

**INDEPENDENT SCHOOL DISTRICT NO. 1
AITKIN, MINNESOTA 56431
Michelle Alcox-Larson
AS
TRANSPORTATION SUPERVISOR**

Terms and Conditions of Employment School Years 2025-2026 and 2026-2027

**ARTICLE I
SALARY**

Section 1: Salary:

The following annual salary shall be in effect for the fiscal years indicated. Payments will be made semi-monthly over the contract period.

	<u>2025-2026</u>	<u>2026-2027</u>
Annual Salary	\$62,084	\$63,326

**ARTICLE II
BENEFITS**

Section 1. Sport Passes: The Supervisor may purchase season sports passes for themselves and their household at 50% face value until September 30. Any passes purchased after September 30 will be at full price. If sports passes are lost, new passes can be purchased according to school district policy. A household shall consist of an employee, spouse, and children less than 22 years of age as long as they are still in school.

Section 2. Health Care Savings Plan: The Supervisor shall participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) authorized under Minnesota Statutes, section 352.98 (Minn. Supp. 2001). The Supervisor shall contribute \$1,200 per year in equal pay period contributions, and the District will match with \$1,200 per year in equal pay period installments. All funds collected and/or contributed by the School District on behalf of the employee will be deposited into the employee's post-employment health care savings plan account.

Section 3. Tax Sheltered Annuities: The Supervisor may request to take part in a tax-sheltered annuity program in accordance with School District policies relating to same. If the Supervisor chooses to participate, they will be eligible for a \$1,000 per year match to a District approved plan. The Supervisor will be required to participate in a 403B plan in order to take advantage of the 403B match program.

Section 4. Cell Phone Stipend: The Supervisor will receive a monthly cell phone stipend of \$50.00. Their cell number must be provided to the District and be used for school business.

ARTICLE III **SEVERANCE**

Section 1. Severance: If the Transportation Supervisor was hired by the District before January 1, 2012, the Transportation Supervisor is eligible for their earned severance, as calculated on July 1, 2021. No severance amount will be earned or accumulated after that date. In order to qualify for the severance benefit, the Supervisor must have been employed by I.S.D. # 1 for a total of at least 15 consecutive work years (not including time worked as a substitute). To be eligible for these benefits the Supervisor must submit his/her written resignation to the School Board thirty (30) calendar days prior to when the resignation will take place.

Section 2: If the Supervisor is off due to an accident or long-term illness, their years of service will be considered consecutive provided they return to work and are able to perform their duties for at least six months.

Section 3: Severance benefits are only paid to the Supervisor that leaves the School District in a voluntary separation (i.e., retirement, career change, etc.).

Section 4: A Supervisor who is receiving long term disability insurance benefits shall not be eligible for a severance payment.

Section 5: If the Supervisor separates due to retirement, they are eligible to remain in the existing group health and hospitalization plan indefinitely provided they have met the age and service requirements necessary to receive an annuity from a Minnesota pension plan.

Section 6: The retirement eligible supervisor covered under this agreement will participate in the IRS approved, "Integral Part Trust," health reimbursement arrangement as established under Minnesota Statutes, Section 352.98 and administered by the Minnesota State Retirement System. The Supervisor will have 100% of their severance pay deposited in the approved trust within 60 days of termination of employment.

Section 7: In the case of the death of the Supervisor, the School District will pay to the approved trust, if the employee has met the fifteen year requirement described in Section 1.

ARTICLE IV **GROUP INSURANCE**

Section 1. Health and Hospitalization:

Subd. 1. Selection: The selection of the insurance carrier and policy shall be made by the School District as provided by law. The aggregate value of benefits provided shall not be less than those currently provided except as provided by M.S. 471.616.

Subd. 2. Contribution: The School District shall pay \$600 July 1, 2025 through December 31, 2025 and \$908 beginning January 1, 2026 per month toward a District-offered group health and hospitalization plan.

Subd. 3. 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.

Subd. 4. Duration of Insurance Contribution: The Supervisor is eligible for School District contribution as provided in this article as long as they are a full time employee of the School District. Upon termination of employment, all district contribution shall cease. If the Supervisor's termination was for reasons other than his disability or retirement, they may elect to continue insurance coverage as per COBRA or until reemployment and/or subsequent eligibility for coverage under another group plan, whichever is shorter. The terminated Supervisor must pay full costs for continued coverage, in advance, on a monthly basis.

