



St. Louis Park
Public Schools

ADMINISTRATORS GROUP
COMPENSATION & BENEFITS PLAN

July 1, 202~~4~~ – June 30, 202~~6~~

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Approved by the Board on _____

INTRODUCTION

This Administrator Group Compensation and Benefits Plan (“the Plan”) establishes the compensation and benefits for employees of St. Louis Park Public Schools (“District” or “SLP”), who are employed by the District in positions within the Superintendent’s Administrator-Level Cabinet Group and who are not covered by a collective bargaining agreement (“Employees or Administrators”). This Plan provides coverage from July 1, 2024 through June 30, 2026, subject to approval by the Board of Education and any specific terms in the Administrator’s individual employment contract.

The District will prepare an individual contract with each Administrator prescribing the duration of the contract and any unique items (such as former severance plans) that vary from this standard Compensation and Benefits Plan (See sample Administrator’s contract in Appendix D). It is the intent to provide the greatest level of consistency across the Cabinet level positions and the District employees as a whole that the Administrator contracts will simply reference the salary ranges and benefits as provided in this Administrator Group Compensation and Benefits Plan. The current Administrator job titles, as of the approval of this Agreement, are listed in Appendix A.

The Superintendent has the discretion to provide individual contract provisions to certain named job classifications within this Administrative Employee plan. The listed titles and contracts may be amended to meet changes in District needs or to accommodate prior arrangements with individual employees before this plan was created. The following classifications in the Administrative Employee plan may have employment contracts which may specify benefits and employment criteria not listed in this plan for the term 2024-2026:

- DIRECTOR, INFORMATION SERVICES – Eligible for former Severance Plan hired prior to July 1, 2004
- DIRECTOR, STUDENT SERVICES– Eligible for former Severance Plan hired prior to July 1, 2004

COMPENSATION PHILOSOPHY

The District recognizes that student learning and academic achievement are at the center of all that we do and that high standards and high expectations of all employees is essential to achieving academic excellence for all students. Effective employees are essential for academic achievement and we commit to having and supporting the highest quality staff, which means our employees are recognized and rewarded appropriately for their contributions. In order to support the District’s top priorities, employee compensation must be externally competitive and internally equitable within the boundaries of financial constraints. To ensure that our resources are used efficiently and effectively, the District supports a compensation system that is equitable, competitive and fiscally responsible:

Equitable

- Salaries for new employees within this group should be established at levels that recognize the individual’s skills and experience while considering the salary levels of current employees within the administrative group and across other district employee groups.
- This Plan will balance internal equity and the District’s overall Pay Equity System, while recognizing the need to be competitive in the market..
- This Plan will ensure internal equity by paying employees similarly for comparable work within the parameters of professional area, function, and individual effectiveness.
- SLP determines individual employees’ compensation and movement through the ranges reflective of performance and outcomes as documented in performance reviews.

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Competitive

- In order to support the District’s Strategic Plan, Human Resources must maintain a compensation program aimed at attracting, retaining and rewarding a highly qualified and diverse workforce.
- We must strive to maintain a competitive position in the job market by setting salaries and benefits at levels competitive with other comparable positions, fields and companies in our various labor markets.
- The District may occasionally exceed established total compensation in positions covered by this plan in order to attract and maintain quality staff in areas of high need.
- In order to continue attracting and retaining highly skilled and effective employees, the District must provide opportunities for growth and career development.

Fiscally responsible

- The needs of our students require financial resources in addition to the support of our staff; therefore, the District will consider market variations, its fiscal status and the core beliefs of the School Board when determining employee compensation and our positions in labor negotiations or with our other employee groups.
- We strive to provide employees with a competitive total compensation package. That includes salary and benefits fiscally responsible for the District and in compliance with all applicable rules and laws, incorporating market variations, relevant labor markets, pay and benefits.
- The District will review the total compensation plan periodically to assess internal equity, external market competitiveness and effectiveness.

1. DUTY YEAR.

A. BASIC WORK YEAR: The Administrator’s duty year shall be for the entire twelve (12) month contract year as provided herein, and the Administrator shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board so determines. The Administrator shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

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B. VACATION: The Administrator shall earn thirty (30) working days of annual paid vacation for each full contract year and will be prorated for less than a full year of service. Unused vacation may accumulate to a maximum of seventy-five (75) days – 2.5x the annual accrual rate.

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It is the Administrator’s responsibility to request vacation time off by putting this request into the District’s online time off system. Requests should be put in as soon as possible to allow for planning and coverage, and recommended whenever possible at least five (5) days before the day(s) off requested. Supervisors may meet with Administrators to plan for the use of the vacation days throughout the year. An Administrator with a balance above 2x their accrual or over 60 days, may be required to take time off by their supervisor.

Upon voluntary termination of employment, the Administrator shall be entitled to payment of up to 30 days for any unused vacation days accrued and earned pursuant to the provisions of this Section. If the Administrator is involuntarily terminated for cause, they shall not be entitled to payment for any unused earned and accrued vacation days.

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C. HOLIDAYS: The Administrator shall receive thirteen (13) paid holidays each contract year as designated by the School Board. These days will typically be: Independence Day (July 4), Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day, the day before or after

Christmas Day, New Year's Day, the day before or after New Year's Day, Dr. Martin Luther King Jr. Day, President's Day, Spring Break Friday, Memorial Day and Juneteenth (June 19). In the event it is necessary for the Administrator to be on duty during any designated holiday, the Administrator shall be granted another day in lieu thereof.

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2. INSURANCE BENEFIT PROVISIONS

A. Benefit Eligibility: An employee shall be eligible for full benefits if employed full time (.75 to 1.0 FTE). An employee employed less than full-time .50 to less than .7499 FTE shall be eligible for 50% of the full-time District contributions toward group insurance. Those employed less than .50 FTE shall not be eligible for participation in the District’s benefit program. Administrators who are hired in July and August of any year, will have their insurance eligibility started as of their start date of employment. Employees transferred to the group may maintain the benefit coverage approved by the Human Resources Administrator (see addendum).

