

# **ROSEVILLE AREA SCHOOLS**

CONDITIONS OF EMPLOYMENT

DISTRICT ADMINISTRATORS

2023-2025

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## **Article 1**

### **Contract Length**

Administrators' contracts are for 52 weeks unless otherwise provided for in the individual contract.

## **Article 2**

### **Compensation**

Any salary schedule is not part of the Administrators' Contract and may be changed by the School Board provided that administrators are given notice before April 1 preceding the school year in which the amended schedule takes effect or by mutual agreement.

DCA Members obtaining a Ph.D. will be paid an additional \$1000 per year. Written verification of Advanced Degree must be provided through an official transcript to Human Resources by August 30 in order to qualify for this stipend in that same contract year.

Salary paid semi-monthly on the 15th and the 30th of each month or the preceding work day if the 15<sup>th</sup> or 30<sup>th</sup> falls on a weekend or holiday.

2.1 Salary Schedule: Initial placement within the range is based upon a judgment of qualifications, including experience and training. The salary of an individual will change as a function of:

- (a) adjustments in the ranges reflecting rates paid elsewhere for like positions and changes in the cost of living
- (b) performance as reviewed by the Superintendent and line supervisors

The top of the range is the salary which is considered fair and equitable compensation for an employee who is fully qualified from the standpoint of training and experience and who has proven his/her ability to perform effectively in all areas for which he/she is accountable.

	<b>2023-2024</b>	<b>2024-2025</b>
Asst. Superintendent/Director	\$152,440 – 180,436	\$157,017-185,849
Assistant Director	\$108,150-129,203	\$111,349-137,917
Multilingual Program Administrator	\$113,300-149,350	\$123,600- 153,831
Communications Director	\$100,000-127,500	\$105,000-\$130,688

2.2 Professional Organizations/ Professional Development: The District will reimburse Professional Dues/Development up to \$5400 total for 2023-2025. The

member will have to join their state and national organization. The remaining dollars could be used to attend state or national conferences approved by the Superintendent.

### **Article 3. Insurance**

Employees who are contracted to work 30 hours or more per week are eligible for insurance benefits. District contributions are listed below.

- 3.1 Life Insurance. The district will provide a \$200,000 term insurance policy for eligible employees.
- 3.2 Medical Insurance.  
The district shall contribute the following amounts toward the cost of medical insurance premiums and VEBA spending accounts.

<b>District Monthly Medical Contribution</b>	<b>2023-24</b>	<b>2024-25</b>
Dependent Coverage	\$1962.00	\$2097.44
Single Coverage	\$758.89	\$799.96

Any additional cost of the premium shall be paid for by the employee through payroll deduction.

Staff may only enroll in the high deductible medical plan.

- 3.3 Long-Term Disability. The district will- provide long-term disability insurance for all eligible employees.
- 3.4 Liability. The district provides liability coverage of up to statutory requirements for all employees.
- 3.5 Dental. The district will pay up to \$104.55/month for dental coverage. Any additional cost of the premium shall be paid for by the employee through payroll deduction. Coverage begins on the first day of the month immediately following eligible employment.

### **Article 4. Sick, Emergency, Vacation, & Holidays**

- 4.1 Sick Leave
- 4.1.1 Sick or emergency leave with full pay shall accumulate to a full 52-week administrator at the rate of 18 days per year with no limit on the accumulation.
- 4.1.2 Sick leave is to be used to cover the personal illness, including but not limited to hospitalization for surgery, of the administrator.

- 4.1.3 Upon request of the Superintendent or their designated agent, absence for personal illness in excess of five (5) consecutive working days must be certified by the physician and permission given by the physician for the administrator to return to work
- 4.1.4 When an administrator has used up their sick leave, and before income protection takes effect, and after a ten (10) consecutive work day period without pay, the School Board may, upon certification by a physician of inability to carry out their assigned duties, pay the administrator one-half (1/2) of the salary in effect at the time the absence began and until the 90 day waiting period for income protection has elapsed.
- 4.1.5 Employees may contribute up to forty hours of sick leave to a "sick leave bank." The maximum amount that may be contributed is 2080 hours. Leave from the bank may be applied for after the following conditions have been satisfied. The employee has:
- 1) Exhausted their sick leave;
  - 2) Completed the wait period for LTD; and
  - 3) Received notice of eligibility from LTD insurance carrier.

