

# WINONA AREA PUBLICSCHOOLS PERSONNEL POLICIES AND PROCEDURES FOR NON-AFFILIATED MANAGERS

Effective Date: July 1, 2016 until such time as modified by the school board.

## EMPLOYEES COVERED BY THESE POLICIES AND PROCEDURES

These policies and procedures cover the employees listed below:

- Activities Director
- Director of School Nutrition
- Director of Buildings and Grounds
- Transportation Coordinator
- Assistant Director of Buildings and Grounds

## BENEFITS

For the purpose of health and hospitalization, dental insurance, long-term disability insurance and life insurance, a full-time manager shall be defined as one who is employed for 5 days per week during the school year **and** works a minimum of 175 days during the school year, not including holidays. Fractional time employees working at least 3 days per week (60 %) during the school year shall receive a prorated contribution toward their insurance benefits.

- **Health and Hospitalization Insurance**

The district shall contribute an amount equal to the full annual premium and deductible of the district's group single coverage High Deductible Plan (HDP) for individual coverage for each non-affiliated manager of the district who qualifies for and is enrolled in a district group single coverage health and hospitalization plan. District contributions for health insurance premiums will be spread evenly throughout the participation year. Any additional cost of the premium shall be borne by the employee and paid for by payroll deduction.

Each employee participating in the district's HDP will establish a qualifying Health Savings Account (HSA). The district will deposit the full single coverage annual deductible into the employee's HSA at the beginning of the insurance plan year for each employee of the district who qualifies for and is enrolled in a district group single coverage health and hospitalization insurance plan. Employees shall have the option to choose any one of the district's plans.

Family Coverage: The district shall contribute annually toward the premium of a district sponsored group health and hospitalization plan for family coverage for each non-affiliated employee of the district that qualifies for and is enrolled in a district group family coverage health and hospitalization plan. District contributions for health insurance premiums will be based on the chart below and be spread evenly throughout the participation year. Any additional cost of the premium shall be borne by the employee and paid for by payroll deduction. Employees participating in a family coverage High Deductible Plan (HDP) will be responsible for establishing and funding their own Health Savings Account (HSA).

<u>Contract Days</u>	<u>7/01/16</u>
175 - 194	11,860
195 - 214	13,360
215 - 234	14,860
235 - 259	16,360
260 +	17,860

The district will continue to make its contribution to the health and accident insurance premiums for any disabled employee to age 65 or until he/she qualifies for PERA, disability, social security or Medicare. Such contribution will be limited to the amount of the district contribution in effect at the time of disablement, and is subject to the rules and regulations of the insurance carrier.

- **Dental Insurance**

Single Coverage: The school district shall pay in full the annual premium for individual coverage for each employee who qualifies for and is enrolled in the school district group dental plan.

Family Coverage: The district shall contribute an amount equal to a percentage and maximum, based on the chart below, of the cost of the family dental insurance. Any additional cost of the premium shall be borne by the employee and paid for by payroll deduction.

<u>Contract Days</u>	<u>Percent Contribution</u>
156 to 180	40 <i>or minimally the cost of single coverage</i>
180 to 189	60
190 to 229	75
230 to 239	85
240 to 260	100

Part Time Employees: Fractional time employees employed for at least 60% during the school year receive a pro-rated contribution toward their insurance benefits, i.e. 80% of full time receives 80% of the district contribution toward the appropriate plan.

- Life Insurance

The district will provide \$100,000 of term life insurance to employees scheduled to work a minimum of 60% during the school year.

Additional term life insurance in units of \$15,000 to a maximum of an additional \$75,000 may be purchased by the employee.

- Long-Term Disability (LTD)

Full Time Employees: Long-term disability coverage is provided by the district. After a qualifying period of 120 days of disability, when approved by carrier, coverage provides approximately 66% of normal pay.

Part Time Employees: Part time employees scheduled to work less than full time but at least 60% during the school year shall be eligible for long term disability coverage.

- IRS Section 125 Plan

This plan provides that any insurance premium withheld from the employee's pay is withheld on a pre-tax basis. Employees are automatically enrolled in this portion of the Plan unless the employee opts not to participate.

The Plan allows employees to pay certain medically-related costs (e.g. deductibles, co-pays, glasses, dental work not covered by insurance—and more) on a pre-tax basis.

The plan allows employees to pay child care cost with pre-tax dollars. Each year in December employees who want to participate must sign up and designate the amount they plan to spend in these categories.

- Retirement

Employees who have completed at least 15 continuous years of service with District 861, who are at least age 55 as of June 30 in the school year during which an application for a retirement incentive is made and are eligible to participate in the health insurance program shall be eligible for the retirement incentive upon submission of a written request for retirement to the school board.

Full time service in District 861 schools for a period not less than 15 total years is mandatory in order to be eligible for the full retirement incentive detailed in this article. Full time service for this article is defined as a minimum number of days equal or greater than the number of annual student days.

