

INDEPENDENT SCHOOL DISTRICT #831

Forest Lake, Minnesota 55025-1396

**ACHIEVEMENT SPECIALIST**

**TERMS AND CONDITIONS OF EMPLOYMENT**

July 1, 2025 through June 30, 2026

## INTRODUCTION

These terms and conditions have been adopted by the School Board of Independent School District #831 (herein referred to as the School Board or School District) covering the terms and conditions of employment for the Achievement Specialist (herein after referred to as 'Specialist') employed by the Forest Lake School District during the duration of the listed time frame. The Specialist is an at-will employee, and nothing in these terms and conditions creates an employment contract between the Specialist and the School District.

## DUTY YEAR

Duty Days: The School District shall establish the calendar and Specialist's duty days for each school year, and the Specialist shall perform services on such days as determined by the School District, including those legal holidays on which the School District is authorized to operate. The salary for this position is based upon a duty year of 200 half-time days for each fiscal year. The schedule for the hours and days associated with this position shall be determined by the High School Principal. Days scheduled beyond the contemplated 200-day work year will be compensated at the regular daily rate of pay (annual rate divided by 200).

## 403(b) PLAN

Eligibility: If the Specialist participates in the School District's 403(b) plan, there will not be a matching contribution by the District.

## BASIC COMPENSATION

Policy Year: The Specialist shall be compensated via direct deposit for each fiscal year pursuant to Appendix A attached hereto.

Daily Compensation: Unless otherwise defined in these terms and conditions, in the event it is necessary to calculate a daily compensation, such daily compensation rate shall be obtained by dividing the annual salary by 200 days.

Application: The salary stipulated in Appendix A hereof are based on the assumption that the Specialist is employed for the full duty year and regular duty day or as stipulated in Appendix A and continues to occupy a position similar and comparable to the position occupied as of the date of execution of these terms and conditions.

## GROUP INSURANCE

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

Medical-Hospitalization Insurance: The School District shall contribute a sum not to exceed \$537.50 / month for single coverage or \$1010 / month for dependent coverage if the employee qualifies for and is enrolled in the District's medical insurance plan.

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. The maximum contribution to the Plan by the District not exceed \$425.00 per contract year, contributed in ten (10) equal monthly installments, beginning in September. This contribution will be made into the vested portion of the Specialist's account, referred to as the "rollover" account.

Dental Insurance: The School District shall pay one half of the premium for single dental insurance. The Specialist may elect dependent coverage by paying the difference between the single and dependent premiums.

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

Claims Against the School District: The benefits described in these terms and conditions and the eligibility of any employee for such benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to these terms and conditions. It is further understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as established 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: The Specialist is eligible for School District contribution as provided in these terms and conditions as long as he/she is employed by Independent School District No. 831. Upon termination of employment, all School District participation and contribution shall cease, effective on the last working day unless otherwise provided in these terms and conditions.

## LEAVES OF ABSENCE

Sick Leave: The full-time Specialist shall earn sick leave at the rate of twelve (12) days for each year of service in the employ of the School District.

Unused sick leave days may accumulate to a maximum credit of 285 days.

Sick leave pay shall be allowed by the School District whenever the Specialist's absence is due to illness which prevented his/her attendance at school and performance of duties on that day or days.

In the event of concern regarding abuse of sick leave, the School District may require that the Specialist furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay.

In the event that a medical certificate will be required the Specialist will be so advised.

Sick leave pay shall be approved only upon submission approved sick leave usage time according to District procedures.

At the time the Specialist becomes eligible to receive long-term disability compensation as provided in these terms and conditions, the Specialist may continue to use accrued sick leave provided the combined benefit does not exceed 100% of salary.

Upon the request of a Specialist who is absent from work as a result of a compensable injury under the provisions of the Workers' Compensation Act, incurred while in the employ of the School District, the School District will pay the difference between the compensation received pursuant to the Workers' Compensation Act by the Specialist's regular rate of pay to the extent of the Specialist's accrued sick leave. Upon full utilization of accrued sick leave, the Specialist shall receive only the Workers' Compensation benefits.

Bereavement Leave: In the case of death in the immediate family (immediate family shall mean the Specialist's spouse, child, parent or parent-in-law, son-in-law, daughter-in-law, brother, or sister) up to 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 Specialist's grandparents, brother-in-law, sister-in-law and grandchildren) up to two (2) days will be allowed per death without deduction in pay.

Days granted under this Section shall not be deducted from sick leave. The particular amount of leave permitted under this Section shall be at the discretion of the Superintendent depending upon the circumstances surrounding the death.

Jury Duty: The Specialist who serves on jury duty shall be granted the day(s) necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. In the event the Specialist serves on jury duty pursuant to this Section, the School District will compensate the Specialist for the difference between her regular salary and the amount received as jury duty pay.

#### MISCELLANEOUS

Conferences/Workshops: The School District shall provide time and funds for the Specialist to attend conferences, workshops, or other professional development opportunities as approved by the High School Principal.

#### SALARY 2025-2026

Achievement Specialist

\$44,745