Terms and Conditions of Employment for the Assistant Activities Director

Effective July 1, 2025 through June 30, 2027

PURPOSE

The purpose of this handbook is to provide salary and benefit information for the Assistant Activities Director. This represents the complete agreement between Employer and Employee with respect to employment with Independent School District No. 624. Employment with the District is for no specific period of time. Your employment with the District will be "at will," meaning that either you or the District may terminate your employment at any time and for any reason, with or without cause. Any contrary representations that may have been made to you are superseded by this agreement. This is the full and complete agreement between you and the District on this term. Although your job duties, title, compensation and benefits, as well as the District's personnel policies and procedures, may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of the District. The District reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. The District will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum notice as required by law.

ARTICLE II

COMPENSATION

Section 1. Method of Salary Payment: Assistant Activities Director shall be paid twice each month, on the 15th and the last work day of each month. If a payday falls on a weekend, employees will be paid on the last workday preceding the payday in question. Regular pay days cover ten (10) working days of wages, with variation linked to the School District calendar, holidays and allowable payroll calendars. The first payment of gross wages will be linked to the first payroll processing period following your first day of work. Payment will continue on the 15th/last day until the assignment is completed.

Section 2. Basic Compensation: The compensation for Assistant Activities Director for the 2025-2026 fiscal year shall be based on an annual rate of $99,773. The compensation for Assistant Activities Director for the 2026-2027 fiscal year shall be based on an annual rate of $102,766. These positions are considered non-affiliated and have no rights to continued contract under MN Statute 122A.40. This position is not affiliated with any bargaining group contract and is considered exempt and not overtime eligible under the FLSA.

Section 3. Deductions: Mandatory federal and state deductions and any elected benefits will reduce the gross pay amounts listed in Section II. In addition to federal and state deductions, the election of group benefits and retirement funds may decrease gross-pay. Itemized deductions and benefits are listed on each paycheck. Amounts may vary based on federal and state tax tables, exemptions elected and benefits elected.

Section 4. Reimbursements: Reimbursements for pre-approved expenses are provided under School Board Policy 412 and can be found in full on www.isd624.org.

ARTICLE III

DUTY YEAR

Section 1. Duty Days: Employees shall perform services on such days as determined by the School District, including those legal holidays on which the School District is authorized to conduct school. The full duty year shall include 260 working days, 13 District designated paid holidays and 1 employee designated float holiday which will be pro-rated for less than 12 month or less than full time employees. The float holiday is forfeited if not used in the current fiscal year.

Section 2. Scheduling of Duty Days - Variance: The duty day schedule each year shall be determined by the School Board upon recommendation of the Superintendent. Variance in such scheduled duty days may be allowed at the discretion of the Superintendent.

Section 3. Emergency Closings: When schools are closed because of severe weather, employees shall not be required to report for work and shall not lose compensation. Employees shall perform duties on such other days(s) in lieu thereof as the School Board shall determine.

ARTICLE V
GROUP INSURANCE

Section 1. Selection of Carriers: The selection of the insurance carriers and policies shall be made by the School Board.

Section 2. Claims Against the School District: Any description of insurance benefits contained in this Article are intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Article. It is further understood that the School District's only obligation is to provide an insurance policy 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.

Section 3. Duration of Insurance Participation: An employee is eligible for School District insurance contributions and payroll deductions as provided in this Article as long as the employee is employed by Independent School District No. 624 and regularly scheduled to work full time. Upon termination of employment, all deductions and contributions shall cease, effective on the last working day of the month in which employment ceases.

Section 4. Medical-Hospitalization Insurance:
The District shall offer a qualified health insurance plan. Each eligible and enrolled employee in the plan(s) shall receive the following contributions towards plan expenses. The cost of the premium not contributed by the District shall be borne by the employee and paid by payroll deduction.

District Monthly Contribution	**As of 1-1-2023**	**As of 1-1-2024**	**As of 1-1-2025**
Single HRA Coverage	$650.06	$712.82	$755.58
Family HRA Coverage	$1,537.10	$1,700.25	$1,810.68
Single HSA Coverage	$646.10	$703.68	$742.92
Family HSA Coverage	$1,526.90	$1,676.48	$1,777.17

The District will make an annual contribution, paid on a semi-annual basis, to the employee's HRA/HSA account for eligible and enrolled employees.

HRA/HSA Contribution (paid semi-annually)	**As of 1-1-2023**	**As of 1-1-2024**	**As of 1-1-2025**
Single HRA Coverage	$1,500	$1,500	$1,500
Family HRA Coverage	$3,000	$3,000	$3,000
Single HSA Coverage	$1,500	$1,700	$1,700
Family HSA Coverage	$3,000	$3,400	$3,400

Dual Health Insurance Coverage: Any full-time employee whose spouse is also eligible for a District contribution to health insurance coverage by virtue of either active full-time employment or retirement benefits shall have their health insurance premium fully paid by the District. This fully-paid coverage is limited one (1) family policy per employee/spouse and shall not exceed the benefits otherwise provided in this section.

Section 5. Group Income Protection/Long Term Disability: The School District will pay the premium for income protection insurance for all employees. The income protection plan shall include the following:

1. Benefits begin after 60 calendar days of total disability.

2. The monthly income benefits shall be 66 2/3% of the basic monthly earnings (exclusive of additional compensation).

2. Benefits will be paid for disability due to an accident or illness as long as the employee remains totally disabled up to the date of his/her 70th birthday.

