

June 13, 2022

Board of Education:

Please consider this request in writing to be paid for 5 vacation days that will not be used between the span of July 1, 2021 to June 30, 2022 as allowed for eligible 12-month employees under #3 within the Non-Certified Staff Agreement.

Thank you,

A handwritten signature in blue ink, appearing to read "Striker Hasson", with a long horizontal flourish extending to the right.

Striker Hasson
Head of Maintenance & Grounds
Badger ISD #676
218-528-3201 ext. 208

NON-CERTIFIED STAFF AGREEMENT

July 1, 2021 through June 30, 2023

1. An employee shall not be paid for any days not worked that are not provided for under paid time off, vacation, or holiday pay as specified in sections 2a, b, c, d, 3 and 4. The substitute individual shall be paid directly by the district, not the employee.
- 2 a. **Paid time off** (PTO) for **nine-month** employees shall be earned at a rate of ten (10) days per year and shall accumulate to 100 days. If a nine-month employee has accrued the maximum number of days of paid time off, the employee will be paid at a rate of \$70-per day for each day over the maximum each year.
- b. **Paid time off** (PTO) for **ten-month** employees shall be earned at the rate of 12 days per year and shall accumulate to 135 days. If a ten-month employee has accrued the maximum number of days of paid time off, the employee will be paid at a rate of \$70 per day for each day over the maximum each year.
- c. **Paid time off** (PTO) for **eleven-month** employees shall be earned at the rate of 14 days per year and shall accumulate to 135 days. If an eleven-month employee has accrued the maximum number of days of paid time off, the employee will be paid at a rate of \$70 per day for each day over the maximum each year.
- d. **Paid time off** (PTO) for **twelve-month** employees shall be earned at the rate of 16 days per year and shall accumulate to 135 days. If a twelve-month employee has accrued the maximum number of days of paid time off, the employee will be paid at a rate of \$80 per day for each day over the maximum each year.

3. The following **vacation** schedule shall apply for all **twelve-month** employees:

0 years of employment completed, starting 1 st year	5 days (40 hours)
1 – 4 years of employment completed, starting 2 nd – 5 th year	10 days (80 hours)
5 – 9 years of employment completed, starting 6 th – 10 th year	15 days (120 hours)
10+ years of employment completed, starting 11 th + year	15 days (120 hours) + 1 day (8 hours) for each additional year of service, to a maximum of 20 days

Employees that do not use their vacation days during the year (July 1 – June 30) will lose them. An employee may request in writing to the School Board at the July meeting to be paid for 5 vacation days not used the previous year.

4. Paid holidays are not provided to employees employed for less than 10 months a year. Paid holidays for **10-12 month** employees are as follows:

July 4th, Labor Day, Thanksgiving, Friday after Thanksgiving, December 24th, December 25th, New Year's Eve Day (December 31st), New Year's Day (January 1st) and Memorial Day.

5. Paydays shall be the 15th and the last day of each month.

6. Group Health Insurance coverage for **eleven-twelve month** employees:

Same as Certified Staff:

Single Coverage: the district will contribute a sum not to exceed \$5,125 per year in 21-22 and \$5,625 per year in 22-23 toward the cost of the premium for the current medical/hospitalization plan(s) for individual coverage for all eleven-twelve month employees employed by the district who qualify for and are enrolled in the group medical hospitalization plan(s). The cost of the premium not contributed by the district will be borne by the eleven-twelve month employee and paid by payroll deduction.

Enrollment in District HSA Single Coverage Plan:

The district shall contribute \$50 per month to the eleven-twelve month employee's individual Health Savings Account provided by the district.