

Becker Public Schools

Independent School District #726

Becker, Minnesota

Community Education Non-certified Employees

Employee Handbook

2022 – 2023

Approved by the Board of Education:

This document is approved by the Board of Education of the Becker Public Schools, Independent School District #726, Becker, Minnesota and covers the following Becker Community Education non-certified employees:

- Camp Opportunity Program Leads and Classroom Assistants
- Community Education Program Supervisors
- Aquatics Staff
- Student employees

Duration: This handbook shall be in force beginning July 1, 2022 through June 30, 2023.

At Will Employees: Community Education employees are employed at will and may be terminated at any time with or without cause.

HOURS OF SERVICE AND WORK YEAR

A normal work year for purposes of this handbook shall be established each year by the school district. Hours per day may vary by position and shall be established by the School District.

Employees working 8 or more hours per day shall be provided with a duty-free lunch period of 30 minutes.

Total hours worked in all positions covered in this document will be combined to determine an employee's benefits.

Step Placement and Advancement.

The School District shall determine the placement and advancement of an employee on the wage schedules. The district reserves the right to withhold a wage increase in individual cases when it can be shown that a deficiency exists in the individual's work performance.

Employees hired on or after January 1 will not receive a step advancement until July 1 of the following year (i.e., employees hired on or after January 1, 2022, shall receive a step advancement on July 1, 2023.)

Rates of Pay.

Rates of pay shall be determined by the wage schedules included in this Handbook. Payroll shall be administered on or about the 10th and the 25th of each month.

Overtime.

An employee will receive overtime pay at the rate of one and one half (1.5) times the employee's regular rate of pay for hours worked in excess of forty (40) during the regular workweek. No employee may work in excess of forty (40) hours during a regular workweek without prior approval from the Community Education Director or the Community Education Director's designee.

Recording Hours Worked.

The District may require employees to use a time clock or other method of recording hours worked. Employees shall be paid for all time worked.

INSURANCE

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

Eligibility. Employees must work a minimum of 20 hours per week to be eligible for enrollment in the District's insurance plan. Employees must work a minimum of 30 hours per week to be eligible for a District contribution.

Health and Hospitalization Insurance.

Employees who are assigned to work 20 or more hours per week may elect to participate in one of the District's health insurance options. Employees may elect either single or family coverage. Employees working 20-29 hours per week shall not be eligible for a District contribution, the employee will be responsible for 100% of the insurance premium. Employees working 30-40 hours per week will receive the contribution amounts listed below.

The District shall contribute a sum not to exceed eight thousand five hundred dollars (\$8,500) toward the premium for single or family coverage for employees working 30 hours or more per week for twelve (12) months and seven thousand nine hundred dollars (\$7,900) toward the premium for single or family coverage for employees working 30 hours or more per week for nine (9) months (September - May). If an employee enrolls in a plan and receives District contributions, but does not fulfill the eligibility requirements listed above, that employee shall be responsible for reimbursing the District for any contributions that were made in excess of eligibility.

The monthly contributions listed below will be made for group medical and hospitalization for each full-time employee who is enrolled in the group health and hospitalization plan selected by the District. Any additional costs of the premium shall be borne by the employee and paid by payroll deduction;

Plan 1 (\$15 Copay). From July 1, 2022 through June 30, 2023, the District shall contribute up to seven hundred eight dollars and thirty-three cents (\$708.33) per month toward the cost of the premium for each twelve-month full-time employee or six hundred fifty-eight dollars and thirty-three cents (\$658.33) toward the cost of the premium for each nine-month full-time employee who has selected single or family coverage under Health Partners \$15 Copay Plan. The employee shall pay any remaining premium costs by payroll deduction.

Plan 2 (\$20 Copay). From July 1, 2022 through June 30, 2023, the District shall contribute up to seven hundred eight dollars and thirty-three cents (\$708.33) per month toward the cost of the premium for each twelve-month full-time employee or up to six hundred fifty-eight dollars and thirty-three cents (\$658.33) toward the cost of the premium for each nine-month full-time

employee who has selected single or family coverage under Health Partners \$20 Copay Plan. The employee shall pay any remaining premium costs by payroll deduction.

Plan 3 (\$1,500/\$3,000 - HSA). From July 1, 2022 through June 30, 2023, the District shall contribute up to seven hundred eight dollars and thirty-three cents (\$708.33) per month toward the cost of the premium for each twelve-month full-time employee or six hundred fifty-eight dollars and thirty-three cents (\$658.33) toward the cost of the premium for each nine-month full-time employee who has selected single or family coverage under Health Partners \$1,500/\$3,000 Deductible Plan. The employee shall pay any remaining premium costs by payroll deduction.

