

# WINONA AREA PUBLIC SCHOOLS PERSONNEL POLICIES AND PROCEDURES FOR NON-AFFILIATED EMPLOYEES

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 all employees of Independent School District 861 except those identified as exempt below:

The following positions are exempt from these policies:

- Superintendent
- Substitutes
- Employees covered under the “Personnel Policies & Benefits for Directors” policy.
- Employees covered under the “Personnel Policies for Non-Affiliated Management Employees”
- School Nutrition Personnel covered by the “School Nutrition Personnel Policy”.

Those employees who are subject to collective bargaining agreements as negotiated in accordance with Public Employment Labor Relations Act, M.S. 179.61 to 197.76, as revised, shall be exempt from these policies and procedures.

This exemption includes the following employee groups:

- Teachers
- Educational Office Professionals
- Administrators  
*This unit consists of the Principals, Associate Principals and Activities Director*
- Plant Operations and Maintenance Employees
- Educational Assistants

## BENEFITS

For the purpose of health and hospitalization, dental insurance, long-term disability insurance and life insurance a full-time employee shall be defined as one who is employed for 40 hours per week during the school year **and** works a minimum of 1,400 hours during the school year, not including holidays. Fractional time employees working at least 24 hours per week during the school year shall receive a prorated contribution toward their insurance benefits. Fractional time employees scheduled to work twelve months shall receive an additional prorated benefit based on the number of additional hours they work during summer. i.e. a 70% school year employee who works 40% over the summer will receive an additional 10% benefit for a total annual benefit of 80%. (Working 100% during the summer would add 25% benefit for a total of 95%.)

- **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 employee 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.

Contract Days	Percent Contribution
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 unit members employed for at least 24 hours of full time receives 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 \$25,000 of term life insurance to full time employees and part time employees scheduled to work at least 24 hours per week during the school year. The district will provide \$50,000 of term life insurance to 12 month, full time employees.

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 24 hours per week, for at least 38 weeks per 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 of eight hours per day for a period 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. If the retiring employee elects district-sponsored health insurance, the district will pay the monthly premium through the end of the calendar year in which the employee retires. The total premium amount from the date of retirement until the end of the current calendar year will be calculated at the time of retirement and deducted from the employee's retirement incentive. The remainder will be deposited into Post-Retirement Healthcare Account under the supervision of the Minnesota State Retirement System.

A retirement incentive will not be paid to any employee 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 \$5.00 an hour for each 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

Starting with the 2004-2005 school year, 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 match amounts as indicated below:

Years of Service in the District	Match Amount
6-10	\$370
11-14	420
15-20	660
Beginning with 21 <sup>st</sup> year	1,020

An employee must have **completed six consecutive years of full time** service in order to qualify for the amounts listed above. Beginning with the employees 11<sup>th</sup> year of full time service he/she will move to the next level of contribution. An employee shall notify the School District of his/her intention to begin or increase the amount of participation in the 403b match plan by May 1 of each school year. Such participation shall continue at the specified amount unless the employee notifies the district of a change.

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. Employees eligible for retirement incentive and severance shall have the incentive or severance amount reduced by the total matching dollars paid by the district over the employee's career.

Fractional Time Employees. The School District will make a contribution to a state-approved 403b matching contribution plan in accordance with Minn. Stat. 356.24, as amended. Fractional time employees scheduled to work more than 920 hours but less than eight hours per day for a period of days equal or greater than the number of annual student days will be eligible for match amounts as indicated below:

Years of Service in the District	Match Amount
Upon completion of 6-10	\$200
11-14	250
15-20	350
21-25	400
Beginning with 26 <sup>th</sup> year	500

A part time employee must have completed six consecutive years of service in order to qualify for the amounts listed above. Beginning with the employees 11<sup>th</sup> year of service he/she will move to the next level of contribution. An employee shall notify the School District of his/her intention to begin or increase the amount of participation

in the 403b match plan by May 1 of each school year. Such participation shall continue at the specified amount unless the employee notifies the district of a change.

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

Employees regularly scheduled to work a minimum of 20 hours per week for twelve months, or a minimum of 1040 hours 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 4th, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve Day.

Employees regularly scheduled to work 20 hours per week or more for less than twelve months shall have the following paid holidays, provided they would normally be on duty the week the holiday(s) occurs:

Thanksgiving Day, Day After Thanksgiving, Good Friday, Memorial Day, Labor Day, as designated by administration, Christmas Eve Day if the week in which the holiday falls is worked, Christmas Day if the week in which the holiday falls is worked (vacation and sick leave do not apply) in full as requested by the supervisor.

- Sick Leave

Employees scheduled to work 2080 hours annually shall earn 120 hours of sick leave per year, cumulative to 1840 hours.

