

**INDEPENDENT SCHOOL DISTRICT NO. 1
AITKIN, MINNESOTA 56431**

**12 MONTH ADMINISTRATIVE PROFESSIONAL EMPLOYEE
TERMS AND CONDITIONS OF EMPLOYMENT 2025-2026-2027**

**ARTICLE I
BASIC RATES OF PAY**

Section 1. Definitions:

Subd. 1. Fulltime Employee: Is defined as a person who works 8 hours per day on a regular basis on a twelve-month contract assignment.

Section 2. Salary Rates:

2025-2026 3%	Administrative Assistant: Elementary High School District Office	MARSS Coordinator (Differential)	Computer Admin District Technologist	Payroll Specialist	Accountant
Step 1	\$18.00	\$1.59	\$18.98	\$19.97	\$21.40
Step 2	\$18.98	\$1.59	\$19.96	\$20.95	\$22.39
Step 3	\$19.97	\$1.59	\$20.95	\$21.94	\$23.37
Step 4	\$20.95	\$1.59	\$21.93	\$22.92	\$24.36
Step 5	\$21.94	\$1.59	\$22.92	\$23.90	\$25.34
Step 6	\$22.92	\$1.59	\$23.90	\$24.88	\$26.33
Step 7	\$23.90	\$1.59	\$24.88	\$25.86	\$27.31
Step 8	\$24.88	\$1.59	\$25.86	\$26.85	\$28.28
*Step 12	\$25.34	\$1.59	\$26.32	\$27.31	\$28.75
*Step 15	\$25.80	\$1.59	\$26.78	\$27.77	\$29.20
*Step 20	\$26.25	\$1.59	\$27.24	\$28.22	\$29.66

2026-2027 2%	Administrative Assistant: Elementary High School District Office	MARSS Coordinator (Differential)	Computer Admin District Technologist	Payroll Specialist	Accountant
Step 1	\$18.36	\$1.59	\$19.36	\$20.37	\$21.83
Step 2	\$19.36	\$1.59	\$20.36	\$21.37	\$22.84
Step 3	\$20.37	\$1.59	\$21.37	\$22.38	\$23.84
Step 4	\$21.37	\$1.59	\$22.37	\$23.38	\$24.85
Step 5	\$22.38	\$1.59	\$23.38	\$24.37	\$25.84
Step 6	\$23.38	\$1.59	\$24.37	\$25.38	\$26.85
Step 7	\$24.37	\$1.59	\$25.38	\$26.38	\$27.85
Step 8	\$25.38	\$1.59	\$26.38	\$27.39	\$28.85
*Step 12	\$25.84	\$1.59	\$26.84	\$27.85	\$29.32
*Step 15	\$26.32	\$1.59	\$27.32	\$28.32	\$29.78
*Step 20	\$26.78	\$1.59	\$27.79	\$28.79	\$30.26

*Employees hired after January 1, 2024 must have years of service in Aitkin Public Schools to advance to Steps 12, 15 and 25. When a staff member reaches 12 years of service in the Aitkin Public School District they will receive the step 12 pay, and be able to move to step 15 and 20 if they continue to be employed as a 12 month employee with Aitkin Public Schools.

Section 3. Placement:

Subd. 1: Placement on the salary schedule is as determined by the Superintendent and approved by the Board of Education. Prior experience may be allowed.

Subd. 2: Step increases are applied on July 1 upon completion of the probationary period and satisfactory performance. The Board of Education may withhold any increase.

Section 4. Probation: New employees shall be considered as probationary employees for 90 working days, during which time the Board can terminate the employee at will.

ARTICLE II **BASIC SCHEDULES**

Section 1. Work Days: Work days may be administratively increased or decreased depending upon work loads and budgetary requirements.

Section 2. Working Hours: The regular work day for full time employees shall be from 8:00 a.m. to 4:30 p.m. unless otherwise directed by the Superintendent. In no case shall an employee work more than 40 hours per week without the prior approval of the immediate supervisor. Approved overtime will be compensated at the rate of time and one half, subject to FLSA status.

ARTICLE III

SEVERANCE

Section 1. Severance:

Subd. 1. Severance Benefit: For employees hired before July 1, 2010, the district will offer a severance benefit. In order to qualify, the employee must have been employed by I.S.D. # 1 for at least 15 consecutive work years. To be eligible for these benefits an employee must submit his/her written resignation to the Board of Education in the school year in which the resignation will take place.

