

# **Belle Plaine Public Schools**

**ISD #716**

## **CONDITIONS OF EMPLOYMENT**

**Director of Communications & Community  
Education Programming**

**July 1, 2025 – June 30, 2027**

Approved by School Board on \_\_\_\_\_

These Conditions of Employment are for the position of Director of Communications & Community Education Programming for Belle Plaine Public Schools.

## **ARTICLE I**

### **Salary**

#### **Section 1. Salary (260 day contract):**

Director of Communications & Community Education Programming:

2025-2026 Salary	\$77,673.00
2026-2027 Salary	\$79,420.64

Career Increment\*Increases:

Beginning of 7-9 Years:	\$1,500
Beginning of 10-14 Years:	\$2,500
Beginning of 15-19 Years:	\$3,500
Beginning of 20 & More Years:	\$5,500

\*Career increment is defined as the number of years employed in the district. The starting date for career increment purposes is July 1, 2016.

## **ARTICLE II**

### **Insurance**

Section 1. The District shall pay for health insurance as per the Belle Plaine Education Association Master Agreement that is in place for the appropriate contract year. The District offers an HSA plan.

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 dental coverage. 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 Director shall be granted twelve (12) contract days of sick leave (disability/illness) per school year to be used any time during the year upon notification to the Superintendent. Sick Leave may be accumulated to 120 days.

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

Subd. 2. Sick and safe leave may be used for the care and support of an employee's: 1. Child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent): 2. Spouse or registered domestic partner: 3. Sibling, stepsibling or foster sibling: 4. Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child: 5. Grandchild, foster grandchild or step-grandchild: 6. Grandparent or step-grandparent: 7. Sibling's child: 8. Parent's sibling: 9. Child-in-law or sibling-in-law: 10. Any of the family members listed in 1 through 9 above of an employee's spouse or registered domestic partner: 11. Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship: and 12. Up to one individual annually designated by the employee. This list is pursuant to MN Statutes 181.940 et. Seq.

Section 2. Vacation: The Director will receive twenty (20) days of vacation per year. Vacation shall be approved in advance by the Superintendent of Schools.

Subd. 1. Unused Vacation Days: In the event the Director does not use all of their available vacation days, the unused days may be carried over for a period of one calendar year.

Section 3. Paid Holidays: The Director will receive eleven (11) paid holidays: New Year's Day, Good Friday, Memorial Day, Juneteenth, 4th of July, Labor Day, Thanksgiving Day, Friday following Thanksgiving Day, 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 day(s) (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 Director 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 the 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 Director’s disability/illness leave.

Section 5. Other Leaves:

Subd.1. Leave without pay will be arranged with the Superintendent.

Subd. 2. 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 Director 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 \$3,000 per year 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. Grievance: The procedure for filing a grievance is provided by law.

Signatures:

Director of Communications &  
Community Education Programming \_\_\_\_\_

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

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