Section 6. Life Insurance:

Subd. 1. The School District shall pay the full premium for a term life insurance policy for each employee in the amount of $300,000.

Section 7. Eligible Employees: Only full-time employees shall be eligible for group insurance benefits as provided in this Article except where mandated by State or Federal law.

Section 8. Claims Against the School District: Any description of insurance benefits contained in this Article are intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Article. It is further 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.

Section 9. Duration of Insurance Contributions: An employee is eligible for School District contributions as provided in this Article as long as the employee is employed by Independent School District No. 624. Upon termination of employment, all School District participation and contributions shall cease, effective on the last day of the month in which employment ceases.

Section 10. Errors and Omissions Insurance: The School District shall purchase and pay the full premium for a policy on Errors and Omission insurance.

Section 11. Dental Insurance: The School District shall contribute 100% of the dental premium through 6/30/2027.

Section 12. Workers' Compensation:

Subd. 1. Upon the request of an employee who is absent from work as a result of a compensable injury under the provisions of the Workers' Compensation Act, the School District shall pay the difference between the compensation received pursuant to the Workers' Compensation Act by the employee and the employee's regular rate of pay to the extent of the employee's earned accrual of sick leave.

Subd. 2. A deduction shall be made from the employee's sick leave accrual time according to the prorated portions of days of sick leave which are used to supplement workers' compensation.

Subd. 3. Such payment shall be paid by the School District to the employee only during the period of disability.

Subd. 4. In no event shall the additional compensation paid to the employee by virtue of sick leave pay result in the payment of a total daily, weekly or monthly compensation that exceeds the normal compensation of the employee.

ARTICLE VI

LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. Employees shall accrue sick leave at the rate of one and one half (1.5) days per working month. Unused sick days shall carry over year-to-year and accumulate to an unlimited amount.

Subd. 2. An absence resulting from death of a member of the family (spouse, child, sibling, parent, guardian, or related member of the household) will be given up to five (5) days with no salary deduction. Additional leave may be granted under these provisions for special circumstances at the discretion of the Superintendent or designee. These additional leave days will be deducted from cumulative days credited to the employee under sick leave.

Leave will be granted to employees due to the serious illness of an adult child, spouse, sibling, parent, grandparent, or step-parent for reasonable periods of time as the employee's attendance may be necessary up to 160 hours, or pursuant to Minn. Stat. §181.9413, whichever is less. This provision is not meant to increase or decrease the amount of leave otherwise provided in this Article except as otherwise required by law. An absence related to serious illness of guardian, or any other related member of the household may be extended up to five (5) days. Such days will be deducted from the employee's individual leave account.

Subd. 2. Upon termination of an employee's employment for any reason, all sick leave, current or cumulative, shall be immediately and automatically cancelled, except as provided in early retirement and severance pay calculations, or if an employee returns from unrequested leave, or an employee who is re-hired and whose service has been continuous.

Subd. 3. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Subd. 4. An employee who becomes totally disabled and subsequently qualifies for long-term disability benefits may elect to use remaining sick leave on a pro-rated basis so long as his/her combined disability insurance and pro-rated sick leave benefits do not exceed one hundred percent (100%) of normal monthly earnings.

Subd. 5. When an employee is injured on the job in the service of Independent School District No. 624 and collecting compensation insurance as well as drawing on sick leave and receiving full salary from the School District, his/her salary shall be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from his/her accrued sick leave.

Section 2. Personal Leave: For employees regularly scheduled to work less than twelve (12) months per year, employees may take two (2) leave days per year (non-accumulative) for personal reasons. This leave day must be pre-approved in advance and shall be deducted from accrued sick leave. Regularly working twelve (12) month employees are not eligible for personal leave under this section.

Section 3. Vacation: Employees regularly scheduled to work full-time, twelve (12) months per year or more shall be entitled to four (4) weeks of vacation per fiscal year to accrue at a monthly rate of 13.3333 hours per month. Such vacation accrual will be pro-rated for a mid-year start date.

Subd. 1. Accumulation of Vacation Days: Employees may reserve up to ten (10) vacation days for use in the next fiscal year. The roll of vacation days from the prior year will occur no sooner than August 31 where anything above the allowable carry-over of ten (10) days will be forfeited.

Section 6. Other Leave Rules: Leave not mentioned within this document are dictated by Policy 410.

Section 7. Insurance Application: An employee on leave is eligible to continue to participate in group insurance programs if permitted under state or federal law, but shall pay the entire premium for such programs which the employee wishes to retain commencing with the beginning of any unpaid leave. It is the responsibility of the employee to make arrangements with the School District's Human Resources Office to pay to the School District the monthly premium amounts in advance and on such date as determined by the School District.

ARTICLE VII

POST RETIREMENT SAVINGS PLAN

Section 1. Post Retirement Savings Plan for Medical Care: the School District shall contribute the sum of $2,500 annually to a post-retirement medical-care savings plan for employees covered in this document.

ARTICLE VIII

MATCHING ANNUITY PLAN

Section 1. Matching Annuity School District Contribution: For an employee electing to participate in the Matching Annuity Program, the School District contribution shall be $4,000 per fiscal year.