In addition, for the period of July 1, 2022 through June 30, 2023, the remaining amount, if any, shall be paid by the School District into a Health Savings Account (HSA), in the employee's name, on a monthly basis. The employee may choose to contribute to their HSA account through payroll deductions, up to the applicable IRS limits. This is applicable to employees enrolled in the HSA plan (Plan 3).

No Claims Against District. The District is not guaranteeing that any particular claim will be paid or covered by insurance, or that any specific amount will be paid out under any insurance policy. The District's only obligation is to pay the amounts stated. No grievance, claim, or cause of action may be brought against the District as the result of a denial of insurance benefits by the insurance carrier.

Duration of Insurance Contribution. Upon termination of employment for any reason, an employee is no longer eligible to receive any contribution from the District toward the cost of any insurance premium. The District's obligation to make any payment toward any insurance premium for such an employee shall cease effective on the employee's last day of employment.

Paid Leave Days

Eligibility and Allocation.

Employees must complete one (1) year of service and have worked 15 or more hours per week to be eligible for Paid Leave Days. Employees starting on or before December 31st shall be deemed to have met one year of service, as of July 1st of the following year.

The District shall use a look-back method to determine 9-month vs 12-month employees, and the average number of hours worked per day. The look-back period will be July 1st - June 30th of each year.

Paid Leave Days shall be allocated each July, based on the average number of hours worked in the previous 12-month period (determined by the look-back method mentioned above).

Nine (9) month employees: In order to be eligible for the 9-month employee paid leave outlined in this section, employees must be assigned to work 15 or more hours per week during the school year (September - May).

Twelve (12) month employees: In order to be eligible for the 12-month paid leave outlined in this section, employees must be assigned to work 15 or more hours per week, 12-months per year.

Summer Employees: Employees working an average of 15 hours per week during the summer months (June-August), shall receive (1) one extra day of pay on or about the September 25th payroll. This will be in addition to any other paid days an employee may be entitled to.

Length of Paid Leave Day. An employee may only claim paid leave equal to their assigned work hours on a day of absence. If the number of assigned work hours for a given day is less than the hours of leave earned by the employee, the remaining hours may be claimed for a subsequent absence(s). An employee may not claim paid leave on a day when they are not scheduled to work.

Tracking of Paid Leave Days. All tracking of paid leave earned by an employee will be calculated in hours and tracked by the supervisor and payroll department.

Sick Leave.

Nine (9) month employees: An employee who meets the eligibility requirement for paid leave days shall receive sick leave at a rate of one (1) day for each month of service (September through May – 9 days per year). This shall be allocated in July of each year.

Twelve (12) month employees: A twelve month employee who meets the eligibility requirement for earning paid leave days during the summer shall earn sick leave at a rate of one (1) day for each month of service (12 days per year).

Unused sick leave may accumulate to a maximum of 150 days.

An employee may use accumulated sick leave whenever the employee's absence is found to have been due to an illness or disability that prevented the employee from attending work and performing duties on that day.

An employee may use accrued sick leave for absences due to an illness of or injury to the employee's spouse, adult child, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent for reasonable periods of time as the employee's attendance may be necessary, on the same term upon which the employee is able to use sick leave benefits for the employee's own illness or injury. This leave is limited to 150 hours in any 12-month period. In addition, the school district shall include any additional relatives named in Minnesota Statute 181.9413.

The District may require an employee to 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. However, the final determination as to the eligibility of an employee for sick leave is reserved to the school district. In the event that a medical certificate is required, the employee will be advised.

Sick leave shall be deducted from the accrued sick leave hours earned by an employee. Upon termination of employment for any reason, any accumulated sick leave shall be forfeited. The employee shall not be reimbursed for any unused accumulated sick leave.

Sick leave pay shall be approved only upon submission of a signed request form, available at the office.

Personal Leave.

Nine (9) month employees: An employee who meets the eligibility requirement for paid leave days shall be eligible for two (2) days of personal leave per school year (September through May). Such leave may accumulate up to three (3) days. A written request for personal leave is to be made to the Camp Opportunity Coordinator at least two (2) weeks in advance, except in emergencies where an oral request through the Coordinator will be considered. If more than the allocated number of employees apply for any given day, the leave shall be granted in order that the requests are received.

An employee who separates from employment with the District for any reason shall forfeit any unused personal leave.

Paid Vacation.

Twelve (12) month employee: A twelve (12) month employee who meets the eligibility requirement for paid leave days during both the school year and the summer (see "Eligibility for Paid Leave Days" section) shall be eligible for five (5) days of paid vacation per year. Two days of unused vacation may be carried over to the next fiscal year.

