



**FOREST LAKE AREA SCHOOLS  
FOREST LAKE, MN 55025**

**December 5, 2013**

**AGENDA ITEM: 9.6**

**TOPIC: APPROVE GENERAL BENEFITS GROUP  
EMPLOYMENT POLICIES**

**BACKGROUND:** The general benefits group employment policies expired on June 30, 2012.

**PROCESS:** The Administration has revised the policies for this non-bargaining group of employees in a comparable fashion to all of the settled classified employee bargaining groups for the 2012-2014 period.

**RECOMMENDATION:** Administration recommends approval of the 2012-2014 general benefits group employment policies.

## **FOREST LAKE AREA SCHOOLS BENEFITS GENERAL DESCRIPTION**

### **Introduction**

Depending on the weekly hours and total duty days of your job, you may be eligible for certain benefits. Please note that the eligibility requirements listed in a separate collective bargaining agreement, individual contract or board approved employment policy may differ from the eligibility requirements listed below. An individual contract, board policy or collective bargaining agreement supercedes this document. You should refer to any documentation that pertains specifically to you regarding benefits.

***Eligibility:*** Eligibility is based on a single eligible position. Employees cannot combine hours from two positions.

***Direct Deposit:*** All employees shall use direct deposit.

### **Group Insurance**

***Selection of the Carrier:*** The selection of the insurance carrier and policy shall be made by the School District.

### ***Medical-Hospitalization Insurance (Less than 12 month employees):***

***Single Coverage:*** Effective July 1, ~~2010~~ 2012, the School District will contribute a sum not to exceed ~~\$506.00~~ 600.00 per month for each eligible employee enrolled in the plan. Effective July 1, ~~2011~~ 2013, the School District contributed a sum not to exceed ~~\$528.00~~ 640.00 per month for each eligible employee enrolled in the plan. The cost of the premium not contributed by the School District shall be paid by the employee and paid by payroll deduction.

***Dependent Coverage:*** Effective July 1, ~~2010~~ 2012, the School District will contribute an additional sum not to exceed ~~\$528.00~~ 670.00 per month toward the cost of the premium for dependent medical-hospitalization insurance for each eligible employee who qualifies for and is enrolled in the District's dependent medical-hospitalization plan. Effective July 1, ~~2011~~ 2013, the School District contributes an additional sum not to exceed ~~\$558.00~~ 720.00 per month toward the cost of the premium for dependent medical-hospitalization insurance for each eligible employee who qualifies for and is enrolled in the District's dependent medical-hospitalization plan. The cost of the premium not contributed by the School District is paid by the employee and paid by payroll deduction.

***Eligibility:*** Employees who are employed by the School District at least thirty-five (35) hours per week and a minimum of 170 days per year and the employee qualifies for and is enrolled in the appropriate District's medical-hospitalization plan.

***Medical-Hospitalization Insurance (12 month employees):***

Single Coverage: The School District pays the premium for single medical-hospitalization insurance for all full-time employees employed by the School District who qualify for and are enrolled in the plan.

Dependent Coverage: Effective July 1, ~~2010-2012~~, the School District will contribute a sum not to exceed ~~\$570.00~~ 725.00 per month toward the premium for dependent medical-hospitalization insurance for all full-time employees employed by the School District who qualify and are enrolled in the plan. Effective July 1, ~~2011~~ 2013, the School District will contribute a sum not to exceed ~~\$601.00~~ 770.00 per month toward such premium for dependent coverage. The cost of the premium not contributed by the School District is paid by the employee and paid by payroll deduction.

Eligibility: Employees who are employed by the School District at least ~~F~~forty (40) hours per week and 52 weeks per year and the employee qualifies for and is enrolled in the appropriate District's medical-hospitalization plan.

***Dental Insurance:*** The School District provides single dental insurance for each employee employed at least thirty-five (35) hours per week and a minimum of 170 days per year.

Dependent Dental Insurance: The School District agrees that an employee may pay the premium for dependent dental insurance if such an option is provided by the insurer.

***Life Insurance:*** The School District provides each regular employee employed at least twenty (20) hours per week and a minimum of 170 days per year with a \$50,000 term life insurance policy.

***Long-Term Disability Insurance:*** The School District will provide a long-term disability insurance plan to regular employees employed at least 15 hours per week and a minimum of 170 days per year. The plan shall include provisions for payment of 2/3 of the employee's base pay, with a 60-calendar day waiting period before benefits begin. The cost of the program shall be borne by the employee and paid through payroll deduction.

***Flexible Benefit Plan:*** The School District shall sponsor a Flexible Benefit Plan.

***Claims Against the School District:*** Any description of insurance benefits contained herein are intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Article. It is further 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.

***Duration of Insurance Contribution:*** An employee is eligible for School District contributions as long as the employee is employed by the School District. Upon termination of employment, all School District contribution shall cease effective on the last working day.

**Continued Coverage:** An employee is eligible to continue participation in the School District group hospitalization-major medical insurance plan, if permitted by the terms of the policy with the insurance carrier, by paying the entire premium for such insurance under the following circumstances:

- a) The employee retires and is at least 55 years of age and has completed at least ten (10) years of continuous service in the School District;
- b) The employee is on layoff; or,
- c) The employee either resigns or is terminated because they are medically unable to perform their duties and the employee has completed at least five (5) years of continuous service in the School District.

It is the responsibility of the employee to make arrangements with the School Business office to pay to the School District the monthly premium amounts in advance and on such date as determined by the School District. The employee's right to continue participation in such group insurance, however, shall discontinue upon the employee reaching the age of 65. The right to participate pursuant is not retroactive in application.

### **Vacations**

**Eligibility:** Employees who are regularly employed on a twelve (12) month basis and a forty (40) hour week on a regular assignment are eligible for vacation.

**Amount of days:** Each employee employed on a twelve (12) month basis is eligible for vacation according to the following schedule:

After 1 year of service on July 1	2 weeks
After 5 years of service on July 1	2 weeks plus one day
After 6 years of service on July 1	2 weeks plus two days
After 7 years of service on July 1	2 weeks plus three days
After 8 years of service on July 1	2 weeks plus four days
After 9 years of service on July 1	3 weeks
After 15 years of service on July 1	4 weeks

A new employee, during his/her first year of service, shall accrue vacation at the rate of 5/6 of a day for each full month of service in the School District and may take such accrued vacation as of July 1 pursuant to scheduling rules. Thereafter, an employee with a hiring date prior to January 1 shall count such partial year as a full year for purposes of calculating vacation.

**Scheduling:** Vacation must be scheduled with the appropriate supervisor. Certain employees may be limited as to when vacation may be taken. Employees should consult with appropriate agreements or policies.

**Termination:** If the employee resigns before completing a full year of service, he/she shall not be entitled to any vacation pay and he/she shall have the salary paid for any vacation days taken deducted from his/her final check. An employee who has completed at least one (1) year of service shall be entitled to receive the pro rata pay for unused vacation time provided such employee provides the School District with at least two (2) weeks' notice of his/her resignation time.

***New Classification:*** In the event an employee who is employed for less than twelve (12) months becomes a twelve month employee, the employee shall be granted two (2) weeks of vacation as of the first day of 12 month employment at 40 hours per week. Starting the first day of 12 month employment at 40 hours per week, the employee shall accrue vacation based upon the vacation schedule as noted above (using the employee's seniority date). Should the employee resign prior to June 30 of the first year of full-time employment, any salary paid for accrued vacation days taken shall be deducted from the employee's final check.

***Accrued Vacation:*** Accrued vacation days normally shall be taken on or before June 30 of each year. However, a maximum of twenty-five (25) days of unused vacation may be carried over to the next year.

### **Leaves of Absence**

#### ***Sick Leave:***

Eligible employees shall accrue one (1) day of sick leave for each month worked or paid. Such leave time may be accumulated up to a total enumerated in the job's particular contract or policy. If the contract or policy is silent, the employee may accumulate up to 200 days. Wages will be paid for sick leave in accordance with the regular salary of the employee on such leave.

