

# **Becker Public Schools**

Independent School District #726

Becker, Minnesota

## **Community Education Non-certified Employees**

### **Employee Handbook**

**2024 – 2025**

**Approved by the Board of Education:**

This document is approved by the Board of Education of the Becker Public Schools, Independent School District #726, Becker, Minnesota and covers the following Becker Community Education non-certified employees:

- Camp Opportunity Program Leads and Classroom Assistants
- Community Education Program Employees
- Aquatics Staff
- Student employees

**Duration:** This handbook shall be in force beginning July 1, 2024 through June 30, 2025.

**At Will Employees:** Community Education employees are employed at will and may be terminated at any time, with or without cause.

## **HOURS OF SERVICE AND WORK YEAR**

A normal work year for purposes of this handbook shall be established each year by the school district. Hours per day may vary by position and shall be established by the School District.

Employees working 8 or more hours per day shall be provided with a duty-free lunch period of 30 minutes.

Total hours worked in all positions covered in this document will be combined to determine an employee's benefits.

### **Step Placement and Advancement.**

The School District shall determine the placement and advancement of an employee on the wage schedules. The district reserves the right to withhold a wage increase in individual cases when it can be shown that a deficiency exists in the individual's work performance.

Employees hired on or after January 1 will not receive a step advancement until July 1 of the following year (i.e., employees hired on or after January 1, 2024, shall receive a step advancement on July 1, 2025.)

### **Rates of Pay.**

Rates of pay shall be determined by the wage schedules included in this Handbook. Payroll shall be administered on or about the 10th and the 25th of each month.

### **Overtime.**

An employee will receive overtime pay at the rate of one and one half (1.5) times the employee's regular rate of pay for hours worked in excess of forty (40) during the regular workweek. No employee may work in excess of forty (40) hours during a regular workweek without prior approval from the Community Education Director or the Community Education Director's designee. Overtime hours are based on all hours worked in the District.

### **Recording Hours Worked.**

The District may require employees to use a time clock or other method of recording hours worked. Employees shall be paid for all time worked.

## **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. Eligibility.** Employees must work a minimum of twenty (20) hours per week to be eligible for enrollment in the District's insurance plan. Employees must work a minimum of thirty (30) hours per week to be eligible for a District contribution. Employees working less than thirty (30) hours per week will be responsible for 100% of the monthly premium amount.

### **Section 3. Health and Hospitalization Insurance.**

**Subd. 1. Plan Selection:** Eligible employees may elect single or family coverage in the District's health and hospitalization plan. Employees hired after July 1, 2024, shall not be eligible to enroll in the District's Copay Plan(s).

**Subd. 2. Eligibility:** Employees must work a minimum of 30 hours per week and twelve (12) months per year to be eligible for enrollment in the District's health and hospitalization plan.

**Subd. 3. Premium Contributions:** From July 1, 2024 through June 30, 2025, the District shall contribute up to seven hundred eight dollars and thirty-three cents (\$708.33) per month toward the cost of the premium for single or family coverage for each eligible employee that is enrolled in the group health and hospitalization plan. The employee shall pay any remaining premium costs by payroll deduction.

If an employee enrolls in a plan and receives District contributions, but does not fulfill the eligibility requirements listed above, that employee shall be responsible for reimbursing the District for any contributions that were made in excess of their eligibility.

**Subd. 4. HSA Contributions:** In addition, for the period of July 1, 2024 through June 30, 2025, the remaining contribution amount, if any, shall be paid by the School District into a Health Savings Account (HSA), in the employee's name, on a semi-monthly basis. The employee may choose to contribute to their HSA account through payroll deductions, up to the applicable IRS limits. This is applicable only to employees enrolled in a High Deductible Health Plan (HSA eligible plan).

**Section 4. No Claims Against District.** The District is not guaranteeing that any particular claim will be paid or covered by insurance, or that any specific amount will be paid out under any insurance policy. The District's only obligation is to pay the amounts stated. No grievance, claim, or cause of action may be brought against the District as the result of a denial of insurance benefits by the insurance carrier.