An employee shall be entitled to receive the prorated pay for unused vacation time provided the employee submits a written notice of resignation at least two week in advance of the resignation date.

All requests for paid vacation days must be pre-approved by the respective program coordinator. Requests for particular days may be denied due to staffing needs of Community Education programs.

Paid Holidays.

Employees who meet the eligibility requirement for paid leave days shall receive holiday pay, provided that they work, or use paid leave time, on their normally scheduled day before and after the holiday. (I.e. Employees who do not work at least 15 hours per week in the summer shall not receive 4th of July pay.)

Nine (9) month employees: An employee who meets eligibility requirements for paid leave days will receive the following paid holidays: Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day, President's Day, Good Friday, and Memorial Day.

Twelve (12) month employees: A twelve month employee who meets the eligibility requirement for earning paid leave days during the summer will receive the following paid holidays: Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day, President's Day, Good Friday, Memorial Day, 4th of July.

Bereavement Leave.

Each employee may be granted up to three (3) days of paid bereavement leave per occurrence, non-accumulative, in the case of the death of a spouse, child, parent, grandparent, grandchild, brother,

sister, in-laws, aunt, uncle, niece, nephew. The Community Education Director may grant additional days of leave. All days off shall be deducted from the employee's accumulated sick leave.

An employee may only claim paid bereavement leave equal to their assigned work hours on the day of absence.

Jury Duty.

Employees involuntarily called and selected for jury duty shall receive their regular compensation for their employment, less the amount received by them as jurors, exclusive of mileage. Employees must submit a time-off request, and provide the District with payment for their Jury Duty time, prior to receiving compensation from the District.

Camp Opportunity

Wage increases will be effective July 1 of each year. Employees hired on or after January 1 will not receive a step advancement until July 1 of the following year (*i.e., employees hired on or after January 1, 2022, shall receive a step advancement on July 1, 2023*).

The District retains the right to place employees above the first step.

Camp Opportunity Program Leads:

Program Lead Staff:

- Minimum of 21 years old
- Experience working with school age children, preferred

Lead Wage Schedule

	2022-2023
Step 1	\$16.03
Step 2	\$16.32
Step 3	\$16.58
Step 4	\$17.40
Step 5	\$17.67
Step 6	\$17.94
Step 7	\$18.21
Step 8	\$18.49

Career Increment

Beginning Year 10: \$ 0.30
Beginning Year 12: \$ 0.30
For a total of: \$ 0.60

Camp Opp Program Assistants and High School Graduates:

Assistant Wage Schedule

	2022-2023
Step 1	\$14.41
Step 2	\$14.67
Step 3	\$14.95

Career Increments

Beginning Year 5: \$ 0.30
Beginning Year 7: \$ 0.30
For a total of: \$ 0.60

Becker Community Education Student Employees:

Student employees do not qualify for benefits or paid leave.

Wage increases will be effective July 1 each year. Employees hired on or after *January 1* will not receive a step advancement until July 1 of the following year (*i.e., employees hired on or after January 1, 2022, shall receive a step advancement on July 1, 2023.*)

The District retains the right to place employees above the first step.

Student Worker Wage Schedule

	2022-2023
Step 1	\$9.72
Step 2	\$10.05
Step 3	\$10.33
After Step 3	Additional "merit" rate

The “merit” rate will be \$0.25 higher than the Step 3 rate.

*Or current Minnesota youth (under 18 years of age) minimum wage, if it is higher.

**Or current federal / state minimum wage for age 18 and older, if it is higher.

Becker Community Education Aquatics

Aquatic employees do not qualify for benefits or paid leave.

Employees hired on or after January 1 will not receive a step advancement until July 1 of the following year (*i.e., employees hired on or after January 1, 2022, shall receive a step advancement on July 1, 2023.*)

When a student employee turns 18 years of age, that employee will be paid according to the federal / state minimum wage law.

Water Safety Instructors

(Requires current American Red Cross WSI certificate)

	<u>2022-2023</u>
Pool Coordinator:	\$20.00
Supervisor:	\$17.50
WSI:	\$16.00
Lifeguard:	\$11.50
Aides:	\$10.50

Miscellaneous

Youth Sports Coordinator: \$17/hour

Community Education Driver Education Classroom Instructors:

Will be paid under the current BEA Contract at the “extended time” teacher rate.

Community Education PAC Coordinator:

This position will be paid in alignment with Article XII, Section 6. Extra Compensation of the BEA Agreement for events not covered under Schedule C of the BEA Agreement.