



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

May 15, 2014

AGENDA ITEM: 4.1

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

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. The following groups have adjustments to their policies: Shop Foreperson and Locker Room Attendant.

RECOMMENDATION: Administration recommends approval of the adjustments to the 2012-2014 general benefits group employment policies for the Shop Foreperson and Locker Room Attendant positions.

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. Effective 7-1-2013, the Locker Room Attendant will be paid \$9.85 per hour.

SHOP FOREPERSON

B33

July 1, 2012 – June 30, 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. **Effective 7-1-2013, the Shop Foreperson shall be eligible for \$200.00 per month for professional expenses.**