

NON-CERTIFIED STAFF AGREEMENT

July 1, 2023 through June 30, 2025

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, e, 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 \$80 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 \$80 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 \$80 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 \$90 per day for each day over the maximum each year.
- e. **e-Learning Days** (reference Minn. Stat. §§ 120A.414): Any employee that was pre-approved to use PTO on a specific student contact day, prior to the announcement of the same day transitioning to e-Learning, will have the option to continue to take the pre-approved PTO or rescind the PTO request due to the e-Learning day announcement.

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 up to a maximum of 8 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:

Independence Day July 4, Labor Day, Thanksgiving, Friday after Thanksgiving, December 24, December 25, New Year’s Eve Day (December 31), New Year’s Day (January 1), Juneteenth (recognized on the workday closest to either before or after the June 19 weekend) 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: > *continued on next page*

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

District Contribution is \$250 more than Certified Staff each year:

Single Coverage: the district will contribute a sum not to exceed \$6,125 per year in 23-24 and \$6,375 per year in 24-25 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 \$60 per month in 23-24 and \$70 per month in 24-25 to the eleven-twelve month employee's individual Health Savings Account provided by the district.

Family Coverage: the district will contribute a sum not to exceed \$10,900 per year in 23-24 and \$11,400 per year in 24-25 toward the cost of the premium for family coverage for all eleven-twelve month employees employed by the district who qualify for and are enrolled in the district's group health and hospitalization plan. Any additional cost of the premium will be borne by the eleven-twelve month employee and paid by payroll deduction.

Enrollment in District HSA Family Coverage Plan:

The district shall contribute \$60 per month in 23-24 and \$70 per month in 24-25 to the eleven-twelve month employee's individual Health Savings Account provided by the district.

In the event that a married couple, both of whom are eleven-twelve month employees, is employed by the District, the following choice of health insurance benefits are available: (1) two single contributions applied toward a family insurance premium; (2) one family contribution and one single contribution applied toward family insurance premium; or (3) one family contribution applied toward a family insurance premium. The District contribution will not exceed the cost of one full family insurance premium.

7. Dental Insurance coverage for eleven-twelve month employees:

Same as Certified Staff:

Eleven-twelve month employees may participate in a Dental Insurance Plan offered through School District No. 676. The School District shall contribute \$30 per month for 23-24 and \$30 per month for 24-25 toward the cost of the premium for dental insurance coverage for eleven-twelve month employees by the School District who qualify for and are enrolled in the School District's dental insurance plan. Any additional cost of the premium will be borne by the eleven-twelve month employee and paid by payroll deduction.

8. Regular Route Bus Driver Pay will be \$29.75 per hour for SY23-24 and \$30.80 per hour for SY24-25.

Bus Driver Sub Pay will be paid \$71 per route for SY23-24 and \$74 per route for SY24-25.

9. Additional Bus Driver compensation:

Bus Driver Agreement:

- \$17.00 per hour for away trips *If Joint Sports (GMR ISD #2683) rates are higher than \$17 per for away trips, then Badger ISD #676 will increase to match.*
- District pays for basic physical required for Driver Medical Certificate.

9. Additional bus driver compensation: > *continued from previous page*

- For SY23-24 Academic School Day Shuttle Bus Driving \$29.75 per two-way trip to Greenbush. For SY24-25 Academic School Day Shuttle Bus Driving \$30.80 per two-way trip to Greenbush.

This is for academic classes where students from both Badger and Greenbush MR attend, and then, need to be transported to one site or the other during the school day.

- Athletic Shuttle Bus Driving \$48.00 per trip to Greenbush for SY23-24 and SY24-25.