Leave payments would be for those unpaid days during the LTD wait period on a retroactive basis.

Any unused sick leave bank hours may be carried over from year to year.

#### 4.2 Emergency Leave

Emergency leave shall be deducted from the employee's total of accumulated sick or emergency leave and may be used as follows:

- 4.2.1 Up to, but not to exceed five (5) days with full pay shall be allowed for absence due to death of husband, wife, son, daughter, father, mother, sister, brother, grandfather, grandmother, and comparable in-laws. Absence due to death of a family member not listed above or of a close friend may be authorized for up to two (2) days with the approval of the supervising administrator.
- 4.2.2 One day of absence due to illness in the immediate family, or a critical family situation where no other arrangements are possible, or the attendance of the non-child-bearing co-parent at the time of the birth of their child, may be approved by the Superintendent or their designated agent, with any additional day(s) of absence to be approved by the Superintendent with the right of appeal to the Board.
- 4.2.3 One day for critical situations not covered previously making it impossible for the employee to report for work may be allowed as

determined by the Superintendent subject to appeal to the Board.  
(Bad weather in the local area or poor driving conditions are not considered legitimate excuse for a day when school is in session.)

4.2.4 Time for subpoenaed court appearances unrelated to employment in the School District and not self-incurred. (NOTE: If called as a witness, salary shall be reduced to the extent of any per diem pay.)

4.2.5 Time while an administrator's living quarters are under quarantine.

4.2.6 Up to two (2) days annually for attendance at religious services.

4.2.7 Any absence whatever for which a deduction in pay is made shall not be deducted from the annual or the accumulated sick or emergency leave.

4.2.8 Any unusual case of absence not covered above will be acted upon following the presentation of the facts in writing to the Superintendent or their designated agent subject to review by the Board.

4.2.9 Upon termination of an employee's employment for any reason, all sick or emergency leave, current or cumulative, shall be automatically cancelled.

#### 4.3 Administrators' Vacation – 12 Month Employees

4.3.1 Accrual Process. Vacation shall be earned at the rate of 27 days per year. An additional 45 days may be accrued for non-recurring purposes.

4.3.2 Accrual. Vacation shall be credited annually on July 1.

4.3.3 Annual Limitation. Vacation used during a fiscal year shall normally be limited to twenty-seven (27) days (Section 4.3.1) with exceptions cited in 4.3.6.

4.3.4 Loss of Unused Vacation Days. Vacation days accumulated in excess of twenty-six (26) days as described in Section 4.3.1 shall be lost annually on the following June 30 or may accrue as part of the days for non-recurring purpose up to a maximum of 45 days.

4.3.5 Approval. Vacation approval in advance shall be required of each administrator by appropriate supervisor.

4.3.6 Non-recurring. An administrator shall request in writing to the Superintendent the opportunity to use up to forty-five (45) days professional growth, extended travel or retirement. Upon approval

by the Superintendent, such vacation may be used in addition to regular accrued vacation for the purpose approved.

4.3.7 Retirement, Resignation, Unrequested Leave. In the case of resignation or retirement, unused vacation and non-recurring days from the fiscal year of resignation shall be paid to the individual up to a total of seventy-one days (71).

4.3.7.1 An individual administrator placed on unrequested leave may upon request be paid for unused vacation days at the time of placement on such leave or at the termination of such leave. In no event shall an individual be eligible for such payment more than once if continuously employed by District 623 during succeeding fiscal years.

4.3.7.2 Pay for any unused days for non-recurring purposes as per Sections 4.3.4 and 4.3.6 shall be added to other unused vacation pay for which the individual is eligible.

4.3.7.3 In the event due to rare or unusual circumstances a specific assignment by the Superintendent of District 623 prevents an administrator from fully carrying out a planned vacation and under such circumstances unused vacation days in excess of the allowable accumulation are lost to the administrator, the administrator shall be paid for such days. Such assignments shall require approval by the Superintendent.