Sick leave pay for illness will be allowed whenever the employee's absence has been due to illness, which prevented his/her performance of assigned duties on that day or days. Sick leave, up to five (5) days per year, may also be used for serious illness involving the employees spouse or parent. Sick leave may also be used for serious illness of employee's child who is under 18 years of age or under 20 years of age and is still attending a secondary school. The specific amount of leave allowed under this section shall be within the discretion of the Superintendent.

Wages will be paid for sick leave in accordance with the regular salary of the employee on such leave.

The employee shall notify the immediate supervisor in the event of illness.

Employees who are absent from work for reasons of illness for more than three (3) days, must present a doctor's statement of illness upon return in order to be paid sick leave if requested by the Administration. The Administration may require a doctor's statement of illness for absences of any duration if the employee is so notified by the School District.

An employee may utilize available sick leave, subject to the provisions of General Description, for periods of disability relating to pregnancy, miscarriage, abortion or childbirth. Such an employee shall notify the Director of Administration and Human Resources in writing no later than the end of the sixth month of pregnancy indicating her intention to utilize sick leave, and also at such time shall provide a physician's statement indicating the estimated date of delivery of the child and estimated time of confinement.

At the time an employee becomes eligible to receive long-term disability compensation provided in this General Description, such employee shall no longer be eligible for any sick leave pay pursuant to this General Description as long as such employee continues on long-term disability compensation.

***Bereavement Leave:***

In the case of death in the immediate family (immediate family shall mean the employee's spouse, child, parent, step-parent and parent-in-law, brother, sister or son/daughter-in-law) five (5) days will be allowed per death without deduction in pay.

In the case of death in the close family (close family shall mean the employee's brother-in-law, sister-in-law, grandchildren and grandparent) up to two (2) days will be allowed per death without deduction in pay.

Days granted as Bereavement Leave shall not be deducted from sick leave. The particular amount of leave permitted under this Section shall be at the discretion of the Director of Administration and Human Resources or his/her designee depending upon the circumstances surrounding the death.

***Emergency Leave:***

~~An employee may be granted a leave with pay at the discretion of the Director of Administration and Human Resources or his/her designee of up to two (2) days per year, non-accumulative, for situations that arise requiring the employee's emergency attention which cannot be attended to when school is not in session and which are not covered under other policies. The day(s) used will be deducted from sick leave.~~

~~Deaths, funerals, critical family illness, court appearances and estate settlements, are examples of situations where this leave may be granted at the discretion of the Director of Administration and Human Resources.~~

~~Requests for emergency leave must be in writing to the appropriate supervisor at least three (3) days in advance, whenever reasonably possible. The request shall state the reason for the proposed leave. The Director of Administration and Human Resources reserves the right to refuse to grant such leaves if, under the circumstances involved, the Director of Administration and Human Resources or his/her designee determines that such leave should not be granted.~~

~~An emergency leave day normally shall not be granted for the day preceding or the day following holidays or vacations, and the first five (5) days and the last five (5) days of the school year.~~

~~Additional emergency leave may be granted in extreme emergencies at the discretion of the Director of Administration and Human Resources or his/her designee.~~

***Unpaid Leave:***

An employee may request a leave of absence without pay if agreeable to and upon the consent of the School District. Such requests shall be submitted to the appropriate supervisor, who shall forward such requests to the Director of Administration and Human Resources.

Standard forms are provided by the School District. Any employee desiring a leave of absence should fill out the form. Any employee who receives personal leave of absence must return at the specified date in the leave of absence or forfeit his/her seniority.

The maximum leave of absence shall be ninety (90) calendar days. Extensions may be granted in the sole discretion of the School District for similar periods.

***Child Care Leave:***

An employee will be granted a child care leave of absence according to the following outlined procedures. This leave shall be granted to one (1) parent of a newborn child provided such parent is caring for the child on a full-time basis.

A pregnant employee shall notify the Director of Administration and Human Resources in writing no later than the end of the sixth month of pregnancy, and, also at such time, provide a physician's statement indicating the estimated date of delivery of the child. This request should include the commencement date and return date. Once a child care leave commences, an employee shall not be eligible for sick leave.

The effective beginning date of such leave and its duration, or resignation if the employee so elects, shall be determined by the Director of Administration and Human Resources and submitted to the School Board for its action. In recommending the date of commencement and duration of the leave or the effective date of the resignation, the Director of Administration and Human Resources shall review each case on its individual merits taking into consideration the following:

1. The desires of the employee.
2. The specific employment duties of the employee involved.
3. The health and welfare of the employee or unborn child.
4. The recommendation of the employee's physician.
5. Any other relevant criteria.

In making a determination concerning the commencement and duration of a child care leave of absence, or resignation if the employee elects to resign, the School District may, but shall not, in any event be required to:

1. Grant any leave more than twelve (12) months in duration.
2. Permit the employee to return to her employment prior to the date designated in the request for a child care leave, unless by mutual agreement of the employee and the School District.

If the employee complies with all procedures regarding the leave and a child care leave is granted by the School District, the School District will notify the employee in writing of its action.

An employee returning from child care leave shall be re-employed in a position for which she is qualified commensurate with a position occupied prior to the leave, subject to the following conditions:

1. That the position has not been abolished.
2. That she is not physically or mentally disabled from performing the duties of such position.

Failure of the employee to return pursuant to the date determined in this Section shall constitute grounds for termination in the School District.

This leave is without pay.

***Adoption Leave:***

The procedures for requesting an Adoption leave are the same as those listed for a Child Care Leave. Upon learning of the date of adoption, the employee shall submit a written application for adoption leave to the Director of Administration and Human Resources. Adoption leave will commence at the date of adoption and may be for a period of up to one (1) year.

***Jury Duty Leave:***

Leave of absence for jury duty will be granted by the School District for jury duty service and an employee will receive their regular rate of pay but must assign to the School District such compensation as they receive for serving on jury duty (excluding mileage allowance).

***Medical Leave:***

An employee who has worked twelve (12) months and who is unable to work because of illness or injury, and has exhausted all sick leave credit available, shall, upon request, be granted a medical leave of absence, without pay up to six (6) months. The School District may, in its discretion, renew such a leave and request for renewal shall also be accompanied by a written doctor's statement.

A request for leave of absence under this section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume his/her normal responsibilities.

An employee who fails to comply with the provisions of this section or who fails to seek a medical leave as provided in this section shall be terminated by the School District. If an employee is not granted a renewal of a medical leave of absence, in the discretion of the School District, such employee's employment may be terminated.



***Insurance Application:***

An employee shall be eligible for insurance contributions during any month that the employee provided regular service at least one (1) day during the month, or during any month that such employee is paid sick leave.

An employee shall not be eligible for School District contributions for insurance programs during any of the following:

- a. Any month in which the employee does not receive pay for actual service rendered.
- b. Any month in which the employee is absent due to illness but not entitled to sick leave, except that the long-term disability insurance coverage will be paid for by the School District for the duration of the waiting period.
- c. An employee who has received compensatory pay under workers' compensation for a period of six (6) full months, whether or not supplemented by sick leave, except that the long-term disability insurance coverage will be paid for by the School District while the employee is on workers' compensation and additionally for the duration of the long-term disability waiting period, upon discontinuance of workers' compensation compensatory pay.
- d. Any month in which the employee is receiving long-term disability insurance benefits for the entire month.

An employee declared ineligible for the School District's contribution toward group insurance may continue to participate in group insurance plans (if permitted under the insurance policy provisions) but shall pay the entire premium for such program as he/she wishes to retain during such period of employment relationship. It is the responsibility of the employee to make arrangements with the School District Benefits Specialist in the Payroll Office to pay the School District the monthly premium amounts in advance and on such date as determined by the School District. The right to continue participation in such group insurance programs, however, will discontinue upon termination of employment, except as provided by state statute.

***Accrued Benefits - Unpaid Leaves:*** An employee on an unpaid leave of absence shall retain such amounts of experience credit for pay purposes and other accrued benefits, if any, which he/she had accrued at the time he/she went on leave for use upon his/her return.

