

**Stewartville Independent School District #534**  
**DISTRICT STAFF**  
**WAGE AND BENEFIT PACKAGE**  
**District Administrative Support Assistant,**  
**District Office Administrative Assistant, Special Education Administrative Assistant**  
**2025-2026 and 2026-2027**

I. Effective Dates, Termination, and Duties

A. Effective Dates

The following Wage and Benefit package is effective 07/01/2025 - 6/30/2027.

B. Termination During the Term

The School District may terminate the employee's employment during the working agreement term for cause, but shall notify the District Staff in writing of the proposed grounds for termination and the employee will have the opportunity to respond.

C. Duties --The employee shall perform the duties outlined in their job description.

II. Duty Year and Leaves

A. Basic Work Year

1. The employee's work schedule will be determined by the Superintendent or designee, taking the requirements of the position into consideration.
2. Hours worked in excess of 40 hours per week will be paid at time and a half times the employee's hourly rate.
3. Any employee working less than 12 Months (260 days) will receive all benefits on a prorated basis.

B. Holidays

The following holidays shall be considered paid holidays: Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, Memorial Day and Juneteenth.

C. Emergency Days

Employees shall work on all scheduled work days, including days when school is called off due to weather emergencies. Employees have the option of using PTO on these days.

D. Sick Leave

Sick leave days – 13 per year. Unused sick leave will accumulate to 120 days.

The School District may require the employee to furnish a medical certificate from a qualified physician indicating that the absence was due to illness. The employee also qualifies for sick childcare leave. Sick childcare leave may be used on the same terms that the employee is able to use sick leave benefits for his/her own illness. For the purpose of sick childcare leave, a child/grandchild is defined as an individual less than 18 years of age or an individual less than 20 years of age who is still attending secondary school. The school board may require that a medical certificate from a qualified physician be submitted indicating that the employee's absence was due to the illness of the child/grandchild.

Employees may use their employer-provided sick time, up to 160 hours in a 12-month period, for an illness of or injury to the employee's adult child, grandchild, spouse, sibling, parent, grandparent or stepparent.

Very serious illness in the immediate family i.e. aunt, uncle, niece, nephew, first cousin, and the same inlaws may be treated as sick leave up to a limit of five days per school year.

E. Bereavement Leave

Bereavement leave may be granted at full pay up to a total of five days per incident for the death(s) of a spouse, child, or parent/guardian, grandchild, grandparent, sister, brother and the same inlaws. Bereavement leave may be granted at full pay up to one day for the death(s) of an aunt, uncle, niece, nephew, first cousin and the same inlaws. Up to four hours of sick leave may be used for attending funerals of friends or other relatives not listed above. Any additional hours needed will be deducted from PTO or comp. time or taken without pay.

F. Jury Duty Leave

If the employee is absent because of jury service, the employee will receive regular salary from the School District during this period of service, provided that the pay received for this jury service, less any reimbursement for mileage and expenses, will be relinquished to the School District.

G. Leave of Absence

A leave of absence (without pay) may be granted, with Board approval, to employees with at least 15 years of service for care of a grandparent, parent, spouse, child, or grandchild for up to one year without losing seniority. Employees must notify the District of their intent to return by April 1, of the school year preceding their return. If the notification is not made, the employee will lose seniority.

H. PTO (Paid Time Off)

Years 1-5	15 days
Years 6- 10	18 days
Years 11-15	20 days
16+ Years	25 days

Up to 5 days of unused PTO at the end of the fiscal year may be carried over to the following fiscal year. In addition, 5 days of unused PTO may be paid to the District Staff at his/her daily rate of pay. Requests to be paid up to 5 days of PTO must be submitted to the District Office by June 15 of that year. No requests after June 15 will be processed and that PTO will be lost after June 30. Existing employees who get more PTO than offered above will be grandfathered in at their current rate.

I. Maternity Leave

Maternity leave, without pay is available, however, the employee will have the option of being paid if they elect to use accrued sick time and PTO.

III. Insurance

A. Health/Hospitalization Insurance

The School District shall contribute up to \$900 per month for single coverage and \$1200 per month for family coverage in 2025-2026 and 2026-2027 for 12 months towards the cost of Health/Hospitalization Insurance for all employees who qualify, and are enrolled in, the group insurance plans. To qualify for the insurance benefit, the employee must work at least 30 hours per week or more.