Section 2. Long Term Disability Insurance:

Subd. 1. Selection: The selection of the long term disability insurance carrier and policy shall be made by the School District. The aggregate value of benefits provided shall not be less than those currently provided.

Subd. 2. The Supervisor shall pay the entire long term disability insurance premium. The School District will reimburse the Supervisor for this premium each pay period.

Subd. 3. 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.

Subd. 4. The Supervisor is eligible for long term disability coverage and School District contribution as provided in this article as long as they are employed by the School District. Upon termination of employment, all district contribution shall cease.

Section 3. \$50,000 Life Insurance:

Subd. 1. Selection: The selection of the life insurance carrier and policy shall be made by the School District. The aggregate value of benefits provided shall not be less than those currently provided. Benefit amounts are subject to the terms, conditions and applicable limits defined by the policies.

Subd. 2. The School Board shall pay the entire \$50,000 life insurance premium for the Supervisor. The Supervisor may at their option purchase additional life insurance as allowed by the policy guidelines at their own expense.

Subd. 3. 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.

Subd. 4. The Supervisor is eligible for \$50,000 life insurance coverage and School District contribution as provided in this article as long as they are employed by the School District. Upon termination of employment, all district contribution shall cease.

Section 4. Dental Insurance:

Subd. 1. Selection: The selection of the dental insurance carrier and policy shall be made by the School District. The aggregate value of benefits provided shall not be less than those currently provided.

Subd. 2. The School District shall pay the monthly premium for family dental insurance coverage.

Subd. 3. 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.

Subd. 4. Eligibility for dental coverage and School District contribution as provided in this article continues as long as the Supervisor remains employed by the School District under this contract. Upon termination of employment, all district contribution shall cease.

Section 5. Eligibility: The School District agrees to make the contributions provided for in Section 1.

Subd. 1. In the event of absence of the Supervisor from work because of injury, illness or sickness, the School District shall continue to make the required contributions during the time the Supervisor is using the accumulated sick leave days. In the event of leave of absence or military leave or in the event the Supervisor is laid off or is off because of illness, sickness or injury beyond the accumulated sick leave period or eligibility for long term disability, they shall be permitted to continue coverage as a member of the group by paying in advance the regular monthly premium as paid by the School District after the respective date the contributions by the School District cease pursuant to the provisions hereof. Provided that such coverage may be continued during the time of the disability as established by the long-term disability insurance carrier as provided in the insurance policy.

Subd. 2. In the event of any absence without pay, the Supervisor shall pay the pro rata share of the School District contribution.

Subd. 3. The new Supervisor shall have payment made on their behalf by the School District commencing on the first of the month following the date of their employment.

Section 6. Tax Sheltered Annuities: The Supervisor may request to take part in a tax sheltered annuity program in accordance with School District policies relating to same.

Section 7. Physical Examination: The Supervisor shall provide evidence of a current physical examination (bus driver physical). The School District shall reimburse the Supervisor for the cost of a basic bus driver physical at the rate charged by the Aitkin medical clinic minus any reimbursement from the insurance carrier. Additional tests or treatment beyond the basic bus driver physical will be borne by the Supervisor. If the supervisor chooses a facility other than the Aitkin facility, charges above those charged by the Aitkin facility will be borne by the Supervisor.

ARTICLE V **Absence From Work**

Section 1. Sick Leave:

Subd. 1. The Supervisor shall earn sick leave at the rate of 10.5 hours per month to a maximum of 126 hours annually. Sick leave will be credited on the employee's first scheduled day of employment of the fiscal year. Rate of pay for sick leave shall be the rate on schedule for which the employee is otherwise eligible.

Subd. 2. Unused sick leave may accumulate to a maximum credit of hours equivalent to 200 days.

Subd. 3. Sick leave with pay shall be allowed by the School District whenever the Supervisor's absence is due to the illness, injury or disability of the employee or as allowed by Minnesota Statute. The maximum sick leave the Supervisor can use for a disability shall be the minimum amount necessary to qualify for disability benefits provided under Article III.

Subd. 4. The School District may, where insufficient reason is suspected, require the Supervisor 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.

Subd. 5. In the event that a medical certificate will be required the Supervisor will be so advised.

Subd. 6. Sick leave allowed shall be deducted from the accrued sick leave earned by the Supervisor.

Subd. 7. Sick leave pay shall be approved only upon submission of a request through the District's approved method.

