



TERMS AND CONDITIONS OF EMPLOYMENT  
PROFESSIONAL EMPLOYEE GROUP

2024-2026,

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Effective July 1, 2024 through June 30, 2026,

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Approved by the Board on \_\_\_\_\_

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Professional Employee Group

~~2024-2026~~

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1. **Recognition:** This Agreement of terms and conditions of employment is entered into between the St. Louis Park Public Schools, Independent School District No. 283, St. Louis Park, Minnesota, hereinafter referred to as the District, and the Professional Employee Group, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as P.E.L.R.A., to provide the terms and conditions of employment for professional employees not covered by other Labor Agreements during the duration of this Agreement. The current job titles, as of the approval of this Agreement, are listed in Appendix A.

2. **Work Year:** The standard work year is fifty-two (52) weeks. Work years of less than 52 weeks can be created to fit the needs of the District.

3. **Work Days:** The distribution of workdays is flexible and subject to approval by the appropriate supervisor. The typical workweek will be Monday through Friday, but alternative workweek schedules are possible, based on the needs of the department.

4. **Benefit Provisions**

A. **Benefit Eligibility:** An employee shall be eligible for full benefits if employed full time (.75 to 1.0 FTE). An employee employed less than full-time .50 to less than .749 FTE shall be eligible for 50% of the District contributions toward group insurance. Those employed less than .50 FTE shall not be eligible for participation in the District's benefit program. Employees transferred to the group will maintain the benefit coverage approved by the Human Resources Director (see addendum).

1. **District Health Insurance Program Non-Deductible/Standard Co-pay:**

District Contributions Standard-Plan A per month	July 1, 2024	July 1, 2025	July 1, 2026*
Employee	\$625	\$660	\$680
Employee + 1	\$1,375	\$1,390	\$1,425
Family	\$1,775	\$1,800	\$1,845

2. **District Health Insurance Program Deductible/VEBA:**

District Contributions VEBA-Plan B per month	July 1, 2024	July 1, 2025	July 1, 2026*
Employee	\$625	\$660	\$680
Employee + 1	\$1,375	\$1,390	\$1,425
Family	\$1,775	\$1,800	\$1,845

\*contribution amounts for 7-1-2026 will be subject to changes in the 2026-28 agreement.

For eligible employees who select the \$1,000 Deductible Health Insurance Plan, the District will deposit \$1,000 annually into an employee-owned Health Reimbursement Account (HRA) during active employment. The District will deposit that amount by September 1 of the plan year.

The eligibility and employer contributions for employees working at least four (4) hours (.50 FTE) but less than six (6) hours (.75 FTE) shall be 1/2 the amounts in this Section 2 including the VEBA contribution.

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District Health Insurance Program Non-Deductible (Standard):  
The District contribution towards the single, employee + 1 or family coverage for the Standard Plan A will be:  
District Contributions per month  
Standard-Plan A

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

**B. Dental Insurance:** The District shall contribute toward a portion of the premium for dental insurance for the 2023-2025 Dental Plans under the terms of the policies of insurance carried by the District for employees. The employee must enroll to receive health plan coverage. Employees may enroll in either Employee or Family coverage options. The employee shall pay the difference between the District contribution and the total cost of the dental plan coverage selected.

District Dental Contributions per month	July 1, 2024	July 1, 2025
Employee	\$55	\$55
Family	\$110	\$110

In the event that a successor agreement has not been entered into by July 1, 2026, District's contribution shall not exceed the dollar amount of the premium in effect as of July 1, 2025.

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

**D. Life Insurance:** The District shall provide coverage in an amount equal to three (3) times the annual salary to the next highest thousand, based on the employee's salary as of July 1 of each year. The employee will have the option to purchase additional life insurance in increments of \$10,000. The minimum purchase must be \$10,000 and the maximum, amount the employee may purchase is \$300,000. The employee shall bear the entire cost of the supplemental life insurance.

**E. Long-term Disability Insurance:** The District shall pay the premium for a plan which provides a maximum monthly income benefit of 2/3 of the basic contract salary, according to the District Disability plan. An employee will have the option to waive the pre-tax employer contribution and purchase the District LTD policy through an after-tax payroll deduction.

When an employee is placed on long-term disability under this plan, the District shall contribute the same dollar amount in effect at the time the employee goes on disability, regardless of the employee's current level of coverage. The employee is responsible for paying the monthly difference in premium to keep the insurance coverage. The District shall contribute this amount towards the group health insurance program for a period of two (2) years from date of placement on long-term disability or the occurrence of the employee's Medicare Eligibility, whichever comes first. In the event that the disability is caused by work related event covered by worker's compensation, the contributions would continue for up to a total of five (5) years.

**5. Professional Organization Dues:** The District shall pay the cost of membership in two (2) organizations, at the national, state or local level. This organization shall be related to the employee's area of responsibility.

**6. Sick Leave:** A leave allowance of fifteen (15) days with pay shall be granted for each full 12-month work year and prorated for shorter work year schedules provided the employee has served a minimum of twenty (20) duty days that year. Leave not used shall accumulate without limit.

