

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

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

ARTICLE I

Section 1. Definitions:

Subd. 1. Parttime Employee: is defined as a person who works less than 6 hours per day but 4 or more hours per day on a less than 12-month contract assignment.

Subd. 2. Casual Employee: Those employees are defined as working less than 4 hours per day.

Section 2. Salary Rates for Clerical Personnel:

Subd. 1: Classification I

School Nurse I	(School Nurse's Assistant)
Personal Care Assistant (LPN)	

Hourly Wages	2025-2026 (drop step 1)	2026-2027 2%
Step 1	\$19.36	\$19.75
Step 2	\$20.33	\$20.74
Step 3	\$21.32	\$21.75
Step 4	\$22.31	\$22.76
Step 5	\$22.74	\$23.19
Step 6	\$23.24	\$23.70
Step 7	\$24.17	\$24.65
Step 8	\$24.50	\$24.99
Step 12 longevity start year 12	\$24.83	\$25.33
Step 15	\$25.15	\$25.65
Step 20	\$25.47	\$25.98

Subd. 2: Classification II

Administrative Assistant I: Elementary Media Technician	(Asst Elementary Secretary) (Library Secretary)
Administrative Assistant I: Counselor Receptionist	(Counselors' Secretary)
Administrative Assistant I: Alternative School	(Alt School Secretary)
Administrative Assistant I: Activities Director	(Dean of Students/Athletic Director Secretary)
Food Service Technician	(Cashier)

Hourly Wages		
	2025-2026 (drop step 1)	2026-2027 2%
Step 1	\$16.69	\$17.02
Step 2	\$17.67	\$18.02
Step 3	\$18.65	\$19.02
Step 4	\$19.70	\$20.09
Step 5	\$20.18	\$19.70
Step 6	\$20.63	\$21.04
Step 7	\$21.64	\$22.07
Step 8	\$21.97	\$22.41
Step 12 longevity start year 12	\$22.29	\$22.74
Step 15	\$22.61	\$23.06
Step 20	\$22.93	\$23.39

Subd. 3: Classification III

Administrative Assistant: Children's Center (ECFE/Children Center Support Person)
Program Assistant: Community Education

Hourly Wages		
	2025-2026 (drop step 1)	2026-2027 2%
Step 1	\$16.17	\$16.49
Step 2	\$17.15	\$17.49
Step 3	\$18.14	\$18.50
Step 4	\$19.18	\$19.56
Step 5	\$19.67	\$20.06
Step 6	\$20.15	\$20.55
Step 7	\$21.13	\$21.55
Step 8	\$21.47	\$21.90
Step 12 longevity start year 12	\$21.78	\$22.22
Step 15	\$22.09	\$22.53
Step 20	\$22.40	\$22.85

Subd. 4: Longevity – Steps 12, 15 and 20

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 9 month (or less than 12 month) employee with Aitkin Public Schools.

Section 3. Clerical Substitutes or Casual Employees: Will be paid at the annually approved substitute rate per hour, all inclusive, meaning no benefits or severance is afforded this position.

Section 4. Placement: Placement on the salary schedule is as determined by the Superintendent and approved by the Board of Education. Prior experience may be allowed. All increases in salary shall be contingent on satisfactory service and the Board of Education may withhold any increase.

Subd. 1: Step advancement: 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 5. Probation: New employees shall be considered as probationary employees for 90 working days, during which time the Board can terminate the employee at will.

Section 6. New Hires: As of July 1, 1987, any full-time employee or part-time employee who works hours exceeding 20 hours and less than 30 hours per week will be provided fringe benefits, per the contract on a pro rata basis. Current employees are those employees of record on June 30, 1987. The Board of Education and its designee reserve the right to reclassify employees in relation to the district comparable worth plan when a hiring opportunity occurs. Employees working a minimum of 30 hours per week will be eligible for 100% fringe benefits. No benefits are provided for employees working less than four hours per day.

ARTICLE II

Section 1. Work Days: Work days may be administratively increased or decreased depending upon workloads and budgetary requirements. When a “day” is referenced within this contract for the purposes of leave accrual and usage, a “day” is equal to the hours of service worked each day by the employee on an individual basis. For example, a “day” for an employee who works six (6) hours per day is six (6) hours; a “day” for an employee who works seven (7) hours per day is seven (7) hours.

