NON-REPRESENTED EXEMPT EMPLOYEES

UPDATED FOR 2018-2019

2017 – 2019

GUIDELINES FOR WAGES, BENEFITS AND WORKING CONDITIONS

St. Cloud Area School District 742
St. Cloud, Minnesota
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Non-Represented Exempt Employees

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Section 1. Basic Work Week. The regular work week shall be five consecutive days, Monday through Friday, for eight hours per day exclusive of lunch.

Section 2. Basic Work Year. The regular work year for each employee shall be prescribed by the School District. Employees in this unit shall be designated as twelve month or school year employees. School year coordinators shall work 200 days (the teacher duty calendar of 188 days plus 12 additional days) pursuant to the schedule prescribed by the school district for each year. The Supervisor of Nutritional Services shall work 220 days per year. Positions in this work group shall be designated as school year or twelve month as set forth in Appendix A.

Section 3. Part-Time Employees. The School District reserves the right to employ such personnel as it deems desirable or necessary on a part-time or temporary basis.

Section 4. Daily Work Schedule. All employees shall be assigned a daily work schedule as determined by the School District. Employees shall work the same schedule as the previous year unless otherwise notified. Except in the case of an emergency, employees shall be notified in writing five (5) days in advance of a change in schedule if the change results in a reduction of hours.

Section 5. School Closing. In the event that school is closed for any reason and the School District does not require employees to perform services, employees shall be compensated as follows:

Subd. 1. Twelve Month Employees: In the event school is closed for a full day, the School Board will have the authority to determine if, how, and when such time will be made up. If make-up time is required by the School Board, employees who did not work on the closed day shall have their pay reduced accordingly. If make-up time is not required by the School Board, there shall be no reduction in pay for the day that school was closed.

Subd. 2. School Year Employees: In the event school is closed for a full day, the School Board will have the authority to determine if, how, and when such time will be made up. If make-up time is required by the School Board but is not completed by the employee, the employee’s compensation shall be reduced by the number of hours the employee was paid for the closed day. If the School Board does not require make-up time, there shall be no reduction in pay for the day that school was closed.

Subd. 3. If any employee reports to work prior to a full day closing announcement, the employee shall be paid for time worked or two hours of compensation, whichever is greater.
**Subd. 4.** In the event of a late start, employees are expected to report at the regular time or when conditions permit. Employees may report up to two hours later than their regular report time as needed to accommodate safety or child-care concerns without any accumulative leave or pay deduction. Employees who report after the two-hour late start time will receive the appropriate accumulative leave or pay deduction for time missed.

**Subd. 5.** If school is closed early and employees are sent home, employees will receive pay for their regularly scheduled shift on that day.

**Subd. 6.** An employee scheduled for a pre-approved non-duty day on a day of school closing, shall not be charged with the use of a non-duty day.

**Subd. 7.** In the event that the School District is closed for a full or partial day, Employees may use accumulative or other paid leave time to make up for any hours lost under this section. If an employee does not have paid leave time available, the employee will receive a pay deduction for the hours lost.

**Section 6. Emergency Schedule.** In the event of an energy shortage, severe weather, pandemic or other emergency, the School District reserves the right to modify the length of the school day, employee schedules and/or building assignments as the School District shall determine, but with the understanding that the total number of hours per week shall not be increased or decreased for employees available and reporting for work.

**ARTICLE II**

**COMPENSATION**

**Section 1. Pay Range.** The following pay ranges shall be established by the School District for each classification listed below:

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>DUTY DAYS</th>
<th>NON-DUTY DAYS</th>
<th>2017-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensed Coordinator</td>
<td>190</td>
<td>70</td>
<td>65,000-85,000</td>
</tr>
<tr>
<td>Non-Licensed Coordinator 10 Month</td>
<td>210</td>
<td>50</td>
<td>50,000-60,000</td>
</tr>
<tr>
<td>Non-Licensed Coordinator 12 Month</td>
<td>240</td>
<td>20 non-duty days for 2018-2019</td>
<td>60,000-72,000</td>
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<tr>
<td>10 Month Supervisor</td>
<td>210</td>
<td>50</td>
<td>50,000-65,000</td>
</tr>
<tr>
<td>12 Month Supervisor</td>
<td>240</td>
<td>20 non-duty days for 2018-2019</td>
<td>55,000-80,000</td>
</tr>
<tr>
<td>Administrative Intern</td>
<td>215</td>
<td>45 non-duty days for 2018-2019</td>
<td>$82,000</td>
</tr>
</tbody>
</table>
Section 2. Initial Salary Placement. Initial salary placement for a new employee in this employee group will be determined by the School District. The criteria used for salary placement within the ranges established above may include:

a. Previous Experience
b. Educational and Licensing Requirements
c. Duties and Responsibilities of the Position and
d. Number of duty days required
e. Such other criteria as determined by the School District

Section 3. Daily Rate of Pay. Employees daily rate of pay shall be based on their annual salary divided by the number of duty days as set forth above.

