

GOODHUE COUNTY EDUCATION DISTRICT BOARD AGENDA

Wednesday, May 13, 2020 at 7:00 PM

River Bluff Education Center, Red Wing

395 Guernsey Ln

Red Wing, MN 55066

AGENDA

- I. **Call to Order/Adoption of Agenda:** Action
- II. Contracts
- A. 2020-2022 Administrative Assistant Agreement

**GOODHUE COUNTY EDUCATION DISTRICT #6051
ADMINISTRATIVE ASSISTANT AGREEMENT**

2020-2022

I. Effective Dates, Termination, and Duties

A. Effective Dates

The following Wage and Benefit package is effective 7/1/2020 – 6/30/2020.

B. Termination During the Term

The District may terminate the employee's employment during the contract term for cause, but shall notify employee in writing of the proposed grounds for termination and the employee will have the opportunity to respond.

C. Duties

The employee shall perform the duties outlined in their job description.

D. Probationary Period

Employees shall serve a six (6) month continuous working probationary period, but the District reserves the right to extend the probationary period to the end of the school year upon written notice to the probationary employee. Employees shall be formally evaluated at least once during the probationary period.

E. Evaluations

Employees shall be formally evaluated at least once every three years following the probationary period.

II. Duty Year and Leaves

A. Basic Work Year

1. The employee's work schedule will be determined by the Director or designee, taking the requirements of the position into consideration. With agreement from Director or designee, daily hours may be flexed. This position has an FLSA Status of Exempt.
2. Employment will be for 260 days per year.

B. Emergency Days

Employees will be allowed to make up time lost due to snow emergency days, with the prior approval of their respective supervisor.

C. Sick Leave

The Administrative Assistant will earn 13 sick leave days per year. Sick leave will be prorated for employees starting after the first day of school.

Sick leave use is defined in MN Statute 181.9413. An employee may use sick leave provided by the Education District for absences due to an illness or injury to the employee's child, including a stepchild and a biological, adopted, and foster child, under the age of 18 or an individual under 20 who is still attending secondary school, adult child, spouse, sibling, parent, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury.

The Education District may limit the use of sick leave benefits provided by the employer for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent, or stepparent to no less than 160 hours in any 12-month period. This paragraph does not apply to absences due to the illness or injury of a child, including a

stepchild and a biological, adopted, and foster child, under the age of 18 or an individual under 20 who is still attending secondary school.

This section does not prevent the Education District from providing greater sick leave benefits than are provided for under this section. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to his/her illness and/or disability which prevented attendance at school and performances of duties on that day or days.

Medical Certificate: The Education District may require an employee to furnish a medical certificate from a qualified physician or clinical psychologist authorized to practice, and performing within the scope of their practice, under state law 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 to the Education District. In the event that a medical certificate will be required, the employee will be so advised.

Deductions: Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Approval: Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave pay request form available at the office.

Unused sick leave will accumulate to 165 days for an employee working 7.5 hours per day 260 days per year.

D. Bereavement Leave

Bereavement leave shall be granted up to a total of five days per incident for the death(s) of a spouse, child, stepchild, ward, or parent/guardian, grandchild, grandparent, sister, brother, aunt, uncle, niece, nephew, first cousin and the same in-laws. No deductions will be made for the first 3 days; however, the next 2 days shall be deducted from accrued sick leave days. The Director, at his or her discretion, may grant that up to 2 sick days may be used for the illness, disability or death of a close friend or other relative not specified in the subdivision above.

E. Personal Leave

Personal leave may be granted to employees working pursuant to a letter of appointment at the discretion of the Director of no more than 3 days per year, noncumulative, for business or critical personal situations that arise which cannot be attended to when school is not in session. Personal leave will be prorated for employees starting after the first day of school.

Requests for personal leave must be made in writing to the Director at least 3 days in advance. Personal leave days shall not be granted for the first and last days of the school year. The Director or designee may allow exceptions.