**Section 5. Duration of Insurance Contribution.** Upon termination of employment for any reason, the district's contribution ceases on the last day of the month in which the employee was in a paid working status.

## **PAID LEAVE**

### **Section 1. Eligibility and Accruals.**

Employees shall be granted paid leave in accordance with their employee type, and the accrual methods listed below.

Employees starting on or before December 31st shall be deemed to have met one year of service, as of July 1st of the following year.

**Look-Back Method:** When using the look-back method for determining average number of hours worked, the District shall use the average hours worked during the period of June 26th of the previous year through June 25th of the current year.

**Section 2. Employee Types.** The employee types listed below shall be used to determine paid leave eligibility for employees working under this agreement.

**a. 12-Month Employees:** Employees who are regularly scheduled to work an average of 30+ hours per week for 12-months per year.

**b. Summer Employees:**

- Employees who are regularly scheduled to work an average of 30+ hours per week during the summer months (June - August).
- Employees who work outside of Camp Opportunity during the school year and work 30+ hours in Camp Opportunity during the summer.

**c. Part-Time & Seasonal Employees:**

- Employees who are expected to work a minimum of 80 hours per year, and less than 30 hours per week, on a regular basis.
- Student Workers.

**Section 3. Length of Paid Leave Day.** An employee may only claim paid leave equal to their assigned work hours on a day of absence. An employee may not claim paid leave on a day when they are not scheduled to work.

**Section 4. Tracking of Paid Leave Days.** All tracking of paid leave earned by an employee will be calculated in hours and tracked by the supervisor and payroll department.

### **Section 5. Sick Leave.**

**Subd. 1. Eligibility:** Employees that work a minimum of 80 hours per year shall be eligible for paid sick leave.

**Subd. 2. Annual Earned Sick and Safe Time (ESST):** Employees shall be eligible for sick and safe time in accordance with the table below.

<b>Employee Type</b>	<b>Allocation Type</b>	<b>Annual Allocation</b>	<b>*Max Accrual</b>
12-Month Employee (first year of service)	Accrual	1 hour earned for every 30 hours worked	80 hours
12-Month Employee (after 1 year of service)	Frontload (based on Look-Back Method)	12 days	12 days
Summer Employees	Accrual	1 hour earned for every 30 hours worked	80 hours
Seasonal / Part-Time Employees	Accrual	1 hour earned for every 30 hours worked	80 hours

\*All hours that exceed the max accrual limit shall be transferred to the employee's extended sick leave on or around July of each year.

- a. **Usage:** An employee may use their earned sick and safe time for the following reasons:
  - I. Illness or injury to the employee that prevented the employee from attending work.
  - II. Illness or injury to the employee's spouse, adult child, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent for reasonable periods of time as the employee's attendance may be necessary, on the same term upon which the employee is able to use sick leave for their own illness or injury. In addition, the school district shall include any additional relatives named in Minnesota Statute 181.9413.
  - III. Reasons governed under the Earned Sick and Safe Time law, MN Statute 181.9447.
- b. **Approvals:** Sick and safe leave shall be approved only upon submission and review of a signed request form, to the employee's supervisor. Requests shall be made seven (7) days in advance, whenever possible. Approved sick leave shall be deducted from the employee's earned sick and safe time hours.
- c. **Medical Certification:** The District may require an employee to furnish a medical certificate from a qualified physician as evidence for absences related to illness or injury. However, the final determination as to the eligibility of an employee for sick and safe leave is reserved to the school district. In the event that a medical certificate is required, the employee will be advised.

**Subd. 3. Extended Sick Leave:** As of July 1, 2024, all previously accrued sick leave, which exceeds the accrual limit for ESST, shall be transferred into an Extended Sick Leave account for eligible employees. At the beginning of each school year thereafter, the District shall transfer any unused ESST, beyond the max accrual limit, into the employees Extended Sick Leave. The Extended Sick Leave may accumulate up to a maximum of one hundred twenty (120) days.