Section 4. Pay Schedule. Employees will be paid their annual salary over 24 pay periods to be paid on the 15th and the last day of each month.

Section 5. Salary Advancement. An employee shall be eligible for salary advancement on July 1 if employed prior to January 1 of that year. An employee hired after January 1 shall not be eligible for salary advancement until the following July 1. A salary increase is not automatic and is effective only upon affirmative action of the school board. The District reserves the right to withhold a salary increase in individual cases for good and sufficient reasons. The superintendent shall give written notice and the reason for such action.

ARTICLE III
HOLIDAYS

Section 1. Paid Holidays.

Subd. 1. Eligibility. Benefits defined in this Article shall apply to all full-time and part-time employees regularly employed at least 20 hours per week and at least nine months per contract year. Substitute or temporary employees shall not be eligible for any benefits under this Article.

Subd. 2. Paid Holidays. Eligible school year employees shall be granted the following paid holidays that occur during their duty year:

- Labor Day
- Friday of MEA
- Thanksgiving Day
- Day after Thanksgiving
- December 25
- January 1
- Martin Luther King Day
- Spring Break Friday
- Spring Break Monday
- Memorial Day

In addition to these holidays, twelve-month employees shall be granted the following additional holidays:
December 24  
December 31  
Presidents Day  
Independence Day

**Subd. 3. Weekends.** Any holiday that falls during a weekend shall be observed on a day established by the School District.

**Subd. 4. School in Session.** The School District reserves the right, if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof.

**Subd. 5. Holidays during Leave.** A holiday that falls within a period of approved leave shall not be counted as an accumulative leave day.

**Subd. 6. Application.** In order to be eligible for holiday pay, an employee must have worked the regular work day before and the day after the holiday unless on an excused illness or an approved paid leave.

**ARTICLE IV**

**DUTY YEAR**

**Section 1. Duty Year.** The Duty Year for employees will run from July 1 to June 30 of each year, pursuant to the duty day provisions set forth below.

**Section 2. Duty Days.** Employees shall serve the minimum number of duty days required for their position and may schedule non-duty days as set forth in the table in Article I, Section 1, according to the provisions below.

**Section 3. Duty Day Schedule.** The specific duty days for each duty year shall be established by each employee subject to the approval of the employee’s supervisor. Employees are generally expected to be in service during teacher work days, subject to the other provisions of this Section.

**Section 4. Non-Duty Days.** Non-duty days may be used flexibly throughout the duty year, subject to the needs of the School District, provided they are scheduled in advance and approved by the Employee’s supervisor. Employees are encouraged to schedule non-duty days when school is not in session. Employees may schedule no more than ten (10) non-duty days during days that teachers are in service, and no more than five (5) consecutive non-duty days may be scheduled at one time during days that teachers are in service. Up to five (5) non-duty days may be carried over from year-to-year. Changes to these limits may be approved at the discretion of the Superintendent or his/her designee.
ARTICLE V
LEAVES OF ABSENCE

Section 1. Approval. Approval for the use of accumulative leave for absences under this Article shall be consistent with the provisions of the leave policies and procedures of the School District. In the case of absence due to illness or emergency, an employee shall contact her/his supervisor as soon as possible to report the reason for her/his absence. An employee who is absent for three continuous days without notice and approval, shall be considered to have voluntarily terminated her/his employment with the School District.

Section 2. Accumulative Leave.

Subd. 1. Eligibility. Benefits defined in this Article shall apply to all full-time and part-time employees regularly employed at least twenty (20) hours per week and at least nine months per contract year. Substitute or temporary employees shall not be eligible for any benefits under this Article.

Subd. 2. Accrual. Eligible employees shall earn annual accumulative leave at the rate of one (1) day per month of service. School year employees shall earn annual accumulative leave of ten (10) days per year at the rate of one (1) day per month of service for the months of September through June. Twelve month employees shall earn twelve (12) days of accumulative leave. Accrual of accumulative leave shall be carried over from year to year up to 100 days, and shall be available for leaves under this Article.

