

FRIDLEY SCHOOL DISTRICT
2025-2027
Classroom Assistant/Assistant Program Manager Benefits Summary
Fridley Community Education

Wage Schedules:

Classroom Assistant Assistant Program Manager

<u>2025-2026</u>	<u>2026-2027</u>
\$ 18.51	\$ 21.55
\$ 20.00	\$ 23.28
\$ 21.20	\$ 25.02
\$ 22.59	\$ 26.75
\$ 25.02	\$ 28.50

Experience Factor for Community Education Classroom Assistant and Assistant Program

Manager: Each employee will receive the following increases to the hourly rates in the wage schedule when the employee has completed the indicated number of years of service to the District, effective July 1. To determine eligibility for this increment, an employee hired prior to January 1 of that school year will receive credit for one year. If an employee is hired on January 1 or later, the employee will not be given a year's credit.

<u>Years Worked</u>	<u>2025-2026</u>	<u>2026-2027</u>
10	\$ 0.95	\$ 0.99
15	\$ 1.26	\$ 1.32
20	\$ 1.79	\$ 1.87

Probationary Period: A new employee shall serve a probationary period of 120 calendar days of continuous service in the School District during which time the School District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee.

Termination.

The **Classroom Assistant** may terminate employment at any time during the term by giving the employer a minimum of 14 days' advance notice of intent to terminate employment.

The **Assistant Program Manager** may terminate the contract at any time during the term by giving the employer a minimum of 21 days' advance notice of intent to terminate the contract.

Insurance

Eligibility: To be eligible for insurance benefits, employees must be assigned 6 or more hours a day or 30 or more hours per week.

Health Insurance: The District will pay 100% of the base plan for individual (single) health insurance. For Employee +1 and family coverage they will receive the portion of the premiums that they receive for single coverage. The remaining premiums will be paid by the employee.

Dental Insurance: The District will pay 100% of the base plan for individual (single) dental insurance. For Employee +1 and family coverage they will receive the portion of the premiums that they receive for single coverage. The remaining premiums will be paid by the employee. If the employee assignment changes to less than 30 hours a week for the school year, they become ineligible for dental insurance.

Life Insurance: For **Classroom Assistants** the School District shall pay the total premium for a \$25,000 group term policy for employees with a minimum of a 4 hour/day assignment. For **Assistant Program Managers** the School District shall pay the total premium for a \$50,000 group term policy.

All employees may purchase an additional amount at employee expense and pursuant to the master insurance policy.

Long Term Disability: The District will provide a long term disability plan for all staff employed with a minimum of a 4 hour/day assignment by the District providing a benefit of 70% of basic annual salary in the event of disability caused by sickness or accident. The waiting period for this benefit shall be 60 calendar days. The premium for the plan will be paid by the employee through payroll deduction. All unit members must participate in the plan.

Leave and Holidays

Holidays:

Classroom Assistants (School Year) with a minimum of a 4 hour/day assignment shall be granted paid holidays (9 days) as follows:

Labor Day	New Years' Day
Thanksgiving Day	MLK, Jr. Day
Friday following Thanksgiving	Presidents' Day
Christmas Eve	Memorial Day
Christmas Day	

Assistant Program Managers and year round **Classroom Assistants** with an assignment of 4 hours per day or more shall be granted the following paid holidays (13 days):

Fourth of July	New Years' Eve Day
Labor Day	New Years' Day
Thanksgiving Day	MLK, Jr. Day
Friday following Thanksgiving	Presidents' Day
Christmas Eve	Good Friday
Christmas Day	Memorial Day
Juneteenth	

These holidays may be changed to different designated days by the supervisor to adjust to any school calendar change or other work circumstance. Holidays falling on Sunday are usually observed on the following Monday, and those falling on Saturday are usually observed on the preceding Friday.

Sick Leave - Classroom Assistants: Employees with a minimum of a 4 hour/day assignment will be eligible for sick leave benefits. Sick leave shall be earned on a pro-rated basis for each month of work during the year. Such leave will be allocated monthly.

Sick Leave - Assistant Program Managers: The Employee covered by this contract shall be eligible for sick leave benefits. Sick leave shall be at the rate of twelve days (96) hours per year. Such leave will be credited in July of the contract year.

For all employees, accrual will be unlimited as earned. Accrual of sick leave will be earned on a pro-rated basis for each month of employment. A certificate from a physician may be required to substantiate the need for sick leave requests as a condition of employer approval. Sick leave may be used for family pursuant to Minn. Stat. § 181.9413. The employee shall not be paid for any unused, accrued sick leave upon separation from employment with the School District. If, upon separation of employment from the School District, the employee has been paid sick leave in an amount that exceeds the pro-rata hours for the contract year, such amount shall be deducted from the employee's final paycheck; and by signature to this Contract, the employee consents to such deduction.