B. Medical Insurance: The District will make the following contributions toward medical coverage for eligible employees based on the coverage selected by the employee:

1. District Health Insurance Program Non-Deductible/Standard Co-pay:

District Contributions Standard-Plan A per month	July 1, 2024	July 1, 2025	July 1, 2026*
Employee	\$625	\$660	\$680
Employee + 1	\$1,375	\$1,390	\$1,425
Family	\$1,775	\$1,800	\$1,845

2. District Health Insurance Program Deductible/VEBA:

District Contributions VEBA-Plan B per month	July 1, 2024	July 1, 2025	July 1, 2026*
Employee	\$700	\$725	\$750
Employee + 1	\$1,450	\$1,475	\$1,500
Family	\$1,900	\$1,930	\$1,980

***contribution amounts for 7-1-2026 will be subject to changes in the 2026-28 agreement.**

For eligible employees who select the \$1,000 Deductible Health Insurance Plan, the District will deposit \$1,000 annually into an employee-owned Health Reimbursement Account (HRA) during active employment. The District will deposit that amount by September 1 of the plan year.

The eligibility and employer contributions for employees working at least four (4) hours (.50 FTE) but less than six (6) hours (.75 FTE) shall be 1/2 the amounts in this Section 2 including the VEBA contribution. Administrators starting as new hires in July or August are eligible for coverage effective the first day of employment.

C. Dental Insurance: The District shall contribute toward a portion of the premium for dental insurance for the 2023-2025 Dental Plans under the terms of the policies of insurance carried by the District for employees. The employee must enroll to receive health plan coverage. Employees may enroll in either Employee or Family coverage options. The employee shall pay the difference between the District contribution and the total cost of the dental plan coverage selected.

District Dental Contributions per month	July 1, 2024	July 1, 2025
Employee	\$55	\$55
Family	\$110	\$110

In the event that a successor agreement has not been entered into by July 1, 2026, District’s contribution shall not exceed the dollar amount of the premium in effect as of July 1, 2025.

D. Life Insurance: The District shall provide coverage in an amount equal to three (3) times the annual salary to the next highest thousand, based on the employee’s salary as of July 1 of each year. The employee will have the option to purchase additional life insurance in increments of \$10,000. The minimum purchase must be \$10,000 and the maximum, amount the employee may purchase is \$300,000. The employee shall bear the entire cost of the supplemental life insurance.

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E. **Long-term Disability Insurance:** The District shall pay the premium for a plan which provides a maximum monthly income benefit of 2/3 of the basic contract salary, according to the District Disability plan. An employee will have the option to waive this coverage and purchase the District LTD policy through an after-tax payroll deduction.

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When an employee is placed on long-term disability under this plan, the District shall contribute the same dollar amount in effect at the time the employee goes on disability, regardless of the employee's current level of coverage. The employee is responsible for paying the monthly difference in premium to keep the insurance coverage. The District shall contribute this amount towards the group health insurance program for a period of two (2) years from date of placement on long-term disability or the occurrence of the employee's Medicare Eligibility, whichever comes first. In the event that the disability is caused by work related event covered by worker's compensation, the contributions would continue for up to a total of five (5) years.

F. **Liability Insurance:** The District shall provide, at District expense, liability insurance naming the Administrator as an insured, along with the District, in an amount not less than that which is required by law for the District.

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G. **Continued Coverage:** Administrators who retire from the District shall be eligible to continue participation in the District group medical insurance plan, if permitted by the terms of the policy with the insurance carrier, until the date of the employee's sixty-fifth (65) birthday. Except as otherwise provided in 2.G.1 below, the employee shall pay the entire premium for such coverage.

1. For eligible Administrators who meet the following criteria, the school district shall contribute the dollar amount towards medical insurance provided by the benefits in Section 2.B in effect at the time of the employee's retirement until the employee reaches the age of sixty-five (65) or the expiration of five (5) years from the date of the employee's retirement, whichever occurs first. The portion of the premium not contributed by the school district shall be borne by the employee.

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- The Administrator was hired and continuously employed in the Administrator Group prior to September 1, 2022.
- The Administrator retires prior to the age of Medicare Eligibility;
- Is at least 55 years of age; and
- Has completed at least five (5) years of continuous service as a Administrator in the District prior to retirement.
- Has completed at least 20 years of service in a TRA or PERA position in SLP and other school districts at the time of retiring from the District.

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2. A Administrator who has reached the age of sixty-five (65) and has maintained continuous coverage, and has a spouse less than age sixty-five (65) shall be eligible to purchase hospitalization and major medical insurance at group rates covering such spouse by paying the entire premium for such coverage, until such time that the spouse reaches age sixty-five (65) or upon the expiration of five (5) years from the date the employee reached age sixty-five (65), whichever occurs first.

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3. The employee's right to continue participation in such group insurance; however, shall discontinue upon reaching Medicare Eligibility or the age of 65, whichever is later.

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- H. **Claims Against the School District:** The eligibility of the Administrator, or the Administrator's dependents or beneficiary, for insurance benefits shall be governed by the terms of the insurance policies purchased by the District pursuant to this Section. It is understood that the District's only obligation is to purchase the insurance policies described herein, and no claim shall be made against the District as a result of denial by an insurer of insurance benefits if the District has purchased the policies and paid the premiums described herein.
- I. **Selection of Carrier:** The selection of the insurance carriers and policies shall be made by the District.

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3. LEAVES

A. **Sick Leave:** A leave allowance of fifteen (15) days with pay shall be granted for each full 12-month work year and prorated for shorter work year schedules provided the employee has served a minimum of twenty (20) duty days that year. Leave not used shall accumulate without limit.