Subd. 3. Calculation. A “day” shall be calculated and accrued in hours based on the employee’s regular daily assignment. For employees with variable daily schedules, their monthly hours of accrual shall be based on the average number of hours worked per day based on their regular assignment. Additional hours of work that are not part of an employee’s regular assignment, or hours worked for summer school or outside of the regular school year for school year employees, shall not affect the accrual of accumulative leave.

Subd. 4. Deduction. Approved absences under this Article shall be deducted from accrued accumulative leave when available or by pay deduction when accumulative leave is not available. The School District shall make deductions from accumulative leave equivalent to the actual time absent to the nearest fifteen (15) minute increment.

Subd. 5. Restricted Unpaid Time-Off. Employees who have exhausted their accrued accumulative leave may be approved for additional time off without pay with approval from the employee’s supervisor and the Executive Director of Human Resources or designee.
Section 3. Sick Leave.

**Subd. 1.** Sick Leave shall be allowed by the School District whenever an employee is absent due to illness or injury that prevented his/her attendance and performance of duties on that day.

**Subd. 2.** Medical Certification. The School District may require an employee to furnish a medical certificate from the school health officer or from a qualified physician as evidence of illness or injury, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District.

**Subd. 3.** Illness of a Child. Sick leave may be used for the illness of an employee’s child (includes step-child), subject to the provisions of Minn. Stat. §181.9413.

**Subd. 4.** Family Illness Leave. Sick leave may be used for serious illness of an employee’s spouse, adult child, parent, step-parent, sibling, grandparent, grandchild (includes step-grandchild), father-in-law, mother-in-law, son-in-law or daughter-in-law. Employees who exceed 5 days of absence for serious illness in the immediate family may be required to furnish a medical certificate indicating that a member of their family had a serious illness.

**Subd. 5.** Long Term Disability. Employees eligible for long-term disability will not receive sick leave pay beyond 90 calendar days.

Section 4. Bereavement.

**Subd. 1.** Up to five (5) days of bereavement leave per incident shall be allowed for death in the employee’s immediate family. The immediate family includes: spouse, parent, child, grandchild, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, spouse’s grandparents, uncles, aunts, nephews, nieces, cousins, or any member of employee’s household. All absences for bereavement of immediate family will be deducted from accrued accumulative leave. Employees requesting bereavement leave for persons outside the immediate family may use non-duty days.

**Subd. 2.** In the sole discretion of the Superintendent, an employee may be granted additional days of bereavement leave in the case of extreme circumstances.

Section 5. Special Leave.

**Subd. 1.** Special leave, not to exceed two days per year, may be granted to twelve month employees of this employee group. Special leave is to be used for personal business that cannot be consummated outside the school day without undue hardship. Special leave is not granted for purposes of recreation, vacation
or outside gainful employment except that which is incidental in the pursuit of a school related activity.

**Subd. 2.** All absences under this section must be approved in advance. Leave used shall be deducted from the employee's accumulative leave.

**Subd. 3.** Requests for Special Leave shall be made to the Supervisor or building administrator and to the Executive Director of Human Resources with reasonable notice in advance of the anticipated absence.

**Subd. 4.** Examples of legitimate claims for special leave shall include, but are not limited to the following:

a) Matters relating to settlement of an estate in which person has legal interest.

b) Urgent legal matters of the employee or of a member of his/her immediate family that require the employee's attention.

c) Pallbearer or attendance at funeral services for persons for whom the staff member feels a moral obligation and which is not covered in other leaves of absences.

d) Weddings in the family or an attendant at a wedding.

e) Compelling reasons resulting from a natural disaster.

f) Family crisis not covered by other leaves of absence.

g) Other emergencies beyond the employee's control.

**Section 6. Child Care Leave.**

**Subd. 1.** A childcare leave may be granted by the School District, subject to the provisions of this section. Childcare leave may be granted for the birth or adoption of a child or children, or because of the need to provide parental care for a child or children of the employee for an extended time.

**Subd. 2. Written Request.** All requests for childcare leave must be submitted in writing thirty (30) days prior to the anticipated commencement of the intended leave. The request will indicate the proposed commencement and termination dates for the intended leave. In the event of an emergency, the School District has the right to waive or adjust the prior notification requirement.

**Subd. 3. Commencement of Leave.** Leave under this section shall commence upon home placement of an adopted child or immediately after disability, or at a natural break in the school year prior to the birth or home placement of the child, or at such other date mutually agreed upon between the employee and the School District.

