

Building Substitute Teacher

2024-2025 Handbook

AVAILABLE BENEFITS (All Benefits Shall be Prorated)

GROUP INSURANCE

SECTION 1. Selection: Selection of the insurance carrier and policy shall be made by the School District as provided by law.

SECTION 2. Medical Insurance: The School District shall contribute a sum not to exceed \$585 per month toward the premiums for individual or family coverage for each full-time employees who qualifies for and is enrolled in the School District's group medical plan for the fiscal year ended 06/30/2025. Any additional cost of the premiums shall be borne by the employee and paid by payroll deduction. The Employee may direct any contribution unused as health insurance premium to a VEBA, HSA account or the purchase of dental insurance through the district plan, as allowable by law.

Full-time employees will have access to Affordable Care Act qualified plans. Costs to employees will not exceed 9.83% of their annual income (line 2, W2) for the least expensive ACA qualified plan offered by the District.

SECTION 3. Building Substitute not enrolled in the School District medical insurance may qualify for participation in a post-retirement VEBA account upon documentation of their participation in another qualified group health insurance plan. If the above stipulations are met, the School District will contribute \$100 per month into that Building Substitute account for the duration of this contract.

SECTION 4. Claims against the School District: It is understood that the School District's only obligation is to purchase an insurance policy and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

SECTION 5. Termination of Employment: Upon termination of employment an employee or employees who carry the school group medical program have the option to continue insurance coverage under COBRA laws at their own expense. Proper forms from payroll need to be completed to extend your coverage under COBRA.

SECTION 6. Long-Term Disability: The School District will furnish long-term disability insurance for all full-time employees.

SECTION 7. Affordable Care Act Revisions: If provisions of the Patient Protection Affordable Care Act (PPACA) require contractual revisions the parties mutually agree to reopen the contract to address those revisions.

LIFE INSURANCE

SECTION 1. Life Insurance and Income Protection Insurance: The School Board will pay the premium for a \$50,000 Life Insurance policy, plus pay for income protection insurance for all eligible clerical/secretarial and department head employees only. Eligible employees may increase the policy coverage to \$150,000 at their own cost if they meet the life insurance company qualifications.

SECTION 2. 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 to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

SECTION 3. Duration of Insurance Contribution: An employee is eligible for the 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 when the individual and the School Board negotiate a plan of District contribution. If no plan is negotiated, the individual is eligible to continue medical, dental and life coverage with the group per COBRA regulations, but with all costs paid by the individual.

TAX SHELTERED ANNUITIES

The Clerical employees are eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, Minnesota §, Section 123B.02, Subd. 15, and the School District policy, and as otherwise provided by law. The School District shall provide an annual match up to \$100 per month to an individual qualified 403(b) retirement plan when the employee provides evidence of their contribution or enrolls in a payroll deduction program to contribute to this type of fund.

LEAVES OF ABSENCE

SECTION 1. Sick Leave: An employee shall earn sick leave at 1 1/3 days per month of service in the employ of the School District. Sick leave shall accrue as it is earned on a proportionate basis to the employee's work year. Employees will be guaranteed twelve (12) days per year even though the days may not have been earned at the time of need. If the days have been used but not earned, the adjustment will be made on the final check. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

SECTION 2. Unused Sick Leave: Unused sick leave may accumulate to a maximum of 90 days for full-time employees. Maximum accumulation will be prorated for employees working less than full-time.

SECTION 3. Sick Leave Usage: Sick leave may be used for: 1. Illness or accident of the employee, or 2. Illness or accident of employee's immediate family.

SECTION 4. Final Determination: The School District may require an employee who is absent due to illness or accident for three (3) or more consecutive days to furnish a medical certificate from a qualified physician as evidence of injury or 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 for the School District. In the event that a medical certificate will be required the employee will be so advised.

SECTION 5. It is the employee's responsibility to submit their hours electronically for each pay period including hours worked and leave from work in order for sick leave to be authorized. Sick leave increments will be allowed up to the amount of leave an employee has available in their leave bank subject to the approval of their direct supervisor.

SECTION 6. Personal Leave: Employee may use two (2) days fiscal year, non-accumulative, as personal leave. Requests for personal leave must be made electronically on the timekeeping system and approved by the employee's direct supervisor and the Superintendent at least three (3) days in advance. The School District reserves the right to refuse to grant such leave if under the circumstances such leave should not be granted. All leaves must have prior approval.

PARENTAL LEAVE

SECTION 1. Eligibility: An employee with at least twelve (12) months of service and who works an average of at least half time per week is eligible for parental leave. Parental leave is available to natural and adoptive fathers and mothers.

SECTION 2. Leave: Up to six (6) weeks of unpaid leave may be taken. The leave may not begin more than six (6) weeks after the birth or adoption.

SECTION 3. Notification: The employee must provide the School District with a written notice of intent to take a parental leave. An employee making application for parental leave shall inform the Superintendent in writing of intention to take the leave at least three (3) calendar months before commencement of the intended leave.

SECTION 4. Reason: If the reason for parental leave is occasioned by pregnancy, an employee will also provide at the time of the leave application a statement from their physician indicating the expected date of delivery.

SECTION 5. Return to Work: The employee shall be permitted to return to their former position or to a comparable position at the same rate of pay and number of hours except if the employee would have been subject to layoff during the leave. Employees may return to work part-time during the leave without forfeiting the right to return full-time at the end of the leave.

SECTION 6. Visiting School Programs: The employee is entitled to take up to sixteen (16) hours of unpaid leave a year to attend their children's school conferences, classroom activities or child care or other early childhood program.

EMERGENCY/BEREAVEMENT LEAVE

SECTION 1. Bereavement: Up to five (5) days per school year, non-accumulative, may be used for bereavement and/or emergency leave, the days to be deducted from sick leave. Leave shall be allowed

for the death in the employee's or spouse's family to the fourth degree of kindred as defined by common law (see diagram). Other special considerations may be made by the Superintendent.

SECTION 2. Emergency: Up to five (5) days per school year, non-accumulative, may be used for bereavement and/or emergency leave, the days to be deducted from sick leave. Leave may be granted only for serious illness or injury in the employee's immediate family. This type of leave will not be granted for routine illness or injury in the family. If employees are confronted with a routine illness or injury in the immediate family, a limited time will be granted so that the employee can make arrangements for care of the situation. Other special considerations may be made by the Superintendent.

CONFERENCES AND MEETINGS

Leave shall be granted for employees to attend workshops, professional clinics and such meetings that the Superintendent shall approve or deem of value to the employee or the school. The School District shall pay all legally valid expenses and fees for the employee's attendance and will not constitute a loss of pay for the participating employee to attend conferences or meetings as permitted.

JURY DUTY

An employee called for jury duty shall be compensated for the difference between the employee's pay and the payment received for the performance of jury duty. According to law, the employee shall report to payroll evidence of earnings received from County or District Court. Employee excused by the Court for the balance of the day shall return to their place of employment to finish the remainder of the day's work.

MILITARY LEAVE

Employees are entitled to leave for military service provided by Minnesota § 192.26, Subd. 1.

INSURANCE APPLICATION

An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provision. 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 by the 20th day of the preceding month.

TERMINATION OF EMPLOYMENT

An employee who wishes to terminate their service with the School District must notify the Superintendent in writing at least ten (10) working days prior to the proposed termination date.

WORK YEAR

The employee's basic work year shall be 177 eight-hour days inclusive of lunch. (To be prorated based on hiring date)

RATES OF PAY

Building Substitute

2024-2025

\$34,515 (To be prorated based on hiring date)