1. One (1) day of accumulated leave may be used for each day of personal illness, dependent child under 18 or other allowable reasons under Minnesota statute.
2. Sick leave pay shall be allowed by the District whenever an absence is due to illness, which prevented their performance of duties on that day or days.
3. Sick leave pay shall be approved upon submission of a properly submitted request in the District's online time off approval system. It is the responsibility of the Administrator to enter their time off using the District online time-off system, in advance, except in cases of extreme emergency. If an emergency makes it impossible to submit a request in advance, an oral request shall be submitted and then confirmed using the online system immediately upon the return of the employee.

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4. Employees may use up to a total of six days (48 hours) of accumulated paid leave time in contract year, for necessary absence because of illness or safety of an immediate family member, upon approval by the appropriate supervisor. The immediate family shall be interpreted to mean adult child, step child, spouse, sibling, parent, step parent, father, mother, father-in-law and mother-in-law, grandparents, grandchild father-in-law and mother-in-law for such reasonable periods as the employee's attendance to provide care for the immediate family member. After five (5) days for any one instance, the employee may be required to provide a doctor's slip or medical proof of the need for care for additional days.

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5. Administrators, upon approval by the appropriate supervisor, may use up to six days (48 hours) of paid accumulated leave allowance for a close family member not listed in Section 3.A.4 above. The close family shall be interpreted to mean, son-in-law, daughter-in-law, brother-in-law, sister-in-law or other person residing in or who has resided in the same household and who clearly stands in the same relationship with the employee.

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6. Sick and Safe leave with pay, beyond relationships and uses defined in this Article 3.A.1-5, will be available to the employee based on definitions of uses described in MN State Statute 181.032 for eligible employees (see Appendix E in the back of this plan). The Earned Sick and Safe leave described under MN State Statute 181.032 is contained within this plan's more generous leave provision of 15 days within Article 3, and not in addition to it.

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7. After accumulated sick leave has been used, and under conditions of a chronic or continuous illness or disability as certified by a medical doctor, an additional number of days of sick leave may be granted by the Superintendent or designee for the duration of such illness or

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disability.

8. If the Administrator is unable to perform regular duties because of personal illness or disability, and has exhausted all accumulated sick leave, the School District shall provide additional paid sick leave at a salary equal to 66 2/3% of the Administrator's regular salary until the expiration of the waiting period for long-term disability insurance (90 days).

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9. **Worker's Compensation Leave:** When an employee is injured on the job in the service of the District and is collecting worker's compensation insurance payments, the employee will not also receive a regular check from the District for those same days, but may draw upon available Sick Leave to cover the employee cost of any insurance benefits. Prior to collecting pay from Worker's Compensation for a compensable work injury, employees will use available sick leave. Based on Worker's Compensation rules, some or all this used sick leave will be credited back based on the length of time off according to Worker's Compensation rules. Consult with Human Resources on use of sick time for work related injuries.

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10. **Long-term Disability Leave:** At the time an employee becomes eligible to receive long-term disability compensation as provided in this Agreement, the employee will not also receive a regular check from the District for those same days, but may draw upon available Sick Leave to cover the employee cost of any insurance benefits as long as the employee continues on long-term disability compensation.

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B. **Personal Leave:** Up to two (2) days of personal leave may be granted per year. Such leave shall not be deducted from the accumulated leave. Circumstances which qualify for use of this leave allowance are those extraordinary situations that arise requiring attention which cannot be attended to outside of work hours and which is not covered under other policies.

It is the responsibility of the Administrator to enter their time off requests using the District online time-off system to the Superintendent or appropriate supervising Administrator, in advance, except in cases of extreme emergency. If an emergency makes it impossible to submit a request in advance, an oral request shall be submitted and then confirmed using the online system immediately upon the return of the employee. The request shall state the reason for the proposed leave. The appropriate supervisor reserves the right to refuse to grant such leave.

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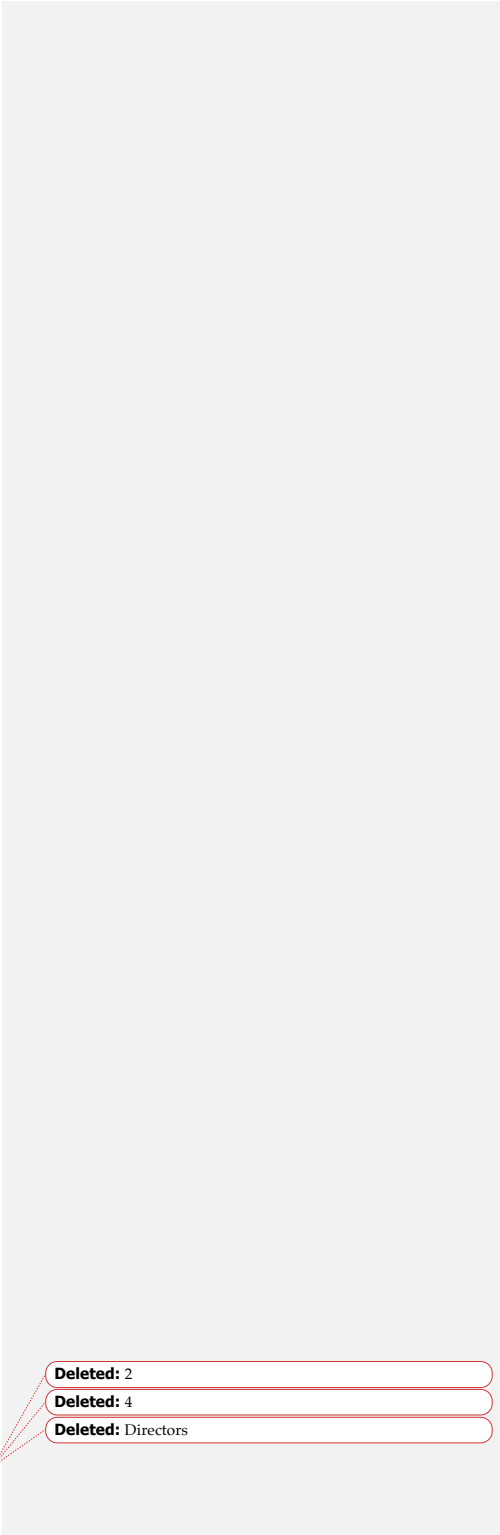
In case of extreme emergency with approval of the Human Resource Director, the appropriate supervisor may grant additional leave with pay.