\$48.00 for Pre-Practice two-way Trip (commonly 3:15 PM)	
+ \$48.00 for Post-Practice two-way Trip (commonly 5:45 PM)	
\$96.00 for doing both trips the same day	<i>Should match Joint Sports (GMR ISD #2683) rates in Certified Staff Schedule C and Schedule D.</i>

- Regular route bus drivers will be paid the daily rate of pay on e-Learning Days.
- Bus drivers with Head of Transportation will drive entire route at beginning of school year to determine actual length of route. Hourly pay based on actual route plus time to complete pre-bus trip inspection, fueling, cleaning bus and sweeping bus stall. Actual length of route will be adjusted when students move in and out of the district making the bus route length a difference of 10 minutes more or 10 minutes less.
- Overnight bus trips: paid Badger ISD 676 hourly driving rate for bus driving and \$80 per day when staying overnight and a \$30 per day meal allowance. Hotel costs will be paid by the school district.
If Joint Sports (GMR ISD #2683) rates are higher than \$80 per day for overnight stay and \$30 per meal allowance, then Badger ISD #676 will increase to match.
- Additional bus help requested by the Head of Transportation and approved by the administration will be paid \$17.00 per hour.
- If the head of transportation is unable to secure drivers for extra-curricular trips on a voluntary basis, driving extra-curricular will be assigned on a rotating basis.
- Extra-curricular pay for bus drivers begins after driver’s normal bus route time ends.
- Extra-curricular pay for bus drivers for day-long events will be calculated hourly minus the bus driver’s normal route driving time for the day.
- Bus drivers must have paid time off leave approved by Head of Transportation.

10. Flex Benefit Plan - Employees may participate in Flex Plan through the school district up to the IRS maximum per fiscal year provided they are employed by the district for a minimum of 17.5 hours per week.

11. **12-month non-certified employees** leaving the district shall receive pay for PTO accumulated in that employee’s account according to the following schedule:

- 0-10 years: paid \$60 per day
- after 10 years: paid \$70 per day
- after 15 years: paid \$80 per day
- after 20 years: paid \$90 per day

Part-time non-certified employees leaving the district shall receive pay for PTO accumulated in that employee's account according to the following schedule:

- 0-10 years: paid \$50 per day
- after 10 years: paid \$60 per day
- after 15 years: paid \$70 per day
- after 20 years: paid \$80 per day

12.
 - a. Head Custodian will receive a stipend in the amount of \$200.00 per month for combined school use of the personal pick-up truck and use of personal cellphone; 12 months per year.
 - b. The Office Manager/Secretary will receive a stipend in the amount of \$200.00 per academic month for dispatching substitute teachers and substitute paraprofessionals during the academic year; academic year is 9 months September through May.

13. Free school meals are available to the Head Cook, Assistant Cook and Head Day Custodian.

14. 12-month non-certified employees shall receive a 403B match that is equivalent to that of the Certified Teacher's. The district contribution match is up to \$1,200 per fiscal year.

15. Head Custodian, Evening Custodian, and the Head of Transportation shall receive a clothing allowance of \$275 per year. The Part-time Custodian Nine-Month Cleaner shall receive a clothing allowance of \$275 per year.

16. Head Custodian and Twelve-Month Evening Custodian:
 - \$0.25 more per hour with Special Boiler License
 - Another \$0.25 more per hour with 2C Boiler License
 - Another \$0.25 more per hour with 1C Boiler License

17. Substitute Pay for custodian (full or part time) is \$17 per hour for SY23-24 and \$17 for SY24-25.
Substitute Pay for head cook or assistant cook is \$17 per hour for SY23-24 and \$17 for SY24-25.
Substitute Pay for paraprofessional is \$17 per hour for SY23-24 and \$17 for SY24-25.

18. Additional cook compensation
 - Cooks shall receive \$25.70 per hour for SY23-24 and \$26.75 per hour for SY24-25 for events whenever the menu is provided for by the cooks (i.e. – NHS Banquet/ECFE Banquet/Athletic Banquet).
 - Each cook shall receive their own wage when attending meetings/training.
 - All training/meetings will have prior approval with the administration.
 - Each cook shall receive a \$275 uniform allowance per year.

19. Paraprofessional compensation
 - Paraprofessional work days/hours/duties will be determined by administration at the beginning of each school year.

20. Uniform Step Rate of Pay Scale for Paraprofessionals, Assistant Cook, Library Para and Custodians
Notes: Pay scale step placement does not necessarily match years of service within the District:

> *continued on next page*

20. Uniform Step Rate of Pay Scale for Paraprofessionals, Assistant Cook, Library Para and Custodians
Notes: Pay scale step placement does not necessarily match years of service within the District.