<u>Position</u>	<u>Hours per Day</u>	<u>Work day</u>
Administrative Assistant I: Activities Director	8	Ten Months + 5 Days
School Nurse I	7.5	Student Days
Administrative Assistant I: Elementary	8	Teacher Days + 3
Media Technician	8	Student Days + 7
Receptionist*	TBD	Student Days
Administrative Assistant I: Counselor	8	Student Days + 20
Administrative Assistant: Children’s Center	[reviewed annually based on classes]	
Administrative Assistant I: Alternative School	[hourly based on class schedule]	
Program Assistant: Community Education **	[hourly based on program needs]	

* Position eliminated by Board action effective for the 2018-2019 school year. Reinstated November 2019.

**Position was eliminated and time added to the Director of Community Education Contract.

Section 2. Working Hours: The regular work day 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.

Section 3. Emergency Closings: When school is called off for an emergency all employees are not to report for work on that day. A “make-up” day may be scheduled where the employee will be expected to report for duty.

On late starts or early dismissals, employees will report as directed by their supervisor.

If the day or hours are not made up, the day or hours will not be paid unless the employee opts to use personal leave.

ARTICLE III

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 140 days.

21 and beyond: Daily rate of pay times unused sick leave to a maximum of 140 days plus \$75 times 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.

Retirement/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 with a PERA annuity are eligible to remain in the existing group health and hospitalization plan. The retiree must pay full costs for the continued coverage, in advance, on a monthly basis.

Subd. 2. Severance/Health Care Savings Plan: All eligible employees covered by this “Terms and Conditions of Employment”, will participate 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.

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.

Subd. 3. 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 the severance payment described in Subd. 1, the total of the employer match funds and the severance payment will not exceed the calculated severance benefit at retirement based on this section.

For employees hired on or after July 1, 2010, the total of the employer match funds will not exceed \$10,000 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 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 \$600.00 from July 1 – December 31, 2025, \$750.00 from January 1 – December 31, 2026 and \$787.50 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. (Pro rata refers to new hires only, as defined in Article I, Section 6.)

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 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 reemployment 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. An employee who resigns at the end of the school year will keep the health insurance in effect through August 31st of the same year.

Subd. 5. In the event the 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 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 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 coverage 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 \$50,000 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 \$50,000 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 full time 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, 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 where their seniority has not been interrupted 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.

ARTICLE V

Absence From Work

Section 1. Sick Leave:

Subd. 1. All full or parttime employees shall earn sick leave at the rate of 1-1/3 days per month to a maximum of 12 days annually. Sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year. Long term substitutes will accrue sick leave at the same rate, non-cumulative.

Subd. 2. Unused sick leave may accumulate to a maximum credit of 200 days (based on the number of hours the employee works per day) 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.

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 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 or parttime employee shall be granted personal leave of four days per year, noncumulative, for situations which must be handled during school hours requiring the employee's personal attention. Personal leave taken shall be deducted from sick leave.

Subd. 2. Requests for this leave must be made through the designated process to 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 (1) F.T.E. on a given day at each site.

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 Without Pay (Less than one year):

Subd. 1. Leave of absence without pay may be granted for fulltime or parttime employees by the Superintendent for personal reasons up to a maximum of ten days per year per employee, non-cumulative. The Board of Education may grant leaves for more than ten 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 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.

Subd. 5. There will automatically be a hearing scheduled with the Board of Education and the Board may impose any penalties it deems appropriate.

Section 5. 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 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. 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 subpoena, meal and mileage reimbursements are excluded.

Section 8. Holidays: Employees working in excess of a ten-month schedule shall have paid holidays of 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 Mid-Winter Holiday dependent on school calendar, Good Friday, Memorial Day and Juneteenth (if Juneteenth is a regular scheduled workday for employee).

Section 9. 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. Wages are to be paid bi-monthly on the 15th (or the day before if the 15th falls on a weekend or federal holiday) and the last day of the month unless otherwise specified by the School District.

Employees working less than the full year shall be deemed on leave of absence for the period not 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.