C. **Bereavement Leave:** Employees eligible for basic accumulated leave also may be granted up to five (5) days bereavement leave in a contract year for death in the immediate family or close family (as defined in Section 3.A. – Sick Leave). The amount of leave allowed under this provision is subject to the discretion of the responsible administrator and shall not be deducted from basic accumulated leave. The amount of leave allowed under this provision is subject to the discretion of the Director of Human Resources and may depend on circumstances such as distance, the individual's responsibility for the funeral arrangements, and the employee's responsibility for taking care of the estate of the deceased, and shall not be deducted from sick leave. Additional requests for Bereavement consistent with this section may be granted and days in excess of five Bereavement Leave (5) days would be deducted from available accumulated leave. Requests to be absent from work for other than immediate or close family (as defined in Section 3.A. – Sick Leave), may be granted based on overall attendance and ability to cover the assignment. Any of these days granted would be deducted from available accumulated leave. Documentation, such as an obituary or funeral program, may be requested by the District for any bereavement leave request.

D. **Jury Duty Leave:** If the Administrator is absent because of jury service, the Administrator will receive regular salary from the School District during this period of service and may keep any pay received for this jury service. If the Administrator is released from jury duty for ½ day or more, they are to return to work for the remainder of the day.

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E. **General Leave of Absence:** A general leave of absence may be granted at the discretion of the District.



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4. OTHER BENEFITS

A. **Tax Sheltered Annuities Matching Plan:** The Administrator will be 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 Statutes, Section 123B.02, Subd. 15, and School District policy, and as otherwise provided by law. The School District will participate in a matching tax-sheltered annuity program to a maximum of \$3,000 per contract year.

District contributions are based on full-time employment and paid a pro-rated based for less than 1.0 FTE based on eligibility in Art 2.A and also for less than the completion of a full-year.

The District is only responsible for the required contributions amounts. In the event of a District error in making the contributions, the District will correct the amounts contributed but is not responsible for any estimated gains or losses in the funds values. It is also the responsibility of the employee to track contributions amounts at least annually and notify the District promptly if the employee feels the amount contributed is incorrect, so that it can be corrected

B. **Deferred Compensation Plan:** Employees hired on or after July 1, 2004, may participate in a deferred compensation plan. Employees hired prior to July 1, 2004, may elect to participate in this deferred compensation plan with the understanding that it will not be retroactive and that there is no re-election of the former Severance Plan (See Appendix C) in the future.

1. The Administrator will be eligible to enroll in the District's approved Deferred Compensation Program.
2. The District will pay its share of FICA taxes as provided in Minnesota Deferred Compensation legislation.
3. The District will make contributions in the following annual amounts prorated for less than full FTE (based on eligibility in Art 2.A) or full-year worked:
 - First year of service: \$2,000
 - One year of service completed: \$2,500
 - Two years of service completed: \$3,000
 - Three years of service and thereafter: \$5,000

The District is only responsible for the required contributions amounts. In the event of a District error in making the contributions, the District will correct the amounts contributed but is not responsible for any estimated gains or losses in the funds values. It is also the responsibility of the employee to track contributions amounts at least annually and notify the District promptly if the employee feels the amount contributed is incorrect, so that it can be corrected.

C. **Health Care Savings Plan:** Administrators will participate in a Health Care Savings Plan (HCSP). Employees who have completed full years of employment by June 30th of any year after 2004 and who are eligible for health insurance coverage will be automatically enrolled and receive the following District contributions to be placed in the employee's HCSP account:

- First year of service through year 10: \$2,500
- 10 completed years and thereafter: \$5,000

District contributions are based on full-time employment and paid a pro-rated based for less than 1.0 FTE based on eligibility in Art 2.A and also for less than the completion of a full-year.

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The District is only responsible for the required contributions amounts. In the event of a District error in making the contributions, the District will correct the amounts contributed but is not responsible for any estimated gains or losses in the funds values. It is also the responsibility of the employee to track contributions amounts at least annually and notify the District promptly if the employee feels the amount contributed is incorrect, so that it can be corrected.

The maximum total District contributions to any employee's HCSP account will be \$50,000

More information about the Minnesota State Retirement Association Health Care Savings Plan can be found at <https://www.msrs.state.mn.us/>.

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- D. **Automobile Allowance:** The School District shall provide the Administrator with a monthly allowance of \$200 for business use of the Administrator's private automobile, pursuant to Minn. Stat. § 471.665, Subd. 3. The allowance shall be paid on a monthly or per pay-period basis at the discretion of the Business Office.

5. PROFESSIONAL DEVELOPMENT

- A. **Dues:** The Administrator is encouraged to belong to and participate in appropriate professional educational and civic organizations where such membership will serve the best interests of the School District. Accordingly, the School District will pay such membership dues for organizations as are required, directed, or permitted, by the Superintendent and/or School Board. The Administrator shall present appropriate statements for approval as provided by law.

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- B. **Conferences and Meetings:** The School District shall pay all legally valid expenses and fees for the Administrator's attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by the School Board, including one national and one state convention annually. The Administrator shall periodically report to the Superintendent relative to meetings and conferences attended. The Administrator shall file itemized expense statements to be processed and approved as provided by law.

