

NON-CERTIFIED STAFF AGREEMENT

July 1, 2021 through June 30, 2023

1. An employee shall not be paid for any days not worked that are not provided for under paid time off, vacation, or holiday pay as specified in sections 2a, b, c, d, 3 and 4. The substitute individual shall be paid directly by the district, not the employee.
- 2 a. **Paid time off** (PTO) for **nine-month** employees shall be earned at a rate of ten (10) days per year and shall accumulate to 100 days. If a nine-month employee has accrued the maximum number of days of paid time off, the employee will be paid at a rate of \$70-per day for each day over the maximum each year.
- b. **Paid time off** (PTO) for **ten-month** employees shall be earned at the rate of 12 days per year and shall accumulate to 135 days. If a ten-month employee has accrued the maximum number of days of paid time off, the employee will be paid at a rate of \$70 per day for each day over the maximum each year.
- c. **Paid time off** (PTO) for **eleven-month** employees shall be earned at the rate of 14 days per year and shall accumulate to 135 days. If an eleven-month employee has accrued the maximum number of days of paid time off, the employee will be paid at a rate of \$70 per day for each day over the maximum each year.
- d. **Paid time off** (PTO) for **twelve-month** employees shall be earned at the rate of 16 days per year and shall accumulate to 135 days. If a twelve-month employee has accrued the maximum number of days of paid time off, the employee will be paid at a rate of \$80 per day for each day over the maximum each year.

3. The following **vacation** schedule shall apply for all **twelve-month** employees:

0 years of employment completed, starting 1 st year	5 days (40 hours)
1 – 4 years of employment completed, starting 2 nd – 5 th year	10 days (80 hours)
5 – 9 years of employment completed, starting 6 th – 10 th year	15 days (120 hours)
10+ years of employment completed, starting 11 th + year	15 days (120 hours) + 1 day (8 hours) for each additional year of service, to a maximum of 20 days

Employees that do not use their vacation days during the year (July 1 – June 30) will lose them. An employee may request in writing to the School Board at the July meeting to be paid for 5 vacation days not used the previous year.

4. Paid holidays are not provided to employees employed for less than 10 months a year. Paid holidays for **10-12 month** employees are as follows:

July 4th, Labor Day, Thanksgiving, Friday after Thanksgiving, December 24th, December 25th, New Year’s Eve Day (December 31st), New Year’s Day (January 1st) and Memorial Day.

5. Paydays shall be the 15th and the last day of each month.

6. Group Health Insurance coverage for **eleven-twelve month** employees:

Same as Certified Staff:

Single Coverage: the district will contribute a sum not to exceed \$5,125 per year in 21-22 and \$5,625 per year in 22-23 toward the cost of the premium for the current medical/hospitalization plan(s) for individual coverage for all eleven-twelve month employees employed by the district who qualify for and are enrolled in the group medical hospitalization plan(s). The cost of the premium not contributed by the district will be borne by the eleven-twelve month employee and paid by payroll deduction.

Enrollment in District HSA Single Coverage Plan:

The district shall contribute \$50 per month to the eleven-twelve month employee’s individual Health Savings Account provided by the district.

6. Group Health Insurance coverage for eleven-twelve month employees: *continued*

Family Coverage: the district will contribute a sum not to exceed \$9,650 per year in 21-22 and \$10,150 per year in 22-23 toward the cost of the premium for family coverage for all eleven-twelve month employees employed by the district who qualify for and are enrolled in the district's group health and hospitalization plan. Any additional cost of the premium will be borne by the eleven-twelve month employee and paid by payroll deduction.

Enrollment in District HSA Family Coverage Plan:

The district shall contribute \$50 per month to the eleven-twelve month employee's individual Health Savings Account provided by the district.

7. Dental Insurance coverage for eleven-twelve month employees:

Same as Certified Staff:

Eleven-twelve month employees may participate in a Dental Insurance Plan offered through School District No. 676. The School District shall contribute \$25 per month toward the cost of the premium for dental insurance coverage for eleven-twelve month employees by the School District who qualify for and are enrolled in the School District's dental insurance plan. Any additional cost of the premium will be borne by the eleven-twelve month employee and paid by payroll deduction.

8. Regular Route Bus Driver Pay will be \$27.65 per hour for SY2021-2022 and \$28.70 per hour for SY2022-2023. Bus Driver Sub Pay will be paid \$66 per route for SY2021-2022 and \$68 per route for SY2022-2023.