- a. **Usage:** An employee may use their Extended Sick Leave for the following reasons:
  - i. Illness or injury to the employee that prevented the employee from attending work.
  - ii. Illness or injury to the employee's spouse, adult child, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent for reasonable periods of time as the employee's attendance may be necessary, on the same term upon which the employee is able to use sick leave for their own illness or injury. In addition, the school district shall include any additional relatives named in Minnesota Statute 181.9413.

- b. **Approvals:** Extended sick leave shall be approved only upon submission and review of a signed request form, to the employee's supervisor. Requests shall be made seven (7) days in advance, whenever possible. Approved leave shall be deducted from the employee's extended sick leave hours.
- c. **Medical Certification:** The 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 is required, the employee will be advised.

**Subd. 4. Sick Leave Payout:** Upon termination of employment for any reason, any accumulated sick leave shall be forfeited. The employee shall not be reimbursed for any unused accumulated sick leave.

## **Section 6. Vacation.**

### **Subd. 1. Eligibility and Allocation.**

- a. **12-Month Employees:** After completing one (1) year of service, 12-month employees shall be eligible for seven (7) days of paid vacation per year. Two (2) days of unused vacation may be carried over to the next fiscal year. Paid vacation shall be allocated each July.

Employees starting on or before December 31st shall be deemed to have met one year of service, as of July 1st of the following year.

- b. **Summer Employees:** Summer employees who work a minimum of five hundred forty hours (540) hours during the school year (August 26th - May 25th), in Camp Opportunity, shall be provided one (1) vacation day on or around July 1st following the school year. This day must be used by June 30th of the following calendar year, or will be forfeited.
- c. **Allocation:** Vacation shall be allocated each July, based on the average number of hours worked in the previous 12-month period, by using the look-back method. The look-back method will be based on the average number of hours worked from June 26th of the previous year, through June 25th of the current year.

**Subd. 2. Approvals:** All requests for paid vacation must be pre-approved by the respective program supervisor. Requests shall be made a minimum of seven (7) days prior to the requested dates. Requests for particular days may be denied due to staffing needs of Community Education programs.

**Subd. 3. Vacation Payout.** An employee shall be entitled to receive the prorated pay for unused vacation time provided the employee submits a written notice of resignation at least two (2) weeks in advance of the resignation date.

## **Section 7. Paid Holidays.**

### **Subd. 1. Eligibility and Allocation.**

- a. **12-Month Employees:** 12-month employees shall receive the following paid holidays, provided that they work, or use paid leave, on their normally scheduled day before and after the holiday.

Labor Day,	President's Day,
Thanksgiving Day,	Good Friday,
Christmas Eve Day,	Memorial Day,
Christmas Day,	Juneteenth
New Year's Day,	4th of July

***Look-Back Period:** The District shall use a look-back method to determine the number of hours an employee shall receive for holiday pay. The look-back period is time worked during the two full weeks prior to the holiday.*

- b. **Summer Employees:** After completing one (1) year of service, summer employees shall receive two (2) extra days of pay on or about the September 25th payroll. This will be in lieu of paid holidays.

***Look-Back Period:** When determining the number of hours to be paid, the District shall look at time worked from May 26th through August 25th, to determine the average hours per day. The employee shall receive two days of pay, at their average hours per day.*

## **Section 8. Bereavement Leave.**

Each employee may be granted up to three (3) days of paid bereavement leave per occurrence, non-accumulative, in the case of the death of a spouse, child, parent, grandparent, grandchild, brother, sister, in-laws, aunt, uncle, niece, nephew. The Community Education Director may grant additional days of leave. All days off shall be deducted from the employee's accumulated sick leave.

An employee may only claim paid bereavement leave equal to their assigned work hours on the day of absence.

## **Section 9. Jury Duty.**

Employees involuntarily called and selected for jury duty shall receive their regular compensation for their employment, less the amount received by them as jurors, exclusive of mileage. Employees must submit a time-off request, and provide the District with payment for their Jury Duty time, prior to receiving compensation from the District.