Employees within this agreement that have or will obtain a current active Minnesota Short-Call Substitute Teacher License or a Minnesota Tier 1-4 Teacher License may need to use a timesheet to record days and hours worked due to different pay rates and different retirement accounts (i.e., PERA = Minnesota Public Employee Retirement Association or TRA = Minnesota Teacher Retirement Association).

Step	SY 23-24	SY 24-25	Step
0	\$14.55	\$14.95	0
1	\$14.80	\$15.20	1
2	\$15.05	\$15.45	2
3	\$15.30	\$15.70	3
4	\$15.55	\$15.95	4
5	\$15.80	\$16.20	5
6	\$16.05	\$16.45	6
7	\$16.30	\$16.70	7
8	\$16.55	\$16.95	8
9	\$16.80	\$17.20	9
10	\$17.05	\$17.45	10
11	\$17.30	\$17.70	11
12	\$17.55	\$17.95	12
13	\$17.80	\$18.20	13
14	\$18.05	\$18.45	14
15	\$18.30	\$18.70	15
16	\$18.55	\$18.95	16
17	\$18.80	\$19.20	17
18	\$19.05	\$19.45	18
19	\$19.30	\$19.70	19
20	\$19.55	\$19.95	20
21	\$19.80	\$20.20	21
22	\$20.05	\$20.45	22
23	\$20.30	\$20.70	23
24	\$20.55	\$20.95	24
25	\$20.80	\$21.20	25
26	\$21.05	\$21.45	26
27	\$21.30	\$21.70	27
28	\$21.55	\$21.95	28
29	\$21.80	\$22.20	29
30	\$22.05	\$22.45	30

Effective or retro-active back to 07/01/2023

Approved at 07/10/2023 Regular School Board Meeting

Microsoft Word Filename: Non Certified 23-25 Agreement approved 10 July 2023

Appendix AOther vital employee information not part of the Working Agreement

Minnesota Public Employee Retirement Association (PERA) Account: As a PERA member, you contribute a percentage of every paycheck to PERA. In exchange, you'll receive a *lifetime* defined benefit payment, or a pension, at retirement. In addition to that monthly benefit, PERA also provides benefits life survivor and disability benefits.

7.5% District Share
+ 6.5% Deduct from each Paycheck
14.0%

How long does it take to get vested in Minnesota PERA?

*You are vested in PERA after 36 months of public service
(60 months for members hired after June 2010).*

Being vested means you qualify for benefits at the minimum allowable age.

OASDI and MED (FICA): OASDI is an acronym for “Old Age, Survivor and Disability Insurance” which is more commonly referred to as Social Security tax. MED is an acronym for “Medicare” tax. These are also known collectively as FICA taxes. FICA is an acronym for “Federal Insurance Contributions Act.” These are mandatory payroll deductions:

Social Security (OASDI)	Medicare (MED)
6.20%	1.45%
6.20%	1.45%
District Share	
Deducted from each Paycheck	

Not a part of the working agreement; however, may be available at preferred rates and pre-qualified due to group membership even in many situations with pre-existing medical conditions:

- Group Life Insurance (voluntary – optional)
- Group Dental Insurance (voluntary – optional)
- Group Short-Term Disability Insurance (voluntary – optional)
- Group Long-Term Care (LTC) Insurance (voluntary – optional)

Flexible Spending Account (FSA) (voluntary – optional): A special account you put money into that you use to pay for certain out-of-pocket health care and dependent care expenses. You don't pay taxes on this money. This means you'll save an amount equal to the taxes you would have paid on the money you set aside.

Perks: Not a part of Non-Certified Agreement; however, available due to being a school employee...
Discounts and/or Preferred rates for State & Local/Education/Government employees...
Verizon, Apple, hotels, motels, etc.

Free Admission at Home Events: Free admission for school employees at home regular season extra-curricular events such as Football, Volleyball, Basketball, Wrestling, etc.

Fee for Criminal History Background Check paid by District: District pays the Bureau of Criminal Apprehension (BCA) fee to complete criminal history background checks for those who work with our students (compliance with mandated child safety laws)