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- C. **Professional Activities:** The Administrator may use up to ten (10) days per year, with pay, for professional growth activities. These activities can include writing, speaking, consulting, teaching, etc. The Administrator will submit an annual report to the Superintendent on utilization of these days. The Superintendent will be notified of the Administrator's intent to utilize such days in advance of usage.

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D. - Professional Development and Supplemental Health Care Funds: ¶

1. → The School District shall provide a sum of \$2,500 per annum for the Director's and dependents' usage for reimbursement for professional development and supplemental medical dental expenses which are not covered by the School District's regular health insurance program and business related expenses, including cellular telephones, and monthly usage charges which are not reimbursed by the School District. ¶

2. → Professional development reimbursements shall include, but are not limited to continuing education, professional seminars and meetings of professional associations. ¶

3. → Supplemental health care benefits shall include, but are not limited to the following: medical expenses which are not reimbursed by the regular insurance program, including doctor and dental bills, prescriptions, eye care and eye glasses and other health-related costs. ¶

4. → Business related expenses may include costs related to cell phone purchases and usage. ¶

5. → Unused portions of funds allocated pursuant to this Section may be carried over from year to year. ¶

6. → This program ends June 30, 2023 and the \$2,500 benefit will be reflected in the 2023-24 salary schedule.

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6. EVALUATION

- A. **Formal Evaluation:** Administrators will receive formal written performance evaluations reviewed by the Superintendent at least annually.
- B. **Procedure:** All formal evaluations of personnel shall be online in the Districts Performance Evaluation System. The evaluation will be viewed online and viewable by the Administrator at the time of the personal conference or within five (5) working days thereafter, one (1) to be signed and returned to the Superintendent or supervisor, the other to be retained by the employee. When using the online evaluation process, the Administrator will be given access to the online evaluation and be able to review and sign online. In the event that the Administrator feels that the evaluation was incomplete or unjust, the Administrator may put those objections in writing and have them attached to the evaluation report as part of the Administrator's personnel file.

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7. SALARY:

- A. The District will create and maintain job descriptions and salary ranges for positions in this group (See Appendix B Salary Schedules).

For the 2024-25 contract year, the salary ranges will be increased by 3.0%.

For the 2025-26 contract year the salary ranges will be increased by 3.0%.

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- B. **Movement on the Salary Schedule:** The Superintendent will meet with the Human Resources Director and determine the placement of employees within the ranges and annual movement through the ranges. Movement through the ranges will be determined by the District and function similarly to step movement in other groups. An Administrator with satisfactory performance will typically receive one step movement each July 1. Administrators with a performance rating below meets standards or on a corrective action plan will not be eligible for additional movement. Administrators will generally need to be hired by February 1 to considered for step advancement the following July 1. In the event that a current employee's salary is outside the established ranges, the action will be taken over time to move the salary to be within the range. Directors will be able to review their assignment and annual salary each year in the Employee Access Portal.

- C. **Method of Payment:** Administrators will be paid in twenty-four (24) payments, such paydays to be on the 15th and the last day of each month. In the event that the paydays fall on the weekend or holiday, the payday shall be the preceding workday. The District may choose to move payroll to 26 payments and pay every other Friday. In the event the District plans to move pay dates, it will give the Administrators not less than six (6) months of notice and meet and confer on the plan for implementing the change.

- D. **Deductions:** In the event of an absence without leave and a pay deduction is to be made for such absence, the amount of the deduction for each day's absence shall be equal to the employee's daily rate of pay. Whenever it is necessary to calculate a per diem rate for purposes of this contract, the amount shall be the annual salary divided by 260. If an Administrator leaves employment and has used more days than credited for sick leave or vacation or has unpaid debts, such as, school lunch account, then the pay deduction will be made from the final check.

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8. DISPUTE RESOLUTION PROCESS:

- A. Purpose and Procedure:** Good morale is maintained, whenever problems arise, by the sincere efforts of all persons concerned working toward constructive solutions in an atmosphere of courtesy, cooperation and good faith. The parties acknowledge that it is desirable for an employee and the employee’s immediate supervisor to informally resolve grievances. However, since all matters cannot be resolved satisfactorily in this manner, a formal process is provided as an alternative. This complaint resolution procedure has been developed as a means of securing, at the lowest possible administrative level, prompt and equitable solutions to those disputes not settled on an informal basis. This process will be as informal and confidential as practical to any level of the procedure. Further, the investigation and processing of any complaint or issues reviewed as part of this process shall be conducted in a professional manner at such times as not to cause undue interruptions of established work schedules.
- B. Representative:** The employee may bring the issue or may bring a representative of the Administrator’s Group. The District shall be represented during all steps of this procedure by its designated representative.
- C. Issues Covered:** A “covered event” shall mean an allegation by an employee covered by this Agreement, resulting from a dispute or disagreement as to the interpretation or application of any term or terms of this Agreement.
- D. Informal:** If an employee believes there has been an issue that is a violation of this Agreement, the employee shall discuss the matter with the responsible supervisor and/or the Human Resources Director within fifteen (15) days of the occurrence of the event or within fifteen (15) days after the employee and should have known about the facts which give rise to this issue or issues. If the issue is not resolved as a result of this meeting, the employee may ask for a formal review in writing. Failure to ask for a formal review at the informal step within the time period set forth above shall be deemed a waiver of that issue. Failure to appeal for a higher review from one level to another within the periods provided shall also constitute a waiver.
- E. Formal: Level 1:** The formal written request, signed by the employee will be presented to the supervisor within fifteen (30) days after the informal review. The supervisor will meet with the employee and group representative within ten (10) days after receipt of the Level 1 written request and give a written answer to the employee within seven (7) days of the meeting. The employee has seven (7) days in which to either accept the answer or appeal it in writing to the next level.

