

**PLAINVIEW-ELGIN-MILLVILLE**  
**COMMUNITY SCHOOL**

**CLASSIFIED PERSONNEL**

**SALARY AND BENEFITS**

**HANDBOOK**

**JULY 1, 2013 - JUNE 30, 2014**

**Approved by School Board**

## **JOB CLASSIFICATION**

### **10 MONTH EMPLOYEE**

A 10 Month Employee works a minimum of 7.5 hours per day and at least 194 days per year.

### **SCHOOL YEAR EMPLOYEE**

A School Year Employee works a minimum of 4 hours per day for a minimum of 170 days— and/or at least 680 hours.

## **BENEFITS**

### **HOLIDAYS**

Holidays that fall on weekends will be observed on a day established by the school district. The school district reserves the right, if school is not in session, to cancel any of the above holidays and establish another holiday in lieu thereof. Any legal holiday(s) that fall within an employee's vacation period shall not be counted as a vacation day. In order to be eligible for holiday pay, an employee must have worked his/her regular work day before and after the holiday unless he/she is on excused illness, leave, or on vacation under these provisions. Full time employees shall be compensated at one and one-half times their regular rate of pay for all work performed at the request of the school district on actual holidays listed.

### **10 MONTH EMPLOYEES**

10 Month Employees will receive 8 paid holidays. The holidays are:

- New Years Day
- President's Day
- Good Friday
- Memorial Day
- Labor Day
- Thanksgiving Day
- Friday After Thanksgiving
- Christmas

### **SCHOOL YEAR EMPLOYEES**

SCHOOL YEAR employees will receive 3 paid holidays. The holidays are:

- Thanksgiving Day
- Christmas Day
- New Years Day

**HEALTH INSURANCE - 10 MONTH AND SCHOOL YEAR EMPLOYEES:**

The district's only obligation is to provide a group insurance plan for employees. The employee, as a result of a denial of insurance benefits by an insurance carrier, shall make no claim against the school district. These policies concerning insurance are subject to change annually at the discretion of the School Board.

The school district's group health and hospitalization insurance plan will be available to employees who work more than 20 hours per week. The school district's maximum contribution will be \$8813 per year for family insurance and \$4335 contribution for single insurance coverage. The premiums or partial premiums will be paid as outlined below.

To qualify for family coverage an employee must have legal dependents consisting of a spouse or child or both. In the event that two members of a family are employed by the district, the district will only make one contribution equal to the largest pro-ration amount of the two family members.

The school district will contribute the maximum contribution for all employees who work 6.5 hours per day (32.5 hours/week) or more. The school district will contribute a pro-rated amount of the maximum contribution of family coverage for employees who work less than 6.5 hours per day (32.5 hours/week). The pro-ration will be the ratio of the employee's scheduled total work hours compared to 32.5 hours/week.

**DENTAL INSURANCE - 10 MONTH AND SCHOOL YEAR EMPLOYEES:**

The school board shall contribute the full single premium for each person employed more than 20 hours per week by the school district who is covered by the provisions of the policy and who elects this coverage, to be applied on a single or family dental health plan.

**LONG TERM DISABILITY (LTD) INSURANCE - 10 MONTH AND SCHOOL YEAR EMPLOYEES:**

The school will contribute 100% of the premium for Income Protection Insurance on all employees employed more than 20 hours per week by the school district who is covered by the provisions of this document.

**LIFE INSURANCE**

**10 MONTH EMPLOYEES**

Each 10 month employee shall have a \$25,000 life insurance premium benefit paid by the school district. Any employee may choose to waive the full health and hospitalization coverage and retain the life insurance benefit paid by the school district.

## **SCHOOL YEAR EMPLOYEES**

Each school year employee shall have a \$15,000 life insurance premium benefit paid by the school district. Any employee may choose to waive the full health and hospitalization coverage and retain the life insurance benefit paid by the school district.

## **LEAVES**

### **SICK LEAVE – 10 MONTH AND SCHOOL YEAR EMPLOYEES**

A sick leave day is the same as the employee's normal working day.

Employees shall be credited sick leave at the beginning of the school year subject to the limitations provided below:

1<sup>st</sup> year – 20 days.

2<sup>nd</sup> year and every year thereafter – 15 days until a 190 maximum has been reached.

The school board may require an employee to furnish a medical certificate from a qualified physician as evidence of illness or disability for sick leave pay. If a medical certificate to verify an illness or disability is requested, the board shall bear all costs in preparation of said certificate. In the event that a medical certificate will be required the employee will be so advised. Sick leave allowed shall be deducted from the sick leave days granted to the employee.

Sick leave pay shall be approved and deducted upon admission of a signed request upon the authorized sick leave pay request form, available at the school district administrative office.

### **PERSONAL LEAVE – 10 MONTH AND SCHOOL YEAR EMPLOYEES:**

At the beginning of each year, each employee shall be credited with 3 days of personal leave which may be taken in units of one or more hours. This leave may accumulate from year to year to not more than 4 days. For the 13-14 year only the total accumulation could be 5 days. The scheduling of these days may be denied when it is determined that school operations will be adversely affected.

**BEREAVEMENT OR FUNERAL LEAVE -10 MONTH AND SCHOOL YEAR**

**EMPLOYEES:**

An employee may be granted up to five (5) days to attend a funeral of someone in the employee's or employee's spouse family. The superintendent may grant up to three additional days in the case of the death of someone in the employee's or employee's spouse's immediate family (father, mother, sibling, husband, wife, son, daughter, grandfather, grandmother, grandson, granddaughter, and comparable in-laws). These days shall be deducted from sick leave.

An employee may be granted up to eight (8) hours to attend the funeral of someone outside of the employee's family. This time shall be deducted from sick leave.