***Accrued Benefits – Paid Leaves:*** An employee on sick leave and/or workers' compensation, shall be eligible for holiday pay and shall be entitled to normal accruals of sick leave and vacation during any month in which the employee actually performs services. However, an employee shall not be eligible for holiday pay or accrual of sick leave or vacation during any month in which the employee does not perform services because of absence on paid sick leave or during the entire month the employee is being compensated by workers' compensation or long-term disability insurance.

**Eligibility:** Unless indicated otherwise, leave benefits shall apply only to employees regularly employed at least 170 days per year and at least fifteen (15) hours per week, and such benefits shall not apply to employees employed for a lesser time.

### **Holidays**

**Twelve month employees:** Twelve (12) month employees shall be granted ~~eleven (11)~~ twelve (12) paid holidays as follows:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Fourth of July
5. Labor Day
6. Thanksgiving Day
7. Day after Thanksgiving Day
8. Christmas Eve Day
9. Christmas Day
10. New Year's Eve Day
11. Floating Holiday as scheduled with your supervisor
12. Floating Holiday as scheduled with your supervisor

**Less Than Twelve (12) Month Employees:** Less than twelve (12) month employees shall be granted ~~nine (9)~~ ten (10) paid holidays per year as follows:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Thanksgiving Day
5. Day after Thanksgiving Day
6. Christmas Eve Day
7. Christmas Day
8. New Year's Eve Day
9. Floating Holiday as scheduled with your supervisor
10. Floating Holiday as scheduled with your supervisor

If a less than twelve (12) month employee works summer school hours, he/she will receive equivalent holiday pay for the Fourth of July for the number of hours normally worked.

**Holiday Schedule:** The holiday schedule will be posted in advance for the coming school year.

**Weekends:** Holidays that fall on weekends will be observed on a day established by the School District.

**School in Session:** The School District reserves the right if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof. Any legal holiday or holiday which falls within an employee's vacation period shall not be counted as a vacation day.

**Eligibility:** In order to be eligible for holiday pay, an employee must have worked his/her regular work day before and after the holiday unless he/she is on excused illness, on vacation, or on approved leave. An employee on an approved leave of absence without pay shall not be eligible for holiday pay during such leave of absence, unless the duration of the leave is for five (5) working days or less either before or after the holiday. This Article shall apply only to employees regularly employed at least 170 days per year and at least twenty (20) hours per week and only if such holiday falls during the employee's work year.

### **Retirement**

Retirement shall be in accordance with state and federal statute.

#### *Employer Matching Contribution*

**Application:** Eligible employees who are employed by the School District and are participating in the School District's 403B Plan will be eligible to receive a matching annual contribution by the School District pursuant to M.S. 356.24 according to the provisions included in this document and the School District 403B Plan documents. The School District will match the amount of the employee's annual contribution as determined by the attached *TABLES OF MAXIMUM MATCHING CONTRIBUTION* schedule and increments to be set by the plan documents.

"Years of Service" shall mean years of continuous employment in the School District. Years of Service shall be measured as of the employees' employment date in a regular position. Employees who are in two positions cannot combine the positions in order to be eligible.

Limits Regarding the School District's Matching Contribution: The School District's total employee lifetime matching contribution shall be limited to \$25,000.00 (twenty-five thousand dollars) for each participating employee.

Deduction From Severance for employees Hired Prior to January 1, 1987: The School District's total matching contribution to an individual employee's 403B Plan will be deducted from any severance the individual employee is eligible for pursuant to this or any other School District contract or policy.

Eligibility: Eligible employees are employees who are regularly employed at least one hundred and seventy (170) days per year and twenty (20) hours per week on a regular assignment. Employees employed less than one hundred and seventy (170) days per year and twenty (20) hours per week are not eligible for the employer match. In addition, employees hired after December 31, 1986 and prior to July 1, 1994 who have notified the School District in writing by November 1, 2000 that they intend to access severance pursuant to a collective bargaining agreement, individual contract or board approved employment policy are not eligible for an employer match.

~~TABLES OF MAXIMUM MATCHING CONTRIBUTION~~

~~403B MATCH SCHEDULE~~

~~FOR THE FISCAL 2010-2011~~

~~12 MONTH EMPLOYEES~~

~~MORE THAN 6 HOURS PER DAY~~

~~4 TO 6 HOURS PER DAY~~

Level	Years of Service			Level	Years of Service		
	6 to 10	11 to 20	Over 20		6 to 10	11 to 20	Over 20
A11	\$562	\$843	\$1,124	A11	\$421	\$634	\$843
A12	\$599	\$897	\$1,197	A12	\$450	\$673	\$897
A13	\$640	\$960	\$1,280	A13	\$480	\$720	\$960
B21	\$677	\$1,015	\$1,352	B21	\$507	\$761	\$1,015
B22	\$709	\$1,063	\$1,418	B22	\$533	\$798	\$1,063
B23	\$745	\$1,117	\$1,490	B23	\$558	\$837	\$1,117
B24	\$783	\$1,172	\$1,564	B24	\$587	\$879	\$1,172
B31	\$840	\$1,262	\$1,681	B31	\$631	\$946	\$1,262
B32	\$926	\$1,389	\$1,852	B32	\$695	\$1,041	\$1,389
B33	\$988	\$1,482	\$1,976	B33	\$739	\$1,113	\$1,1483

The above amount will be divided by 24 and rounded to the nearest whole dollar to calculate the per pay period match amount.

~~FOR THE FISCAL 2010-2011~~

~~LESS THAN 12 MONTH EMPLOYEES~~

~~MORE THAN 6 HOURS PER DAY~~

~~4 TO 6 HOURS PER DAY~~

Level	Years of Service			Level	Years of Service		
	6 to 10	11 to 20	Over 20		6 to 10	11 to 20	Over 20
A11	\$400	\$600	\$800	A11	\$299	\$450	\$600
A12	\$425	\$639	\$853	A12	\$320	\$480	\$639
A13	\$455	\$683	\$911	A13	\$341	\$513	\$683
B21	\$481	\$722	\$963	B21	\$362	\$541	\$721
B22	\$504	\$757	\$1,010	B22	\$378	\$567	\$757
B23	\$531	\$795	\$1,059	B23	\$397	\$596	\$795
B24	\$556	\$834	\$1,114	B24	\$418	\$626	\$834
B31	\$598	\$897	\$1,197	B31	\$448	\$673	\$897
B32	\$659	\$988	\$1,317	B32	\$494	\$742	\$988
B33	\$702	\$1,053	\$1,404	B33	\$526	\$789	\$1,053

The above amount will be divided by 20 and rounded to the nearest whole dollar to calculate the per pay period match amount.

TABLES OF MAXIMUM MATCHING CONTRIBUTION

403B MATCH SCHEDULE

FOR THE FISCAL YEAR ~~2011-2012~~ 2012-2014  
12 MONTH EMPLOYEES

MORE THAN 6 HOURS PER DAY

Level	Years of Service		
	6 to 10	11 to 20	Over 20
A11	\$750	\$1,000	\$1,250
A12	\$750	\$1,000	\$1,250
A13	\$750	\$1,000	\$1,500
B21	\$750	\$1,250	\$1,500
B22	\$750	\$1,250	\$1,500
B23	\$750	\$1,250	\$1,500
B24	\$1,000	\$1,250	\$1,750
B31	\$1,000	\$1,500	\$1,750
B32	\$1,000	\$1,500	\$2,000
B33	\$1,000	\$1,500	\$2,000

4 TO 6 HOURS PER DAY

Level	Years of Service		
	6 to 10	11 to 20	Over 20
A11	\$500	\$750	\$1,000
A12	\$500	\$750	\$1,000
A13	\$500	\$750	\$1,000
B21	\$750	\$1,000	\$1,250
B22	\$750	\$1,000	\$1,250
B23	\$750	\$1,000	\$1,250
B24	\$750	\$1,000	\$1,250
B31	\$750	\$1,000	\$1,500
B32	\$750	\$1,250	\$1,500
B33	\$750	\$1,250	\$1,500

The above amount will be divided by 24 and rounded to the nearest whole dollar to calculate the per pay period match amount.

