

**July 1, 2023 – June 30, 2025**  
**TERMS AND CONDITIONS**  
**FOR**  
**SCHOOL AGE CARE COORDINATOR**

Section 1. Health Insurance - \$1,620 will be contributed to health insurance premiums to be put towards single or family coverage. If health insurance is not taken, the contribution will be forfeited.

Section 2. Sick Leave:

Subd. 1. Accrue 1.25 days per month.

Subd. 2. Unused sick leave may accumulate to a maximum of 90 days carry over.

Subd. 3. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness and/or disability which prevented attendance and performance of duties on that day or days.

Subd. 4. The School District may require an employee to furnish a medical certificate from a qualified medical service 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 Board. In the event that a medical certificate is required, the employee will be so advised.

Subd. 5. Sick leave allowed shall be deducted from the sick leave balance earned by the employee.

Subd. 6. Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave pay request form available at the office.

Section 3. Bereavement and Family Illness Leave: Up to Five (5) days, non-accumulative, deducted from sick leave, will be granted each year for non-personal illness or bereavement.

Section 4. Personal Leave: Up to three (3) non-accumulative personal leave days with pay and deducted from sick leave.

Subd. 1. Requests for personal leave must be made in writing to the Community Education Director or his/her designee at least two (2) days in advance and do not need to

state reason(s). In emergencies, leave may be requested via telephone.

Section 5. Worker's Compensation: Pursuant to M.S. 176, an employee injured on the job in the service of the School District and collecting worker's compensation insurance, may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by the insurance will be deducted from the sick leave balance. That fraction of the days covered by insurance is not eligible for accrual of sick leave.

Section 6. Jury duty: per state law.

Section 7. Salary: \$18.64 per hour, 2023-2024  
\$19.38 per hour, 2024-2025

Longevity Increments:

1. \$700 after twelve (12) years of service, to be paid at the end of the twelfth (12th) year.
2. An additional \$420 will be paid after 17 years of service, to be paid at the end of the seventeenth (17th) year.
3. An additional \$500 will be paid after twenty (20) years of service, to be paid after the end of the twentieth (20th) year.

Section 8. Hours of Employment: 12 Months; 40 hours per week.

Section 9. Holidays – Ten (10) paid holidays. Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve Day, Christmas Day, New Year's Day, Memorial Day, Juneteenth and one (1) floating Holiday.

Section 10. Vacation Days – Ten (10) paid vacation days per year.

IN WITNESS THEREOF, I have subscribed my signature this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_ School Age Care Coordinator

IN WITNESS THEREOF, we have subscribed our signatures this \_\_\_\_\_ day of \_\_\_\_\_, 2023

INDEPENDENT SCHOOL DISTRICT #2143

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Clerk