**Subd. 4. Duration of Leave.** In making a determination concerning the duration of a child care leave, the School District shall not, in any event, be required to:
a) Grant any leave more than twelve (12) months in duration.
b) Permit the employee to return to his or her employment prior to the
date designated in the request for child care leave except by mutual
agreement.

Subd. 5. Unpaid Leave. Leave under this section shall be without pay,
however, an employee may use any accrued accumulative leave that is
available. Insurance benefits may be continued at the option and expense of the
employee.

Subd. 6. Return from Leave. An employee returning from childcare leave shall
be returned to his/her previous position or to another comparable position for
which he or she is qualified. An employee returning from a child-care leave of
less than six months will be returned to his or her previous position.

Section 7. Jury Duty Pay. All employees required to serve on jury duty shall be paid
by the School District the difference between their regular pay and jury duty pay. In
implementing this section, the School District shall continue to pay the employee the
regular rate of pay and the employee shall be obligated upon receipt of the jury duty pay
from the governmental agency to immediately remit any witness fees received to the
School District less any mileage expenses. Absences under this section shall not be
deducted from accumulated leave.

Section 8. 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 receive
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 accumulated
sick leave accrual time according to the pro rata portions of days of sick leave
time which is 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 result in the payment of a total daily, weekly, or monthly
compensation that exceeds the normal compensation of the employee.

Subd. 5. An employee who is absent from work as a result of an injury
compensable under the Workers’ Compensation Act who elects to receive sick
leave pay pursuant to this policy shall work cooperatively with Human Resources
to have any paid leave amounts coordinated with any payment from Workers Compensation.

**Section 9. Unpaid Leave of Absence.** At the sole discretion of the School District, an employee may be granted a leave of absence without pay for purposes not otherwise addressed under this Article. Requests for such leaves shall be submitted in advance of the leave to the Superintendent. The leave request shall include the proposed commencement and termination dates of the leave. An employee returning from a leave of absence under this section for less than ninety (90) days shall be returned to his or her previous position. An employee returning from a leave of absence after more than ninety (90) days shall be returned to his or her previous position or to another comparable position for which he or she is qualified.

**Section 10. Application.** The parties agree that the applicable periods of probation for employees are intended to be periods of actual service enabling the School District to have the opportunity to evaluate an employee’s performance. The parties agree that periods of time for which the employee is on leave under this Article shall not be counted in determining the completion of the probationary period.

**Section 11. Retention of Earned Benefits.** An employee who returns to work from an unpaid leave within the provisions of this Article shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of these guidelines at the commencement of the beginning of the leave. The employee shall not accrue additional experience credit for pay purposes or leave time during the period of absence for unpaid leave.

**Section 12. Insurance Participation.** An employee on unpaid leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such program as the employee wishes to retain, commencing with the beginning of the unpaid leave. The right to continue participation in such group insurance programs, however, shall terminate if the employee does not return to the School District pursuant to this section.

**ARTICLE VI**

**GROUP INSURANCE**

**Section 1. Selection of Carrier.** The selection of the insurance carrier and policy shall be made by the School District after reviewing the recommendations of the insurance committee composed of employee group and other employee representatives.

**Section 2. Eligibility.**

**Subd. 1.** To be eligible for benefits under this Article, an employee must be regularly employed at least 30 hours per week.
Subd. 2. Determination of Eligibility. An employee’s eligibility for participation in insurance benefits under this Article will be based on their assigned schedule during the first month of the school year, or at the time of hire if hired later in the school year. A reduction in hours resulting from a change in an employee’s assignment by the School District based on shortage of work or funding, shall not affect the employee’s eligibility for insurance contributions from the School District for the remainder of the School Year.

Subd. 3. Ineligible Employees. An employee who is regularly employed less than 30 hours per week shall not be eligible for the benefits of this Article. Upon termination of employment, an employee is no longer eligible for participation in School District insurance plans effective the last day of the month following the date of termination.

Section 3. Medical Insurance Plan.

Subd. 1. The District will provide group health insurance pursuant to the provisions established below. It is understood that the District's only obligation is to pay such amounts as provided by the plan documents and agreed to herein and no claim will be made against the District as a result of a denial of insurance benefits pursuant to the provisions of the plan.

Subd. 2. Pursuant to the plan documents, the District will provide a high deductible health insurance plan for single and family plans. Plan coverage summaries will be provided to all participating employees.

