

# **Belle Plaine Public Schools**

**ISD #716**

## **CONDITIONS OF EMPLOYMENT**

### **LEAD OUTSIDE CUSTODIAN/DIRECTOR OF OUTSIDE GROUNDS, ACTIVITY SPACES & TRANSPORTATION SUPPORT**

**July 1, 2025 – June 30, 2027**

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

These Conditions of Employment are for the position of .5 Lead Outdoor Custodian and .5 Director of Outside Grounds, Activity Spaces & Transportation Support for Belle Plaine Public Schools. This contract can be terminated by either party, for any reason, upon 90 days written notification from one party to the other.

**ARTICLE I**

**Salary**

**Section 1. Salary (12-month position):**

(.5) Lead Outdoor Custodian	2025-2026 Salary	\$28.07/hour
	2026-2027 Salary	\$28.84/hour
(.5) Director of Outside Grounds, Activity Spaces & Transportation Support	2025-2026 Salary	\$37,530/year
	2026-2027 Salary	\$38,563/year
Total Compensation	2025-2026 Salary	\$66,725/year
	2026-2027 Salary	\$69,184/year

In addition, longevity will be added to the hourly pay rate for the Lead Outdoor Custodian position. On July 1 of each year, \$.60 will be added at the beginning of the 9<sup>th</sup> year of employment, \$1.20 will be added at the beginning of the 14<sup>th</sup> year of employment, \$1.80 will be added at the beginning of the 19<sup>th</sup> year of employment and \$2.40 will be added at the beginning of the 24<sup>th</sup> year of employment.

**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: Employee shall be granted twelve (12) contract days of sick leave (disability/illness) per school year to be used any time during the school year upon notification to the Superintendent. Sick Leave may accumulate to 90 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: Employee will receive fifteen (15) 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 employee does not use all their available vacation days, the unused days may be carried over for a period of six months.

Section 3. Paid Holidays: Employee will receive eleven (11) paid holidays: New Year's Day, Good Friday, Memorial Day, Juneteenth, 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 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 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 employee's disability/illness leave or vacation.

#### 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. Employee may participate in the district matching annuity program as provided in M.S. 356.24.

Subd. 2. District Contribution: District shall match annually up to \$2,400 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**

#### **Other Benefits**

##### Section 1. Transportation Allowance:

Subd. 1. Employee shall receive \$150 per month for reimbursement of vehicle expenses incurred while doing school business.

### **ARTICLE VI**

## Grievance

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

## **ARTICLE VII**

### Section 1. Job responsibilities:

SubD. 1. As the Lead Outdoor Custodian this position will organize, order, and oversee all components needed to support the outside needs of the Belle Plaine Public Schools. The position may be required to supervise other employees at various times throughout the year. The person in this position will need to contact the Director of Facilities if he needs additional help in completing outside projects.

Subd. 2. As the Director of Outside Grounds, Activity Spaces, and Transportation Support this position will take care of maintenance, new projects, existing projects, and the overall beautification of the outside spaces that are owned and maintained by Belle Plaine Public Schools. This position will also help support District transportation managed and assigned by the District which will include, but not be limited to upcoming of all licensing, inspections, and care for District owned and operated vehicles, as well as driving and transporting students when needed in those vehicles.

Signatures:

Lead Custodian/Director  
of Outside Grounds, Activity  
Spaces & Transportation Support

\_\_\_\_\_

School Board Chair

\_\_\_\_\_

School Board Clerk

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