Full time employees will receive \$40,000 which will be placed into a Post-Retirement Healthcare Account under the supervision of the Minnesota State Retirement System. The \$40,000 will be placed in the employee's account by September 1 of the year of retirement unless the request for retirement was not submitted by June 1 in which case the \$40,000 will be placed in the employees account within 90 days of submission of the written request for retirement.

Employee's who are participating in the districts health insurance program at the time of retirement shall be eligible to remain in the existing program at their own expense. The employees spouse may remain on the program at his/her own expense until he/she is eligible for Medicare.

A retirement incentive will not be paid to any manager who has been discharged by the district.

Any amount of unemployment insurance which the employee received and for which the district is required to pay into the unemployment compensation fund pursuant to Section 268.06, Subd. 25, at any time after the employee has terminated employment with the district may be deducted by the district from the amount of the employee's retirement incentive or recovered by the district from the employee up to the amount of the retirement incentive.

Employees eligible for the retirement program shall have the payment amount reduced by the total matching 403b dollars paid by the district over the employee's career unless such a reduction has been made to the severance benefit.

Fractional time employees eligible to participate in the district health insurance program at the time of retirement shall be eligible for a pro-rated payment into the Post-Retirement Healthcare

Account under the supervision of the Minnesota State Retirement System. The pro-ration shall be based on the pro-ration of health care benefits the employee was eligible for during the last five years of service.

- Severance

Employees who have completed at least 15 consecutive years of full or part time service with District 861 and who are at least age 55, or employees who qualify for early retirement under rule of 90 as prescribed by PERA, shall be eligible for severance pay upon submission of a written resignation accepted by the school board. Qualified employees shall receive severance equal to \$40.00 per day for unused sick leave.

Employees eligible for severance shall have the payment amount reduced by the total matching 403b dollars paid by the district over the employees employment unless such a reduction has been made to the retirement benefit.

- Matching Plan

Upon completion of one year of employment the School District will make a contribution to a state-approved 403b matching contribution plan in accordance with Minn. Stat. 356.24, as amended. Employees scheduled to work a minimum of eight hours per day for a period of days equal or greater than the number of annual student days (or the equivalent number of annual hours) will be eligible for a match in the amount of \$1,500 annually, not to exceed a lifetime amount of \$40,000.

If an employee is eligible for retirement or severance under this contract, the retirement incentive or severance owed to said employee shall be reduced by the amount of matching dollars paid by the district to the employee over her or his career.

- Holidays

Managers regularly scheduled to work a minimum of 3 days per week for twelve months, or a minimum of 156 days per year, shall have the following paid holidays, provided they would normally be on duty during the week the holiday(s) occurs:

New Year's Day, Good Friday, Memorial Day, July 3<sup>rd</sup>, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve Day.

- Sick Leave

Employees scheduled to work 260 days annually shall earn 15 days of sick leave per year, cumulative to 230 days.

Other employees regularly schedule to work a minimum of 50% during the school year or an annual total of at least 115 days shall be eligible for prorated sick leave benefits.

Prorated benefits will be calculated based on the expected number of days worked annually, i.e. if an employee works 130 days per year they will receive a benefit equal to 50% or 7.5 days of sick leave per year.

Employees may annually use eight sick leave days for family illness. For purposes of this section family is defined as child, stepchild, sibling, grandchild, spouse, parent or spouse's parent or non-family member for which the employee has the medical power of attorney. Use of sick leave for absences due to the illness of or injury to the employee's dependent child under the age of eighteen, or under age twenty still attending secondary school, shall be allowed for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms as sick leave for the employee.

If an employee uses two days or less, per fiscal year, of sick leave, she/he will receive a day of compensatory time in the next contract year. Employee who resign from the district and have earned this day shall be paid for the day on the final pay check.

- Vacation Leave

Managers in their first five years of employment shall earn 20 days of vacation annually, granted on July 1<sup>st</sup> of each year, prorated for employees scheduled to work less than 260 days annually.

Beginning with their sixth year of employment managers shall earn 25 days of vacation annually, granted on July 1<sup>st</sup> of each year, prorated for employees scheduled to work less than 260 days annually.

For purposes of determining when a manager is eligible to move from one vacation category to the next, the first year shall be considered a full year if the employee began employment prior to December 1st.

Unused vacation must be taken within twelve months after the end of the contract year in which it is earned. The employee shall forfeit any unused vacation days in excess of the allowable carryover.

- Bereavement/Funeral Leave

Managers regularly scheduled to work 3 days per week or more during the school year may have up to five days of leave for relative, friends, and colleagues. Additional days may be granted in special situations at the discretion of the superintendent.

- Jury Duty

Managers regularly scheduled to work 3 days per week or more during the school year shall be granted a leave of absence, with pay, when they are required to report for jury duty and shall be paid the difference between Jury Duty income (excluding travel allowance) and their regular wage.

- Child Care and Sick or Injured Child Care Leave

Minnesota Law allows the use of sick leave for absences due to the illness of or injury to the employee's dependent child under the age of eighteen, or under age twenty still attending secondary school, shall be allowed for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms as sick leave for the employee. FMLA allows up to twelve weeks, unpaid leave. Consult with supervisor and Human Resources for details pertaining to these laws.