Section 2. Bereavement Leave: The Supervisor shall be granted up to five (5) days bereavement leave, per occurrence, in the event of the death of a sibling, son in law, daughter in law, brother or sister in law, parent, grandparent or parent in law, step sibling or step parent. The Supervisor shall be allowed ten (10) days bereavement leave per occurrence in the event of the death of a spouse, child or stepchild. Used leave will be subtracted from accumulated sick leave.

Section 3. Leave of Absence Without Pay (Less than one year):

Subd. 1. Leave of absence without pay may be granted by the Superintendent for personal reasons up to a maximum of ten days per year, non-cumulative. The School Board may grant leaves for more than ten days.

Subd. 2. Requests for leave of absence without pay must be submitted to the Superintendent no less than two weeks and no more than one month in advance of requested leave.

Subd. 3. The School Board and the administration reserve the right to refuse to grant leave.

Subd. 4. Leave of absence without pay that does not have prior approval shall not be allowed. If the Supervisor is absent from work without prior approval, they shall lose all pay and fringe benefits for the time absent.

Subd. 5. There will automatically be a hearing scheduled with the School Board and the Board may impose any penalties it deems appropriate.

Section 4. Legal Leave:

Subd. 1. In cases where the Supervisor must appear as a witness at the request of the School Board, they shall not lose any pay or fringe benefits for the time absent.

Subd. 2. In cases where the Supervisor must make an appearance at a job-related liability legal proceeding they shall not lose any pay or fringe benefits for the time absent.

Section 5. Jury Duty: When the Supervisor is called for jury duty or subpoena and must lose duty days as a result thereof, they shall receive their regular rate of pay after submitting to the School District the pay received for serving on jury duty, less what has been paid for meals and mileage.

Section 6. Child Care Leave: Unpaid leaves of absence to natural or adoptive parents in conjunction with birth or adoption, will be granted according to Minnesota State Law.

Section 7. Maternity Leave: A pregnant transportation supervisor shall notify the Superintendent in writing three (3) months prior to the anticipated date of the leave being requested. The notice shall include the length of the requested leave.

Subd.1. A pregnant transportation supervisor shall be afforded a maternity leave of absence provided she follows the procedures outlined in this section. Failure to comply with provisions of this section shall constitute grounds for denying a maternity leave and under such circumstances, the employee's employment may be terminated by the School Board.

Subd. 2. Accumulated sick leave benefits will be paid for pregnancy, childbirth, or related disabilities, commencing with the date on which they become disabled to such an extent that they are unable to perform their job assignments, provided that the District is provided with a physician's certificate stating the date on which such disability commenced; benefits shall cease as of the date the disability ends as certified by a physician.

Subd. 3. The parties further agree that any maternity leave of absence exceeding the amount of accrued sick and/or vacation time shall be a leave without pay.

Subd. 4. If parts of this clause are contrary to statute, the statute will be followed.

Section 8. Holidays:

Subd. 1. Holidays within the terms of this Agreement shall constitute the following: Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, President's Day or MidWinter Holiday dependent on school calendar, Good Friday, Memorial Day, Juneteenth.

Subd. 2. When a paid holiday falls on the Supervisor's scheduled day off, or during their vacation period, they shall receive an additional day of paid vacation.

Subd. 3. When any holiday falls on a Sunday, the following Monday shall be considered the holiday for all employees. When a holiday falls on Saturday, the preceding Friday shall be considered a holiday. All holidays will be administratively scheduled in the event of a conflict.

Section 9. Vacations: This Supervisor shall earn paid vacation as follows: Michelle Alcox will receive credit for 17 years of employment, she will start on year 18 in 2021-2022 for vacation accrual purposes.

20 days yearly for up to ten years of service

25 days yearly after ten years of service

Subd. 1. Vacation days earned in one fiscal year may be totally or partially carried over to the following fiscal year but must be totally utilized in that second fiscal year. No carryover is allowed beyond that second year.

Subd. 2. The Supervisor, upon leaving the service of the School Board, except where discharge was for cause, will be entitled to prorated vacation pay.

Section 10. Emergency Closings: On days when school is called off for an emergency, the Supervisor shall be on duty unless other arrangements are made with the Superintendent.

ARTICLE VI
General

Section 1. This schedule was adopted by the Board of Education and shall be in effect from July 1, 2025 through June 30, 2027.

Transportation Supervisor

School District Representative

Date

Date