Other employees regularly schedule to work a minimum of 20 hours per week during the school year or an annual total of at least 920 hours shall be eligible for prorated sick leave benefits.

Prorated benefits will be calculated based on the expected number of hours worked annually, i.e. if an employee works 1040 hours per year they will receive a benefit equal to 50% or 60 hours of sick leave per year, cumulative to 920 hours.

Sick leave benefits for part time employees shall be cumulative to the following amounts:

Employees working 1448 hrs or more, shall accrue a maximum of 1560 hrs of sick leave.

Employees working 1040 hrs to 1447 hrs, shall accrue a maximum of 920 hrs of sick leave.

Employees working less than 1040 hrs shall accrue a maximum of 500 hrs of sick leave.

Temporary/Casual employees regularly scheduled to work 19 hours per week or less than 920 hours annually are not eligible for sick leave benefits.

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.

One non-affiliated employee may be eligible to donate up to 16 sick leave hours annually to another non-affiliated employee if the following conditions are met:

- The employee donating the sick leave must have a minimum of 250 hours of sick leave accumulated and submit a sick leave donation form to the business office authorizing the donation.
- The employee receiving the sick leave donation must submit to the district certification by the attending licensed physician of inability to perform duties.
- The employee receiving the sick leave must have utilized all existing leaves and suffered three days without pay prior to utilizing sick leave that has been donated.

- Vacation Leave

Vacation is earned on July 1 of each year. The amount awarded is based on the time worked the previous year. If an employee has not served a full year, as of July 1, their vacation for this first year shall be pro-rated, based on the actual number of hours worked the previous year. Under certain circumstances a Director may authorize a new employee to utilize a portion of their vacation during the first year of employment, prior to July 1<sup>st</sup>, however, any time taken must be subtracted from their vacation allocation on July 1<sup>st</sup>.

For purposes of determining when an employee 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. Unused vacation in excess of the allowable carryover will be paid out at 50% of the employees' hourly wage.

Twelve Month Full-Time (2080 Annual Hours) Accrual

One through five years of eligible service – Earn 96 hours to be used the following year.

Beginning the sixth year through ten years of eligible service – Earn 136 hours to be used the following year.

Beginning the eleventh year through the fifteenth year of eligible service – Earn 176 hours to be used the following year.

Beginning the sixteenth through the twentieth year of eligible service – Earn 184 hours to be used the following year.

Beginning the 21<sup>st</sup> year of eligible service and thereafter – Earn 192 hours to be used the following year.

*Note: During the first year the employee accrues vacation but it is not available for use until July 1<sup>st</sup> of the following year.*

#### Part-Time (Less than 2080 Annual Hours) Accrual

Employees regularly scheduled to work a minimum of 20 hours per week and scheduled to work a year consisting of **200 or more days**, excluding holidays, earn pro rated vacation benefits.

*Note: The requirement to work 200 or more days, excluding holiday, was made during the 2012-2013 school year. A small number of employees affected by this change were grandfathered in and will be eligible for vacation, however, if the number of days they work is reduced, they will no longer be eligible for vacation benefits.*

Prorated benefits will be calculated based on the expected number of hours worked annually, i.e. if an employee works 1560 hours per year they will receive a benefit equal to 75% or 72 hours of vacation per year and may carry over 72 hours of vacation. Holiday hours **are** used when determining the amount of pro-rated benefit for employees that are eligible for vacation.

Employees eligible for prorated vacation benefits shall move from one accrual level to the next based on the number of years they have been eligible to accrue vacation benefits. Example: You may work for the district for ten years and become eligible for vacation on your eleventh year of employment but your accrual rate would be at the one through five years of service accrual rate.

Part time employees regularly scheduled to work less than 20 hours per week or less are not eligible for vacation benefits.

- Bereavement/Funeral Leave  
Employees regularly scheduled to work 20 hours per week or more during the school year may have up to five days of leave for a relative and shall be granted bereavement leave for the time required to attend the funeral of a friend or colleague.
- Personal Leave  
Employees regularly scheduled to work 20 hours per week who do not earn vacation shall earn personal days. Employees shall be granted 3 days of personal leave each year without loss of pay. Such leave shall be pro-rated for part-time employees. Use of personal days requires pre-approval of the administrative supervisor. Unused personal days will be paid at an hourly rate equal to step one of the employees pay classification.

Employees hired into positions that earn vacation shall be granted 3 days of personal leave, non-cumulative, during the first year of employment during which time they are unable to utilize vacation days they are accruing. Personal days remaining at the end of the year shall be forfeited.

- Jury Duty

All full time and part time employees regularly scheduled to work 20 hours 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.  
Temporary/Casual employees shall be granted a leave of absence without pay.