Level 2: If the level 1 review was not held by the Superintendent and the issue has not been resolved in Level 1, it may then be processed to Level 2 by the employee and sending the written request for review to the Superintendent. The Superintendent or his/her designee will meet within fifteen (15) days after receipt of the written appeal to discuss the issues with the employee in a good-faith effort to resolve the matter. Within ten (10) days of the meeting the Superintendent or his/her designee shall submit his/her written answer to the employee. The decision by the Superintendent will be the final review.

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9. OTHER PROVISIONS

- A. **Professional Responsibilities:** The Administrator shall abide by and uphold the policies, regulations, rules, procedures and job responsibilities established by the School Board, Board of School Administration and the State of Minnesota and by all federal laws and state statutes.
- B. **Indemnification and Provision of Counsel.** In the event that an action is brought or a claim is made against the Administrator arising out of or in connection with the Administrator's employment, and the Administrator is acting within the scope of employment or official duties, the School District shall defend and indemnify to the extent permitted by law. Indemnification, as provided in this Section IX.A, shall not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the School District herein shall be subject to the limitations as provided in Minnesota Statutes, Chapter 466.
- C. **Duration:** This Compensation and Benefits plan shall remain in full force and effect for the period July 1, 2024 through June 30, 2026, and thereafter as provided by P.E.L.R.A.
- D. **Complete Agreement:** The provisions herein this plan relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.
- E. **Severability:** The provisions of this plan shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provision of this plan or the application of any provision thereof.

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10. SIGNATURE PAGE

IN WITNESS WHEREOF, the Board approves and executes this Compensation Plan:

Independent District No. 283

~~6300 Walker Street~~

St. Louis Park, MN 55416

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Chairperson

Clerk

Superintendent

Dated this _____ day of _____, 2024

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APPENDIX A: Administrator Job Titles

The terms and conditions in this Plan apply to Administrators whose job classifications are part of the Superintendent's administrative team and not covered by other labor agreements or employee groups within Saint Louis Park Public Schools. This group includes:

Position Classification:	Salary Range
DIRECTOR OF ASSESSMENT RESEARCH AND EVALUATION	22
DIRECTOR OF BUSINESS SERVICES	27
DIRECTOR OF COMMUNICATIONS	22
DIRECTOR OF COMMUNITY EDUCATION	24
DIRECTOR OF CURRICULUM AND INSTRUCTION	22
<u>ASSISTANT SUPERINTENDENT</u>	<u>27</u>
DIRECTOR OF HUMAN RESOURCES	25
DIRECTOR OF INFORMATION SERVICES	22
DIRECTOR OF STUDENT SERVICES	25
<u>DIRECTOR OF TEACHING AND LEARNING</u>	<u>23</u>

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Appendix B: **Administrator** Group Salary Ranges

2024-25 Administrator Ranges

Ranges	22	23	24	25	26	27
Step 1	\$115,992	\$121,315	\$126,819	\$132,699	\$138,158	\$144,458
Step 2	\$122,798	\$128,439	\$134,273	\$140,506	\$146,293	\$152,970
Step 3	\$129,603	\$135,563	\$141,728	\$148,314	\$154,428	\$161,483
Step 4	\$136,408	\$142,688	\$149,182	\$156,121	\$162,563	\$169,997
Step 5	\$141,853	\$148,388	\$155,146	\$162,367	\$169,070	\$176,808
Step 6	\$147,296	\$154,087	\$161,110	\$168,613	\$175,579	\$183,618
Step 7	\$151,833	\$158,836	\$166,079	\$173,818	\$181,002	\$189,293
Step 8	\$155,462	\$162,636	\$170,055	\$177,982	\$185,340	\$193,834
Step 9	\$158,184	\$165,486	\$173,037	\$181,105	\$188,594	\$197,239
Step 10	\$159,999	\$167,386	\$175,025	\$183,187	\$190,763	\$199,509
Step 11	\$161,360	\$168,811	\$176,516	\$184,748	\$192,391	\$201,212

2025-26 Administrator Ranges

Ranges	22	23	24	25	26	27
Step 1	\$119,472	\$124,955	\$130,623	\$136,680	\$142,303	\$148,791
Step 2	\$126,482	\$132,292	\$138,301	\$144,722	\$150,682	\$157,560
Step 3	\$133,491	\$139,630	\$145,980	\$152,763	\$159,061	\$166,328
Step 4	\$140,500	\$146,969	\$153,658	\$160,805	\$167,440	\$175,097
Step 5	\$146,108	\$152,840	\$159,800	\$167,238	\$174,142	\$182,112
Step 6	\$151,715	\$158,710	\$165,943	\$173,671	\$180,846	\$189,127
Step 7	\$156,388	\$163,601	\$171,062	\$179,032	\$186,432	\$194,972
Step 8	\$160,126	\$167,515	\$175,157	\$183,321	\$190,900	\$199,649
Step 9	\$162,930	\$170,451	\$178,228	\$186,538	\$194,252	\$203,156
Step 10	\$164,799	\$172,408	\$180,276	\$188,682	\$196,486	\$205,494
Step 11	\$166,201	\$173,875	\$181,812	\$190,290	\$198,162	\$207,248

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APPENDIX C: Provisions that apply to employees hired prior to July 1, 2004:

SEVERENCE (in lieu of Deferred Compensation)

Subject to M.S. 465.72, full-time employees who have completed at least twelve (12) years of continuous service with the school district and who are at least fifty-five (55) years of age; or, regardless of age have completed at least twenty-five (25) years of credit with the Minnesota State Public Employees Retirement Association or the Minnesota State Teacher’s Retirement Association, at least twelve (12) years of which involve service in the St. Louis Park School District, shall be eligible for severance pay pursuant to these provisions upon submission of a written resignation accepted by the School Board. An eligible employee shall receive as severance pay an amount representing one hundred (100) days' pay. Severance pay shall not be granted to any employee who is discharged for cause by the school district.

