



**SAINT PETER PUBLIC SCHOOLS**

**Agreement**

**with**

**SCHOOL AGE COORDINATOR OF SAINTS OVERTIME**

**2026-2027**

**and**

**2027-2028**

**AGREEMENT WITH THE  
COMMUNITY AND FAMILY EDUCATION  
School Age Care Coordinator of Saints Overtime  
2024-2026**

The School Board shall determine the terms and conditions of employment for the position of Community and Family Education Saints Overtime Coordinator.

**HOURS AND DUTY DAYS**

1. The Saints Overtime Coordinator is a salaried employee. The work year is dependent upon the school district schedule and shall consist of 225 year-round workdays.
2. The work schedule for the Saints Overtime Coordinator must be approved by the Community and Family Education Director and is subject to change based on the needs of the program.

**SPECIAL LEAVES AND HOLIDAYS**

1. Leave of absence, without pay, for personal reasons must be approved by the Community and Family Education Director.
2. The following days are recognized as holidays with regular pay for the Saints Overtime Coordinator working during the period the holiday occurs:

New Year's Day

Good Friday

Memorial Day

Juneteenth

Independence Day

Labor Day

Thanksgiving Day

Christmas Eve Day

Christmas Day

**SICK LEAVE**

1. Sick leave, with pay, shall be allowed by the school district whenever the employee's absence is due to any type of illness, including illness or disability caused or contributed to by pregnancy or childbirth, which has prevented the attendance at work and performance of duties on that day or days.
2. The Saints Overtime Coordinator shall earn one day of sick leave a month to a maximum of 12 days per year. Any fraction of the Saints Overtime Coordinator's workday will be rounded up to the next higher whole day if more than half a day and rounded down if less than half a workday. The Saints Overtime Coordinator, who uses more than his/her allowable sick leave, including any accumulated sick leave

that may have accrued, shall have a deduction from pay for an excess sick leave taken that has not been earned. Unused sick leave hours may accumulate to a maximum of one thousand twenty (1,020) hours of sick leave for Saints Overtime Coordinator.

3. The superintendent or designee may require an employee to furnish a medical certificate from the school health officer or from a qualified physician as evidence of illness, 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 for the school board.
4. In the event that a medical certificate will be required, the employee will be so advised.
5. Sick leave allowed shall be deducted from the accrued sick leave days.
6. An employee may use sick leave to cover absences necessitated by the illness or disability of the employee's family member, including their adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. Sick leave for family members can be used on the same terms for which an employee is able to use sick leave for their own needs.
7. Sick leave pay shall be approved only upon submission of the signed request upon the authorized sick leave form available at the principals' offices and the district office.
8. Any personnel unable to perform duties of employment because of pregnancy or any medical complications of pregnancy, childbirth, or recovery therefrom may begin leave upon certification from the attending physician that the person is unable to perform such duties, or upon agreement by said personnel and the Community & Family Education Director that leave should be commenced, and the personnel shall be entitled to use sick leave without loss of pay to the extent provided by the above. Leave in excess of sick leave credit shall be treated as a leave of absence without pay during the period such personnel is unable to work due to the pregnancy or any medical complication of pregnancy, childbirth, or recovery therefrom.

### **PERSONAL LEAVE**

1. The Saints Overtime Coordinator with 1-4 years of service shall receive one (1) personal day, in years 5-10 shall receive two (2) personal days and with more than 10 years shall receive three (3) personal days. to be used for situations that arise requiring the Saints Overtime Coordinator's attention for matters that cannot be attended to when school is not in session and which are not covered under other provisions of this contract. Request for a personal leave day must be made to the Community Education Director at least two (2) days in advance except in the case of an emergency. All leaves must have prior approval.

## **SERIOUS ILLNESS OR BEREAVEMENT LEAVE**

1. The Saints Overtime Coordinator may be granted up to six (6) seven and a half (7.5) hour days of non-accumulative serious illness or death leave annually which may be used for serious illness or death in the immediate family. The immediate family shall include spouse, father, mother, brother, sister, children, grandparents-in-law, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, and any other relative or non-relative living in the household with the employee. Three (3) of the six (6) days may be used for extended family or special friends. In the event of a second or any additional deaths to the following members of the immediate family, (spouse, children, father, mother, brother, sister, father-in-law, mother-in-law, grandchildren, or anyone residing in the household at the time of their death) additional leave will be granted not to exceed five (5) full days per death. Any additional days taken will be taken at a full deduction in pay.

## **CHILD CARE LEAVE**

1. Use: A child care leave may be granted by the School District, subject to the provisions of this section, to an employee-parent following the birth and first year care of a child , adoption or foster placement of a child, provided such employee-parent is caring for the child on a full-time basis.
2. Request: An employee making an application for child care leave shall inform the Superintendent in writing of the request to take the leave at least three (3) calendar months before commencement of the intended leave.
3. Medical Statement: An employee may be asked to provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.
4. Date of Leave: The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year – i.e., winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like. The availability of a substitute teacher may also be considered by the School Board in the granting of a child care leave or its duration.
5. Duration: In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:
  - (1.) grant any leave more than twelve (12) months in duration;
  - (2.) permit the employee to return to employment prior to the date designated in the request for child care leave.