FOR FISCAL YEAR ~~2011-2012~~ 2012-2014  
LESS THAN 12 MONTH EMPLOYEES

MORE THAN 6 HOURS PER DAY

Level	Years of Service		
	6 to 10	11 to 20	Over 20
A11	\$500	\$750	\$1,000
A12	\$500	\$750	\$1,000
A13	\$500	\$750	\$1,000
B21	\$500	\$750	\$1,000
B22	\$750	\$1,000	\$1,250
B23	\$750	\$1,000	\$1,250
B24	\$750	\$1,000	\$1,250
B31	\$750	\$1,000	\$1,250
B32	\$750	\$1,000	\$1,250
B33	\$750	\$1,250	\$1,500

4 TO 6 HOURS PER DAY

Level	Years of Service		
	6 to 10	11 to 20	Over 20
A11	\$500	\$500	\$500
A12	\$500	\$500	\$500
A13	\$500	\$750	\$750
B21	\$500	\$750	\$750
B22	\$500	\$750	\$1,000
B23	\$500	\$750	\$1,000
B24	\$500	\$750	\$1,000
B31	\$500	\$750	\$1,000
B32	\$500	\$750	\$1,000
B33	\$750	\$1,000	\$1,250

The above amount will be divided by 20 and rounded to the nearest whole dollar to calculate the per pay period match amount.

Please consult your Employment Policy to determine your level.

**Salary Schedules**

Salary schedules for employees who have a comparative worth rating from A11 to B33 are listed below. Please refer to collective bargaining agreements, individual contracts, or board approved employment policies for any additional compensation or for compensation for employees with a comparative worth higher than B33.

PLEASE NOTE: The lunch break is unpaid.

**2010 – 2012 WAGE RATES — NO STEP INCREASES FOR THE DURATION OF THESE POLICIES**

<u>Level</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>4th Step</u>	<u>5th Step</u>
I(A11)	\$12.57	\$12.87	\$13.26	\$13.75	\$14.40
II (A12)	\$13.51	\$13.83	\$14.19	\$14.72	\$15.34
III (A13)	\$14.53	\$14.86	\$15.24	\$15.75	\$16.40
IV (B21)	\$15.50	\$15.80	\$16.18	\$16.69	\$17.35
V (B22)	\$16.34	\$16.65	\$17.04	\$17.56	\$18.19
VI (B23)	\$17.24	\$17.57	\$17.94	\$18.46	\$19.08
VII (B24)	\$18.20	\$18.52	\$18.91	\$19.42	\$20.06
VIII (B31)	\$19.71	\$20.02	\$20.41	\$20.91	\$21.56
IX (B32)	\$21.89	\$22.19	\$22.58	\$23.09	\$23.73
X (B33)	\$23.11	\$23.58	\$24.05	\$24.49	\$24.96

**2012 – 2013 WAGE RATES — NO STEP INCREASE FOR 2012-2013**

<u>Level</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>4th Step</u>	<u>5th Step</u>
I(A11)	\$12.57	\$12.87	\$13.26	\$13.75	\$14.55
II (A12)	\$13.51	\$13.83	\$14.19	\$14.72	\$15.49
III (A13)	\$14.53	\$14.86	\$15.24	\$15.75	\$16.55
IV (B21)	\$15.50	\$15.80	\$16.18	\$16.69	\$17.50
V (B22)	\$16.34	\$16.65	\$17.04	\$17.56	\$18.34
VI (B23)	\$17.24	\$17.57	\$17.94	\$18.46	\$19.23
VII (B24)	\$18.20	\$18.52	\$18.91	\$19.42	\$20.21
VIII (B31)	\$19.71	\$20.02	\$20.41	\$20.91	\$21.71
IX (B32)	\$21.89	\$22.19	\$22.58	\$23.09	\$23.88
X (B33)	\$23.11	\$23.58	\$24.05	\$24.49	\$25.11

2013 – 2014 WAGE RATES  
on or before January 1, 2014

A STEP INCREASE is granted for 2013-2014 for those employees hired

<u>Level</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>4th Step</u>	<u>5th Step</u>
I(A11)	\$12.57	\$12.87	\$13.26	\$13.75	<u>\$14.75</u>
II (A12)	\$13.51	\$13.83	\$14.19	\$14.72	<u>\$15.69</u>
III (A13)	\$14.53	\$14.86	\$15.24	\$15.75	<u>\$16.75</u>
IV (B21)	\$15.50	\$15.80	\$16.18	\$16.69	<u>\$17.70</u>
V (B22)	\$16.34	\$16.65	\$17.04	\$17.56	<u>\$18.54</u>
VI (B23)	\$17.24	\$17.57	\$17.94	\$18.46	<u>\$19.43</u>
VII (B24)	\$18.20	\$18.52	\$18.91	\$19.42	<u>\$20.41</u>
VIII (B31)	\$19.71	\$20.02	\$20.41	\$20.91	<u>\$21.91</u>
IX (B32)	\$21.89	\$22.19	\$22.58	\$23.09	<u>\$24.08</u>
X (B33)	\$23.11	\$23.58	\$24.05	\$24.49	<u>\$25.31</u>

Overtime

Nonexempt employees who are eligible will be paid overtime for hours compensated beyond 40 hours a week. PLEASE NOTE that you may not work overtime unless authorized by the appropriate supervisor. Overtime shall be paid at a rate of time and one-half for all hours worked over forty (40) working hours in the week.

Lump Sum Payment

~~For the 2011-2012 school year only, all employees who work ten hours or more per week, and are covered under these "General Benefits Employee Terms" as of April 1, 2012, will be paid a one-time lump sum equal to one percent (1%) of their scheduled 2011-2012 annual wage, as determined by the administration. The lump sum will be payable on the first pay period in April, 2012. An employee must be actively employed on April 1, 2012, to be eligible for this payment. Any employee on unpaid leave exceeding five (5) working days on that date will not be eligible for this payment.~~

## **ADULT ENRICHMENT COORDINATOR**

B31

July 1, ~~2010~~ 2012 – June 30, ~~2012~~ 2014

The Adult Enrichment Coordinator receives benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

### **Work Schedule:**

**Duty week and year:** A regular work week shall consist of five (5) days at 40 hours a week for up to 210 days per year.

### **Group Insurance:**

Single Coverage: The School District pays the premium for single medical-hospitalization insurance.



**ADULT PLANNER**

B22

July 1, ~~2010~~ 2012– June 30, ~~2012~~ 2014

The Adult Planner may receive benefits in the Forest Lake Area School Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

**Work Schedule:**

**Duty week and year:** As determined by the Community Services Director.

**ADULTS WITH DISABILITIES PLANNER**

B22

July 1, ~~2010~~ 2012– June 30, ~~2012~~ 2014

The Adults with Disabilities Planner receives benefits in the Forest Lake Area School Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

**Work Schedule:**

**Duty week and year:** As determined by the Community Services Director.

## ASSISTANT ACCOUNTING SUPERVISOR

C41

July 1, 2012– June 30, 2014

The Assistant Accounting Supervisor will receive benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

### **Rate of Pay:**

The 2012-2013 hourly wage associated with this position is \$26.85

The 2013-2014 hourly wage associated with this position is \$27.05

### **Sick Leave:**

Eligible employees shall accrue one (1) day of sick leave for each month worked or paid. Such leave time may be accumulated up to a total enumerated in the job's particular contract or policy. If the contract or policy is silent, the employee may accumulate up to 207 days. Wages will be paid for sick leave in accordance with the regular salary of the employee on such leave.

### **Health Care Reimbursement Account:**

Effective July 1, 2013, \$350.00 per year shall be paid into a Health Care Reimbursement Account.

**ASSISTANT TO THE BUILDING AND GROUNDS SUPERVISOR**

B33

July 1, ~~2010~~ 2012– June 30, ~~2012~~ 2014

The Assistant to the Building and Grounds Supervisor will receive benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

**Rate of Pay:**

~~The salary for the July 1, 2010 – June 30, 2012 fiscal years will be \$52,039.00.~~

The salary for the July 1, 2012 – June 30, 2013 fiscal year will be \$52,228.80.