The district will follow all relevant Minnesota state statutes regarding **Earned Sick and Safe Time (ESST)**.

The district complies with all federal and state statutes and requirements regarding the use of the **Family and Medical Leave Act (FMLA)**.

Personal Leave: All employees who are eligible for sick leave shall be eligible for two (2) days of personal leave per year for personal business and emergencies, a transaction, hearing, or consultation which requires the presence of the staff member during working hours, and which would be impossible to fulfill at any other time. Personal leave will not be approved for absence resulting from weather conditions and its effect on transportation. Requests for personal leave must be submitted to the staff members' supervisor in writing two days in advance, except in emergency cases. The reason for the personal leave will be stated. All requests must have the approval of the employee's supervisor.

Vacation: Vacation with pay can be earned through pro-rated monthly accrual for days worked. A full school year, or nine months, of work each year would earn vacation days as follows:

Tiger Club Child Care Staff – (12 months) allocated monthly:

4 hours per day	5 hours per day	6 hours per day	7 hours per day	8 hours per day
40 hours	50 hours	60 hours	70 hours	80 hours

*Employees will earn 90 hours of vacation after 15 years of service.

Preschool/Early Childhood Family Education Assignments (school year only) allocated monthly:

4 hours per day	5 hours per day	6 hours per day	7 hours per day	8 hours per day
8 hours	10 hours	12 hours	14 hours	16 hours

*Employees assigned for the school year only will earn 32 hours of vacation leave after 15 years of service.

Assistant Program Managers – allocated 7/1:

One to nine years	(120) hours
Ten years and over	(160) hours

For all employees vacation leave will be earned on a pro-rated basis for each month of work during the year. Accrual will be unlimited as earned. If the employee qualifies for a change in vacation status because of length of service, she/he will receive the additional week following the employee's employment anniversary date. If, upon separation of employment from the School District, the employee has been paid vacation leave in an amount that exceeds the pro-rata hours for the contract year, such amount shall be deducted from the employee's final paycheck; and by signature to this Contract, the employee consents to such deduction. Upon separation of employment from the School District a maximum of forty (40) hours of vacation leave will be paid out to the employee.

Bereavement: An employee shall be granted up to five (5) days bereavement leave per occurrence due to the death of a member of the immediate family. The immediate family includes spouse, child, parent, sibling, grandchild, in-laws of the same degree and regular members of the immediate household. This leave shall be deducted from sick leave benefits. Additional bereavement leave may be granted at the discretion of the Superintendent or designee.

An employee shall be granted up to three (3) days bereavement leave per occurrence due to the death of a member of the family. The family includes niece, nephew, aunt, uncle, grandparent, in-laws of the same degree and others as approved by the Superintendent or designee. This leave shall be deducted from sick leave benefits. Additional bereavement leave may be granted at the discretion of the Superintendent or designee.

Jury Duty: Employees shall be granted the additional amount to make up full pay if required to serve on jury duty or subpoenaed for any work related court duty. If the employee is released from jury duty or subpoena during the employee's regular work schedule, the employee shall return to work. Employees must submit proper documentation for consideration.

Supplementation to Workers' Compensation Benefits:

- A. An employee who is absent from work due to a work-related injury and is receiving workers' compensation benefits may elect, in writing, to supplement workers' compensation benefits by using his/her accrued sick leave and/or vacation leave in order to receive the full amount of his/her normal pay.

- B. If an employee elects to supplement workers' compensation benefits under A, the amount of the employee's accrued sick leave or vacation leave shall be proportionately reduced in the amount of the supplemental pay. Elections will automatically cease when the employee's accrued sick leave and vacation leave have been exhausted.
- C. In no event shall an election to supplement workers' compensation benefits from accrued sick leave or vacation leave result in an employee receiving more than his/her normal daily, weekly or monthly pay.
- D. Employees must provide the documentation needed to determine the supplemental amount payable from accrued sick leave or vacation leave. Elections pursuant to this Section are valid only during periods in which the employee is receiving workers' compensation benefits.

Internal Revenue Code § 403(b)

Eligibility to Participate in District's 403(b) Plan: The District offers a 403(b) plan for all employees in the District. The District has no liability for any employee's election to participate in the 403(b) plan, or expected tax consequences resulting from participating in the 403(b) plan.