6. Reinstatement: An employee returning from child care leave shall be reinstated in a position the employee is qualified unless previously discharged or laid off.
7. Failure to Return: Failure of the employee to return by the date determined under this section shall constitute grounds for termination unless the School Board and the employee mutually agree in writing to an extension in the leave.
8. Group Insurance: An employee on child care leave, is eligible to participate in group insurance programs as governed by the Family & Medical Leave Act. The employee may continue health insurance coverage beyond the Family & Medical Leave Act at their own expense while on child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this section.
9. Use of Sick Leave While on Child Care Leave: An employee on child care leave may use earned sick leave accrued for the period of time under the Family Medical Leave Act.
10. Salary and Fringe Benefits: Leave under this section beyond the use of accrued sick/personal leave shall be without pay.

### **HEALTH AND HOSPITALIZATION INSURANCE**

1. The selection of the insurance carrier and policy shall be made by the school board.
2. For the duration of the contract, the School District shall contribute an amount toward the cost of the premium for health insurance coverage for the Saints Overtime Coordinator who qualifies for and is enrolled in the group health insurance plan at an amount capped at \$12,875. The employee may credit the amount towards any of the school district's insurance policies or towards the premium for family insurance coverage with the remaining premium being paid at the employee's expense. The above represents the total agreement for health and hospitalization insurance and no monetary rebate shall be made to any employee should premiums be less than the amount the school district agrees to contribute.
3. It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein, and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

### **DENTAL**

1. The district shall provide single dental insurance. The employee may credit the amount towards the family premium, with the remaining amount paid at the employee's expense.

### **INCOME PROTECTION INSURANCE**

1. The school district offers income protection insurance. If the employee chooses to elect this insurance, they are responsible for paying the full premium. Such insurance shall begin sixty (60) calendar days after the injury or illness and extend to age sixty-five (65).

### **LIFE INSURANCE**

1. The school district shall contribute a sum equal to the premium for a \$50,000 group life insurance policy for the Saints Overtime Coordinator for the term of this contract.

### **WORKERS' COMPENSATION**

1. Upon request of an employee who is absent from work as a result of a compensable injury, while working for the school district, the school district will pay the difference between the compensation received pursuant to the Workers' Compensation Act by the employee and the employee's regular rate of pay to the extension of the employee's earned accrual of sick leave and/or vacation pay. This paragraph may be effectuated on the delivery of the school district to the employee of a paycheck for said employee's regular rate of pay during the affected period when and after the employee endorses to the district the employee's workers' compensation check or has said amount of workers' compensation check deducted from gross wages on paycheck.
2. Workers' compensation benefits shall not be granted to persons for injuries received while employed by any individual or firm other than the school district.

### **JURY DUTY**

1. When the Saints Overtime Coordinator is called for jury duty, he/she shall submit an absentee card to the Community and Family Education Director indicating the dates served and the amount of the daily compensation which he/she received from the county as a juror. This amount will be deducted from the Saints Overtime Coordinator's wages along with the applicable PERA deduction. This exempts jury duty pay from Social Security, Medicare, PERA and makes it the Saints Overtime Coordinator's responsibility to report it as miscellaneous income on his/her 1040. Any mileage reimbursement or meal allowance may be retained by the Saints Overtime Coordinator.
2. If the Saints Overtime Coordinator is summoned or subpoenaed to provide testimony or information to any agency, commission, board, legislative committee, arbitrator, or court, during the regular workday, he/she shall be provided leave with pay for each day or part thereof which the Saints Overtime Coordinator is required to be absent. The Saints Overtime shall reimburse the School District that compensation, except for mileage reimbursement and meal allowance, which he/she receives for providing such testimony.

## **EMERGENCY OR SCHOOL CLOSINGS**

1. On days when school has been called off prior to the start of the day and when the day will be made up at a future date, both the Community & Family Education office and the SAC Program will be closed, and the Saints Overtime Coordinator is not required to work. The Saints Overtime Coordinator will work on the “make up” day designated by the school district. There shall be no loss in pay for time missed because of an emergency closing.
2. On days when school has been called off prior to the start of the day and when the day is identified as a “Flexible Learning Day,” the Community & Family Education office will be closed, and the Saints Overtime Coordinator is not required to work. The Saints Overtime Coordinator will make up the hours with an agreed-upon schedule set by the Community & Family Education Director.
3. On days when school begins late (e.g., a two-hour late start), staff shall report to work as soon as road and weather conditions allow for safe travel. There shall be no loss in pay for the time missed because of an emergency.
4. On days when school is dismissed early, the Saints Overtime Program will be closed. The Community & Family Education office will remain open, and the Saints Overtime Coordinator shall maintain regular work hours until dismissed by their supervisor. The Saints Overtime Coordinator will make up the hours with an agreed upon schedule set by the Community and Family Education Director.

## **MILEAGE**

1. Employees required to use their own automobiles in the performance of their duties shall be reimbursed at the rate established by the Internal Revenue Service, except for travel to and from work. All mileage claims are required to have the pre-approval of the Community and Family Education Director.

## **SALARY PAYMENT**

Wages shall be paid twice monthly (15<sup>th</sup> and last day of the month), and all paychecks shall be deposited directly into a bank account(s) designated by the Saints Overtime Coordinator.

### NOTIFICATION

The district may discontinue this position or terminate the employee at any time during the term of this agreement pursuant to MS 1238.02, Subd. 14. The employee may terminate their employment at any time during the term of this agreement.

### SALARY SCHEDULE

<b>2026-2027</b>	<b>2027-2028</b>
\$40,845 (July 1 - June 30, 225-day contract)	\$42,069 (July 1 - June 30, 225 day contract)

\_\_\_\_\_  
Saints Overtime Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson of the School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of the School Board

\_\_\_\_\_  
Date