

**INDEPENDENT SCHOOL DISTRICT 659  
NORTHFIELD, MINNESOTA**

**PERSONNEL POLICIES AND PRACTICES**

NON-UNION ADMINISTRATORS  
JULY 1, 2018 THROUGH JUNE 30, 2020

Approved by the School Board May 29, 2018

## **ARTICLE I EMPLOYMENT**

### **Section 1.01 – Introduction**

These Personnel Policies and Practices contain information pertaining to your employment with Independent School District No. 659, Northfield (“District”). Please note that the information contained in this document may be changed from time to time. Nothing in this document establishes any form of a contract between you and the District, nor does anything in this document alter your at-will employment relationship with the District. In the same sense that you can resign your employment with the District at any time for any reason or no reason at all, so can the District terminate your employment at any time for any reason or no reason at all, consistent with the concept of at-will employment. When changes occur to the information contained in this document, the revisions will be issued to you. The statements contained in this Section 1.01 are subject to the requirements of any applicable law, such as the teacher Continuing Contract Law or the Veterans’ Preference Act, granting the employee employment rights.

### **Section 1.02 – Basic Services**

Employees shall faithfully perform the services prescribed by the School Board or designated representative whether or not such services are specifically described in this manual or in a general job description, abide by the rules, regulations and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated in this contract.

### **Section 1.03 - Duty Year**

The duty year shall be as listed in Appendices A and B. The employee shall perform services on those legal holidays on which the School Board so determines. He/she shall be on duty during any emergency, natural or unnatural, unless he/she is otherwise excused in accordance with School Board-administrative policy.

## **ARTICLE II SALARIES**

### **Section 2.01 - Compensation**

While the District reserves the right to set salaries, it will seek and receive input from employees and their supervisor regarding the salary structure. The input may be in the form of written or oral communication.

### **Section 2.02 – Experience Credit**

Individuals employed before January 1st, who are still employed by the District on June 30<sup>th</sup>, shall for the purposes of salary increases be given credit for (1) year of experience.

### **Section 2.03 - Holidays**

Employees working at least 20 hours or more per week shall be entitled to the following ten (10) paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, Presidents' Day (if designated as a school holiday), Memorial Day, Christmas Eve Day, and Good Friday. If the approved school calendar precludes the use of any of these days as holidays, an alternate day(s) shall be determined by the Superintendent.

### **Section 2.04 – Other Compensation**

Individuals having completed an advanced degree shall receive a stipend as outlined in this section. If the advanced degree is earned after the beginning of the contract period, the amount of the stipend outlined below shall be prorated to the number of months remaining in the contract year after receiving the advanced degree.

Doctorate Degree - \$5,000 per year (prorated as provided above if earned after the beginning of the contract year).

## **ARTICLE III LEAVES**

### **Section 3.01 - Vacation**

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for vacation.

Vacations for employees working 52 weeks per year shall be twenty-five (25) days per year. Part-time employees will receive pro rata vacation. Vacation shall be available to the employee at the beginning of the year (July 1<sup>st</sup>), however, vacation is considered earned on a monthly basis. Individuals hired after July 1<sup>st</sup> will receive pro rata vacation provided the employee has been assigned to a position which normally consists of 52 or more weeks per year.

Unused vacation must be taken within one year following the contract year in which it was earned. Vacation use will be as scheduled with and approved by the employee's immediate supervisor.

Payment for unused, earned vacation balances as limited by the previous paragraph will be made by the School District upon termination or separation of employment.

Employees working fewer than 52 weeks per year shall not receive vacation.

### **Section 3.02 - Sick Leave**

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for sick leave.

Employees shall receive sick leave at the rate of thirteen (13) days for each year worked, which may be accumulated to a maximum of 247 days. Sick leave shall be available to the employee at the beginning of the year (July 1<sup>st</sup>), however, sick leave is considered earned on a monthly basis.

One day of leave allowance may be used by an employee for each day of absence due to illness or injury which precludes the employee from performing the duties of his/her position. Any employee who has been absent may be required to present a statement from a doctor of medicine verifying an illness and certifying that the employee has recovered sufficiently to return to normal duties. Any employee absent more than five (5) consecutive working days must present such certification. If certification is required for an absence of fewer than six (6) days, the District will designate the physician and pay his/her fee. Charges for certification of absences days greater than five (5) consecutive working days will be the responsibility of the District unless the employee requires examination by a specified physician, in which instance the employee will assume the cost of the examination.

Sick leave with pay shall be allowed whenever an employee's absence is due to illness or injury of the employee, the employee's dependent child, or another individual as allowed by Minnesota law which prevented the employee's attendance at work on that day or days.