F. Jury Duty Leave

If the employee is absent because of jury service, the employee will receive regular salary from the District during this period of service, provided that the pay received for this jury service, less any reimbursement for mileage and expenses, will be relinquished to the District.

G. Family Medical Leave

Pursuant to the Family Medical Leave Act, 29 U.S.C. 2601 et. seq., an eligible employee shall be granted, upon written request, up to 12 weeks of unpaid leave per 12-month period in connection with (1) the birth and first-year care of a child, (2) the adoption or foster placement of a child, (3) the serious health condition of a support personnel's spouse, child, or parent, and (4) the support personnel's own serious health condition.

Requests shall be made to the Director at least 30 days in advance when practicable. Employees are expected to make reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the District.

H. Leave of Absence

A leave of absence (without pay) may be granted, for up to one year, with Board approval, to employees with at least 3 years of service for care of a grandparent, parent, spouse, child, or grandchild for up to one year without losing seniority.

Employees must notify the District of their intent to return by April 1, of the school year preceding their return. If the notification is not made, the employee will not be guaranteed a position in the coming year.

I. Holiday Pay

The District recognizes the following holidays: New Year's Eve Day, New Year's Day, President's Day or float holiday if school is in session, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, and Christmas Day. Employees will also receive 2 paid holidays to be used at their discretion.

J. Vacation Pay

	260 Day Employees
Years 1	5 Days
Years 2-9	10 Days
Years 10-19	15 Days
20+ Years	20 Days

Employees who work a minimum of 7.5 hours per day 260 days per year are eligible to receive the full amount of vacation days. The scheduling of vacations shall be approved by the Director or designee.

III. Insurance

A. Health/Hospitalization Insurance

Group Health/Hospitalization Insurance: The District shall contribute up to the sums indicated per month for 12 months towards the cost of the group insurance plans listed below for all employees who qualify, and are enrolled in, the group insurance plans. To qualify for the insurance benefit, the employee must work at least 7.5 hours per day 260 days per year.

The District shall contribute up to the amounts equal to the certified teaching staff contribution towards the premium for the employee and the employee's dependents for health and hospitalization and dental insurance coverage under the District's group plan.

B. Life Insurance

The District shall provide a group term life insurance plan for the Administrative Assistant working at least 7.5 hours per day and 260 days per year, providing \$50,000 of coverage for the employee, payable to the employee's named beneficiary.

The District shall contribute the full premium for said coverage for employees working at least 7.5 hours or more per day and 260 days per year.

C. Income Protection Insurance

Income protection insurance shall be available for the Administrative Assistant.

The District shall contribute the full premium for said coverage for those employees working at least 7.5 or more hours per day and 260 days per year.

D. Claims Against the School District

The eligibility of the employee, or the employee's dependents or beneficiary for insurance benefits shall be governed by the terms of the insurance policies purchased by the District pursuant to this section. It is understood that the District's only obligation is to purchase the insurance policies described herein, and no claim shall be made against the District as a result of denial by an insurer of insurance benefits if the District has purchased the policies and paid the premiums described herein.

IV. Workers Compensation

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 or vacation pay pursuant to this policy shall submit his/her Workers' Compensation check endorsed to the school district prior to receiving payment from the school district for this absence.