Subd. 3. HRA Contribution: The district will provide a Health Reimbursement Account for all eligible and participating employees that will be available to fund expenses relating to deductibles or co-pays under the plan. The plan year shall run from October 1 through September 30 of each year and HRA contributions will be funded on October 1 at the levels set forth below:

1) The District shall contribute $1,000 per employee carrying single coverage, and $2,000 per participating employee carrying dependent coverage.

2) New employees starting service after the beginning of the plan year in October will receive an HRA contribution prorated by month based on the month of their first date of service. Substitute or temporary employees will not be eligible for an HRA contribution.

3) Employees eligible for Employee Married to Employee (EME) coverage pursuant to Subd. 6., below, will receive an HRA contribution of $1,500 for each employee if in single coverage plans or $3,000 to the employee carrying a dependent coverage plan.
4) Employees will be allowed to roll over unused HRA dollars year-to-year up to a cap of two times the deductible for the selected single or dependent plan. At no time will an employee have access to HRA dollars in excess of the cap.

5) An employee eligible for retirement benefits at the time of separation from the District shall have one year to spend down any balance in the employee’s HRA account pursuant to the provisions of the plan.

**Subd. 4. Single Coverage.** Effective October 1, 2017, the School District shall contribute a sum of not to exceed $487.00 per month toward the premium for individual coverage for each eligible employee who qualifies for and is enrolled in a School District single group health and hospitalization plan. Any additional cost of the premium shall be borne by the employee and paid by salary reduction.

**Subd. 5. Family Coverage.** Effective October 1, 2017, the School District shall contribute a sum of not to exceed $974.00 per month toward the premium for dependent coverage for each eligible employee who qualifies for and is enrolled in a School District family health and hospitalization plan. Any additional cost of the premium shall be borne by the employee and paid by salary reduction.

**Subd. 6. Employee Married to Employee.** For any member of this employee group qualifying for health and hospitalization coverage under this Article, whose spouse is also a School District employee qualifying for health and hospitalization coverage, the School District shall contribute a sum not to exceed the premium for two fully paid single insurance plans, or one fully paid dependent insurance plan for employees with eligible dependents, for the full contract year.

**Section 4. Dental Insurance.** The School District shall contribute a sum of not to exceed $23.85 per month toward the premium for single coverage, and $66.70 per month toward the premium for dependent coverage, for each eligible employee who qualifies for and is enrolled in a single or family School District group dental plan. Any additional cost of the premium shall be borne by the employee and paid by salary reduction.

**Section 5. Long Term Disability.** The School District shall provide a group long term disability insurance program and will pay the cost of the premium for each employee eligible for benefits under this Article. The School District will pay up to $800.00 per month toward the health and hospitalization insurance premium for an employee qualifying for long term disability benefits for a period not to exceed 17 months. An employee is not eligible for paid sick leave while receiving long term disability insurance benefits.

**Section 6. Life Insurance.** The School District shall provide $50,000.00 in life insurance coverage for each employee eligible for benefits under this article and
pursuant to the terms of the School District insurance policy. Employees may purchase additional insurance in units of $10,000 up to a maximum of $50,000. Premium payments shall be the responsibility of the employee and made by salary reduction.

Section 7. Insurance Work Year. Insurance contributions for employees eligible for benefits under this article shall be paid monthly for twelve months of the year.

Section 8. Claims Against the School District. 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 Contribution. An employee is eligible for School District contributions as provided in this Article as long as an employee is employed by the School District. Upon termination of employment all School District participation and contributions under this Article shall cease effective the last day of the month following the date of termination.

Section 10. Medical Insurance for Retirees. Employees in this unit who are covered by a School District health and hospitalization plan at the time of retirement may continue in the plan at their own expense up to the age of 65, or longer as provided by Minnesota Law. Premium payments must be received in the Human Resources Office of the School District by the 1st day of the month of coverage.

ARTICLE VII
EVALUATION PERIOD

Employees in this work group are employees-at-will. The first year following an employee’s initial employment with the School District or the first year following promotion will be a special evaluation period during which the School District will evaluate whether the employee’s skills and abilities are a good match with the requirements and responsibilities of the position. The Employer retains the discretion to terminate an employment relationship when the employee does not appear to be a good fit for the job. This evaluation period does not alter the employee-at-will relationship with the School District.

ARTICLE VIII
SEVERANCE PAY / WELLNESS PAY / 403B

Section 1. Severance Pay.