**WORKER'S COMPENSATION LEAVE - 10 MONTH AND SCHOOL YEAR**

**EMPLOYEES:**

Pursuant to MS. 176 an employee injured on the job in the service of the school district and collecting worker's compensation insurance shall draw sick leave and salary payment from the school district on a proportionate basis to regular salary less insurance benefits and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

**UNPAID LEAVE - 10 MONTH AND SCHOOL YEAR EMPLOYEES:**

Employees are hired to work specific schedules as designated by the superintendent. The superintendent reserves the right to grant or deny any request for unpaid leave.

**SEVERANCE, RETIREMENT, AND 403B**

**SEVERANCE COMPENSATION - 10 MONTH AND SCHOOL YEAR EMPLOYEES:**

This language shall apply only to former Plainview employees whose service has been full time. Former Plainview employees hired after 9.01.1997 shall not be eligible for this benefit. In applying these provisions, an employee's daily rate of pay shall be the basic daily rate at the time of retirement, as provided in the basic salary schedule for the basic school year, and shall not include any additional compensation. Full-time employees who have completed at least 15 years of continuous service with the school district who are at least 55 years of age shall be eligible for severance pay, upon a written resignation accepted by the school board. Eligible employees, upon early retirement, shall receive retirement pay based upon no more than 100 days of the employee's accumulated sick leave. Severance pay shall be deposited within 30 days of the effective date of the resignation to the employee's MSRS PRHCSP. Payments will not be made to an estate or a beneficiary.

**RETIREMENT - 10 MONTH AND SCHOOL YEAR EMPLOYEES:**

Employees working a minimum of 15 years for District #806, #810, or #2899, and at least 55 years of age shall be entitled to continued medical insurance coverage until employee becomes eligible for Medicare. The district contribution for medical will be based on the proportionate payment for single coverage in effect at the time the employee retires.

**DISTRICT MATCH 403B DEFERRED ANNUITY - 10 MONTH AND SCHOOL YEAR EMPLOYEES:**

Employees who have worked for the district for a minimum of three years shall be eligible to participate in a 403b matching contribution plan as allowed by Minnesota statute. The district will match eligible employee contributions based on the start of the following years of experience in the District, up to a maximum of the following dollar amounts:

4– 9 years	\$800
10 – 15 years	\$1100
16+ years	\$1300

Employees who are eligible and receive severance pay will have the total amount of the district contribution to the 403b plan deducted from their severance pay.

**COMPENSATION**

**PAY PERIODS**

Employees will have their compensation divided into 24 pay periods. Paydays will be the 15<sup>th</sup> and the last day of the month unless payday falls on a weekend or holiday. Payday will then be the last day prior to the scheduled payday.

**SALARIES**

**SECRETARIES:**

**Base Salary = \$13.70/hr**

**SALARY INCREASE:** Secretaries will receive \$.50/hour increase for 13-14 school year.

## **PARAPROFESSIONALS**

- **Base Pay=\$ 11.20/hr**

**SALARY INCREASE:** Paraprofessionals will receive \$.50/hour increase for the 13-14 school year.

### **ADDITIONAL COMPENSATION OVERTIME - 10 MONTH AND SCHOOL YEAR EMPLOYEES:**

Time worked beyond the normally scheduled hours up to 40 hours per week will be paid at the regular rate. Overtime hours beyond 40 hours per week will be paid at one and one-half (1-1/2) times the regular rate of pay. All overtime must be preapproved by an administrator.

### **COMPENSATORY TIME - 10 MONTH AND SCHOOL YEAR EMPLOYEES:**

On approval by the supervising administrator, if compensatory time is taken instead of pay, time earned beyond the normally scheduled hours up to 40 hours per week will accumulate at the rate equal to the number of hours worked (1 comp. hour for 1 extra hour worked). Compensatory hours worked beyond 40 hours per week will accumulate at the rate equal to 1-1/2 (1-1/2 comp hours for 1 hour worked beyond 40/week) Compensatory hours shall be lost upon termination or resignation from the job. Compensatory time shall not, in any case, exceed 40 hours.

### **REIMBURSEMENT - 10 MONTH AND SCHOOL YEAR EMPLOYEES:**

All employees will be reimbursed for pre-approved expenses incurred when traveling outside the district on school business at the district established rate.

## **OTHER**

### **INJURY REPORTS - 10 MONTH AND SCHOOL YEAR EMPLOYEES:**

Any and all injuries, regardless of their severity, shall be reported to the human resource department as soon after the injury occurs as possible. In order for a claim to Workmen's Compensation to be considered valid, a "First Report of Injury" must be made within 24 hours of the incident.

### **EMERGENCY CLOSING - 10 MONTH AND SCHOOL YEAR EMPLOYEES:**

All Employees will be compensated for the first three emergency closing days on which they

were scheduled to work. On the fourth and fifth emergency closing day, employees will have three options:

1. Report to work that day
  2. Use a personal day or take the day without pay
  3. Make up the day within two weeks and document your time with your building administrator
- Beyond the fifth emergency day the school board will determine if those days will be made up. . In the event school is delayed or let out early, employees will be paid for their full workday.

#### **BREAKS - SCHOOL YEAR EMPLOYEES:**

Employees who work four consecutive hours will be provided with a paid break, not to exceed 15 minutes. Employees who work six or more hours per day will be provided with two paid breaks, not to exceed 15 minutes, and a non-paid, duty-free lunch period of not less than thirty (30) minutes per workday.

#### **BREAKS - 10 MONTH EMPLOYEES**

Employees who work four consecutive hours will be provided with a paid break, not to exceed 15 minutes. Employees who work six or more hours per day will be provided with two paid breaks, not to exceed 15 minutes, and a paid working lunch period of not less than thirty (30) minutes per workday.