Consecutive Years of Service:

15 to 20 years: Daily rate of pay times unused sick leave to a maximum of 1120 hours.

21 years and above: Daily rate of pay times unused sick leave (at 1120 hours maximum) plus \$100 times the years of service.

Consecutive years of service will not be considered broken in the event of a layoff provided the employee returns to work upon proper notification of recall from layoff. In addition, if an employee is off due to an accident or long term illness his/her years of service will be considered consecutive provided he/she returns to work and is able to perform his/her duties for at least six months.

Severance benefits are only paid to employees who leave the School District in a voluntary separation (i.e., retirement, career change, etc.).

An employee who is receiving long term disability insurance benefits shall not be eligible for a severance payment.

Employees who separate due to retirement are eligible to remain in the existing group health and hospitalization plan provided they are eligible for a PERA annuity. The retired employee must pay full costs for the continued coverage, in advance, on a monthly basis.

In the event of the death of the employee prior to retirement, any earned severance benefit related to unused sick leave and years of service, provided the employee would qualify for that benefit, will be paid to the employee's named beneficiary.

Subd. 2. Severance/Health Care Savings Plan: All eligible employees covered by this "Terms and Conditions of Employment", will participate at retirement in the Minnesota Post Employment Health Care Savings Plan (HCSP) authorized under Minnesota Statutes, Section 352.98 (Minn. Supp. 2001), administered by the Minnesota State Retirement System. Refer to Policy #430 (Health Care Savings Plan Contribution).

The qualified retiree will have any earned severance (as described in Subd. 1) paid according to Policy #430. Payment will be made within 60 days of the retirement date.

ARTICLE IV

GROUP INSURANCE

Section 1. Health and Hospitalization:

Subd. 1. Selection: The selection of the insurance carrier and policy shall be made by the school district as provided by law. Employees may choose from various offered plans, coverages and deductibles which suit their individual needs.

Subd. 2. Contribution: The school board shall pay up to a maximum of \$700.00 July 1 – December 31, 2025, \$850.00 January 1 – December 31, 2026 and \$887.50 January 1, 2027 per month toward the monthly premium cost of individual and dependent health and hospitalization coverage for insurance plans for full time employees who qualify for and wish to participate and at a pro rata rate for employees who are employed by the district in a capacity that is less than full time.

Subd. 3. Claims Against the School District: It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Subd. 4. Duration of Insurance Contribution: An employee is eligible for School District contribution as provided in this article as long as the employee is a full time employee employed by the School District. Upon termination of employment, all School District contribution shall cease. A terminated employee, whose termination was for reasons other than the employee's disability or retirement, may elect to continue insurance coverage for a period according to law or until re-employment and subsequent eligibility for coverage under another group plan, whichever is shorter. The terminated employee must pay full costs for continued coverage, in advance, on a monthly basis.

Subd. 5. In the event the School District offers a health coverage option where two or more companies make coverage available to eligible employees or eligible retirees, it is agreed to that:

1. In the case where the School District employs, in any capacity, married partners, that couple is eligible for two separate single health coverage plans or one family plan per family. That one family plan can be the property of either partner.
2. In the case where the School District insures both partners where either one or both partners are retired, or where one partner is retired and the other still employed by the district, as individuals they are eligible for two single health plans or one family health plan per family.

Section 2. LongTerm Disability Insurance:

Subd. 1. Selection: The selection of the long term disability insurance carrier and policy shall be made by the school district. The aggregate value of benefits provided shall not be less than those currently provided.

Subd. 2. The employee shall pay the entire long term disability insurance premium. The school board will reimburse the employee for this premium.

Subd. 3. Claims Against the School District: It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Subd. 4. An employee is eligible for long term disability coverage as provided in this article as long as the employee is employed by the school district. Upon termination of employment, all contribution shall cease.

Section 3. \$50,000 Life Insurance:

Subd. 1. Selection: The selection of the life insurance carrier and policy shall be made by the school district. The aggregate value of benefits provided shall not be less than those currently provided. Benefit amounts are subject to the terms, conditions and applicable limits defined by the policies.

Subd. 2. The school board shall pay the entire life insurance premium for individual employees.

Subd. 3. Claims Against the School District: It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Subd. 4. An employee is eligible for life insurance coverage and school district contribution as provided in this article as long as the employee is employed by the school district. Upon termination of employment, all district contribution shall cease.

Section 4. Eligibility: The Board agrees to make the contributions provided for all fulltime employees.