4.4 Holidays

There are ten paid holidays for those working the full calendar year: July 4th, Labor Day, Thanksgiving and the Friday following, Christmas, New Year's Day, Martin Luther King Jr. Day, Memorial Day plus two floating holidays to be determined according to the school calendar.

## **Article 5**

### **Leaves**

The provision of leave provides the administrator an opportunity for continued professional growth; time to recuperate from illnesses; income protection in the event of illness or accident; absences in the event of an emergency; and time for certain obligations or for other personal purposes that can be accomplished only during the school term.

5.1 Short Term Leaves

5.1.1 Arrangement for short term leave shall be made with Human Resources.

5.1.2 Holidays occurring during any short term leave shall not be considered as deductions from any current or accumulated leave.

## 5.2 Long Term Leaves

- 5.2.1 Long term leaves up to the end of a contract year as a result of prolonged illness or recovery from an accident shall be arranged through Human Resources.
- 5.2.2 Administrative staff members shall not progress in the salary program for the time spent on leave unless performing services comparable to their responsibilities in the District, on a sabbatical leave or after three (3) years in the District on an approved program of study for professional growth.
- 5.2.3 Any administrator returning to the District after a leave shall retain the unused Sick and Emergency Leave accumulated from previous years.
- 5.2.4 Any administrator on leave may remain on the district's medical, dental and/or life insurance policies at their own cost up to 18 months.
- 5.2.5 Administrators on leave shall have the rights for continuation of Teachers' Retirement Association contributions as set forth by TRA regulations.
- 5.2.6 When an administrator is granted a leave, agreement shall be reached as to the type of position in the School District to which the administrator may return upon expiration of the leave.
- 5.2.7 An administrator who resigns and returns to the District within three (3) years shall retain all previous experience credit and the unused sick and emergency leave accumulated from previous years.

## 5.3 Leave of Absence Without Pay

- 5.3.1 Leave of absence without pay may be granted by the School Board primarily for professional growth purposes subject to the following conditions:
  - In each case, the administration must certify the absence can be covered without serious detriment to the instructional program.
  - Applications for leave should be filed on or before January 15 for leaves granted beginning September 1. Applicants shall receive written notification of the disposition of their requests, and the Superintendent shall include the stipulations applying to each leave granted. The administrator shall be notified of these stipulations when notified of the leaves.



- An administrator returning to a position in the District shall in turn commit oneself to serve in the Roseville Schools following the termination of the leave for a period of time equal to the duration of the leave.
- Applications for leave of absence for purposes other than professional growth will be considered on an individual basis by the Superintendent and the School Board.

5.4 Unrequested Leave. The District Center administrator on unrequested leave as an administrator or principal shall also be placed on the unrequested leave list of teachers according to the seniority gained in a teaching and administrative position. For this placement the District Center administrator shall receive full credit for District 623 teaching experience and/or administrative experience. Any District Center administrator proposed to be placed on unrequested leave of absence as a District Center administrator or principal may displace a teacher with a more recent District seniority date who is employed in a position for which both are licensed by the State Board of Education. Assignment to the position shall be made by the Superintendent.

Seniority rights may only be exercised by written notice to the office of the Superintendent within fourteen (14) duty days from the day the District Center administrator received the notice of their proposed placement on unrequested leave of absence as a District Center administrator.

5.5 Parental Leave. Parental leave to prepare and provide parental care of a child or children of the employee for an extended period of time shall be available without pay to members of the appropriate unit according to the following provisions:

- The employee shall notify the Superintendent or their designated agent in writing at least four (4) calendar months in advance of the intended leave and shall indicate the requested date of return.
- The School District may adjust the proposed beginning and/or ending dates of a parental leave so that the dates are coincident with some natural break in the school year.
- Parental leave may be granted up to six (6) calendar months.
- Parental leave may extend by mutual agreement between the employee and the Superintendent or their designated agent for a period not to exceed fifteen (15) calendar months including the summer vacation period, but shall not extend beyond June 30 of the year following the advent of the child.