**A.** One (1) day of accumulated leave may be used for each day of personal illness, dependent child under 18 or other allowable reasons under Minnesota statute.

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- B. Sick leave pay shall be allowed by the District whenever an absence is due to illness, which prevented their performance of duties on that day or days.
- C. Sick leave pay shall be approved upon submission of a properly submitted request in the District’s online time off approval system. It is the responsibility of the employee to enter their time off using the District online time-off system, in advance, except in cases of extreme emergency. If an emergency makes it impossible to submit a request in advance, an oral request shall be submitted and then confirmed using the online system immediately upon the return of the employee.
- D. Employees may use up to a total of six days (48 hours) of accumulated paid leave time in contract year, for necessary absence because of illness or safety of an immediate family member, upon approval by the appropriate supervisor. The immediate family shall be interpreted to mean adult child, step child, spouse, sibling, parent, step parent, father, mother, father-in-law and mother-in-law, grandparents, grandchild for such reasonable periods as the employee’s attendance to provide care for the immediate family member. After five (5) days for any one instance, the employee may be required to provide a doctor’s slip or medical proof of the need for care for additional days.
- E. Employees upon approval by the appropriate supervisor, may use up to six days (48 hours) of paid accumulated leave allowance for a close family member not listed in Section D above. The close family shall be interpreted to mean, son-in-law, daughter-in-law, brother-in-law, sister-in-law or other person residing in or who has resided in the same household and who clearly stands in the same relationship with the employee.
- F. Sick and Safe leave with pay, beyond relationships and uses defined in this Article 3.A.1-5, will be available to the employee based on definitions of uses described in MN State Statute 181.032 for eligible employees (see Appendix E in the back of this plan). The Earned Sick and Safe leave described under MN State Statute 181.032 is contained within this plan’s more generous leave provision of 15 days within Article 3 and not in addition to it.
- G. After accumulated sick leave has been used, and under conditions of a chronic or continuous illness or disability as certified by a medical doctor, an additional number of days of sick leave may be granted by the Superintendent or designee for the duration of such illness or disability.
- H. **Workers Compensation Leave:** When an employee is injured on the job in the service of the District and is collecting worker’s compensation insurance payments, the employee will not also receive a regular check from the District for those same days, but may draw upon available Sick Leave to cover the employee cost of any insurance benefits. Prior to collecting pay from Worker’s Compensation for a compensable work injury, employees will use available sick leave. Based on Worker’s Compensation rules, some or all this used sick leave will be credited back based on the length of time off according to Worker’s Compensation rules. Consult with Human Resources on use of sick time for work related injuries.
- J. **Long-Term Disability Leave:** At the time an employee becomes eligible to receive long-term disability compensation as provided in this Agreement, the employee will not also receive a regular check from the District for those same days, but may draw upon available Sick Leave to cover the employee cost of any insurance benefits as long as the employee continues on long-term disability compensation.

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7. **Personal Leave:** Up to two (2) days of personal leave may be granted per year. Such leave shall not be deducted from the accumulated leave. Circumstances, which qualify for use of this leave allowance, are those extraordinary situations that arise requiring attention which cannot be attended to outside of work hours and which is not covered under other policies.

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It is the responsibility of the employee to enter their time off requests, using the District online time off system to the appropriate supervisor, in advance, except in cases of extreme emergency. If an emergency makes it impossible to submit a request in advance, an oral request shall be submitted and then confirmed using the online system immediately upon the return of the employee. The request shall state the reason for the proposed leave. The appropriate supervisor reserves the right to refuse to grant such leave.

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In case of extreme emergency with approval of the Human Resource Director, the appropriate supervisor may grant additional leave with pay.

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8. **Bereavement Leave:** Employees eligible for basic accumulated leave also may be granted up to five (5) days bereavement leave in a contract year for death in the immediate family or close family (as defined in Section 6 – Sick Leave). The amount of leave allowed under this provision is subject to the discretion of the responsible administrator and shall not be deducted from basic accumulated leave. The amount of leave allowed under this provision is subject to the discretion of the Director of Human Resources and may depend on circumstances such as distance, the individual's responsibility for the funeral arrangements, and the employee's responsibility for taking care of the estate of the deceased, and shall not be deducted from sick leave. Additional requests for Bereavement consistent with this section may be granted and days in excess of five Bereavement Leave (5) days would be deducted from available accumulated leave. Requests to be absent from work for other than immediate or close family (as defined in Section 6 – Sick Leave), may be granted based on overall attendance and ability to cover the assignment. Any of these days granted would be deducted from available accumulated leave. Documentation, such as an obituary or funeral program, may be requested by the District for any bereavement leave request.

9. **General Leave of Absence:** A general leave of absence may be granted at the discretion of the District.

10. **Holidays:** An employee is eligible for paid time off on the following holidays, if those holidays fall within the employee's regular work year calendar: Independence Day (July 4), Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day, the day before or after Christmas Day, New Year's Day, the day before or after New Year's Day, Dr. Martin Luther King Jr. Day, Presidents' Day, Spring Break Friday, Memorial Day and Juneteeth (June 19).