9. Additional bus driver compensation:

Bus Driver Agreement:

- \$16.00 per hour for away trips *If Joint Sports (GMR ISD #2683) rates are higher than \$16 per for away trips, then Badger ISD #676 will increase to match.*
- District pays for basic physical required for Driver Medical Certificate.
- For SY2021-2022 Academic School Day Shuttle Bus Driving \$27.65 per two-way trip to Greenbush. For SY2022-2023 Academic School Day Shuttle Bus Driving \$28.70 per two-way trip to Greenbush.
This is for academic classes where students from both Badger and Greenbush MR attend, and then, need to be transported to one site or the other during the school day.
- Athletic Shuttle Bus Driving \$45.00 per trip to Greenbush for SY2021-2022 and SY2022-2023.
\$45.00 for Pre-Practice two-way Trip (commonly 3:15 PM)
+ \$45.00 for Post-Practice two-way Trip (commonly 5:45 PM)
\$90.00 for doing both trips the same day *Should match Joint Sports (GMR ISD #2683) rates in Certified Staff Schedule C and Schedule D.*
- Bus drivers will be paid \$5.00 per hour for being on call on storm days. Drivers are responsible for submitting signed documentation to the payroll office for payment for these hours.
- Bus drivers with Head of Transportation will drive entire route at beginning of school year to determine actual length of route. Hourly pay based on actual route plus time to complete pre-bus trip inspection, fueling, cleaning bus and sweeping bus stall. Actual length of route will be adjusted when students move in and out of the district making the bus route length a difference of 10 minutes more or 10 minutes less.
- Overnight bus trips: paid Badger ISD 676 hourly driving rate for bus driving and \$80 per day when staying overnight and a \$25 per day meal allowance. Hotel costs will be paid by the school district.

If Joint Sports (GMR ISD #2683) rates are higher than \$80 per day for overnight stay and \$25 per meal allowance, then Badger ISD #676 will increase to match.

9. Additional bus driver compensation: *continued*
- Additional bus help requested by the Head of Transportation and approved by the administration will be paid \$16.00 per hour.
 - If the head of transportation is unable to secure drivers for extra-curricular trips on a voluntary basis, driving extra-curricular will be assigned on a rotating basis.
 - Extra-curricular pay for bus drivers begins after driver's normal bus route time ends.
 - Extra-curricular pay for bus drivers for day-long events will be calculated hourly minus the bus driver's normal route driving time for the day.
 - Bus drivers must have paid time off leave approved by Head of Transportation.
10. Flex Benefit Plan - Employees may participate in Flex Plan through the school district up to the IRS maximum per fiscal year provided they are employed by the district for a minimum of 17.5 hours per week.
11. **12-month non-certified employees** leaving the district shall receive pay for PTO accumulated in that employee's account according to the following schedule:
- 0-10 years: paid \$50 per day
 - after 10 years: paid \$60 per day
 - after 15 years: paid \$70 per day
 - after 20 years: paid \$80 per day
- Part-time non-certified employees** leaving the district shall receive pay for PTO accumulated in that employee's account according to the following schedule:
- 0-10 years: paid \$40 per day
 - after 10 years: paid \$50 per day
 - after 15 years: paid \$60 per day
 - after 20 years: paid \$70 per day
12. a. Head Custodian will receive a stipend in the amount of \$200.00 per month for combined school use of the personal pick-up truck and use of personal cellphone; 12 months per year.
- b. The Office Manager/Secretary will receive a stipend in the amount of \$200.00 per academic month for dispatching substitute teachers and substitute paraprofessionals during the academic year; academic year is 9 months September through May.
13. Free school meals are available to the Head Cook, Assistant Cook and Head Day Custodian.
14. 12-month non-certified employees shall receive a 403B match that is equivalent to that of the Certified Teacher's. The district contribution match is up to \$1,100 per fiscal year.
15. Head Custodian, Evening Custodian, and the Head of Transportation shall receive a clothing allowance of \$275 per year. The Part-time Custodian Nine-Month Cleaner shall receive a clothing allowance of \$200.
16. Head Custodian and Twelve-Month Evening Custodian:
\$0.25 more per hour with Special Boiler License
Another \$0.25 more per hour with 2C Boiler License
Another \$0.25 more per hour with 1C Boiler License

