

BECKER PUBLIC SCHOOLS
Becker, Minnesota
District Office Non-Union, Non-Licensed Personnel

The Becker School Board hereby enters into this contractual agreement with the District Office Non-Union, Non-Licensed Personnel. This contract is for a term of three (3) years commencing on July 1, 2019 and ending June 30, 2022.

The following provisions shall apply and are part of this contract.

ARTICLE I – HOLIDAYS

All full-time employees and on a pro-rata basis, part-time employees shall be granted holidays which fall during the work year of the employee and according to the following schedule:

- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- President's Day

ARTICLE II – VACATION

Subd. 1. Vacation shall be prorated to percent of year worked. All full-time employees and on a pro-rata basis, part-time employees shall be granted vacation with pay on the basis of the following schedule

Year	Days
1 st Year	10
2 nd – 4 th	15
5 th – 8 th	17
9 th -10 th	20
11 th -12 th	21
13 th -14 th	22
15 th -16 th	23
17 th -18 th	24
19 ⁺	25

Subd. 2. The days of vacation to which an employee will be entitled shall be computed with June 30 as the anniversary date and allocated on July 1 of each year. Employees will be allowed to carry over one year allotment of unused vacation annually.

Subd. 3. Upon termination of employment, the employee shall be entitled to payment for any unused, non-forfeited vacation days accrued and earned. Vacation days used in excess of what has been earned shall be deducted from the final check.

ARTICLE III - LEAVES OF ABSENCE

Section 1. Sick Leave

Subd. 1. All full-time employees shall be credited with 12 days of sick leave at the beginning of each school year. All part-time employees shall be credited with a prorated amount at the beginning of each school year. In the event that an employee terminates employment with the School District having used more than the allowed amount of sick leave, the district shall deduct for any difference between the actual paid sick leave and the allowed amount.

Subd. 2. An employee may carry over up to one hundred and fifty (150) days of such leave from one year to the next.

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

Subd. 4. The School District may require an employee to furnish a medical certificate from a qualified 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 will be required, the employee will be so advised. The School District shall pay the cost for the office call to obtain the medical certificate.

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

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

Section 2: Personal Leave

Subd. 1. Employee shall be granted two personal leave days per year. Personal leave may accumulate to five (5) days. A part-time employee may earn personal leave on a pro-rated basis.

Subd. 2. One (1) sick leave day will be deducted for each personal leave day used.

Subd. 3. Personal leave may be used in hour increments.

ARTICLE IV – ADDITIONAL TIME WORKED BY PART-TIME EMPLOYEES

A part-time employee who works beyond regularly schedule hours in excess of ninety-six (96) hours during a fiscal year will be awarded additional pro-rata vacation and sick leave. Determination of additional leave time will be evaluated and awarded on a semi-annual basis.

ARTICLE V – INSURANCE

Section 1. Selection of Carrier. The selection of the insurance carrier and policy shall be made by the school district as provided by law.

Section 2. Health and Hospitalization Insurance.
Single Coverage.

a. The School District shall contribute 100% of the premium for the 2019-2022 school years not to exceed \$775 monthly for all full-time employees employed by the School District who qualify for and are enrolled in the School District group insurance and hospitalization plan. Any additional cost of the premium shall be borne by the employee and shall be paid by payroll deduction.

b. If an employee selects a plan that meets the Internal Revenue Service requirements to be used in conjunction with a Health Savings Account (HSA), the District will contribute \$775 on a monthly basis for the corresponding plans years corresponding to this contract. These amounts will first be applied to the insurance premium. The remaining amount, if any, shall be paid by the district into a Health Savings Account (HSA) in the employee's name on a monthly basis. The employee may choose to contribute to their HSA account through payroll deduction up to the applicable IRS limits.

Dependent Coverage.

a. The School District shall contribute 80% for 2019-2022 school years not to exceed \$1,700 monthly towards the premium for dependent coverage for all employees employed by the School District who qualify for and are enrolled in the School District group health and hospitalization plan and who qualify for dependent coverage. Any additional cost of the premium shall be borne by the employee and shall be paid by payroll deduction.

b. If an employee selects a plan that meets the Internal Revenue Service requirements to be used in conjunction with a Health Savings Account (HSA), the District will contribute \$1,700 on a monthly basis for the plans years corresponding to this contract. These amounts will first be applied to the insurance premium. The remaining amount, if any, shall be paid by the district into a Health Savings Account (HSA) in the employee's name on a monthly basis. The employee may choose to contribute to their HSA account through payroll deduction up to the applicable IRS limits.