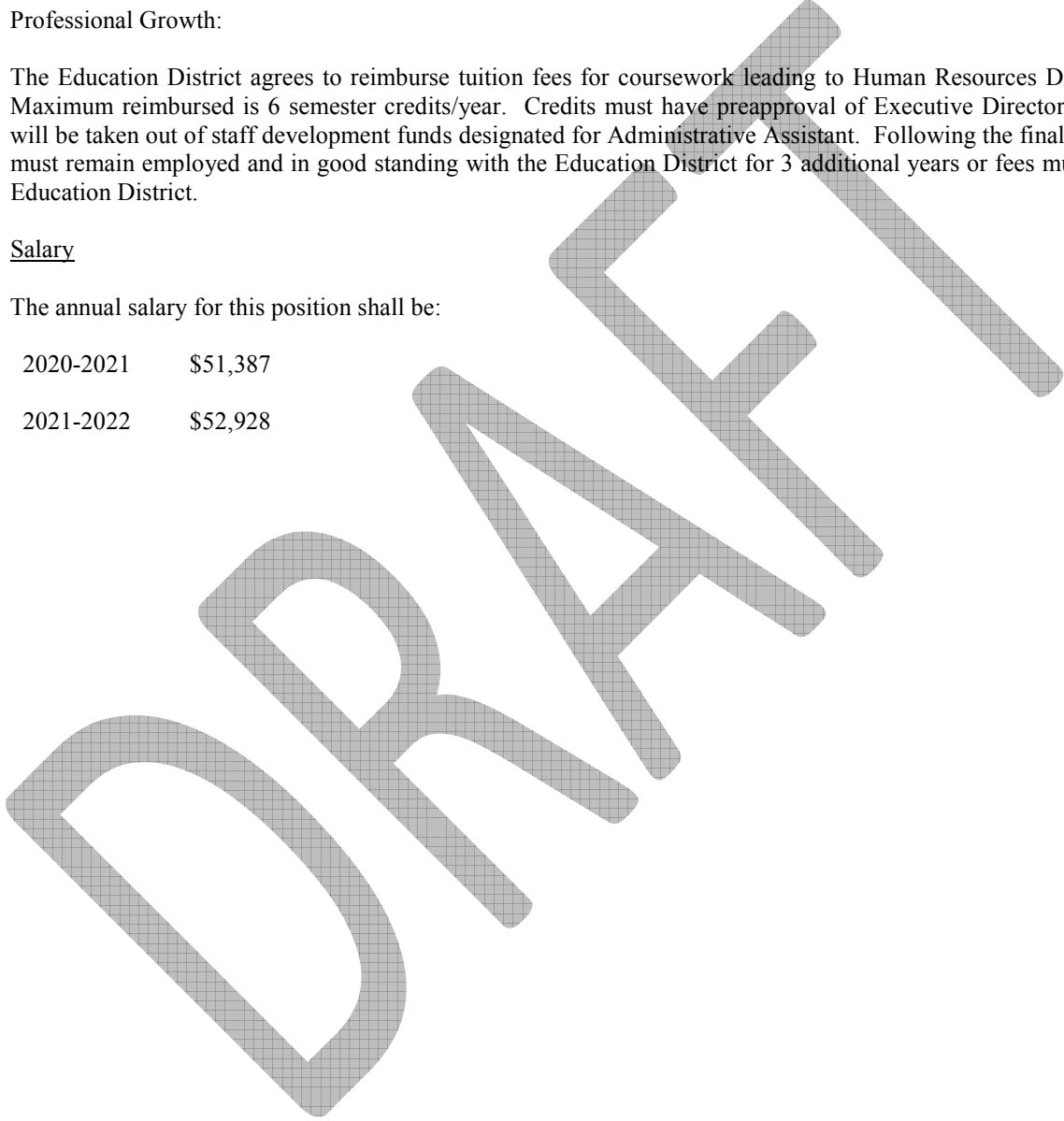
V. Professional Growth:

The Education District agrees to reimburse tuition fees for coursework leading to Human Resources Degree or Certificate. Maximum reimbursed is 6 semester credits/year. Credits must have preapproval of Executive Director. Reimbursed costs will be taken out of staff development funds designated for Administrative Assistant. Following the final payment, employee must remain employed and in good standing with the Education District for 3 additional years or fees must be reimbursed to Education District.