17. Substitute pay for paraprofessional, custodian (full or part time), head cook or assistant cook is \$13.75 per hour for 2021-2022 and \$14.15 per hour for 2022-2023.
18. Additional cook compensation
- Cooks shall receive the average of their wages for events whenever the menu is provided for the cooks (i.e. – NHS Banquet/ECFE Banquet/Athletic Banquet).
 - Each cook shall receive their own wage when attending meetings/training.
 - All training/meetings will have prior approval with the administration.
 - Each cook shall receive a \$200 uniform allowance per year.
19. Paraprofessional compensation
- paraprofessional work days/hours/duties will be determined by administration at the beginning of each school year.
20. Uniform Step Rate of Pay Scale for Paraprofessionals, Assistant Cook, Library Para and Custodians
Notes: Pay scale step placement does not necessarily match years of service within the District.

Step	SY 21-22	SY 22-23	Step
0	\$13.75	\$14.15	0
1	\$14.00	\$14.40	1
2	\$14.25	\$14.65	2
3	\$14.50	\$14.90	3
4	\$14.75	\$15.15	4
5	\$15.00	\$15.40	5
6	\$15.25	\$15.65	6
7	\$15.50	\$15.90	7
8	\$15.75	\$16.15	8
9	\$16.00	\$16.40	9
10	\$16.25	\$16.65	10
11	\$16.50	\$16.90	11
12	\$16.75	\$17.15	12
13	\$17.00	\$17.40	13
14	\$17.25	\$17.65	14
15	\$17.50	\$17.90	15
16	\$17.75	\$18.15	16
17	\$18.00	\$18.40	17
18	\$18.25	\$18.65	18
19	\$18.50	\$18.90	19
20	\$18.75	\$19.15	20
21	\$19.00	\$19.40	21
22	\$19.25	\$19.65	22
23	\$19.50	\$19.90	23
24	\$19.75	\$20.15	24
25	\$20.00	\$20.40	25
26	\$20.25	\$20.65	26
27	\$20.50	\$20.90	27
28	\$20.75	\$21.15	28

Revision effective or retro-active back to 07/01/2021

Approved at ### / ### / ##### School Board Meeting

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Appendix A

Other vital employee information not part of the Working Agreement

Minnesota Public Employee Retirement Association (PERA) Account: As a PERA member, you contribute a percentage of every paycheck to PERA. In exchange, you'll receive a *lifetime* defined benefit payment, or a pension, at retirement. In addition to that monthly benefit, PERA also provides benefits life survivor and disability benefits.

$$\begin{array}{r} 7.5\% \text{ District Share} \\ + 6.5\% \text{ Deduct from each Paycheck} \\ \hline 14.0\% \end{array}$$

OASDI and MED (FICA): OASDI is an acronym for “Old Age, Survivor and Disability Insurance” which is more commonly referred to as Social Security tax. MED is an acronym for “Medicare” tax. These are also known collectively as FICA taxes. FICA is an acronym for “Federal Insurance Contributions Act.” These are mandatory payroll deductions:

Social Security (OASDI)		Medicare (MED)
6.20%	District Share	1.45%
6.20%	Deducted from each Paycheck	1.45%

Not a part of the Working Agreement; however, available at preferred rates and pre-qualified due to group membership even in many situations with pre-existing medical conditions:

- Group Life Insurance (voluntary – optional)
- Group Dental Insurance (voluntary – optional)
- Group Short-Term Disability Insurance (voluntary – optional)
- Group Long-Term Care (LTC) Insurance (voluntary – optional)

Flexible Spending Account (FSA) (voluntary – optional): A special account you put money into that you use to pay for certain out-of-pocket health care and dependent care expenses. You don't pay taxes on this money. This means you'll save an amount equal to the taxes you would have paid on the money you set aside.

Perks: Not a part of Non-Certified Agreement; however, available due to being a school employee...
Discounts and/or Preferred rates for State & Local/Education/Government employees...Verizon, Apple, hotels, motels, etc.

Free Admission at Home Events: Free admission for school employees at home regular season extra-curricular events such as Football, Volleyball, Basketball, Wrestling, etc.

Fee for Criminal History Background Check paid by District: District pays the Bureau of Criminal Apprehension (BCA) fee to complete criminal history background checks for those who work with our students (compliance with mandated child safety laws)