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

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11. **Vacations:** An employee will initially receive twenty (20) days of vacation per year. After the completion of five (5) years, the employee will receive twenty-five (25 days) of vacation and the employee will receive thirty (30) days after the completion of ten (10) years of service in the District.

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Employees accrue vacation during a particular fiscal year (July 1 to June 30). Vacation accrued as of June 30 of each year will roll over to the next school year, up to a maximum of two and one half times (2.5x) the employee’s accrual rate in Article 11. The following July 1, when the new accrual is given, if the remaining days plus the new accrual amount exceeds 2.5x the accrual rate, then the excess days above 2.5x the accrual rate will be forfeited. Example, for employees who have an accrual rate of 20 days, they can never have more than 50 days in their vacation bank. If they have 35 days remaining, as of June 30th, when the new 20 days of vacation are given on July 1, the total balance would be 55 days and the five (5) excess days would be forfeited to bring the total back down to 50 days or 2.5x the accrual rate. This gives employees up to 24 months to use their vacation time.

The use of vacation days shall be subject to approval by the appropriate supervisor. An employee’s daily rate of pay shall be the daily rate in place at the time the vacation is used. Upon written resignation, the employees shall be paid for unused accrued vacation per contract up to a maximum of 30 days. Vacation amounts are based on 12-month duty year assignments. Positions with work years less than 12 months or where the employee starts after July 1 or terminate prior to June 30 shall receive vacation on a prorated basis.

**12. Health Care Savings Plan:** Employees hired on or after July 1, 2004 will participate in a Health Care Savings Plan (HCSP). Employees hired prior to July 1, 2004 who previously elected this plan may continue to participate in this HCSP with the understanding that it will not be retroactive and that there is no re-election of the retiree health insurance program (See Appendix C) in the future.

Employees who have completed full years of employment by June 30<sup>th</sup> of any year after 2004 and who are eligible for health insurance coverage (Art 4.A) will be automatically enrolled and receive the following District contributions to be placed in the employee’s HCSP account:

- \$ 0 annually                      Completed 0-4 years in the District.
- \$ 1,000 maximum annually    Completed 5-9 years in the District
- \$ 2,500 maximum annually    Completed 10-14 years in the District
- \$ 5,000 maximum annually    Completed 15+ years in the District

District contributions are based on full-time employment and paid a pro-rated based for less than 1.0 FTE based on eligibility in Art 4.A and also for less than the completion of a full-year.

The District is only responsible for the required contributions amounts. In the event of a District error in making the contributions, the District will correct the amounts contributed but is not responsible for any estimated gains or losses in the funds values. It is also the responsibility of the employee to track contributions amounts at least annually and notify the District promptly if the employee feels the amount contributed is incorrect, so that it can be corrected.

The maximum total District contributions to any employee’s HCSP account will be \$50,000.

More information about the Minnesota State Retirement Association Health Care Savings Plan can be found at <https://www.msrs.state.mn.us/>

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**13. Deferred Compensation Matching Program:** All eligible employees will be eligible to participate in the matching program starting with the 2004-2005 school year. The District will match the amount the employee is contributing up to the amounts defined below. District contributions will be on a prorated basis. Employees hired on or after July 1, 2004 will be eligible for this program and will not be eligible to participate in the District's former severance program. Employees hired prior to July 1, 2004, who previously elected to switch to Deferred Compensation can participate in this Deferred Compensation program on a voluntary basis but will not be eligible for both Deferred Compensation and Severance (See Appendix C). Employees who previously elected to participate in this program cannot change back to the District's severance plan. The District's contribution will be on a prorated basis.

Eligible employees must elect to participate in the deferred compensation program. Participation will continue at the same level until the Payroll Department is notified in writing of any change.

The District will pay its matching share of FICA and TRA taxes as provided in Minnesota Deferred Compensation legislation until legislation changes.

Effective July 1, 2022, the District will match eligible employee contribution up to 3.0% of annual scheduled salary and career increments.

The District is only responsible for the required contributions amounts. In the event of a District error in making the contributions, the District will correct the amounts contributed but is not responsible for any estimated gains or losses in the funds values. It is also the responsibility of the employee to track contributions amounts at least annually and notify the District promptly if the employee feels the amount contributed is incorrect, so that it can be corrected.

**14. Hold Harmless Clause:** The District agrees, subject to the provisions of this section, as a condition of this employment contract, that it shall defend, hold harmless, and indemnify the employee from any and all demands, claims, suits, actions and legal proceedings brought against the employee in his/her individual capacity, or in his/her official capacity as agent and employee of the District, provided the incident arose while the employee was acting within the scope of his/her employment and acting in good faith.

**15. Other Provisions:**

**A. Mileage Allowance:** For employees required to use a vehicle for District business will receive a travel allowance of \$150 per month for expenses incurred in connection with District business within the metropolitan area. This amount may be paid monthly or per pay period at the discretion of the Business Office and will only be paid during months within the employee's approved work year. This allowance will be prorated for less than full-time (1.0 FTE) and less than 12-month assignments. For employees who believe that they drive more than this allowance provides, that employee may notify the Human Resource Director that she/he elects to stop this mileage allowance and participate in the District Mileage reimburse plan and submit actual mileage driven. This election by the employee may be made one time per year before July 1 of any year. The employee's supervisor will need to verify at least annually by June 1 of each year with Human Resources, if the employee should receive this mileage allowance or move to the mileage reimbursement plan.