Subd. 1. Eligibility. Employees meeting the following requirements shall be eligible for severance pay pursuant to the provisions of this section, upon submission of a written resignation accepted by the School District:
a. Employees who have completed at least ten (10) years of continuous service with the School District who are immediately eligible for a state retirement annuity benefit;

b. Employees who become and remain totally and permanently disabled while employed by the School District;

c. Employees whose death occurs while employed by the School District.

Subd. 2. Calculation of Severance Pay. An eligible employee shall receive as severance pay upon her/his retirement, the amount obtained by multiplying the number of his/her accrued accumulative leave days up to 100 days, times her/his daily rate of pay at the time of retirement, disability or death, in a total amount not to exceed $30,000.

Subd. 3. Ineligibility. Severance pay under this section shall not be granted to any employee who is discharged for cause by the School District or who resigns while under investigation for misconduct.

Subd. 4. Payment.

a. Severance Pay under this section shall be paid by the School District into the employee’s Minnesota Health Care Savings Plan (MHCSP) within sixty (60) days of retirement.

b. If an employee completes and qualifies for a waiver of participation based on the health care savings plan criteria, and the waiver is presented to the School District at least two (2) months in advance of the employee’s retirement date, payment under this section shall be paid directly to the employee in one lump sum within sixty (60) days of retirement.

c. If an employee who is eligible for severance pay under this article dies prior to submitting a notice of resignation or retirement, or after submitting notice but prior to the anticipated retirement date, severance pay will be paid to the employee via payroll or to the employee’s estate and not to the MHCSP.

Section 2. Wellness Pay. Employees shall receive annual wellness pay for all accrued accumulative leave days in excess of 100 days. The school district shall pay out an amount equal to the total number of excess days multiplied by the employee’s daily rate times .3 by August 31st of each year, into the employee’s Minnesota Health Care Savings Plan (MHCSP).
Section 3. 403b Plan.

Subd. 1. Participation. Employees of this employee group shall be eligible to participate in a 403b plan pursuant to Minnesota Statutes §356.24.

Subd. 2. Matching Contribution Plan. For employees who are eligible for benefits under Article V, Section 2, the School District will match benefit eligible employees' annual contributions based on their current year of employment in the School District. The School District matching amount shall not exceed the Annual Maximum Match Amount set forth below:

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<th>Years of Service</th>
<th>Maximum Match Amount</th>
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<tr>
<td></td>
<td>Annual</td>
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<tr>
<td>0 years to three (3) years</td>
<td>-0-</td>
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<tr>
<td>Four (4) – Eight (8) years</td>
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<td>Nine (9) – Thirteen (13) years</td>
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<tr>
<td>Nineteen (19) plus years</td>
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<td></td>
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Subd. 3. The maximum career matching contribution by the School District shall be $30,000.

Subd. 4. A salary reduction authorization agreement must be completed by the eligible employee by September 1 for the employee to participate in the 403b Matching Contribution Plan for that school year.

Subd. 5. The School District shall provide notice to employees when they become eligible for an increased level of matching contribution.

Subd. 6. Employees on unpaid leaves may not participate in the matching program while on leave.

ARTICLE IX
MISCELLANEOUS

Section 1. Medical Examination. An employee whose condition of physical or mental health is thought to be adverse to the welfare of students or other employees may be required to undergo a health examination by a licensed physician at the expense of the School District.

Section 2. Mileage Reimbursement. Employees who are authorized to use their own automobile in the performance of their duties will be reimbursed for all authorized travel at the rate established by the School District.
Section 3. Professional Dues. The School District may pay the annual dues for an employee’s state professional organization as recommended and approved by the employee’s supervisor and the Executive Director of Human Resources.
NON-REPRESENTED EXEMPT POSITIONS

SCHOOL YEAR POSITIONS
Licensed Coordinators (7)
Non-Licensed Transportation Coordinator
Indian Education & Equity Programs Supervisor

TWELVE MONTH POSITIONS
Administrative Intern
Bus Safety and Climate Coordinator
HRIS Coordinator
Recruitment & Retention Coordinator
ABE Supervisor
Community Education Programs Supervisor
Custodial Supervisor
Supervisor of Community Education
Supervisor of Nutritional Services
Supervisor of Network Administration
Supervisor of Transportation

2017-2019 Wage Changes

2017-2018 Wage Increase: $1,000.00 per eligible employee and range adjustment for 2 coordinators to $65,000 effective July 1, 2017

2018-2019 Wage Increase: $1,200.00 per eligible employee effective July 1, 2018