There shall be no payment for unused, earned sick leave balances upon termination or separation of employment, for any reason, with the School District.

### **Section 3.03 – Disaster Leave**

The Employer will provide paid disaster leave for employees who have exhausted accumulated sick leave days prior to the commencement of long-term disability insurance benefits. An employee will become eligible for paid disaster leave after the employee has been continuously disabled and unable to work for fifteen (15) consecutive duty days, as certified by a medical doctor. Disaster leave payments shall commence as of the duty day following the last day of sick leave payment, and shall continue only for the period during which the employee remains continuously disabled and unable to work.

Disaster leave payments shall cease in any event after the fortieth (40th) duty day of absence.

### **Section 3.04 – Bereavement Leave**

Up to ten (10) days per year of leave with pay in case of bereavement. Time off for bereavement shall be deducted from unused Sick Leave. Bereavement leave may be used in the case of death of family members or friends

### **Section 3.05 - Personal Business**

The employee shall be allowed two (2) personal business days per year for business that ordinarily cannot be conducted outside the duty day with prior approval of the superintendent. A deduction of these days will be made from sick leave.

### **Section 3.06 - Leave of Absence Without Pay**

The employee may apply for a leave of absence without pay in the event of personal extenuating circumstances. The employee, when on medical leave of absence, is eligible to continue to participate in group insurance programs as permitted under the insurance policy provisions, but shall pay the entire premium for such programs as he/she wishes to retain commencing with the beginning of the leave, subject to the requirements of applicable law.

### **Section 3.07 - Child Care / Adoption Leave**

A. A child care/adoption leave shall be granted by the school district subject to the provisions of this Section. Child care/adoption leave may be granted because of the need to prepare and/or provide parental care for a child or children of the administrator for an extended period of time.

B. An administrator making application for unpaid child care/adoption leave shall inform the superintendent in writing of his/her intention to take the leave at least two calendar months before commencement of the intended leave, except in unusual circumstances. The superintendent and the administrator will attempt to work out a satisfactory plan for the leave.

C. If the reason for the child care/adoption leave is occasioned by pregnancy, the administrator shall also provide at the time of the leave application, a statement indicating the expected date of the delivery. Sick leave under Section 3.02 is available for any period of disability associated with the pregnancy prior to the commencement of the child care/adoption leave.

D. The availability of a suitable replacement may also be considered by the school district in both the granting of a child care/adoption leave or the duration of such leave.

E. In making a determination concerning the commencement and duration of a child care/adoption leave, the School Board shall not, unless otherwise agreed, be required to:

- (1) grant any leave more than six (6) months in length or at the beginning of the school year following such six (6) month period.
- (2) permit the administrator to return to his or her employment prior to the date designated in the request for child care/adoption leave.

F. An administrator returning from child care/adoption leave shall have a right to return to his or her original position as specified in the administrator's child care/adoption leave plan if the administrator's leave is commenced and concluded within the same fiscal year. If the administrator's child care/adoption leave plan does not call for his or her return within the fiscal year it is commenced, the administrator shall have the right to be returned to an equivalent contractual position, unless such administrator has been previously terminated pursuant to the provision of M.S. 122A.40 or such administrator has been placed on unrequested leave pursuant to the provisions of M.S. 122A.40.

G. Failure of the administrator to return pursuant to the date determined under this Section shall constitute grounds for termination unless the school district and the administrator mutually agree to an extension in the leave.

H. An administrator who returns from child care/adoption leave within the provisions of this Section shall retain all previous experience credit and any unused leave time accumulated under the provisions of this document at the commencement of the leave. The administrator shall accrue additional experience credit or leave time during the period of absence for child care/adoption leave only if the leave commences and ends within the same fiscal year.

I. Child care/adoption leave shall be without pay. The school district shall continue its contributions for group insurance as specified in Article IV for an administrator on child care/adoption leave only if the leave commences and ends within the same school year.

### **Section 3.08 – Religious Observance Leave**

Up to three (3) days leave shall be granted to an employee for required religious observance. Such days must be recognized religious holidays and shall not be permitted for circumstances where personal alternative attendance options exist. A deduction of these days will be made from sick leave. Notification must be submitted to the superintendent, in writing, at least three (3) days prior to such absence.

### **Section 3.09 – Judicial Leave**

For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such employees basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty.

### **Section 3.10 – Superintendent’s Discretionary Leave**

Any circumstance that arises necessitating the absence of an employee not specifically included in any of the sections above may be granted as discretionary leave. Such leave must be approved in advance by the superintendent or his/her authorized representative.