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**B. Convention Attendance:** The District will pay expenses for attendance at one national convention and one state convention annually, provided funding allows.

**C. Jury Duty:** An employee who serves on jury duty will be granted the day or days necessary, as stipulated by the court to discharge this responsibility, without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be kept by the employee. If an employee is released from jury duty for a full or half-day, the employee shall report back to work for the remainder of the day while on paid status.

**D. Evaluations:** Employees will receive formal written performance evaluations reviewed by their at least annually.

All formal evaluations of employees will be online in the Districts Performance Evaluation System. The evaluation will be viewed online and viewable by the employee at the time of the personal conference or within five (5) working days thereafter. The employee will sign the online form and then it will be signed by the supervisor. In the event that the employee feels that the evaluation was incomplete or unjust, they may put those objections in writing and have them attached to the evaluation report as part of their personnel file.

**16. Salary:**

**A. Ranges:** The District will create and maintain salary ranges for positions in this group (See Appendix B - Salary Ranges).

For the 2024-25 contract year, the salary ranges will be increased by 3.0%

For the 2025-26 contract year the salary ranges will be increased by 3.0%.

**B. Movement on the Salary Schedule:** The Superintendent will meet with the Human Resources Director and determine the placement of employees within the ranges and annual movement through the ranges. Movement through the ranges will be determined by the District and function similarly to step movement in other groups. An employee with satisfactory performance will typically receive one step movement each July 1. Employees with a performance rating below meets standards or on a corrective action plan will not be eligible for additional movement. Employees will generally need to be hired by February 1 to considered for step advancement the following July 1. In the event that a current employee's salary is outside the established ranges, the action will be taken over time to move the salary to be within the range. Employees will be able to review their assignment and annual salary each year in the Employee Access Portal.

**C. Method of Payment:** Employee shall be paid in twenty-four (24) payments, such paydays to be on the 15<sup>th</sup> and the last day of each month. In the event that the paydays fall on the weekend or holiday, the payday shall be the preceding workday. The District may choose to move payroll to 26 payments and pay every other Friday. In the event the District plans to move pay dates, it will give the Professional Employee Group not less than six (6) months of notice and meet and confer on the plan for implementing the change.

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**D. Deduction:** In the event of an absence without leave and a pay deduction is to be made for such absence, the amount of the deduction for each day's absence shall be equal to the employee's daily rate of pay. Whenever it is necessary to calculate a per diem rate for purposes of this contract, the amount shall be the annual salary divided by 260. If an employee leaves employment and has used more days than credited for sick leave or vacation or has unpaid debts, such as, school lunch account, then the pay deduction will be made from the final check.

**17. Longevity (Non-cumulative):** The District will provide additional longevity steps beyond step 11 of the salary schedule. The amounts are based on a full-time 12-month assignment. Salary and longevity payments will be prorated for less than full-time or full-year assignments.

After completing 14 years of credited service with the District - \$3,000

After completing 19 years of credited service with the District - \$4,000

After completing 24 years of credited service with the District - \$5,000

**18. Dispute Resolution Process:**

**A. Purpose and Procedure:** Good morale is maintained, whenever problems arise, by the sincere efforts of all persons concerned working toward constructive solutions in an atmosphere of courtesy, cooperation and good faith. The parties acknowledge that it is desirable for an employee and the employee's immediate supervisor to informally resolve grievances. However, since all matters cannot be resolved satisfactorily in this manner, a formal process is provided as an alternative. This complaint resolution procedure has been developed as a means of securing, at the lowest possible administrative level, prompt and equitable solutions to those disputes not settled on an informal basis. This process will be as informal and confidential as practical to any level of the procedure. Further, the investigation and processing of any complaint or issues reviewed as part of this process shall be conducted in a professional manner at such times as not to cause undue interruptions of established work schedules.

**B. Representative:** The employee may bring the issue or may bring a representative of the Professional Employee Group. The District shall be represented during all steps of this procedure by its designated representative.

**C. Issues Covered:** A "covered event" shall mean an allegation by an employee covered by this Agreement, resulting from a dispute or disagreement as to the interpretation or application of any term or terms of this Agreement.

**D. Informal:** If an employee believes there has been an issue that is a violation of this Agreement, the employee shall discuss the matter with the responsible supervisor and/or the Human Resources Director within fifteen (15) days of the occurrence of the event or within fifteen (15) days after the employee and should have known about the facts which give rise to this issue or issues. If the issue is not resolved as a result of this meeting, the employee may ask for a formal review in writing. Failure to ask for a formal review at the informal step within the time period set forth above shall be deemed a waiver of that issue. Failure to appeal for a higher review from one level to another within the periods provided shall also constitute a waiver.