Subd. 1. Employees who retire at regular retirement age shall be entitled to participate in the School District health and hospitalization plans. Cost of the premiums shall be borne by the retired employee. Once an employee is eligible for Medicare he/she must pay 100% of the insurance premium.

Subd. 2. Employees who qualify for early retirement shall be eligible to remain in the existing group health and hospitalization insurance program and shall remain eligible for board contribution toward single coverage as defined in Article V if either of the following criteria are met:

A. They have reached the Rule of 90 (as defined by the sum total of years of service added to their age) and have completed (17) years of continuous service with the School District.

OR

B. Employees must have completed (18) years of continuous service with the school district under this bargaining unit and be at least 62 year of age. The rate will be paid until the employee reached Medicare age.

Subd. 3. The School District shall pay the total single health premium for the retired employee until the employee becomes eligible for supplemental health benefits Medicare or until the employee returns to full time employment.

Subd. 4. The provisions of this Article shall apply only to employees who resign during the term of this agreement and shall not be retroactive to employees who retired during the terms of previous collective bargaining agreements.

Section 3. Dental Insurance. The School District shall contribute 100% of a single coverage premium and 80% of a family coverage premium.

Section 4. Income Protection. The School District shall provide income protection insurance for each eligible employee. The cost of the premium will be borne by the district through a payroll deduction.

Section 5. Term Life Insurance. Selection. The selection of the insurance carrier policy shall be made by the School District as provided by law. For full time employees, the School District shall contribute up to the sum of \$120.00 for contract years 2019-2022 toward the premium for term life insurance for each school service employee employed by the School District who qualifies for and is enrolled in the School District's term life insurance plan. Such plan will be in the amount of \$50,000 coverage per school service employee. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Section 6. 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 7. Duration of Insurance Contribution. Full benefits provided in this Article are designed for employees working 40 hours per week. Part-time employees who are employed at least 20 hours per week shall be eligible for benefits prorated to 40 hours per week.

Section 8. Eligibility. All provisions of this Article are subject to the negotiated provisions and specifications of the existing insurance plans. Benefits are applicable only to an employee who qualifies for and is enrolled in the School District plan.

ARTICLE VI - SEVERANCE PAY

Section 1. All employees who have completed at least 15 (fifteen) years of continuous service with the school district, shall be eligible for severance pay pursuant to the provisions of this Article upon submission of a written resignation accepted by the School Board.

Section 2. This Article shall apply only to employees whose service at the time of retirement is full-time (6.5 hours per day and nine months per year or more) under the contract representing Appendix A.

Section 3. An employee shall be eligible to receive as severance pay upon retirement the amount obtained by multiplying 40% of unused number of sick leave days, but in any event not to exceed 55 days, times the individual daily rate of pay.

Subd. 1. Eligible employees shall receive as severance pay an amount representing 3 days of pay for each year of service, but not to exceed a total of 50 days pay.

Section 4. In applying these provisions, an employee's daily rate of pay shall be the basic daily rate at the time of resignation, as provided in the basic salary schedule for the basic school year.

Section 5. Severance pay shall be paid by the School District in the following fiscal year from the effective date of the resignation and shall not be granted to any employee who is discharged by the School District.

Section 6. This Article shall apply only to employees who resign during the term of this agreement and shall not be retroactive to employees who retired during the terms of previous agreements.

ARTICLE VII - MATCHING ANNUITY PROGRAM

Section 1. The School Board, on behalf of each eligible employee, will contribute matching funds to a deferred annuity plan as permitted by Minnesota Statute 356.24, the Minnesota Department of Revenue and United States Internal Revenue Service. The School District will contribute on a dollar-for-dollar basis, in accordance with the eligibility schedules set forth in this section. If the employee contributes an amount less than the annual School District maximum matching contribution, the matching contribution will be equally reduced.

Effective October 1, 2001, the matching program annuity is available to all full-time (6.5 hours per day and nine months per year or more) employees covered under this contract according to the schedule below.

