

WATERVILLE-ELYSIAN-MORRISTOWN SCHOOLS

WATERVILLE, MINNESOTA

2019-2021 TERMS AND CONDITIONS  
OF EMPLOYMENT

FOR

TECHNOLOGY COORDINATOR

## ARTICLE I GROUP 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: The School District shall contribute a sum not to exceed the full premium for VEBA 834 individual coverage and the following amounts per month for single plus one and dependent coverage for each full-time employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan:

**2017-2021**

\$1077.67 for single coverage

\$1395.46 for single plus one coverage

\$1425.46 for dependent coverage

(If the increased cost of VEBA 837 single (or traditional single) is less than \$ negotiated, that amount will be divided equally between the other two policies)

Any additional cost of the premium for single plus one or dependent coverage shall be borne by the employee and paid by payroll deduction. The contribution for a full-time employee whose spouse is also employed full-time by the District and said spouse shall not exceed the amount of the single basic premium for one employee and the District's contribution for family coverage for the other employee, in no event shall either employee receive any cash reimbursement.

Section 3. Term Life : Term life insurance in the amount of \$20,000 shall be provided by the School District for each full-time employee. The employee may elect to personally purchase additional term insurance in an amount approved by the life insurance carrier. The optional insurance may be purchased once each year prior to June 1 of the preceding year.

Section 4. Dental Insurance: A dental insurance plan will be provided by the School District for all full-time employees, subject to provisions set forth by the insurance carrier. The School District shall contribute a monthly amount up to \$25.00 in 2015-2017 toward the cost of the premium for each full-time employee for single, dependent or family coverage.

Section 5. Income Protection Insurance: The School District shall provide all full time employees up to age 65 with an income protection plan. The plan shall provide seventy percent (70%) of the yearly contracted income upon disability with a thirty calendar-day waiting period from the onset of the disability. In the event an employee's sick leave

accrual is not used at the time insurance benefits commence, sick leave benefits will be coordinated with the insurance benefits to equal 100% of the contracted daily salary. Coordinated benefits will continue until sick leave accrual is used up.

Section 6. Duration of Insurance Contribution: An employee is eligible for School District contribution as provided in this Article as long as the employee is employed by the School District. Upon termination of employment, all District contributions shall cease except that an employee who has completed a full year shall be eligible for 12 months' contribution.

## ARTICLE II LEAVES OF ABSENCE

### Section 1. Sick Leave:

Subd. 1.: The employee shall earn sick leave at the rate of 9 hours for each month of service in the employ of the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year.

Subd. 2. Unused sick leave days may accumulate to a maximum credit of one hundred twenty three and one/half (123.5) days of sick leave per employee during the school year and return to 110 days maximum carry over at the end of the school year.

Subd. 3: Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness and/or disability which prevented attendance and performance of duties on that day or days.

Subd. 4: The school District may require an employee to furnish a medical certificate from a qualified medical service 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 Board. In the event that a medical certificate is required, the employee will be so advised.

Subd. 5. Sick leave allowed shall be deducted from the sick leave balance earned by the employee.

Subd. 6. Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave pay request form available at the office.

Subd. 7. If no sick leave time (that includes any type of leave that goes against sick leave time) is used during the school year, the employee will receive \$100 from the district.

Section 2. Bereavement and Family Illness Leave: Five (5) days, non-accumulative, in addition to sick leave, will be granted each year for non-personal illness or bereavement. Additional days may be granted at the discretion of the Superintendent.

Section 3. Personal Leave: Up to four (4) non-accumulative personal leave days with pay and deducted from sick leave.

Subd. 1. Requests for personal leave must be made in writing to the Superintendent or his/her designee at least two (2) days in advance and do not need to state reason(s). In emergencies, leave may be requested via telephone.

Section 4. Worker's Compensation: Pursuant to M.S. 176, an employee injured on the job in the service of the School District and collecting worker's compensation insurance, may draw sick leave and receive full salary from the School District, the 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 the sick leave balance. That fraction of the days covered by insurance is not eligible for accrual of sick leave.

Section 5. Medical Leave:

Subd. 1. An employee who is unable to perform duties because of illness or who has exhausted all sick leave credit available, or has become eligible for long term disability compensation, may, upon request, be granted a medical leave of absence, without pay, up to six (6) months. This leave may be renewed at the discretion of the School District.

Subd. 2. A request for leave of absence, or renewal thereof, under this section shall be accomplished by a doctor's written statement outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities.

Section 6. Insurance Application: An employee on unpaid leave 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. Those employees qualifying for leave per FMLA and who duly request such leave on a timely basis shall be excluded from this provision.

Section 7. Credit: An employee who returns from an unpaid leave shall retain experience credit for pay purposes and other benefits which had accrued at the time leave commenced. No credit shall accrue for the period of time that an employee was on unpaid leave, subject to FMLA entitlements.

Section 8. Jury Duty: Per state law.

### ARTICLE III LOCAL TRAVEL ALLOWANCE

Section I. Travel Allowance: All pre-approved automobile usage which is incurred in connection with School District business shall be reimbursed at the current district mileage rate.

### ARTICLE IV HOLIDAYS

Section 1. Paid Holidays: Employee shall be granted the following paid holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve Day, and Christmas Day. If any of the above holidays falls on either a Saturday or Sunday, that day will be a holiday and the preceding Friday or the following Monday may be granted as a day off if school is not in session. President's Day to be included if school is not in session. If school is in session, this day shall become a floating holiday to be taken at a time mutually agreeable to the District and the employee.

Section 2. School in Session: The School District reserves the right, if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof. Any legal holiday or holiday which falls within an employee's vacation period shall not be counted as a vacation day.

Section 3. Application: In order to be eligible for holiday pay, an employee must have worked a regular work day before and after the holiday unless on an excused illness, leave or on vacation under these provisions.

### ARTICLE V VACATIONS

Section 1. Earned Vacation: Employees under these provisions shall accrue vacation as follows:

7/12 of a day for each month of service during the 1st year of service in the School District.

10/12 of a day for each month of service after completing one (1) year of service in the School District.

15/12 for each month of service for each year completing eight (8) years of service in the School District.

20/12 days for each month of service for each year after completing fifteen (15) years of service in the School District.

## Section 2. Applications

Subd. 1. Vacations shall be determined as of July 1 of each year. Employees hired between January and July are not eligible for vacation as a matter right until July 1 of the following year but may be permitted to take a vacation at the discretion of the School District.

Subd. 2. If the employee resigns before completing a full year of service, the employee shall not be entitled to any vacation and shall have the salary paid for any vacation days taken deducted from the final check. An employee who has completed at least one (1) year of service shall be entitled to receive the prorata pay for unused vacation time provided such employee provides the School District at least two (2) weeks' advance notice of resignation time.

Subd. 3. The scheduling of all vacation time shall be determined by the School District. Vacation must be used within eighteen (18) months from the effective date vacation is earned.

## ARTICLE VI RATES OF PAY

### Section 1. Salary: Technology Coordinator

|         |          |
|---------|----------|
| 2019-20 | \$55,940 |
| 2020-21 | \$58,762 |

Section 2. Deductions: In the event of an absence without leave contract pay shall be prorated.

ARTICLE VII  
OTHER INFORMATION

School Closing: In the event that school is closed for any emergency, if employee is not required to perform services, the employee shall not incur a loss of pay for that day. The maximum number of days paid for closing shall not exceed one day in each school year.