- Unpaid Leave  
Unpaid leave may be granted at the discretion of the superintendent.
- Unpaid Medical Leave  
An employee unable to perform the duties of employment because of personal illness or injury shall be granted, upon request and certification by the attending licensed physician of inability to perform such duties, a leave of absence up to one year without pay. Requests for extension of a year's leave may be granted at the discretion of the school board. Employees must complete one year of service to be eligible for an unpaid medical leave. The district shall continue payment of the district's share of insurance premiums during the employee's absence, not to exceed one year. An employee who is granted such leave shall notify the superintendent of schools of her/his intention to return not less than 30 days prior to the end of said leave.
- Emergency School Closings  
In the event of an emergency day or late start, the employee may work, use vacation time, or make the time up, at his/her discretion.
- Employee Assistance Plan (EAP)  
The district is interested in the physical, emotional, and mental health of all employees. Employees who feel the need for assessment for emotional or chemical problems can self-refer to a service provider recognized by the district for up to three (3) hours of assessment. The district will pay for this assessment service on an anonymous basis, that is, without knowing who the self-referred employee is. This assessment provision is independent of health insurance and is available to all employees, whether or not they are eligible for health insurance.

The Department of Human Resources will, on a confidential basis, assist any employee wishing to find out more about the district's employee assistance plan.

In situations where emotional or chemical problems have a direct and identifiable impact on performance, supervisors may suggest, or make an EAP referral.

If assessment indicates that treatment is necessary, employees eligible for and participating in the health insurance program have specified coverages. Please refer to your individual policy.

- Safety Training  
Safety training, relative to each position will be provided to employees.

All employees will be provided "Right to Know" training. This program identifies potential chemical and other hazards in the workplace, and emphasizes preventive strategies.

Employees who have the potential of a significant likelihood of becoming exposed to blood or other body fluids will be given formal bloodborne pathogen training and be offered the Hepatitis B vaccination series.

## WAGES

The wage schedule is based on 261 work days and must be adjusted accordingly for employees that work less.

### MANAGERS 2016 - 2017

POSITION	STEP IV	STEP V	STEP VI	STEP VII	STEP VIII	STEP IX	STEP X	STEP XI
<b>Transportation Coordinator Asst. Supv Buildings &amp; Grounds (C42)</b>	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual
	51,628.41	54,060.93	56,608.29	59,278.32	62,068.41	64,858.50	66,810.78	67,478.94
	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	197.81	207.13	216.89	227.12	237.81	248.5	255.98	258.54
<b>Director(s) of Building &amp; Grounds, School Nutrition and Activities (D61) *1</b>	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual
	71,174.70	74,429.37	77,838.03	81,411.12	85,140.81	88,873.11	91,475.28	92,391.39
	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	272.70	285.17	298.23	311.92	326.21	340.51	350.48	353.99

### MANAGERS 2017 - 2018

POSITION	STEP IV	STEP V	STEP VI	STEP VII	STEP VIII	STEP IX	STEP X	STEP XI
<b>Transportation Coordinator Asst. Supv Buildings &amp; Grounds (C42)</b>	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual
	52,661.97	55,141.47	57,741.03	60,463.26	63,310.77	66,155.67	68,147.10	68,828.31
	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	201.77	211.27	221.23	231.66	242.57	253.47	261.1	263.71
<b>Director(s) of Building &amp; Grounds, School Nutrition and Activities (D61) *1</b>	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual
	72,597.15	75,917.07	79,393.59	83,039.76	86,842.53	90,650.52	93,304.89	94,239.27
	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	278.15	290.87	304.19	318.16	332.73	347.32	357.49	361.07

### MANAGERS 2018 - 2019

POSITION	STEP IV	STEP V	STEP VI	STEP VII	STEP VIII	STEP IX	STEP X	STEP XI
<b>Transportation Coordinator Asst. Supv Buildings &amp; Grounds (C42)</b>	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual
	53,716.41	56,245.50	58,894.65	61,671.69	64,576.62	67,478.94	69,509.52	70,203.78
	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	205.81	215.5	225.65	236.29	247.42	258.54	266.32	268.98
<b>Director(s) of Building &amp; Grounds, School Nutrition and Activities (D61) *1</b>	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual
	74,048.31	77,436.09	80,980.47	84,699.72	88,578.18	92,464.47	95,171.04	96,123.69
	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	283.71	296.69	310.27	324.52	339.38	354.27	364.64	368.29

\*1 These positions include \$6.73 per day in-district travel allowance as part of the daily wage.

Performance Career Increment: Employees with a minimum of eleven years of service in the district and at the top step, that work a minimum of 200 days (including holidays) and 1400 hours annually are eligible for an annual performance career increment of up to 2%. Performance career increments shall be paid at the end of the fiscal year, following a performance review and approval from the Director of Fiscal Affairs.

Date Approved by the School Board: August 16, 2016