

Belle Plaine Public Schools
ISD #716

CONDITIONS OF EMPLOYMENT

**DIRECTOR OF
BUSINESS SERVICES**

July 1, 2025 – June 30, 2027

Approved by School Board on _____

These Conditions of Employment are for the position of Director of Business Services for Belle Plaine Public Schools.

ARTICLE I

Salary

Section I. Salary:

Director of Business Services:	2025-2026 Salary	\$118,028
	2026-2027 Salary	\$120,684
Career Increment*Increases:		
Beginning of 7-9 Years:	\$3,000	
Beginning of 10-14 Years:	\$5,000	
Beginning of 15-19 Years:	\$7,000	
Beginning of 20 & More Years:	\$11,000	

*Career increment is defined as the number of years working with/for the district. The starting date for career increment purposes is July 1, 2008.

ARTICLE II

Insurance

Section 1. The District shall pay for health insurance as per the Belle Plaine Education Association Master Agreement that is in place for the appropriate contract year plus \$4,000. Any remaining amount after the premium is covered shall be deposited into the employee’s HSA account. The District offers a Health Savings Account (HSA) plan. The employee may choose between 0%, 50% or 100% of the deductible to be funded from the district’s contribution to health insurance.

Section 2. The District will provide \$50,000 of term life insurance coverage at district expense. Employees may purchase additional coverage at their own expense.

Section 3. The District will provide a family policy for dental health.

Section 4. The School District will pay the premium for income protection insurance under the district insurance plan.

Section 5. The School Board shall provide Errors & Omissions Insurance for public liability.

ARTICLE III

Leaves

Section 1. Sick Leave: The Director of Business Services shall be granted twelve (12) contract days of sick leave (disability/illness) per school year to be used at any time during the school year upon notification to the Superintendent. Sick Leave may accumulate up to 260 days.

Subd. 1. Accumulated sick leave is to be used for absences from work necessitated by illness or injury.

Subd. 2. Sick and safe leave may be used for the care and support of an employee's: 1. Child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent); 2. Spouse or registered domestic partner; 3. Sibling, stepsibling or foster sibling; 4. Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child; 5. Grandchild, foster grandchild or step-grandchild; 6. Grandparent or step-grandparent; 7. Sibling's child; 8. Parent's sibling; 9. Child-in-law or sibling-in-law; 10. Any of the family members listed in 1 through 9 above of an employee's spouse or registered domestic partner; 11. Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and 12. Up to one individual annually designated by the employee. This list is pursuant to MN Statutes 181.940 et. Seq.

Section 2. Vacation: The Director of Business Services will receive twenty-five (25) days of vacation per year. Vacation requests shall be approved in advance by the Superintendent of Schools.

Subd. 1. Unused Vacation Days: In the event Director of Business Services does not use all their available vacation days, the unused days may be carried over for a period of one contract year or paid out annually at the request of the Business Director. An employee who has completed at least one year of service shall be entitled to receive pro-rata pay for unused vacation time.

Section 3. Paid Holidays: The Director will receive eleven (11) paid holidays: New Year's Day, Good Friday, Memorial Day, Juneteenth, 4th of July, Labor Day, Thanksgiving Day, Friday following Thanksgiving Day, Christmas Eve Day, Christmas Day, and New Year's Eve.

Section 3. Funeral Leave:

Subd. 1. A maximum of three (3) days of funeral leave will be granted to each employee at the time of death of a member of the employee's immediate family.

Subd. 2. In those cases where more than three (3) days are necessary for a funeral because of distance, arrangements, legal involvements, or extraordinary circumstances an additional day (not to exceed ten (10) days) of funeral leave may be granted and deducted from the employee's accumulated disability/illness leave or vacation. Such leave shall be requested of and approved or denied by the Superintendent.

Subd. 3. Immediate family is defined as the Director of Business Services and/or spouse and the following related to either: child and spouse, stepchild and spouse, ward, parent, brother, brother-in-law, sister, sister-in-law, grandparents, and grandchildren.

Subd. 4. Leave may be granted to attend the funeral of other close relatives/or friends as determined in special situations. Such leave is to be requested of and approved or denied by the Superintendent. Such leave will be deducted from the Director of Business Services disability/illness leave.

Section 5. Other Leaves:

Subd.1. Leave without pay will be arranged with the Superintendent.

Subd. 2. The School District will comply with federal and state statutes regarding Parental or Family-Medical Leaves and jury duty.

ARTICLE IV

Matching Annuity Program

Section 1. Matching Annuity Program:

Subd. 1. The Director of Business Services may participate in the district matching annuity program as provided in M.S. 356.24.

Subd. 2. District Contribution: The District shall match annually up to \$5,000 per year to an appropriate 403(b) annuity on a dollar-for-dollar basis.

Subd. 3. District procedures with district approved vendors will be followed when participating in the matching annuity program.

ARTICLE V

Other Benefits

Section 1. Professional Development/technology: The Director shall receive an allocation of \$3,000 per year to be used for professional development/technology during each fiscal year. Professional development/technology funds may be used for the following with the approval of the employee's supervisor.

1. Conventions, seminars and workshops or technology related to the employee's position (Federal per diem guidelines shall apply)

ARTICLE V

Grievance

Section 1. Grievance: The procedure for filing a grievance is provided by law.

Signatures:

Director of Business Services	_____	_____
School Board Chair	_____	_____
School Board Clerk	_____	_____