Subd. 1. In the event of absence of an employee from work because of injury, illness or sickness, the School Board shall continue to make the required contributions during the time the employee is using the accumulated sick leave days due to injury, illness or sickness. In event of leave of absence or military leave or in the event employees are laid off or are off because of illness, sickness or injury beyond the accumulated sick leave period or eligibility for long term disability, they shall be permitted to continue coverage as a member of the group by paying in advance the regular monthly premium as paid by the School Board after the respective date the contributions by the School Board cease pursuant to the provisions hereof. Provided, that such coverage may be continued during the time of the disability as established by the long term disability insurance carrier as provided in the insurance policy.

Subd. 2. In the event of any absence without pay for more than 10 days, the employee shall pay the pro rata share of the school board contribution.

Subd. 3. New employees hired shall have payment made on their behalf by the School Board commencing on the first of the month following the date of their employment. Employees returning to work or reinstated following an absence from work shall have payment made on their behalf on the first of the month following their return to work.

Section 5. Tax Sheltered Annuities: Employees may request to take part in a tax sheltered annuity program in accordance with School Board policies relating to same.

Subd. 1. 403B Match: An employee will be eligible for the 403B plan based on years of service.

For employees hired before July 1, 2010 and therefore eligible for a severance payment described in Article III Sec.1 Subd. 1, the total of the employer 403b match funds and the calculated severance payment will not exceed the amount calculated in Article III Sec. 1 Subd.1.

For employees hired on or after July 1, 2010, the total of the employer match funds will not exceed \$13,500 over the employee's years of service with the District. There shall be no balance paid, only the yearly match.

Continuous Years of District Service	Employer Match Per Year
1-3	\$0.00
4-9	\$350.00
10-14	\$400.00
15-20	\$450.00
21+	\$600.00

ARTICLE V

Absence From Work

Section 1. Sick Leave:

Subd. 1. All full-time employees shall earn sick leave at the rate of 10 hours per month to a maximum of 120 hours per year, pro rata if less than full-time. Sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year.

Subd. 2. Unused sick leave days may accumulate to a maximum credit of 1600 hours of sick leave per employee.

Subd. 3. Sick leave with pay shall be allowed by the School Board whenever an employee's absence is due to illness, injury or disability of the employee or as allowed under Minnesota Statute. The maximum sick leave an employee can use for a disability shall be the minimum amount necessary to qualify for disability benefits provided under Article IV Section 2.

Subd. 4. The School Board may, where insufficient reason is suspected, 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.

Subd. 5. In the event that a medical certificate will be required the employee will be so advised.

Subd. 6. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Subd. 7. Sick leave pay shall be approved only upon submission of a request through the designated

process.

Section 2. Personal Leave:

Subd. 1. A fulltime employee shall be granted personal leave of forty (40) hours per year, non-cumulative, for situations which must be handled during school hours requiring the employee's personal attention. Personal leave time taken shall be deducted from sick leave.

Subd. 2. Requests for this leave must be made through the designated process and approved by the Superintendent of Schools at least three days in advance, except in the event of emergencies. The request shall state that the proposed leave is for personal reasons. Personal leave must have prior approval for the purpose of limiting the number absent to no more than one F.T.E. on a given day.

Subd. 3. Leave Buy Back Provision: Non-probationary members of the unit have the option to sell back unused personal leave days. The member can request pay up to forty (40) hours of personal time less any personal time that has been used.

Since this is in lieu of a benefit, the salary will not be subject to PERA deduction.

Section 3. Bereavement Leave: Employees shall be granted up to five (5) days bereavement leave, per occurrence, in the event of the death of a sibling, son in law, daughter in law, brother or sister in law, parent, grandparent, grandchild or parent-in-law, step sibling or step parent. Employees shall be allowed ten (10) days bereavement leave per occurrence in the event of the death of a spouse, child or stepchild. The first three (3) days will not be deducted from sick leave. All days over three will be deducted from sick leave.

Section 4. Leave of Absence: An employee upon written request may be granted a leave of absence without pay for up to five (5) years. Said leave must have approval by the School Board. An employee shall retain fringe benefits by paying monthly for them in advance. The employee shall receive no step advance on the salary schedule for the years absent.

Section 5. Leave of Absence Without Pay (Less than one year):

Subd. 1. Leave of absence without pay may be granted the employee by the Superintendent for personal reasons up to a maximum of ten (10) days per year per employee, non-cumulative. The Board of Education may grant leaves for more than ten (10) days. Not more than two employees shall be granted this leave for the same period of time.

