

Belle Plaine Public Schools
ISD #716

CONDITIONS OF EMPLOYMENT

**KIDS CO. WRAPAROUND
COORDINATOR**

August 21, 2017 – June 30, 2018

Approved by School Board on _____

These Conditions of Employment are for the position of Kids Co. Wraparound Coordinator for Belle Plaine Public Schools.

ARTICLE I

Salary

Section I. Salary (12 month position):

Kids Co Wraparound Coordinator: 2017-2018 Salary \$15.75/hour

ARTICLE II

Insurance

Section 1. The District shall pay for health insurance as per the Belle Plaine Education Association Master Agreement in effect for the corresponding year. The District offers a Health Savings Account (HSA) plan. The employee may choose between 0%, 50% or 100% of the deductible to be funded from the district’s contribution to health insurance.

Section 2. The District will provide \$50,000 of term life insurance coverage at district expense. Employees may purchase additional coverage at their own expense.

Section 3. The District will provide a single policy for a dental health. Employees may purchase additional coverage at their own expense.

Section 4. The School District will pay the premium for income protection insurance under the district insurance plan.

Section 5. The School Board shall provide Errors & Omissions Insurance for public liability.

ARTICLE III

Leaves

Section 1. Sick Leave: The Kids Co. Wraparound Coordinator shall be granted ten (10) contract days of sick leave (disability/illness) per year to be used any time during the year upon notification to the Superintendent. Sick Leave may be accumulated to 90 days.

Subd. 1. Accumulated sick leave is to be used for absences from work necessitated by illness or injury.

Subd. 2. Sick leave may be used for serious family illness. Immediate family is defined as an employee and/or spouse and the following related to either: child, parent, brother, sister, grandparents or grandchildren.

Section 2. Vacation: The Kids Co. Wraparound Coordinator will receive ten (10) days of vacation per year. Vacation shall be approved in advance by the Superintendent of Schools.

Subd. 1. Unused Vacation Days: In the event Kids Co. Wraparound Coordinator does not use all of their available vacation days, the unused days may be carried over for a period of six months.

Section 3. Paid Holidays: The Kids Co. Wraparound Coordinator will receive ten (10) paid holidays: New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve Day, Christmas Day, and New Year's Eve.

Section 4. Funeral Leave:

Subd. 1. A maximum of three (3) days of funeral leave will be granted to each employee at the time of death of a member of the employee's immediate family.

Subd. 2. In those cases where more than three (3) days are necessary for a funeral because of distance, arrangements, legal involvements, or extraordinary circumstances an additional days (not to exceed ten (10) days) of funeral leave may be granted and deducted from the employee's accumulated disability/illness leave or vacation.. Such leave shall be requested of and approved or denied by the Superintendent.

Subd. 3. Immediate family is defined as the employee and/or spouse and the following related to either: child and spouse, stepchild and spouse, ward, parent, brother, brother-in-law, sister, sister-in-law, grandparents, and grandchildren.

Subd. 4. Leave may be granted to attend a funeral of other close relatives/or friends as determined in special situations. Such leave is to be requested of and approved or denied by the Superintendent. Such leave will be deducted from the employees' disability/illness leave or vacation.

Section 5. Other Leaves:

Subd.1. The School District will comply with federal and state statutes regarding Parental or Family-Medical Leaves and jury duty.

ARTICLE IV

Matching Annuity Program

Section 1. Matching Annuity Program:

Subd. 1. The Kids Co. Wraparound Coordinator may participate in the district matching annuity program as provided in M.S. 356.24.

Subd. 2. District Contribution: The District shall match annually up to \$1,300 to an appropriate 403(b) annuity on a dollar for dollar basis.

Subd. 3. District procedures with district approved vendors will be followed when participating in the matching annuity program.

ARTICLE V

Grievance

Section 1. The procedure for filing of a grievance is provided by law.

Signatures:

Kids Co. Wraparound Coordinator _____

School Board Chair _____

School Board Clerk _____