In addition to the severance pay provided above, an eligible employee shall receive, as severance pay upon retirement, the amount obtained by multiplying the employee’s daily rate of pay by the employee’s number of unused leave days, but in any event not to exceed one (1) year’s salary.

In applying these provisions, an employee's daily rate of pay shall be the daily rate at the time of retirement, and shall not include any additional compensation.

The School District shall provide payment equal to the value of the employee’s severance pay directly into the employee’s 403b custodial account or other tax-sheltered provision of the Internal Revenue Code. Employees will no longer receive any direct payment from the School District for severance pay.

The School District’s annual contribution into the employee’s traditional 403b custodial account or other tax-sheltered provision pursuant to Minn. Stat. § 356.24 and provisions of the Internal Revenue Code shall not exceed the annual IRS contribution limit for such contributions. If any part of the severance pay due to the employee exceeds the IRS contribution limit for a given year, any such amount shall be paid to an account on behalf of the employee for a health care savings plan as agreed upon by the School District and the exclusive Representative for such plans pursuant to the provisions of Minn. Stat. § 356.24, consistent with IRS limitations and consistent with the payment schedule. At the District’s discretion for cash flow reasons, the payments may be split into two consecutive years. No portion of the severance will be paid to a taxable Roth 403B option.

Employee will receive payment in equal annual installments over a period of two (2) years from the effective date of retirement.

An employee retiring with severance pay shall be eligible for insurance benefits as follows:

The employee shall be eligible to continue participation in the district group medical insurance plan, if permitted by the terms of the policy with the insurance carrier, until the date of the employee's sixty-fifth (65) birthday. Except as otherwise provided in this Section, the employee shall pay the entire premium for such coverage.

The school district shall contribute the dollar provided by the benefits in effect at the time of the employee's retirement until the employee reaches the age of sixty-five (65) or the expiration of five (5) years from the date of the employee’s retirement, whichever occurs first. The portion of the premium not contributed by the school district shall be borne by the employee.

An employee who has reached the age of sixty-five (65) and has maintained continuous coverage, and has a spouse less than age sixty-five (65) shall be eligible to purchase hospitalization and major medical insurance at group rates covering such spouse by paying the entire premium for such coverage, until such time that the spouse reaches age sixty-five (65) or upon the expiration of five (5) years from the date the employee reached age sixty-five (65), whichever occurs first.

This severance option is no longer available to new employees after July 1, 2004.

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APPENDIX D – ~~Administrator~~'s Sample Individual Contract (this sample contract may be modified from time to time as needed).

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DIRECTOR OF [TEMPLATE]

The School District of Independent School District No. 283, St. Louis Park, Minnesota (hereinafter referred to as the "School District") enters into this contract with [NAME] (hereinafter referred to as the "Director"), who agrees to perform the duties of Director of [Template] in the School District. The School District and the Director agree as follows:

1. Duration, Expiration and Mutual Consent

A. Duration

This contract is for the term of ~~July 1, 2024 through June 30, 2026~~, unless modified or terminated earlier according to the provisions of this contract. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Director, or unless terminated as provided herein.

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B. Expiration

This contract shall expire at the conclusion of the term specified in Section 1.A hereof. Unless the Director is notified in writing by March 1 prior to the expiration of the contract duration that the district does not intend to renew this contract, the current contract will remain in full force and effect, until a subsequent contract is entered into by the parties. The Director's contract shall continue on a month-to-month basis until the School District either enters into a subsequent contract with the Director or until the School District provides 120 calendar days of written notice of the termination of the Director's employment.

C. Termination During the Term

The Director's employment may be terminated during the term of this contract for just cause. If the School Board terminates the Director during the contract term for cause, it shall notify the Director in writing of the proposed grounds for termination. The Director shall be entitled to request a hearing before an arbitrator provided the Director makes a request in writing within fifteen (15) calendar days after the receipt of written notice of proposed termination. In such event, the parties shall jointly petition the Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the normal striking process as provided by BMS rules. The arbitrator shall conduct a hearing under normal arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding upon the parties, subject to normal judicial review of arbitration decisions as provided by law. The Director may be suspended with pay pending final determination by the arbitrator. If the Director fails to request a hearing as provided herein within such fifteen (15) day calendar period, it shall be deemed acquiescence by the Director to the School Board's action and the Director shall have no further claim or recourse.

D. Mutual Consent

This contract may be terminated or modified at any time by the parties by written mutual consent.

2. Duties

The Director shall serve as the Director of [TEMPLATE] of the School District and shall serve under the direction of the Superintendent. The Director shall perform all duties incident to the position of Director of [TEMPLATE] and such other duties as may be prescribed by the Superintendent and School Board from time to time. The Director shall abide by the policies, regulations, rules and procedures established by the School Board and the Commissioner of the Department of Education and shall abide by all Minnesota laws relating to the operation of the School District. The Director shall attend School Board and other meetings as directed by the Superintendent and shall provide recommendations to the Superintendent regarding the assigned operations and programs for the District.

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3. Terms and Conditions of Employment

The Director shall receive the salary, benefits and other terms and conditions of employment as specified in the Director Group Compensation and Benefits Plan approved by the Board and amended from time to time. The Director will be given the most current copy of the Plan at the beginning of this contract and receive an assignment letter with updated rates of pay during for additional years the duration of this individual contract. The Director shall abide by and uphold the policies, regulations, rules, procedures and job responsibilities established by the School Board, Board of School Administration and the State of Minnesota and by all federal laws and state statutes.