Subd. 2. Requests for leave of absence without pay must be submitted to the immediate supervisor no less than two weeks and no more than one month in advance. Leaves will be granted on a first come basis, i.e. requests received first will be given priority.

Subd. 3. The supervisor will approve or disapprove the request and forward it to the Superintendent of Schools for final approval or disapproval. The Board of Education and the administration reserve the right to refuse to grant leave.

Subd. 4. Leave of absence without pay that does not have prior approval shall not be allowed. Any employee who is absent from work without prior approval shall lose all pay and fringe benefits for the time absent.

Section 6. Child Care Leave: Unpaid leaves of absence to natural or adoptive parents in conjunction with birth or adoption, will be granted according to Minnesota State Law.

Section 7. Legal Leave:

Subd. 1. In cases where an employee must appear as a witness at the request of the Board the employee shall not lose any pay or fringe benefits for the time absent.

Subd. 2. In cases where the employee must make an appearance at a job related liability legal proceeding the employee shall not lose any pay or fringe benefits for the time absent.

Section 8. Jury Duty: When an employee is called for jury duty or subpoena and must lose duty days as a result thereof, the employee shall receive his/her regular rate of pay after submitting to the school district the pay received for serving on jury duty or appearance at a subpoena, excluded are meals and mileage reimbursements.

Section 9. Holidays:

Subd 1. Holidays within the terms of this agreement shall constitute the following: Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, President's Day or MidWinter Holiday dependent on school calendar, Good Friday, Memorial Day and Juneteenth.

Subd. 2. When any holiday falls upon a Sunday, the following Monday shall be considered the holiday for all employees. When a holiday falls on Saturday, the preceding Friday shall be considered a holiday for all employees. All holidays will be administratively scheduled in the event of a conflict.

Section 11. Vacations:

Subd. 1. All twelve month full time employees shall be entitled to paid vacations as follows:

1 to 10 years of service	8 hours per month up to 96 hours yearly
11 to 14 years of service	10 hours per month up to 120 hours yearly
15 to 22 years of service	13.33 hours per month up to 160 hours yearly
Start of 23 years	Additional 4 hours for each year of service beyond 22 years up to maximum of 40 hours - accrued at end of school year.

Vacation pay shall be reduced by 1/12 for each month's work lost during the twelve months preceding the vacation, or by a proportionate amount if a fractional part of a month's work is lost.

Subd. 2. Employees leaving the service of the School District, except where discharge was for cause, will be entitled to prorated vacation pay.

Subd. 3. Vacation time must be approved by the employee's supervisor and shall be scheduled as close as possible to the time requested by the employee provided such scheduling does not, in the opinion of administration, interfere with the operation of the schools.

Subd. 4. Vacation days earned in one fiscal year may be totally or partially carried over to the following fiscal year but must be totally utilized in that second fiscal year. No carryover is allowed beyond that second year.

Subd. 5. Vacation Buy Back Provision: Non-probationary members of the unit have the option to sell back unused vacation time. The member can request pay for up to forty (40) hours of vacation at the end of each fiscal year.

Section 12. Emergency Closings:

Subd. 1. On days when school is canceled due to an emergency, i.e. weather conditions, employees have two options:

1. Employees may elect to stay away from work. If the day is not made up by the teaching staff, no adjustment will be necessary. If the day is made up by the teaching staff, a vacation day will be used.
2. Employees may report to work as usual. If the day is made up by other employee groups, no adjustment will be necessary. If the day is not made up by other employee groups, an additional vacation day would be earned.

Subd. 2. During an e-learning day, employees will be allowed to work from home when possible, be assigned to alternative work if possible or be retained on an on-call basis for any potential need. Employees will be paid their full daily wage and benefits on an e-learning day.

Subd. 3. On "late starts", employees shall report to work as soon as conditions are such that travel is possible. On "early dismissals", employees will be allowed to leave at the discretion of the supervisor.

Section 13. Employees shall be granted any and all other leaves covered by law or statute.

Section 14. Sport Passes: Employees can purchase season sports passes for themselves and their household at 50% face value until September 30. Any passes purchased after September 30 will be at full price. If sports passes are lost, new passes can be purchased according to school district policy. A household shall consist of an employee, spouse, and children less than 22 years of age as long as they are still in school.

ARTICLE VI **General**

Section 1. Employees will be paid semimonthly for the period employed.

Section 2. Term: This schedule was adopted by the Board of Education and shall be in effect from July 1, 2025 through June 30, 2027.