- Whenever parental leave extends to June 30, the employee must notify the Superintendent or their designated agent in writing by April 1 of the intent to return to the District the following year.
- The employee on parental leave may continue to participate in the medical group insurance program and/or life insurance, but must pay the entire premium for such program(s) as the employee wishes to retain, commencing with the beginning of the parental leave.
- An employee returning from parental leave will be assigned to a position comparable to the one the employee held before taking the leave.
- An employee not returning from parental leave at the designated time shall be considered to have terminated their employment and shall have forfeited rights to future job placement unless the employee is certified by a physician as unable to return because of an accident or illness unrelated to pregnancy or because of physical “complications of pregnancy.”
- An employee who is pregnant may elect to utilize sick leave. In that event, the employee will continue working until a physician certifies that they can no longer fulfill the requirements of the position. During the period of disability, the employee is eligible to receive sick leave benefits. An employee may choose to take parental leave after disability leave has been utilized. In the event no parental leave is taken, the employee is required to return to work as soon as she is physically able as certified by her physician.

## **Article 6**

### **Professional Growth, Professional Organization Membership, Contributory Educational Activities**

#### **6.1     Professional Growth**

Seventy-five (75) hours of approved individual professional development activity (IPD) shall be successfully completed every five (5) years of employment by each administrator as one of the District's requirements for continued employment and compensation increases. The schedule of completion of the seventy-five clock hours shall be adjusted to coincide with those administrators' schedules who are required to complete Continuing Education Credits (CEC).

6.1.1 An IPD may be granted upon successful completion of ten (10) clock hours of any of the following:

- District provided and/or initiated in-service workshops not to exceed one-half (1/2) of the clock hours required.
- College or university courses or workshops relevant to the administrator's employment.
- Approved meetings, seminars, or workshops concerning education administration issues.

6.1.2 Prior approval for attendance at the activities listed in Section 7.2 of this section must be secured by the administrator from the Superintendent their delegated agent in order for IPD activities to be approved.

6.1.3 IPD's may be granted upon successful completion of an approved course of study taken by an administrator while on sabbatical leave from their District employment.

6.1.4 The acquisition of approved IPD's by administrators shall not be prohibited due to the participation in the funding of the experiences by the School Board or if the experience occurs during the administrator's duty day and if the administrator is required to attend.

6.2 Professional Organization Membership

The District shall pay the cost of membership in national and state professional organizations related to the administrator's area of responsibility, up to a total of \$1,500 annually per administrator.

6.3 Contributory Educational Activities

An administrator may request up to three days annually for professional contributory activities such as speaking, consulting, or teaching outside of the District in addition to any vacation time an individual may choose to use for this purpose. Any remuneration received beyond actual expenses when these three days are used shall be turned over to the District. Approval of the Superintendent must be obtained prior to the use of these days.

## **Article 7**

### **Resignation/Retirement**

7.1 Insurance After Retirement. Administrators may remain in medical and dental plans for up to eighteen months at their own expense.

7.2 Post Retirement Health Care Savings Plan. In accordance with Minnesota Statute, Chapter 352.98, Administrators will participate in the health care savings plan, as follows:

Each eligible member will invest all available payments for accumulated vacation, at resignation or retirement, into the post-retirement health care savings plan.

- 7.3 Members Hired on or After July 1, 1994: Retirees may continue in the district's medical and dental plans until age of eligibility for Medicare at their own expense.

## **Article 8**

### **Matching Annuity Program**

- 8.1 All members of the bargaining unit may participate in the district matching annuity program as provided in M.S. 356.24 according to the following provisions:
- 8.2 Eligibility: All Cabinet members may participate in this matching annuity plan.
- 8.3 District Contribution: The district shall match annually up to 2% of the base salary up to \$2000 to either the Minnesota DCP or an appropriate 403(b) annuity on a dollar for dollar basis. The district's matching amount is not considered as reportable salary on the W-2 or for high five retirement.

## **Article 9**

### **Health Care Savings Plan**

- 9.1 Eligibility: In accordance with Minnesota Statute, Chapter 352.98, all members will participate in the Health Care Savings Plan administered by the Minnesota State Retirement System.
- 9.2 Employer Contribution: The District will contribute \$4000 per year.