The salary for the July 1, 2013 – June 30, 2014 fiscal year will be \$52,644.80.

**Work Schedule:**

**Duty week and days:** A regular work week shall consist of five (5) eight (8) hour days for 52 weeks per year.

**Severance for employees hired prior to January 1, 1987:**

Eligibility for Severance: Subject to M.S. 465.72, employees will be eligible for severance under this section if they:

- a. have completed at least fifteen (15) years of continuous service with the School District;
- b. are at least fifty-five (55) years of age;
- c. were hired prior to January 1, 1987;
- d. have submitted a written resignation accepted by the School District;
- e. were regularly employed at least 170 days per year and twenty-five (25) hours per week on a regular assignment and shall not apply to employees employed less than 170 days per year and twenty-five (25) hours per week

Severance pay shall not be granted to any employee who is discharged for cause by the School District. Except as otherwise agreed to by the School District, the employee must provide four (4) months of written notice of intention to retire for purposes of severance.

Number of Days: An eligible employee, upon retirement, shall receive as severance pay an amount representing the employee's total accumulated sick leave hours.

Hourly Rate of Pay: In applying these provisions, an employee's hourly rate of pay shall be based on the employee's regular rate during their last twenty (20) days of active employment prior to severance, and shall not include any additional compensation such as overtime pay or other extra compensation. Such hourly rate of pay shall be multiplied by the number of hours as provided above.

Payment: An employee shall receive the severance pay in two (2) equal installments, the first one-half (1/2) shall be paid upon separation from the School District, and the second one-half (1/2) shall be paid January 1 of the following calendar year. In the event that a retired employee dies before all or a portion of the severance pay has been disbursed, that balance due shall be paid to a named beneficiary, or lacking same, to the deceased's estate.

Survivor Benefits: After age 55 and when eligible as defined above, each eligible employee who should die before resignation shall have earned severance pay which benefits shall be made payable to his/her designated beneficiary, and if no designated beneficiary is in effect at the time of death, to said employee's estate.

**Severance for employees hired after December 31, 1986 and prior to July 1, 1994:**

Application: This provision applies to eligible employees who were hired after December 31, 1986 and prior to July 1, 1994.

Eligibility: Subject to M.S. 465.72, employees who:

- 1) have completed at least fifteen (15) years of continuous service with the School District;
- 2) are at least fifty-five (55) years of age;
- 3) were hired after December 31, 1986 and prior to July 1, 1994;
- 4) were regularly employed at least 170 days per year and twenty-five (25) hours per week on a regular assignment and shall not apply to employees employed less than 170 days per year and twenty-five (25) hours per week.
- 5) have provided notice of their intent to access severance by November 1, 2000,

shall be eligible for severance pay as set forth below, upon submission of a written resignation accepted by the School District. Severance pay shall not be granted to any employee who is discharged for cause by the School District. Except as otherwise agreed to by the School District, the employee must provide four (4) months of written notice of intention to retire for purposes of severance.

Notification of Election: Eligible employees who were hired after December 31, 1986 and prior to July 1, 1994 may access severance pursuant to this section if the employee does not participate in the matching 403(b)B plan after November 1, 2000. Employees who indicate they do not intend to access severance will only be eligible to participate in the Matching 403B Plan as set forth in the Forest Lake Area Schools Benefits General Description.

Number of Days: An eligible employee, upon early retirement, shall receive as severance pay an amount representing the employee's total accumulated sick leave hours.

**Hourly Rate of Pay:** In applying these provisions, an employee's hourly rate of pay shall be based on the employee's regular rate during their last twenty (20) days of active employment prior to severance, and shall not include any additional compensation such as overtime pay or other extra compensation. Such hourly rate of pay shall be multiplied by the number of hours as provided above.

**Payment:** An employee shall receive the severance pay in two (2) equal installments, the first one-half (1/2) shall be paid upon separation from the School District, and the second one-half (1/2) shall be paid January 1 of the following year. In the event that a retired employee dies before all or a portion of the severance pay has been disbursed, that balance due shall be paid to a named beneficiary, or lacking same, to the deceased's estate.

**Survivor Benefits:** After age 55 and when eligible as defined above, each eligible employee who should die before resignation shall have earned severance pay which benefits shall be made payable to his/her designated beneficiary, and if no designated beneficiary is in effect at the time of death, to said employee's estate.

**Shoe Allowance:**

Each employee shall be eligible for a shoe allowance of \$300.00 per year in each year of the agreement.

**Uniform:**

The School District shall provide two shirts the initial year of employment with the School District and up to two replacement shirts each year thereafter at no expense to the employee.

**License Fees:**

The School District shall pay for the initial and renewal license fees and exam fees for boiler licenses.

**Holidays:**

Instead of New Year's Eve Day, the Assistant to the Building and Grounds Supervisor shall have a floating holiday.

## **ASSISTANT SAC COORDINATOR**

B31

July 1, ~~2010~~ 2012– June 30, ~~2012~~ 2014

The Assistant SAC Coordinator receives benefits delineated in the Forest Lake Area School Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

### **Work Schedule:**

**Duty week and days:** A regular work week shall consist of five (5) days at 8 hours per day and 42 weeks per year.

### **Group Insurance:**

Single Coverage: The School District pays the premium for single medical-hospitalization insurance.

**ATHLETIC COORDINATOR**

B31

July 1, ~~2010~~ 2012– June 30, ~~2012~~ 2014

The Athletic Coordinator receives benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

**Work Schedule:**

**Duty week and year:** Shall be determined by the Community Services Director.



**ATHLETIC PLANNER**

B22

July 1, ~~2010~~ 2012– June 30, ~~2012~~ 2014

The Athletic Planner may receive benefits in the Forest Lake Area School Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

**Work Schedule:**

**Duty week and year:** As determined by the Community Services Director.

## **BEHAVIOR INTERVENTION SPECIALISTS**

B23

July 1, ~~2010~~ 2012– June 30, ~~2012~~ 2014

The Behavior Intervention Specialists will receive benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if they are eligible with the following exceptions or additions:

### **Work Schedule:**

#### **Duty week and year:**

Special Ed Behavior Intervention Specialist – A regular work week shall consist of five (5) days at seven (7) hours per day and for thirty-seven (37) weeks (185 days) per year.

## **BEHAVIOR INTERVENTION SPECIALISTS**

B22

July 1, ~~2010~~ 2012– June 30, ~~2012~~ 2014

The Behavior Intervention Specialists will receive benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if they are eligible with the following exceptions or additions:

### **Work Schedule:**

#### **Duty week and year:**

Special Ed Behavior Intervention Specialist – A regular work week shall consist of five (5) days at seven and a half (7.5) hours per day and for thirty-seven (37) weeks (185 days) per year.

**C-Print Captionist II Special Ed**

A12

July 1, 2012 – June 30, 2014

The C-Print Captionist II Special Ed receives benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

**Work Schedule:**

**Duty week and year:** Shall be determined by the Director of Special Education.

**CERTIFIED OCCUPATIONAL THERAPY ASSISTANTS**

B23

July 1, ~~2010~~ 2012– June 30, ~~2012~~ 2014

The Certified Occupational Therapy Assistants will receive benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if they are eligible with the following exceptions or additions:

**Work Schedule:**

**Duty week and year:** A regular work week shall consist of five (5) days at up to eight (8) hours per day for 185-190 days. Hours and weeks shall be determined by the School District.

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**COMMUNICATIONS ASSOCIATE**

B22

July 1, ~~2010~~ 2012– June 30, ~~2012~~ 2014

The Communications Associate receives benefits in the Forest Lake Area School Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

**Work Schedule:**

**Duty week and year:** A regular work week shall consist of up to 40 hours per week and up to 52 weeks per year.

## **CONFIDENTIAL ADMINISTRATIVE ASSISTANTS**

July 1, 2010 ~~2012~~– June 30, 2012-2014

The Confidential Administrative Assistants will receive benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if they are eligible with the following exceptions or additions:

### **Work Schedule:**

**Duty week and year:** A regular work week shall consist of five (5) eight (8) hour days for 52 weeks per year.

**Call Back:** A minimum of two hours pay or overtime pay for the actual hours worked, whichever is greater, will be paid for work assigned beyond regular work hours.