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E. **Formal: Level 1:** The formal written request, signed by the employee will be presented to the supervisor within thirty (30) days after the informal review. The supervisor will meet with the employee and group representative within ten (10) days after receipt of the Level 1 written request and give a written answer to the employee within seven (7) days of the meeting. The employee has seven (7) days in which to either accept the answer or appeal it in writing to the next level.

**Level 2:** If the issue has not been resolved in Level 1, it may then be processed to Level 2 by the employee and sending the written request for review to the Superintendent. The Superintendent or his/her designee will meet within fifteen (15) days after receipt of the written appeal to discuss the issues with the employee in a good-faith effort to resolve the matter. Within ten (10) days of the meeting the Superintendent or his/her designee shall submit his/her written answer to the employee. The decision by the Superintendent will be the final review.

19. **Duration:** This Agreement shall remain in full force and effect for a period starting July 1, 2024 through June 30, 2026, and thereafter as provided by P.E.L.R.A.

A. **Complete Agreement:** This Agreement constitutes the full and complete Agreement between the District and Professional Employee Group. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

B. **Severability:** The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provision of this Agreement or the application of any provision thereof.

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Professional Employee Group

2024-2026

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IN WITNESS WHEREOF, the Board approves and executes the terms and conditions of employment for employees within the Professional Employee Group:

Independent District No. 283

6300 Walker Street

St. Louis Park, MN 55416

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\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Clerk

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Superintendent

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Human Resources Director

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024

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### Appendix A – Professional Employee Group Job Titles

The terms and conditions apply to professional employee job classifications not covered by labor agreements within Saint Louis Park Public Schools. This group includes:

Position Classification:	Salary Range
<u>ADULT PROGRAM COORDINATOR</u>	<u>10</u>
<u>ATHLETICS COORDINATOR</u>	<u>10</u>
<u>HUMAN RESOURCES SPECIALIST 1</u>	<u>10</u>
<u>KIDS PLACE STAFFING COORDINATOR</u>	<u>10</u>
<u>MULTICULTURAL ASSISTANT</u>	<u>10</u>
<u>TECHNOLOGY ACCOUNT SPECIALIST</u>	<u>11</u>
<u>ACCOUNTANT</u>	<u>12</u>
<u>ACHIEVEMENT &amp; SUPPORT COORDINATOR</u>	<u>12</u>
<u>ADULT PROGRAM SPECIALIST</u>	<u>12</u>
<u>ASSESSMENT &amp; RESEARCH SPECIALIST</u>	<u>12</u>
<u>COMMUNICATIONS SPECIALIST</u>	<u>12</u>
<u>DATABASE SPECIALIST</u>	<u>12</u>
<u>FACILITIES COORDINATOR*</u>	<u>12</u>
<u>HUMAN RESOURCES SPECIALIST 2</u>	<u>12</u>
<u>STUDENT DATA COORDINATOR</u>	<u>12</u>
<u>TESTING COORDINATOR</u>	<u>12</u>
<u>YOUTH ENRICHMENT COORDINATOR</u>	<u>12</u>
<u>MIDDLE SCHOOL OPERATION SUPERVISOR</u>	<u>13</u>
<u>MULTICULTURAL LIAISON</u>	<u>13</u>
<u>SPECIAL SERVICES PROGRAM ANALYST</u>	<u>13</u>
<u>TEACHING AND LEARNING COORDINATOR</u>	<u>13</u>
<u>TECHNOLOGY SUPPORT COORDINATOR</u>	<u>13</u>
<u>CHILD CARE PROGRAM COORDINATOR</u>	<u>14</u>
<u>CURRICULM COORDINATOR</u>	<u>14</u>
<u>DIGITAL LEARNING TRAINER</u>	<u>14</u>
<u>HUMAN RESOURCES CONSULTANT</u>	<u>14</u>
<u>PAYROLL COORDINATOR</u>	<u>14</u>
<u>SENIOR COMMUNICATIONS SPECIALIST</u>	<u>14</u>
<u>DATA SCIENTIST</u>	<u>16</u>

NOTE: Positions denoted with an asterisk (\*) are currently inactive and would be reviewed before reposting.

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Appendix B – Professional Salary Ranges