### **Section 3.11 – School Conference and Activities Leave**

In accordance with the provisions of MS.181.9412, the District will provide each employee with up to sixteen hours of school conference and activities leave during any twelve-month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours. One school day advance written notice shall be provided via the District’s substitute/leave reporting system. The Human Resources Director can waive the advanced written notice requirement in emergency situations under exceptional or unusual circumstances.

Such leave will be deducted from the employee's sick leave allowance.

## **ARTICLE IV INSURANCE**

### **Section 4.01– Insurance Eligibility**

An employee must work a regular schedule of 20 or more hours per week in order to be eligible for group insurance coverage.

### **Section 4.02 – District Obligation**

The District’s only obligation is to purchase the group insurance policies addressed below and pay such amounts as stated herein. No claim shall be made against the District as a result of a denial of insurance benefits by an insurance carrier.

### **Section 4.03 – Health and Hospitalization**

The School District shall provide eligible employees an opportunity to enroll for either single or family coverage in the District health and hospitalization insurance plan. The School District shall contribute the same amounts toward the monthly premium for single and family coverage as identified in the Northfield Education Association Master Agreement. The effective date for employer contributions shall be January 1 of each year.

#### **Section 4.04 - Dental Insurance**

The School District shall provide eligible employees with an opportunity to enroll for either single or family coverage in the District dental insurance plan. The School District shall contribute the same amounts toward the monthly premium for single and family coverage as identified in the Northfield Education Association Master Agreement. The effective date for employer contributions shall be January 1 of each year.

#### **Section 4.05 - Life Insurance**

The School District shall provide, at District expense, a group term life insurance plan providing \$200,000 of coverage for each eligible employee. The eligible employees may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the employee through payroll deduction.

#### **Section 4.06 - Long-Term Disability Insurance**

The School District shall pay the full premium for long-term disability insurance for eligible employees. Benefits shall be payable after 60 consecutive days of total disability at 66 2/3% of the basic monthly earnings.

If the employee is disabled and has not accumulated sufficient paid sick leave to cover the waiting period, then he/she shall be paid 66 2/3% of his/her salary until he/she is entitled to receive long-term disability benefits.

Up to thirty (30) accumulated sick leave days may be used on a pro-rata basis while receiving disability income; however, the total income generated from using sick leave with disability benefits may not exceed the employee's basic annual earnings. The School District shall continue its contribution for health and hospitalization insurance for up to six months (180 consecutive days) after the last day worked for absence due to total disability. Thereafter, the employee may continue in the district's group insurance plans at his/her expense for as long as the employee receives long-term disability insurance/wage replacement benefits.

#### **Section 4.07 - Liability Insurance**

The School District agrees to insure the employee for loss because of claims brought against him/her caused by any negligent act, error, omission, or breach of duty while acting within the scope of his/her employment or any claim against him/her solely by reason of the holding of his/her position. The amount and extent of coverage shall be subject to limitations imposed by the insurance carrier and applicable law.



#### **Section 4.08 – Duration of Insurance Contribution**

Upon separation of employment, all district participation and contribution toward group insurance benefits shall cease effective at the end of the month of the last working day except as provided under other provisions of this document. However, the employee may be continued in the group insurance plans at his or her own expense for a period following separation determined by the insurance carrier and applicable laws.

### **ARTICLE V OTHER BENEFITS**

#### **Section 5.01 - Travel**

Necessary and approved transportation that is required of the employee in the performance of school duty shall be at the expense of the School District. The mileage reimbursement rate and the rate between buildings shall be set by the School Board.

#### **Section 5.02 - Professional Improvement**

The employee will participate in professional development activities which are directly related to his or her areas of responsibility and other areas designated by the superintendent. The School District shall pay for all legally valid travel, lodging, and meal expenses and fees for attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by the superintendent.

#### **Section 5.03 - Professional Membership Dues**

The School District may require employee to participate in one local service club. The School District shall pay the annual membership dues for the employee for relevant professional organizations approved by the District. The School District shall pay the annual membership dues for other community organizations as are required, directed or permitted, by the superintendent of schools.

#### **Section 5.04 - Vandalism Reimbursement**

The School District shall reimburse the employee for vehicular vandalism, which occurs in the course of the employee performing his or her required duties, in an amount up to \$500 in a given year toward the unreimbursed insurance deductible amount on the vehicle.

## **ARTICLE VI SEVERANCE/RETIREMENT**

### **Section 6.01 – Severance**

This section does not apply to any individual covered by this policy agreement hired after July 1, 2016.