**Breaks:** Confidential Administrative Assistants receive an unpaid duty-free lunch of not less than thirty (30) minutes and are entitled to a fifteen (15) minute paid break in each four (4) hour period of work or major portion thereof.

### **Medical Insurance:**

**The school district shall provide the employee and their dependents with medical insurance coverage, under the school district's plan at the expense of the school district. If the employee elects single medical insurance, the difference in cost between single coverage and dependent coverage will be deposited into the employee Health Care Reimbursement Account.**

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### **Dental Insurance:**

**The school district shall provide the employee and their dependents with dental insurance coverage, under the school district's group plan at the expense of the school district.**

### **Long-Term Disability Insurance:**

The School District shall deduct from the Confidential Administrative Assistants' paycheck the premium for the current long-term disability plan in effect in the School District for which the Confidential Administrative Assistant is qualified. This deduction shall be made in after tax dollars. All full-time Confidential Administrative Assistants who qualify for and are enrolled in the plan shall participate in the district long-term disability policy coverage.

### **Compensation:**

Administrative Assistant to the Superintendent (B24)

Administrative Assistants to the Director of Administration and Human Resources (B23)

Administrative Assistant to the Director of Business Services (B23)

In addition, each Confidential Administrative Assistant shall receive three hundred and twenty five dollars (\$325.00) per year allowance for professional expenses. Effective June 30, 2012, the (\$325.00) July 1, 2012, \$2600.00 per year shall be paid into a Health Care Reimbursement Account.

**Overtime Pay:**

Time and one-half will be paid for hours worked on holidays plus the Confidential Administrative Assistant's holiday pay. When paid holiday(s) reduce the working hours per week below 40 hours, the paid holiday(s) shall be counted as working hours in qualifying for overtime pay.

**Holidays:** Confidential Administrative Assistants receive an additional floating holiday for a total of ~~twelve (12)~~ thirteen (13) holidays.

**Sick Leave:** Confidential Administrative Assistants shall accrue one and one quarter (1.25) day of sick leave for each month worked or paid. Sick leave may be accumulated up to a total of 235 days (8 hours per day).

**Severance for employees hired prior to January 1, 1987:**

**Application:** Subject to M.S. 465.72, eligible employees who have completed at least fifteen (15) years of continuous service with the School District, who are at least fifty-five (55) years of age, and who were hired prior to January 1, 1987, shall be eligible for severance pay upon submission of a written resignation accepted by the School District. Severance pay shall not be granted to any employee who is discharged for cause by the School District. Except as otherwise agreed to by the School District, the employee must provide four (4) months of written notice of intention to retire for purposes of severance.

**Number of Days:** An eligible employee, upon retirement, shall receive as severance pay an amount representing the employee's total accumulated sick leave hours.

**Daily Rate of Pay:** In applying these provisions, an employee's daily rate of pay shall be the highest daily rate of pay over the five (5) year period immediately preceding the date of retirement, obtained by dividing the annual salary by 260 minus the number of contract holidays and vacation days at the time of retirement.

**Payment:** An employee shall receive the severance pay in two (2) equal installments, the first one-half (1/2) shall be paid upon separation from the School District, and the second one-half (1/2) shall be paid January 1 of the following calendar year. In the event that a retired employee dies before all or a portion of the severance pay has been disbursed, that balance due shall be paid to a named beneficiary, or lacking same, to the deceased's estate.

**Eligibility:** This Article shall apply to employees who:

- a) were hired prior to January 1, 1987; and



- b) were regularly employed at least 175 days per year and twenty (20) hours per week on a regular assignment and shall not apply to employees employed less than 175 days per year and twenty (20) hours per week.

Survivor Benefits: After age 55 and when eligible as defined above, each eligible employee who should die before resignation shall have earned severance pay which benefits shall be made payable to his/her designated beneficiary, and if no designated beneficiary is in effect at the time of death to said employee's estate.

**Severance for employees hired after December 31, 1986 and prior to July 1, 1994:**

Application: This provision applies to eligible employees who were hired after December 31, 1986 and prior to July 1, 1994.

Notification of Election: Eligible employees who were hired after December 31, 1986 and prior to July 1, 1994 may access severance pursuant to this section if the employee does not participate in the matching 403(b)B plan after November 1, 2000. Employees who indicate they do not intend to access severance will only be eligible to participate in the Matching 403B Plan as set forth in the Forest Lake Area Schools Benefits General Description.

Eligibility: Subject to M.S. 465.72, employees who:

- 1) have completed at least fifteen (15) years of continuous service with the School District;
- 2) are at least fifty-five (55) years of age;
- 3) were hired after December 31, 1986 and prior to July 1, 1994;
- 4) were regularly employed at least 175 days per year and twenty (20) hours per week on a regular assignment and shall not apply to employees employed less than 175 days per year and twenty (20) hours per week.
- 5) have provided notice of their intent to access severance by November 1, 2000,

shall be eligible for severance pay as set forth below, upon submission of a written resignation accepted by the School District. Severance pay shall not be granted to any employee who is discharged for cause by the School District. Except as otherwise agreed to by the School District, the employee must provide four (4) months of written notice of intention to retire for purposes of severance.

Number of Days: An eligible employee, upon retirement, shall receive as severance pay an amount representing the employee's total accumulated sick leave hours.

Daily Rate of Pay: In applying these provisions, an employee's daily rate of pay shall be the highest daily rate of pay over the five (5) year period immediately preceding the date of retirement, obtained by dividing the annual salary by 260 minus the number of contract holidays and vacation days at the time of retirement.

Payment: An employee shall receive the severance pay in two (2) equal installments, the first one-half (1/2) shall be paid upon separation from the School District, and the second

one-half (1/2) shall be paid January 1 of the following calendar year. In the event that a retired employee dies before all or a portion of the severance pay has been disbursed, that balance due shall be paid to a named beneficiary, or lacking same, to the deceased's estate.

Survivor Benefits: After age 55 and when eligible as defined above, each eligible employee who should die before resignation shall have earned severance pay which benefits shall be made payable to his/her designated beneficiary, and if no designated beneficiary is in effect at the time of death, to said employee's estate.

**EC SUPPORT MANAGER**

B31

July 1, ~~2010~~ 2012-- June 30, ~~2012~~ 2014

The EC Support Manager may receive benefits delineated in the Forest Lake Area Schools Benefits General Description attached depending on assigned work schedule.

**ECFE TEACHER ASSISTANTS**

A12

July 1, ~~2010~~ 2012– June 30, ~~2012~~ 2014

The ECFE Teacher Assistants may receive benefits delineated in the Forest Lake Area Schools Benefits General Description attached depending on assigned work schedule.

**HEALTH OFFICE ASSISTANT II**

A12

July 1, 2012 – June 30, 2014

The Health Office Assistant II receives benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

**Work Schedule:**

**Duty week and year:** Shall be determined by the Director of Special Education.

**ICE ARENA FULL TIME DRIVER**

B21

July 1, 2012– June 30, 2014

The Ice Arena Full Time Driver may receive benefits in the Forest Lake Area School Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

**Work Schedule:**

**Duty week and year:** As determined by the Director of Business Services.

**LOCKER ROOM ATTENDANT**

July 1, ~~2010~~ 2012– June 30, ~~2012~~ 2014

The Locker Room Attendant is not eligible to receive benefits except for the following:

**Work Schedule:**

**Duty week and year:** On call/as needed basis.

**Compensation:**

The Locker Room attendant will be paid at a rate of \$9.50 per hour.

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**NETWORK ADMINISTRATOR**

April 22, 2013 – June 30, 2014

The Network Administrator will receive benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

**Rate of Pay:**

The annual salary rate for the 2012-2013 year and for the 2013-2014 year will be \$55,000.00. This amount will be pro-rated for the portion of the 2012-2013 work year the employee is assigned to this position.