2024-25 Professional Ranges – Effective July 1, 2024

Grade	10	11	12	13	14	15	16
Professional EFP Range	1	2	3	4	5	6	7
Step 1	\$46,661	\$50,210	\$53,759	\$58,709	\$63,587	\$68,909	\$74,675
Step 2	\$49,368	\$53,129	\$56,891	\$62,107	\$67,279	\$72,921	\$79,033
Step 3	\$52,076	\$56,050	\$60,024	\$65,506	\$70,970	\$76,932	\$83,390
Step 4	\$54,783	\$58,970	\$63,157	\$68,905	\$74,662	\$80,943	\$87,747
Step 5	\$56,948	\$61,306	\$65,664	\$71,624	\$77,615	\$84,151	\$91,232
Step 6	\$59,114	\$63,642	\$68,170	\$74,343	\$80,568	\$87,359	\$94,718
Step 7	\$60,918	\$65,588	\$70,258	\$76,609	\$83,029	\$90,034	\$97,622
Step 8	\$62,362	\$67,146	\$71,929	\$78,422	\$84,998	\$92,173	\$99,946
Step 9	\$63,445	\$68,314	\$73,182	\$79,782	\$86,475	\$93,777	\$101,689
Step 10	\$64,167	\$69,092	\$74,018	\$80,688	\$87,459	\$94,848	\$102,851
Step 11	\$64,708	\$69,676	\$74,644	\$81,368	\$88,197	\$95,649	\$103,722
Step 12-CI	\$64,708	\$69,676	\$74,644	\$81,368	\$88,197	\$95,649	\$103,722
Step 13-CI	\$64,708	\$69,676	\$74,644	\$81,368	\$88,197	\$95,649	\$103,722
Step 14-CI	\$64,708	\$69,676	\$74,644	\$81,368	\$88,197	\$95,649	\$103,722
Step 15-CI	\$67,708	\$72,676	\$77,644	\$84,368	\$91,197	\$98,649	\$106,722
Step 16-CI	\$67,708	\$72,676	\$77,644	\$84,368	\$91,197	\$98,649	\$106,722
Step 17-CI	\$67,708	\$72,676	\$77,644	\$84,368	\$91,197	\$98,649	\$106,722
Step 18-CI	\$67,708	\$72,676	\$77,644	\$84,368	\$91,197	\$98,649	\$106,722
Step 19-CI	\$67,708	\$72,676	\$77,644	\$84,368	\$91,197	\$98,649	\$106,722
Step 20-CI	\$68,708	\$73,676	\$78,644	\$85,368	\$92,197	\$99,649	\$107,722
Step 21-CI	\$68,708	\$73,676	\$78,644	\$85,368	\$92,197	\$99,649	\$107,722
Step 22-CI	\$68,708	\$73,676	\$78,644	\$85,368	\$92,197	\$99,649	\$107,722
Step 23-CI	\$68,708	\$73,676	\$78,644	\$85,368	\$92,197	\$99,649	\$107,722
Step 24-CI	\$68,708	\$73,676	\$78,644	\$85,368	\$92,197	\$99,649	\$107,722
Step 25-CI	\$69,708	\$74,676	\$79,644	\$86,368	\$93,197	\$100,649	\$108,722

**Longevity (Non-cumulative):** The District will provide a longevity payment in addition to salary based on a full-time 12-month assignment beyond Step 11 of the schedule. Longevity and salary payments will be prorated for less than full-time or full-year assignments.

- After completing 14 years of credited service with the District: \$3,000
- After completing 19 years of credited service with the District: \$4,000
- After completing 24 years of credited service with the District: \$5,000

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Professional Employee Group

2024-2026

2025-26 Professional Ranges – Effective July 1, 2025

Range	10	11	12	13	14	15	16
Step 1	\$48,061	\$51,717	\$55,372	\$60,470	\$65,495	\$70,976	\$76,915
Step 2	\$50,849	\$54,723	\$58,598	\$63,970	\$69,297	\$75,109	\$81,404
Step 3	\$53,638	\$57,731	\$61,825	\$67,471	\$73,099	\$79,240	\$85,892
Step 4	\$56,426	\$60,739	\$65,051	\$70,972	\$76,901	\$83,371	\$90,379
Step 5	\$58,656	\$63,145	\$67,633	\$73,773	\$79,943	\$86,676	\$93,969
Step 6	\$60,887	\$65,551	\$70,215	\$76,574	\$82,985	\$89,980	\$97,559
Step 7	\$62,746	\$67,556	\$72,366	\$78,908	\$85,520	\$92,735	\$100,551
Step 8	\$64,233	\$69,160	\$74,087	\$80,775	\$87,548	\$94,938	\$102,944
Step 9	\$65,348	\$70,363	\$75,377	\$82,175	\$89,069	\$96,591	\$104,739
Step 10	\$66,092	\$71,165	\$76,238	\$83,109	\$90,083	\$97,693	\$105,936
Step 11	\$66,649	\$71,767	\$76,883	\$83,809	\$90,843	\$98,518	\$106,834
Step 12-CI	\$66,649	\$71,767	\$76,883	\$83,809	\$90,843	\$98,518	\$106,834
Step 13-CI	\$66,649	\$71,767	\$76,883	\$83,809	\$90,843	\$98,518	\$106,834
Step 14-CI	\$66,649	\$71,767	\$76,883	\$83,809	\$90,843	\$98,518	\$106,834
Step 15-CI	\$69,649	\$74,767	\$79,883	\$86,809	\$93,843	\$101,518	\$109,834
Step 16-CI	\$69,649	\$74,767	\$79,883	\$86,809	\$93,843	\$101,518	\$109,834
Step 17-CI	\$69,649	\$74,767	\$79,883	\$86,809	\$93,843	\$101,518	\$109,834
Step 18-CI	\$69,649	\$74,767	\$79,883	\$86,809	\$93,843	\$101,518	\$109,834
Step 19-CI	\$69,649	\$74,767	\$79,883	\$86,809	\$93,843	\$101,518	\$109,834
Step 20-CI	\$70,649	\$75,767	\$80,883	\$87,809	\$94,843	\$102,518	\$110,834
Step 21-CI	\$70,649	\$75,767	\$80,883	\$87,809	\$94,843	\$102,518	\$110,834
Step 22-CI	\$70,649	\$75,767	\$80,883	\$87,809	\$94,843	\$102,518	\$110,834
Step 23-CI	\$70,649	\$75,767	\$80,883	\$87,809	\$94,843	\$102,518	\$110,834
Step 24-CI	\$70,649	\$75,767	\$80,883	\$87,809	\$94,843	\$102,518	\$110,834
Step 25-CI	\$71,649	\$76,767	\$81,883	\$88,809	\$95,843	\$103,518	\$111,834