- 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  
Full Day Closing: In the event of an emergency day the employee may work, use vacation time, or use personal leave at his/her discretion. The supervisor, at his/her discretion, may allow the employee to make the time up by attending approved workshops prior to the start of the school year. In the event an employee has requested use of a leave day, prior to the emergency closing announcement, the leave day shall still be used.

Employees may be directed by their supervisor not to work in cases where their employment is based upon student activity that has been cancelled, such as an interpreter or LPN. In those cases the employee will be required to designate the day as a personal leave day, vacation day, sick leave day or make up day, as prescribed above. Employees who do not qualify to earn any paid leave time benefits and have passed a one year probationary period will be granted up to two emergency closing days, that the district does not require to be made up, without loss of pay.

Late Start: In the event of a late start the employee may work, use vacation time, or use personal leave at his/her discretion. The supervisor, at his/her discretion, may agree to adjust the employee's work schedule or to allow the employee to make the time up.

Employees may be directed by their supervisor not to work in cases where their employment is based upon student activity that has been delayed and they are not

required to be on site, such as interpreters or LPN's. For the first four late starts, those employees shall not be required to report to work and shall not suffer a loss of pay, however, in the event an employee has requested use of leave time, prior to the late start announcement, the leave hours shall still be used. Beginning with the fifth late start the employees may work, use vacation, sick leave, or personal leave at his/her discretion. The supervisor, at his/her discretion, may agree to adjust the employee's work schedule or to allow the employee to make the time up.

Early Release: If school has already started for the day and subsequently has to be suspended due to weather or other emergencies, employees may leave at the discretion of their administrative supervisor and shall be paid for their assigned day. An employee must be working at the time school is suspended in order to be paid for the day.

- Incentive Increments

Beginning July 1, 2009, the district will no longer offer the incentive increment program. Beginning July 1, 2016, wage schedules were adjusted upward for employees earning incentives and a separate incentive pay will no longer be paid.

- Compensatory Time

The following principles apply to compensatory "comp" time:

For non-exempt employees (employees who must be paid overtime for hours beyond 40 in a week), comp time may be banked, to a maximum of 40 hours, if mutually agreed to by the employee and the supervisor. If comp time is banked, it must be banked at time and one half, i.e., two hours of overtime would result in three hours of comp time.

All compensatory time must be approved in advance by the supervisor. It is not acceptable for an employee to "bank" comp time without the supervisor's knowledge and approval.

For exempt employees, such as coordinators and supervisors, there is no overtime pay or compensatory time banked. There may be occasions when the supervisor will allow a "flexed" schedule to recognize unusual workloads, schedules, or time requirements.

The determination as to whether a position is exempt or non-exempt shall be made by the Director of Human Resources.

- Travel and Expense Stipend

The district will pay any employee who is designated by the board as the "Deputy Board Clerk" and is required to attend a regularly scheduled board meeting to perform clerk duties a stipend of \$10 per regular board meeting to cover mileage, travel, and other miscellaneous expenses incurred.

- Uniform Allowance

Uniform and shoe allowance is to be paid to each kitchen manager upon presentation of proof of purchase for all employees. The annual uniform and shoe allowance will be \$125. Receipt must be furnished to verify purchase.

- Lunch Period

Employees scheduled to work seven to eight hours per day shall be provided an unpaid duty free lunch period of at least thirty minutes. Employees scheduled to work less than seven hours per day may or may not have a thirty minute duty free lunch, as determined by their supervisor.

- Rest Period

Employees who work 8 hours per day are allowed a fifteen minute rest period in the mid-morning and in the mid-afternoon. Employees who works at least 4 hours per day but less than eight hours per day are allowed one fifteen minute rest period per day. Rest periods are paid time; as such the employee should generally remain on site. Employees may, with approval of their supervisor, leave the work site during their rest period. Employees may not forgo a rest period to use the equivalent time to arrive late or to leave their place of employment earlier than the normal time prescribed as the work day.

- 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.

All other employees will receive information on bloodborne pathogens. Employees who feel they have significant exposure, but have not been identified for the more

formal training, may nominate themselves by contacting the Human Resources Department. Each building has an Exposure Control Plan in the building office.

## **WAGES**

Wages will be in accordance with a wage schedule approved by the school board. Effective July 1, 2016, the first step will be eliminated and an additional step will be added to the top, equivalent to 1%, additionally a 2% schedule adjustment will be made. A 2% salary adjustment will be made on July 1, 2017. A 2% salary adjustment will be made on July 1, 2018. The July 1, 2018 salary schedule shall remain in effect until modified by the school board.

**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.

Date Approved by the School Board: September 17, 1998

Date of Last Revision by the School Board: August 16, 2016