**Duty year:**

This position is established as a full time, 12 month assignment.

**Retirement Health Care Savings Account:**

The School District shall sponsor a RHCSA whereby 1% of an employee's base salary will go into their RHCSA

**Vacation:**

The Network Administrator is eligible to earn vacation at the rate of 3 weeks (15 days) annually beginning with initial employment in this position. The vacation accrual rate will increase thereafter according to the following schedule:

After 6 years of service on July 1	16 days
After 7 years of service on July 1	17 days
After 8 years of service on July 1	18 days
After 9 years of service on July 1	19 days
After 10 years of service on July 1	20 days

**Health Care Reimbursement Plan:**

The School District shall sponsor a Health Care Reimbursement Plan which will either make direct payment or provide reimbursement for hospital-medical and dental insurance and other eligible health care expenses as defined under the provisions of the School District's Health Care Reimbursement Plan.

Subd. 1. All other terms and conditions of the Plan, including but not limited to maximum reimbursements and other administrative procedures shall be set forth under the provisions of the plan document.

Subd. 2. Each eligible employee's Health Care Reimbursement Plan Account shall be credited with \$300.00 per contract year in equal installments beginning with the first pay date, until modified by a subsequent agreement.



**Sick Leave:**

The Network Administrator shall earn sick leave at the rate of 1.25 days per month. The Network Administrator shall NOT be eligible for Emergency Leave, according to the terms of the General Benefits document.

**Holidays:**

The Network Administrator shall be granted twelve (12) paid holidays as follows:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Fourth of July
5. Labor Day
6. Thanksgiving Day
7. Day after Thanksgiving Day
8. Christmas Eve Day
9. Christmas Day
10. New Year's Eve Day
11. Floating Holiday
12. Floating Holiday

**403(b) Match Contribution**

The Network Administrator shall be eligible for a matching contribution to his/her established 403(b) account according to the following terms:

Upon employment in this position:	\$1500 annually
Upon completion of 10 years in the district, on July 1:	\$2000 annually
Upon completion of 15 years in the district, on July 1:	\$2500 annually

**Trainings or Conferences**

The School District shall pay registration fees and travel expenses as needed for the Network Administrator to attend trainings or conferences relevant to the assignment as approved by the District.

## NOON DUTY ASSISTANT

A11

July 1, ~~2010~~ 2012– June 30, ~~2012~~ 2014

The Noon Duty Assistants are not eligible to receive benefits except for the following:

### **Work Schedule:**

**Duty week and year:** A regular work week shall consist of up to 2.5 hours per day for 35 weeks per year.

### **Sick Leave:**

Employees shall accrue one (1) day of sick leave for each month worked or paid accumulative to twenty-five (25) days.

### **Emergency Leave:**

~~Emergency leave may be granted at the discretion of the Director of Administration and Human Resources. These day(s) will be deducted from sick leave. Deaths, funerals, critical family illness, court appearances, and estate settlements are examples of situations where emergency leave may be granted.~~

### **Tuition:**

Any Noon Duty Assistant who successfully completes a first aid and/or CPR course may request reimbursement for the class fee.

## **PREVENTION SPECIALIST**

July 1, 2012 – June 30, 2014

The Prevention Specialist receives benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

### **Work Schedule:**

**Duty week and year:** Shall be determined by the Director of Teaching and Learning on an as needed basis up to 9 hours per week.

### **Compensation:**

Prevention Specialist will be paid at a rate of \$27.50 per hour.

**SCHOOL AGE CARE COORDINATOR**

B33

July 1, ~~2010~~ 2012 – June 30, ~~2012~~ 2014

The SAC Coordinator receives benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

**Work Schedule:**

**Duty week and year:** A regular work week shall consist of five (5) days at 40 hours a week for 52 weeks.

**SECONDARY YOUTH & ADULT PROGRAMS COORDINATOR**

C42

July 1, ~~2010~~ 2012 – June 30, ~~2012~~ 2014

The Adult Services Coordinator receives benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

**Work Schedule:**

Duty week and year: A regular work week shall consist of five (5) days at 40 hours a week for up to 210 days per year.

**Compensation:**

The Adult Services Coordinator shall be compensated at the rate of pay of:

~~\$28.50 per hour (July 1, 2010 – June 30, 2012)~~

\$28.65 per hour (July 1, 2012 - June 30, 2013)

\$28.85 per hour (July 1, 2013 – June 30, 2014)

**Group Insurance:**

Single Coverage: The School District pays the premium for single medical-hospitalization insurance.

**Matching 403(b)B:**

This Coordinator shall be able to participate in the matching 403(b)B plan at the B33 level in the general benefits description.

## **SECONDARY YOUTH PLANNER**

B22

July 1, ~~2010~~ 2012 – June 30, ~~2012~~ 2014

The Youth Site Planner receives benefits in the Forest Lake Area School Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

### **Work Schedule:**

**Duty week and year:** A regular work week shall consist of up to 40 hours per week and up to 52 weeks per year.

## **SHOP FOREPERSON**

B33

July 1, ~~2010~~ 2012 – June 30, ~~2012~~ 2014

The Shop Foreperson will receive benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

### **Work Schedule:**

**Duty week and days:** A regular work week shall consist of five (5) days at eight (8) hour days for 52 weeks per year.

### **Severance for employees hired prior to January 1, 1987:**

**Eligibility for Severance:** Subject to M.S. 465.72, employees will be eligible for severance under this section if they:

- a. have completed at least fifteen (15) years of continuous service with the School District;
- b. are at least fifty-five (55) years of age;
- c. were hired prior to January 1, 1987;
- d. have submitted a written resignation accepted by the School District;
- e. were regularly employed at least 175 days per year and twenty-five (25) hours per week on a regular assignment and shall not apply to employees employed less than 175 days per year and twenty-five (25) hours per week

Severance pay shall not be granted to any employee who is discharged for cause by the School District. Except as otherwise agreed to by the School District, the employee must provide four (4) months of written notice of intention to retire for purposes of severance.

**Number of Days:** An eligible employee, upon retirement, shall receive as severance pay an amount representing the employee's total accumulated sick leave hours.

**Hourly Rate of Pay:** In applying these provisions, an employee's hourly rate of pay shall be based on the employee's regular rate during their last twenty (20) days of active employment prior to severance, and shall not include any additional compensation such as overtime pay or other extra compensation. Such hourly rate of pay shall be multiplied by the number of hours as provided above.

**Payment:** An employee shall receive the severance pay in two (2) equal installments, the first one-half (1/2) shall be paid upon separation from the School District, and the second one-half (1/2) shall be paid January 1 of the following calendar year. In the event that a retired employee dies before all or a portion of the severance pay has been disbursed, that balance due shall be paid to a named beneficiary, or lacking same, to the deceased's estate.

Survivor Benefits: After age 55 and when eligible as defined above, each eligible employee who should die before resignation shall have earned severance pay which benefits shall be made payable to his/her designated beneficiary, and if no designated beneficiary is in effect at the time of death, to said employee's estate.

**Severance for employees hired after December 31, 1986 and prior to July 1, 1994:**

Application: This provision applies to eligible employees who were hired after December 31, 1986 and prior to July 1, 1994.

Eligibility: Subject to M.S. 465.72, employees who:

- 1) have completed at least fifteen (15) years of continuous service with the School District;
- 2) are at least fifty-five (55) years of age;
- 3) were hired after December 31, 1986 and prior to July 1, 1994;
- 4) were regularly employed at least 175 days per year and twenty-five (25) hours per week on a regular assignment and shall not apply to employees employed less than 175 days per year and twenty-five (25) hours per week.
- 5) have provided notice of their intent to access severance by November 1, 2000,

shall be eligible for severance pay as set forth below, upon submission of a written resignation accepted by the School District. Severance pay shall not be granted to any employee who is discharged for cause by the School District. Except as otherwise agreed to by the School District, the employee must provide four (4) months of written notice of intention to retire for purposes of severance.