## **Section 10. School Closing.**

In the event that school is closed for a full day, for any reason, all employees that were scheduled to work on that day will be paid for all hours they were scheduled to work, for the first occurrence of each school year.

# Camp Opportunity

Wage increases will be effective July 1 of each year. Employees hired on or after January 1 will not receive a step advancement until July 1 of the following year (*i.e., employees hired on or after January 1, 2024, shall receive a step advancement on July 1, 2025*).

The District retains the right to place employees above the first step.

## Camp Opportunity Program Leads:

Program Lead Staff:

- Minimum of 21 years old
- Experience working with school age children, preferred

### Lead Wage Schedule

Step 1	\$16.75
Step 2	\$17.06
Step 3	\$17.33
Step 4	\$18.19
Step 5	\$18.47
Step 6	\$18.75
Step 7	\$19.03
Step 8	\$19.33

## Camp Opp Program Assistants and High School Graduates:

### Assistant Wage Schedule

Step 1	\$14.91
Step 2	\$15.18
Step 3	\$15.47

### Longevity Pay

In addition to the wage rates shown above, employees with the following years of service, within Camp Opportunity, will receive the corresponding amount of longevity pay. Employees must work a minimum of 540 hours per year (average of 15 hours per week), to be counted as a year of service.

<b>Beginning Year</b>	<b>Longevity Pay</b>
10	\$0.30
12	\$0.30
For a total of	\$0.60



# Becker Community Education Student Employees

*Students who work a minimum of 80 hours per year will receive paid sick and safe time, on an accrual basis. They do not qualify for other benefits under this agreement.*

Wage increases will be effective July 1 each year. Employees hired on or after *January 1* will not receive a step advancement until July 1 of the following year (*i.e., employees hired on or after January 1, 2024, shall receive a step advancement on July 1, 2025.*)

High School students who graduate in May, shall move laterally to the Assistant Wage Schedule upon graduation, and will not move up a Step on July 1.

## Student Worker Wage Schedule

Step 1	\$10.11
Step 2	\$10.46
Step 3	\$10.75
After Step 3 Additional "merit" rate	

The "merit" rate will be \$0.25 higher than the Step 3 rate.

When a student employee turns 18 years of age, that employee will be paid according to the federal / state minimum wage law, or the student worker wage rate, whichever is higher.

# Becker Community Education Aquatics

*Aquatic employees who work a minimum of 80 hours per year will receive paid sick and safe time, on an accrual basis. They do not qualify for other benefits under this agreement.*

Employees hired on or after January 1 will not receive a step advancement until July 1 of the following year (*i.e., employees hired on or after January 1, 2024, shall receive a step advancement on July 1, 2025*)

When a student employee turns 18 years of age, that employee will be paid according to the federal / state minimum wage law.

## Water Safety Instructors

(Requires current American Red Cross WSI certificate)

Position	Hourly Rate
Pool Coordinator	\$21.01
Supervisor	\$18.39
WSI	\$16.80
Lifeguard	\$12.08
Aides	\$11.03

# Miscellaneous

## Sibling Care:

- Adult Worker: \$15.25
- Student Worker: Students shall be paid according to the Student Wage Schedule. If a student turns 18, but has not yet graduated High School, they shall be paid the adult minimum wage amount until they graduate.

Early Childhood Student Workers (e.g. Summer Camp Workers): Students shall be paid according to the Student Wage Schedule. If a student turns 18, but has not yet graduated High School, they shall be paid the adult minimum wage amount until they graduate.

Youth Sports Coordinator: \$17.86/hour

Field House Supervisor: \$17.86/hour

Substitutes: Employees subbing in a position that is covered by this agreement, shall be paid at Step 1 of the salary schedule in which they are working under.

## Community Education Driver Education Classroom Instructors:

Will be paid under the current BEA Contract at the “extended time” teacher rate.

## Community Education PAC Coordinator:

This position will be paid in alignment with Article XII, Section 6. Extra Compensation of the BEA Agreement for events not covered under Schedule C of the BEA Agreement.