B. Dental Insurance

The School District shall contribute up to \$75 per month towards the premium for the employee and the employee's dependents for dental insurance coverage under the School District's group plan.

C. Life Insurance

The School District shall provide a group term life insurance plan providing \$50,000 of coverage for the employee, payable to the employee's named beneficiary, at the expense of the School District.

D. Long Term Disability Insurance

The School District shall provide a group long term disability insurance plan with a maximum benefit of 2/3 of a maximum compensation of \$50,000 at the expense of the School District. In accordance with the insurance plan, such monthly benefits are coordinated with all other benefits to which the employee may be entitled. All benefits will be paid according to the terms of the insurance policy in force at the time of the claim.

E. Claims Against the School District

The eligibility of the employee, or the employee's dependents or beneficiary for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this section. It is understood that the School District's only obligation is to purchase the insurance policies described herein, and no claim shall be made against the School District as a result of denial by an insurer of insurance benefits if the School District has purchased the policies and paid the premiums described herein.

IV. Other Benefits

A. Tax Sheltered Annuities

The employee is eligible to participate in a tax sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, Minnesota Statutes, Section 123B.02, Subd. 15 and School District policy, and as otherwise provided by law. Enrollment must be completed by July 1 to start the program for that year. The School District will match the employee contribution up to \$2520 per year beginning in the employee's 3<sup>rd</sup> year of employment in the district, with no maximum for School District contributions. All matching deferred compensation payments will be subtracted from the severance payment at the time of retirement.

B. Insurance Benefits After Retirement:

1. For those employees that have been employed by the district for fifteen (15) consecutive years, twenty (20) if hired after 6/30/11, and have reached the age of 55 and retire, the District shall make deposits into a retiree HRA based on the annual fixed dollar value of the group health and dental insurance premiums the employee was entitled on the day of the employee's retirement. The District's deposits shall commence the month before the retiree is responsible for insurance premiums and continue annually until the lesser of five years or the month the retiree becomes Medicare eligible. (The annual deposit in the year of Medicare eligibility may be based on less than 12 months.)

If the retired employee dies before age 65, the District shall continue coverage on the living spouse to the age of 65 or remarriage, but may substitute single coverage for family coverage if there are no other dependents.

If upon retirement, the employee is deemed to be uninsurable by the District's insurance carrier, then the District shall make a contribution to an insurance carrier of the employee's choice, as determined in the schedule listed above.

2. Employees hired after 7/1/2019, will receive \$50/month into a Post-Retirement Health Reimbursement Arrangement (HRA) which will be held in escrow until the employee has been employed fifteen consecutive years in the District and reaches the age of 50. If the employee leaves the District before attaining 15 consecutive years of employment or before reaching the age of 50, the funds will be returned to the District. They may participate in the school district's health insurance plan at their own expense.

C. Severance Pay

After twenty years of employment in the school district, the employee shall be eligible to receive severance pay at the close of the school year in which his/her employment ceases. The employee shall receive severance pay as follows: equal to one-half the number of unused sick leave days times the employee's current daily rate of pay less the total amount of deferred compensation contributions made by the District in the employee's service with the District.

Disbursement of this severance pay is to be in one lump sum. An option is available to place the severance payment into a tax deferred account by Minnesota statute. This option would be negotiated with the appropriate class at the time of the employee's retirement or separation.

Employees hired after July 1, 1998, are not eligible for severance pay, but are eligible for the matching program (Deferred Compensation).

V. Workers Compensation

An employee who is absent from work as a result of an injury compensable under the Workers' Compensation Act who elects to receive sick leave or vacation pay pursuant to this policy shall submit his/her Workers' Compensation check endorsed to the school district prior to receiving payment from the school district for this absence.

VI. Salary

For the 2025-2026 and 2026-2027 school year employees will receive a 6.95% total increase over two years.

Initial salary will be determined by the District dependent on relevant experience in the field with a base pay of \$17.00/hour.

\*Longevity Stipend based on the grid below. (Minimum of 1250 hours worked)

<u>Years Completed</u>	<u>Amount</u>
14-19 Years	\$500
20-24 Years	\$750
25+ Years	\$1000