Notification of Election: Eligible employees who were hired after December 31, 1986 and prior to July 1, 1994 may access severance pursuant to this section if the employee does not participate in the matching 403(b) plan after November 1, 2000. Employees who indicate they do not intend to access severance will only be eligible to participate in the Matching 403B Plan as set forth in the Forest Lake Area Schools Benefits General Description.

Number of Days: An eligible employee, upon early retirement, shall receive as severance pay an amount representing the employee's total accumulated sick leave hours.



Hourly Rate of Pay: In applying these provisions, an employee's hourly rate of pay shall be based on the employee's regular rate during their last twenty (20) days of active employment prior to severance, and shall not include any additional compensation such as overtime pay or other extra compensation. Such hourly rate of pay shall be multiplied by the number of hours as provided above.

Payment: An employee shall receive the severance pay in two (2) equal installments, the first one-half (1/2) shall be paid upon separation from the School District, and the second one-half (1/2) shall be paid January 1 of the following calendar year. In the event that a retired employee dies before all or a portion of the severance pay has been disbursed, that balance due shall be paid to a named beneficiary, or lacking same, to the deceased's estate.

Survivor Benefits: After age 55 and when eligible as defined above, each eligible employee who should die before resignation shall have earned severance pay which benefits shall be made payable to his/her designated beneficiary, and if no designated beneficiary is in effect at the time of death, to said employee's estate.

### **Miscellaneous**

The Shop Foreperson shall be eligible for a \$175.00 per month allowance for professional expenses.

## TITLE I ASSISTANTS

A12

July 1, ~~2010~~ 2012 – June 30, ~~2012~~ 2014

Title I Assistants are not eligible to receive benefits except for the following:

### Work Schedule:

Duty week and year: A regular work week shall consist of up to 12.5 hours per week and approximately 32 weeks per year.

### Sick Leave:

Employees shall accrue one (1) day of sick leave for each month worked or paid accumulative to 80 hours.

### Emergency Leave:

Emergency leave may be granted at the discretion of the Director of Administration and Human Resources. These day(s) will be deducted from sick leave. Deaths, funerals, critical family illness, court appearances, and estate settlements are examples of situations where emergency leave may be granted.

**SPANISH LANGUAGE INTERPRETER**

July 1, 2012 – June 30, 2014

The Spanish Language Interpreter receives benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

**Work Schedule:**

**Duty week and year:** Shall be determined by the Director of Teaching and Learning on an as needed basis.

**Compensation:**

Spanish Language Interpreter will be paid at a rate of \$30.00 per hour.

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## TRANSPORTATION SAFETY COORDINATOR

B23

July 1, ~~2010~~ 2012 – June 30, ~~2012~~ 2014

The Transportation Safety Coordinator will receive benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

### Work Schedule:

**Duty week and days:** A regular work week shall consist of five (5) eight (8) hours per days for 52 weeks per year.

### Severance for employees hired prior to January 1, 1987:

Eligibility for Severance: Subject to M.S. 465.72, employees will be eligible for severance under this section if they:

- a. have completed at least fifteen (15) years of continuous service with the School District;
- b. are at least fifty-five (55) years of age;
- c. were hired prior to January 1, 1987;
- d. have submitted a written resignation accepted by the School District;
- e. were regularly employed at least 175 days per year and twenty-five (25) hours per week on a regular assignment and shall not apply to employees employed less than 175 days per year and twenty-five (25) hours per week

Severance pay shall not be granted to any employee who is discharged for cause by the School District. Except as otherwise agreed to by the School District, the employee must provide four (4) months of written notice of intention to retire for purposes of severance.

Number of Days: An eligible employee, upon retirement, shall receive as severance pay an amount representing the employee's total accumulated sick leave hours.

Hourly Rate of Pay: In applying these provisions, an employee's hourly rate of pay shall be based on the employee's regular rate during their last twenty (20) days of active employment prior to severance, and shall not include any additional compensation such as overtime pay or other extra compensation. Such hourly rate of pay shall be multiplied by the number of hours as provided above.

Payment: An employee shall receive the severance pay in two (2) equal installments, the first one-half (1/2) shall be paid upon separation from the School District, and the second one-half (1/2) shall be paid January 1 of the following calendar year. In the event that a retired employee dies before all or a portion of the severance pay has been disbursed, that balance due shall be paid to a named beneficiary, or lacking same, to the deceased's estate.

Survivor Benefits: After age 55 and when eligible as defined above, each eligible employee who should die before resignation shall have earned severance pay which benefits shall be made payable to his/her designated beneficiary, and if no designated beneficiary is in effect at the time of death, to said employee's estate.

**Severance for employees hired after December 31, 1986 and prior to July 1, 1994:**

Application: This provision applies to eligible employees who were hired after December 31, 1986 and prior to July 1, 1994.

Eligibility: Subject to M.S. 465.72, employees who:

- 1) have completed at least fifteen (15) years of continuous service with the School District;
- 2) are at least fifty-five (55) years of age;
- 3) were hired after December 31, 1986 and prior to July 1, 1994;
- 4) were regularly employed at least 175 days per year and twenty-five (25) hours per week on a regular assignment and shall not apply to employees employed less than 175 days per year and twenty-five (25) hours per week.
- 5) have provided notice of their intent to access severance by November 1, 2000,

shall be eligible for severance pay as set forth below, upon submission of a written resignation accepted by the School District. Severance pay shall not be granted to any employee who is discharged for cause by the School District. Except as otherwise agreed to by the School District, the employee must provide four (4) months of written notice of intention to retire for purposes of severance.

Notification of Election: Eligible employees who were hired after December 31, 1986 and prior to July 1, 1994 may access severance pursuant to this section if the employee does not participate in the matching 403(b)B plan after November 1, 2000. Employees who indicate they do not intend to access severance will only be eligible to participate in the Matching 403B Plan as set forth in the Forest Lake Area Schools Benefits General Description.

Number of Days: An eligible employee, upon early retirement, shall receive as severance pay an amount representing the employee's total accumulated sick leave hours.

Hourly Rate of Pay: In applying these provisions, an employee's hourly rate of pay shall be based on the employee's regular rate during their last twenty (20) days of active employment prior to severance, and shall not include any additional compensation such as overtime pay or other extra compensation. Such hourly rate of pay shall be multiplied by the number of hours as provided above.

Payment: An employee shall receive the severance pay in two (2) equal installments, the first one-half (1/2) shall be paid upon separation from the School District, and the second one-half (1/2) shall be paid January 1 of the following calendar year. In the event that a retired employee dies before all or a portion of the severance pay has been disbursed, that balance due shall be paid to a named beneficiary, or lacking same, to the deceased's estate.

Survivor Benefits: After age 55 and when eligible as defined above, each eligible employee who should die before resignation shall have earned severance pay which benefits shall be made payable to his/her designated beneficiary, and if no designated beneficiary is in effect at the time of death, to said employee's estate.

## **VISION AND HEARING TECHNICIANS**

July 1, ~~2010~~ 2012 – June 30, ~~2012~~ 2014

The Vision and Hearing Technicians are not eligible for benefits with the following exceptions:

### **Work Schedule:**

**Duty week and year:** As needed.

### **Compensation:**

Vision and Hearing Technicians will be paid at a rate of \$12.16 per hour.

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**WATER SAFETY INSTRUCTOR**

B22

July 1, ~~2010~~ 2012 – June 30, ~~2012~~ 2014

The Water Safety Instructor (daytime Junior High swimming) will receive benefits delineated in the Forest Lake Area Schools Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

**Work Schedule:**

**Duty week and year:** A regular work week shall consist of up to five (5) days at up to seven (7) hours per day for up to 180 days a year.

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## **YOUTH SITE PLANNER**

B22

July 1, ~~2010~~ 2012 – June 30, ~~2012~~ 2014

The Youth Site Planner receives benefits in the Forest Lake Area School Benefits General Description attached as Appendix A if he/she is eligible with the following exceptions or additions:

### **Work Schedule:**

**Duty week and year:** A regular work week shall consist of up to 40 hours per week and up to 52 weeks per year.

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