per hour compensation added to their base compensation.

Assistant Head Cooks with extra responsibilities for the food service program receive an additional \$0.40 per hour added to their base compensation.

### Paraprofessionals

Paraprofessionals who hold a valid MN teaching license earn an extra \$0.50 an hour.