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4. Salary Placement

The Director shall be paid within the Director Group Salary Range _____ and will receive an initial annual salary rate of _____ for the _____ school year. This annual salary will be prorated for partial years of work for people who start after July 1 of any year or leave prior to June 30 and do not complete a full year of service.

The salary shall be paid pursuant to School District policy and or procedures.

5. Severability

If any provision of this contract is held to be invalid by operation of law the remainder of the contract shall not be affected thereby and shall remain in full force and effect.

This contract shall be effective only upon signatures of the Director and of the Officials of the School Board after authorization for such signatures by the officers is given by the School Board in appropriate action in its minutes.

IN WITNESS WHEREOF, I have subscribed my signature this _____ day of _____, ~~2024~~

IN WITNESS WHEREOF, I have subscribed my signature this _____ day of _____, ~~2024~~

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[NAME], Director

Chair

Clerk

Superintendent

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APPENDIX E – MINNESOTA EARNED SICK AND SAFE TIME EMPLOYEE NOTICE



Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. As a regular employee working at least four hours per day or more, the earned sick leave plan in your employee agreement is more generous than required in Minnesota Statutes § 181.9447, subdivision 9 and incorporates the definitions of time off under the statute. If you are a temporary employee or an employee who is scheduled to work less than four hours per day, then you will receive the earned sick and safe leave of one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year as specified in Minnesota Statutes § 181.9447, subdivision 9. A year for purposes of the employee’s earned sick and safe time accrual is: July 1st to June 30th each year.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee’s earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee’s mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee’s family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee’s workplace due to weather or public emergency or closure of their family member’s school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

For regular full and part-time employees scheduled at least four hours per day or more, you should refer to your employee agreement about reporting sick time off. In general, you should report your time off using the district’s online time off reporting system. If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, they should enter that time off request in the online time off system as far in advance as possible, but at least two days in advance. In situations where an employee cannot provide advance notice, the employee should, should report that absence as soon as possible and before the start of your shift if possible.

For temporary employees who typically work less than four hours per day or casual employees who do not work five days per week on a regular basis, if you need to request time off you should notify your supervisor to record the time off as far in advance as possible. If a temporary employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, they should notify their supervisor as far in advance as possible, but at least two days in advance. In situations where a temporary employee cannot provide advance notice, the employee should, should report that absence to their supervisor as soon as possible and before the start of the shift that day, if possible.

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Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

For more information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or <https://www.dli.mn.gov/laborlaw> or visit the department's earned sick and safe time webpage at <https://dli.mn.gov/sick-leave>

This document contains important information about your employment. Check the box at the left and give it to Human Resources or your supervisor to receive the information in this language.

Spanish/Español	Este documento contiene información importante sobre su empleo. Marque la casilla a la izquierda para recibir esta información en este idioma.
Hmong/Hmoob	Daim ntawv no muaj cov xov tseem ceeb haiz txog thaum koj ua hauj lwv. Khij lub npaw ntawm sab laug yog koj xav tau cov xov tseem ceeb no txhais ua lus Hmoob.
Vietnamese/Việt ngữ	Tài liệu này chứa thông tin quan trọng về việc làm của quý vị. Đánh dấu vào ô bên trái để nhận thông tin này bằng Việt ngữ.
Simp. Chinese/简体中文	本文件包含与您的雇用相关的重要信息。勾选左边的方框将接收以这种语言提供的信息。
Russian/русский	Данный документ содержит важную информацию о вашем трудоустройстве. Отметьте галочкой квадрат слева для получения этой информации на данном языке.
Somali/Soomaali	Dokumentigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan shaqadaada. Calaamadi sanduudqan haddii aad rabto inaad macluumaadkan ku hesho luqaddan.
Laotian/ລາວ	ເອກະສານນີ້ມີຂໍ້ມູນທີ່ສໍາຄັນກ່ຽວກັບການຈ້າງງານຂອງທ່ານ. ກວດເບິ່ງກອງທີ່ຊື່ເບື້ອງຊ້າຍເພື່ອຮັບຂໍ້ມູນນີ້ໃນພາສານີ້.
Korean/한국어	이 문서에는 귀하의 고용 형태에 관련된 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요.
Tagalog/Tagalog	Ang dokumentong ito ay nagtataglay ng mahalagang impormasyon tungkol sa iyong pagtatrabaho. Lagyan ng tsek ang kahon sa kaliwa upang matanggap ang impormasyong ito sa wikang ito.
Oromo/Oromoo	Waraqaan kun waayee hojii keetii odeeffannoo barbaachisoo ta'an qabatee jira. Saaxinnii karaa bitaatti argamu kana irratti mallattoo godhi yoo afaan Kanaan barreeffama argachuu barbaadde.
Amharic/አማርኛ	ይህ ደብዳቤ ለአገልግሎት ለሚሰጡት ለሰራተኛ የያዘ ነው። ይህንን ደብዳቤ በስተግራ በኩል ባለው ቋንቋ ተተርጉሞ እንዲሰጡት ከፈለጉ በዛው በስተግራ በኩል ባለው ባጥን ውስጥ ምልክት ያድርጉ።
Karen / ကညီကျိ	လက်ရှိဖော်ပြထားသောဆောင်းပါးသည်အရေးကြီးသောအချက်အလက်များကိုဖော်ပြပါသည်။ အရေးကြီးသောအချက်အလက်များကိုဖော်ပြရန်အတွက်အောက်ဖော်ပြပါအချက်အလက်များကို ထိန်းချုပ်ထားသောအချက်အလက်များကိုဖော်ပြရန်အတွက်အောက်ဖော်ပြပါအချက်အလက်များကို
Arabic/العربية	يحتوي هذا المستند على معلومات مهمة حول عمالك. ضع علامة في المربع على اليمين للحصول على هذه المعلومات في هذه اللغة.

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