When an employee has completed six (6) years of continuous service under this employment agreement, or combined with other administrative positions within the district as identified in the Principals Association Master Agreement, they shall be eligible for payment upon separation of employment based on the following:

- a. Payment shall be equivalent to their daily rate of pay times a number of days determined by multiplying eight (8) days times the number of years' employment with the Northfield School District at the time of separation of employment.
- b. The amounts shall be prorated for years during which the employee served part time.
- c. The maximum number of paid days shall be 120 days.
- d. Severance pay under this section 6.01 shall not be payable in the event the employee is terminated for cause.

### **Section 6.02 – 403(b) Matching Plan**

The School District shall match employee payments up to \$9,000 per school year to a 403(b) plan for the full-time employee.

- a. The employee shall be eligible for a prorated school district contribution for any years that are less than full time.
- b. Such plan shall be approved and subject to applicable provisions of Minnesota Statutes and IRS Code Section 403(b) or IRS Code Section 457 and any amendments thereto.
- c. The school district contribution will be made to a state-approved company of the employee's choice. It shall be the responsibility of the employee to make all arrangements required by the vendor to insure that proper payment is made by the school district. The district shall make payment to the employee's selected company bi-monthly.

### **Section 6.03 – Retirement Insurance**

If the employee retires upon attaining age fifty-five (55) or thereafter and has at least ten (10) years experience in the School District, they may elect to be covered under the group health and hospitalization and dental plans provided by the School District as provided by

law. The employee may continue participation in the District's group term life insurance plan according to provisions of Section 4.05 at the employee's own expense until the employee is eligible for Medicare.

The District shall contribute toward the premium for health and hospitalization and dental coverage under the same conditions as if employed but not more than 80% of the health and hospitalization insurance premium, for nine (9) years from the date of retirement.

Once a retired employee becomes eligible for Medicare the retired employee's coverage will convert to a Medicare supplement policy. Such policy (when combined with Medicare) will at a minimum be equivalent coverage to the group health and hospitalization plan offered to active employees and retired employees who are not eligible for Medicare. Employees currently retired and their dependents who are eligible for Medicare will be converted to a Medicare supplement policy effective November 1, 2010.

In the event a retired employee and his or her dependent(s) become eligible for Medicare at different times, the individual insured will be converted to the Medicare supplement policy upon becoming eligible. At such time as there is only one other insured remaining on the family group health plan, he/she will be converted to a single policy under the group health plan until they become eligible for Medicare. If dependent children are covered under the group health plan they will be eligible to continue coverage until such time that the last parent covered on the group health plan becomes eligible for Medicare.

Once the retired employee or their dependent(s) obtain Medicare eligibility, the District shall contribute up to \$400.00 toward the monthly premium of the Medicare supplement plan for the remainder of the contribution period as defined above.

When the retiree becomes eligible for Medicare, the retiree must be in compliance with M.S. 471.611

**APPENDIX A  
SALARIES AND DUTY YEAR  
2018-19**

<b>Position</b>	<b>Duty Year</b>	<b>Annual Salary</b>
ALC Director	46 weeks	\$101,810
Assistant Director of Special Education	52 weeks	\$117,647
Student Activities Director	52 weeks	\$101,810
Director of Buildings and Grounds	52 weeks	\$100,076
Director of Finance	52 weeks	\$117,647
Director of Child Nutrition	43 weeks	\$70,826
Director of Human Resources	52 weeks	\$117,647
Director of Technology Services	52 weeks	\$101,810
Director of Assessment Services	52 weeks	\$97,092
Director of Community Services	52 weeks	\$119,746
Director of Special Education	52 weeks	\$128,270
Director of Teaching & Learning	52 weeks	\$128,270

**APPENDIX B  
SALARIES AND DUTY YEAR  
2019-20**

<b>Position</b>	<b>Duty Year</b>	<b>Annual Salary</b>
ALC Director	46 weeks	\$105,882
Assistant Director of Special Education	52 weeks	\$122,353
Student Activities Director	52 weeks	\$105,882
Director of Buildings and Grounds	52 weeks	\$104,079
Director of Finance	52 weeks	\$122,353
Director of Child Nutrition	43 weeks	\$73,659
Director of Human Resources	52 weeks	\$122,353
Director of Technology Services	52 weeks	\$105,882
Director of Assessment Services	52 weeks	\$100,902
Director of Community Services	52 weeks	\$124,535
Director of Special Services	52 weeks	\$133,401
Director of Teaching & Learning	52 weeks	\$133,401

Steps for full-time service added to the base salary (pro-rated for part-time):

<b>Experience</b>	<b>2018-19</b>	<b>2019-20</b>
1 <sup>st</sup> Year	\$1,000	\$1,000
2 <sup>nd</sup> Year	\$2,000	\$2,000
3 <sup>rd</sup> Year	\$4,000	\$4,000
4 <sup>th</sup> Year	\$5,950	\$5,950