

## **CASUAL HOURLY TERMS & CONDITIONS OF EMPLOYMENT**

### **SECTION 1. LEAVES**

Subd. 1 – Sick & Safe Leave: Employees in the group shall earn sick and safe leave at a rate of one (1) hour for every thirty (30) hours worked, up to a maximum of forty-eight (48) hours during each fiscal year. Employees may carry over up to a maximum of eighty (80) hours of accrued safe and sick leave to a subsequent fiscal year.

Sick and safe leave shall be granted whenever an employee's absence is found to have been due to a disease, disorder, or illness of the mind or body of the employee. The proper sick leave forms must be submitted by the employee.

The District may require an employee to furnish a medical certificate from a physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick and safe leave. Failure to provide required medical certification or other reasonable documentation as defined by state or federal law within thirty (30) days of such request may result in the leave being recorded as an unauthorized absence without pay.

It shall be the responsibility of the employee to notify the District office and/or their immediate supervisor or designee to report sickness prior to the time the employee is scheduled to report to work.

Sick and safe leave may be used for serious illness in the immediate family. Immediate family to be defined as: spouse, parent, child (includes adult child), parent-in-law, sibling, son-in-law, daughter-in-law, grandparents, grandchild, brother-in-law, sister-in-law, member of the employee's household, or as defined by applicable state or federal law. Information on applicable state or federal law are posted on official bulletin boards at each work site. The district may require an employee to furnish a medical certificate or other reasonable evidence of such illness for leave under this subdivision.

Subd. 2 – Bereavement: The Superintendent or designee may grant absences without pay for up to three (3) full and consecutive days per bereavement relating to the death of a member of the immediate family. Immediate family for the purposes of this section shall include: spouse, parent, child (includes adult child), parent-in-law, sibling, son-in-law, daughter-in-law, stepchild, grandparents, grandchild, brother-in-law, or sister-in-law.

Subd. 3 – Vacation: Employees in this group shall not earn vacation.

### **SECTION 2. INSURANCE**

Subd. 1 – Hospitalization and Medical: After being employed continuously for thirty (30) hours or more per week for a two (2) month period, the District will pay directly to the insurance company, a portion of the premium, up to \$350 per month for group hospitalization, medical and major medical coverage.

Should the employee wish to have family coverage for dependents, he/she may do so by written authorization to deduct the additional premium payment from salary and complete the required insurance forms.

Coverage for eligible employees will be effective the first of the month following two calendar months of employment.

### **SECTION 3. COMPENSATION**

Pay rates shall be in accordance with the currently approved Hourly Rates and Stipends.

In witness thereof, the School Board has executed the agreement effective this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Independent School District #31

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Board Clerk