**Longevity (Non-cumulative):** The District will provide a longevity payment in addition to salary based on a full-time 12-month assignment beyond Step 11 of the schedule. Longevity and salary payments will be prorated for less than full-time or full-year assignments.

- After completing 14 years of credited service with the District: \$3,000
- After completing 19 years of credited service with the District: \$4,000
- After completing 24 years of credited service with the District: \$5,000

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**APPENDIX C: Provisions that apply to employees hired prior to specified dates:**

**SEVERANCE PAY (formerly Section 9 for employees hired prior to 7/1/2004)**

Severance Pay: This section only applies to employees hired before July 1, 2004. Subject to M.S. 465.72, full-time employees who have completed at least twelve (12) years of continuous service with the District and who are at least fifty-five (55) years of age; or, regardless of age have completed at least twenty-five (25) years of credit with the Minnesota State Public Employees Retirement Association or the Minnesota State Teacher's Retirement Association, at least twelve (12) years of which involve service in the St. Louis Park District, shall be eligible for severance pay pursuant to these provisions upon submission of a written resignation accepted by the School Board. An eligible employee shall receive as severance pay an amount representing one hundred (100) days' pay. Severance pay shall not be granted to any employee who is discharged for cause by the District.

In addition to the severance pay provided above, an eligible employee shall receive, as severance pay upon retirement, the amount obtained by multiplying the employee's daily rate of pay by the employee's number of unused leave days, but in any event not to exceed one (1) year's salary.

In applying these provisions, an employee's daily rate of pay shall be the daily rate at the time of retirement, and shall not include any additional compensation.

The District shall provide payment equal to the value of the employee's severance pay directly into the employee's 403b custodial account or other tax-sheltered provision of the Internal Revenue Code. Employees will no longer receive any direct payment from the District for severance pay.

The District's annual contribution into the employee's traditional 403b custodial account or other tax-sheltered provision pursuant to Minn. Stat. § 356.24 and provisions of the Internal Revenue Code shall not exceed the annual IRS contribution limit for such contributions. If any part of the severance pay due to the employee exceeds the IRS contribution limit for a given year, any such amount shall be paid to an account on behalf of the employee for a health care savings plan as agreed upon by the District and the exclusive Representative for such plans pursuant to the provisions of Minn. Stat. § 356.24, consistent with IRS limitations and consistent with the payment schedule.

Employees will receive payment in equal annual installments over a period of two (2) years from the effective date of retirement. Employees must give notice to the District by March 1 of the year in which they plan to retire. The two payments will be processed after July 1 in the fiscal years following notice and retirement. No severance payment will be made to a taxable Roth Option

Employees hired on or after July 1, 2004 will not be eligible to participate in the District's severance program.

**Tax-sheltered Annuity (formerly Section 1 G):** The District shall participate in a matching tax-sheltered annuity program for all full-time employees who are Severance eligible. The amount contributed by the District in a school year shall not exceed 2 1/2 % of the employee's salary. If hired on or after July 1, 2006, the employee will not be eligible to participate in the District tax-sheltered annuity program.

**Retiree Insurance (formerly Section 10 Section for employees hired prior to 7/1/2004)**

District Medical Insurance Contribution for Eligible Retirees: This section only applies to employees hired before July 1, 2004.

An employee retiring with severance pay shall be eligible for insurance benefits as follows:

- (a) The employee shall be eligible to continue participation in the District group medical insurance plan, if permitted by the terms of the policy with the insurance carrier, until the date of the employee's sixty-fifth (65) birthday. Except as otherwise provided in 13b hereof, the employee shall pay the entire premium for such coverage.
- (b) The District shall contribute the dollar amount provided by the benefits in effect at the time of the employee's retirement until the employee reaches the age of sixty-five (65) or the expiration of five (5) years from the date of the employee's retirement, whichever occurs first. The portion of the premium not contributed by the District shall be borne by the employee.
- (c) An employee who has reached the age of sixty-five (65) and has maintained continuous coverage, and has a spouse less than age sixty-five (65) shall be eligible to purchase hospitalization and major medical insurance at group rates covering such spouse by paying the entire premium for such coverage, until such time that the spouse reaches age sixty-five (65) or upon the expiration of five (5) years from the date the employee reached age sixty-five (65), whichever occurs first.