Employees may elect to enroll in the full match or the half match schedule.

Completed Years of Service in ISD 726	Full-Time Full Match	Full-Time Half Match	Part-Time Full Match	Part-Time Half Match
2-4	\$1,000	\$500	\$750	\$375

5-9	\$1,500	\$750	\$1,000	\$500
10-14	\$2,000	\$1,000	\$1,250	\$625
15-19	\$2,500	\$1,250	\$1,500	\$750
20+	\$3,000	\$1,500	\$2,000	\$1,000

Section 2. Eligible employees must use this program during the election period or lose it for that year. Election of the carrier and amount of matched annuity must be made by the first Monday in October. The employee must complete a salary reduction authorization prior to any contribution being made.

Section 3. Any employee hired after September 1, 1996 will not be eligible for any severance under the above Severance Pay section.

Section 4.

Subd.1. Any district 403(b) contributions shall be subtracted from the employee's severance total at the time of severance payment. The severance total shall be calculated according to the above Severance Pay section.

Subd.2. Beginning with the 2005-06 school year, the sum of district 403(b) contributions and the employee's severance pay shall not exceed \$32,000.

Section 5. The maximum lifetime 403(b) contributions shall not exceed \$40,000.

Section 6. Distribution of Severance Pay Benefit: The school district shall deposit 100% of the severance pay benefit into the Post Retirement Health Care Savings Plan (PRHCSP) account administered by the state of Minnesota in accordance to M.S. 352.98. The state plan allows employees to pay medical expenses and/or health insurance premiums after termination of service from the district. Employees who are exempt from participating in the post retirement tax shelter annuity plan as per IRS guidelines must direct 100% of the retirement benefit into an approved tax-sheltered annuity plan of their choice. IRS guidelines specify an employee who will be receiving post retirement health care coverage through a spouse's employer and an employee who will receive post retirement care coverage from the military may be excluded from putting money into the post retirement health care savings plan.

ARTICLE VIII – RATES OF PAY

The wages and salaries reflected in Appendix A, attached hereto, shall be a part of the Agreement for the period commencing July 1, 2019 through June 30, 2022. During duration of the Agreement, advancement on the salary schedule shall be subject to terms of this Agreement,

and each employee shall be compensated according to his / her current rate until a successor Agreement is entered into. The annual salary stated for 1.0 FTE is for eight (8) hours per day, two hundred sixty (260) days per year.

IN WITNESS THEREOF, the parties have executed this Agreement as follows:

	SCHOOL BOARD CHAIR	DATE
DATE	ADMINISTRATIVE ASSISTANT	
DATE	H/R COORDINATOR	
DATE	FINANCE ASSISTANT	
DATE	PAYROLL COORDINATOR	
DATE	.5 BUSINESS OFFICE ASSISTANT	

APPENDIX A
Non-Union Salary Schedule

	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>
Angela Oswald, Admin. Asst.	\$65,696	\$67,174	\$68,685
Diane Koubsky, H/R Coord.	\$68,763	\$70,310	\$71,892
*Janice Maiers, Finance Asst.	\$23.00 hr	\$24.05 hr	\$24.90 hr
*Brenda Gruber, Payroll Spec.	\$23.00 hr	\$24.05 hr	\$24.90 hr
*Angela Spinler, .5 Bus. Office Asst.	\$18.20 hr	\$18.80 hr.	\$19.40 hr

LONGEVITY

In addition to the wage rates shown above, employees with the following amounts of completed years of service will receive the corresponding amount of longevity pay non-aggregated.

Years of Complete Service	Longevity Pay Per Hour
10	\$.25
15	\$.40

**Finance Assistant, Payroll Specialist, .5 Business Office Assistant Salary Schedule:*

	2019-20	2020-21	2021-22
1	17.70	17.80	17.90
2	18.20	18.30	18.40
3	18.70	18.80	18.90
4	19.20	19.30	19.40
5	19.70	19.80	19.90
6	20.35	20.45	20.55
7	21.00	21.10	21.20
8	21.65	21.75	21.85
9	22.15	22.25	22.35
10	23.00	23.10	23.20
11	23.95	24.05	24.15
12	24.70	24.80	24.90
13	25.45	25.55	25.65
14	26.20	26.30	26.40
15	26.95	27.05	27.15