Professional Employee Group

2024-2026

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APPENDIX D – MINNESOTA EARNED SICK AND SAFE TIME EMPLOYEE NOTICE



Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. As a regular employee working at least four hours per day or more, the earned sick leave plan in your employee agreement is more generous than required in Minnesota Statutes § 181.9447, subdivision 9 and incorporates the definitions of time off under the statute. If you are a temporary employee or an employee who is scheduled to work less than four hours per day, then you will receive the earned sick and safe leave of one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year as specified in Minnesota Statutes § 181.9447, subdivision 9. A year for purposes of the employee’s earned sick and safe time accrual is: July 1<sup>st</sup> to June 30<sup>th</sup> each year.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee’s earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee’s mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee’s family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee’s workplace due to weather or public emergency or closure of their family member’s school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

For regular full and part-time employees scheduled at least four hours per day or more, you should refer to your employee agreement about reporting sick time off. In general, you should report your time off using the district’s online time off reporting system. If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, they should enter that time off request in the online time off system as far in advance as possible, but at least two days in advance. In situations where an employee cannot provide advance notice, the employee should, should report that absence as soon as possible and before the start of your shift if possible.

For temporary employees who typically work less than four hours per day or casual employees who do not work five days per week on a regular basis, if you need to request time off you should notify your supervisor to record the time off as far in advance as possible. If a temporary employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, they should notify their supervisor as far in advance as possible, but at least two days in advance. In situations where a temporary employee cannot provide advance notice, the employee should, should report that absence to their supervisor as soon as possible and before the start of the shift that day, if possible.

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### Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

### For more information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or <https://www.dli.mn.gov/laborlaw> or visit the department's earned sick and safe time webpage at <https://dli.mn.gov/sick-leave>

This document contains important information about your employment. Check the box at the left and give it to Human Resources or your supervisor to receive the information in this language.

Spanish/Español	Este documento contiene información importante sobre su empleo. Marque la casilla a la izquierda para recibir esta información en este idioma.
Hmong/Hmoob	Daim ntawv no muaj cov xov tseem ceeb haiv txog thaum koj ua hauj lwj. Khij lub npauv ntawm sab laug yog koj xav tau cov xov tseem ceeb no txhais ua lus Hmoob.
Vietnamese/Việt ngữ	Tài liệu này chứa thông tin quan trọng về việc làm của quý vị. Đánh dấu vào ô bên trái để nhận thông tin này bằng Việt ngữ.
Simp. Chinese/简体中文	本文件包含与您的雇用相关的重要信息。勾选左边的方框将接收以这种语言提供的信息。
Russian/русский	Данный документ содержит важную информацию о вашем трудоустройстве. Отметьте галочкой квадрат слева для получения этой информации на данном языке.
Somali/Soomaali	Dokumentigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan shaqadaada. Calaamadi sanduudqan haddii aad rabto inaad macluumaadkan ku hesho luqaddan.
Laotian/ລາວ	ເອກະສານນີ້ມີຂໍ້ມູນທີ່ສໍາຄັນກ່ຽວກັບການຈ້າງງານຂອງທ່ານ. ກວດເບິ່ງກອງທີ່ຊົ່ວເຮັດອັດສະປຸນນີ້ໃນພາສານີ້.
Korean/한국어	이 문서에는 귀하의 고용 형태에 관련된 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요.
Tagalog/Tagalog	Ang dokumentong ito ay nagtataglay ng mahalagang impormasyon tungkol sa iyong pagtatrabaho. Lagyan ng tsek ang kahon sa kaliwa upang matanggap ang impormasyong ito sa wikang ito.
Oromo/Oromoo	Waraqaan kun waayee hojii keetii odeeffannoo barbaachisoo ta'an qabatee jira. Saaxinnii karaa bitaatti argamu kana irratti mallattoo godhi yoo afaan Kanaan barreeffama argachuu barbaadde.
Amharic/አማርኛ	ይህ ደብዳቤ ለአገልግሎት ሰጪዎቹ ለሰጪ ሰራተኛ የያዘ ነው። ይህንን ደብዳቤ ስለተገኘ በኩል ባለው ቋንቋ ተተርጉሞ ለንዲሰጡት ክፍለ ገዢው ስለተገኘ በኩል ባለው ባጥን ውስጥ ምልክት ያድርጉ።
Karen/ကညီကျိာ်	လၢ်တၢ်လၢ်တၢ်ခၢၢ်ခၢၢ်တၢ်ဂၢၢ်ဂၢၢ်အကၢၢ်နီၣ်လၢအတၢ်ဃးနီၣ်တၢ်ခၢၢ်ခၢၢ်လၢ။ တၢ်နီၣ်တၢ်ခၢၢ်ခၢၢ်တၢ်လၢအတၢ်ကၢၢ်နီၣ်တၢ်ဂၢၢ်ဂၢၢ်လၢအတၢ်ခၢၢ်ခၢၢ်တၢ်ကၢၢ်နီၣ်။
Arabic/العربية	يحتوي هذا المستند على معلومات مهمة حول عمالك. ضع علامة في المربع على اليمين للحصول على هذه المعلومات في هذه اللغة.

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