VI. Salary

The annual salary for this position shall be:

2020-2021	\$51,387
2021-2022	\$52,928



SCHEDULE A
TAX-DEFERRED, MATCHING-CONTRIBUTION PLAN:

1. The Education District shall contribute an amount equal to the employee contribution in a tax-deferred, matching-contribution plan, subject to the schedule below:

<u>Years of Service in the Education District</u>	<u>Education District Match</u>
0-3	\$750,
4-10	\$1200,
11-20	\$1500,
21+	\$2500.

2. 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.
3. The Education District's contributions are not payable unless the employee authorizes a matching salary reduction.
4. Part-time employees shall be eligible for pro-rated contributions provided the employees authorize salary reductions of an equivalent amount paid to the plan for the same period.
5. The Education District's contributions and matching employee contributions will be made to a company of the employee's choice from vendors on approved list. The employee is responsible to make all arrangements required by the vendor to insure that proper payment is made by the Education District.
6. Participation in the plan shall be voluntary.
7. Employees who are eligible to participate shall inform the Education District Office in writing of any change in annuity participation between July 1 and October 15. No other additions and/or deletions outside of this open enrollment period will be allowed during the course of the calendar year unless a defined need can be demonstrated and approved by the Director.

GOODHUE COUNTY EDUCATION DISTRICT #6051
SUPPORT STAFF CONDITIONS OF EMPLOYMENT
 (Building Support Specialists, COTAs, Interpreters, and LPNs)
 2020-2022

I. Effective Dates, Termination, and Duties

A. Effective Dates

The following Wage and Benefit package is effective 7/1/2020-6/30/2022.

B. Termination During the Term

Support staff are employee's at will. During the contract term, the District may terminate the employee's employment without any reason or may terminate the employee's employment.

C. Duties

The support staff shall perform the duties outlined in their job description.

D. Probationary Period

Employees shall serve a six (6) month continuous working probationary period, but the District reserves the right to extend the probationary period to the end of the school year upon written notice to the probationary employee. Employees shall be formally evaluated at least once during the probationary period.

E. Evaluations

Employees shall be formally evaluated at least once every three years following the probationary period.

II. Duty Year and Leaves

A. Basic Work Year

1. The employee's work schedule will be determined by the Director or designee, taking the requirements of the position into consideration.
2. Hours worked in excess of 40 hours per week will be paid at time and a half times the employee's hourly rate and shall be approved by the Director or designee in advance. In case of an emergency, the Director shall be notified during the next working day after the overtime is worked provided no prior approval can be given.
3. All hours worked on Sunday shall be paid at double time rates. Recognized holidays, if worked, shall be paid at time and one-half rate.
4. The employee's work schedule may be modified in the event of school closures either at the member district or education district level.

B. Emergency Days

Building Support Specialists, COTAs, Interpreters, and LPNs, do not work on snow days. In the event of early dismissal for snow emergency days employees will be paid to the next quarter hour (rounded up). Employees not required to report have the option to use personal time for pay.

C. Sick Leave

10 Month Employee	11 Month Employee	12 Month Employee
10 Days	11 Days	12 Days

Employees must work at least 20 hours a week to qualify for sick leave benefit. Days are interpreted as the length of your regularly scheduled workday. For example, if you normally work six hours per day, three days of leave is

interpreted to mean three days that are six hours in length, which is 18 hours. To request one day of leave, your request form would show that you plan to use six hours of leave. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employees work year. The District may require an employee to furnish a medical certificate from a qualified physician indicating that the absence was due to illness of the employee, spouse or dependent.

Sick leave use is defined in MN Statute 181.9413. An employee may use sick leave provided by the Education District for absences due to an illness or injury to the employee's child, including a stepchild and a biological, adopted, and foster child, under the age of 18 or an individual under 20 who is still attending secondary school, adult child, spouse, sibling, parent, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury.

The Education District may limit the use of sick leave benefits provided by the employer for absences due to an illness or injury to the employee's adult child, spouse, sibling, parent, grandparent, or stepparent to no less than 160 hours in any 12-month period. This paragraph does not apply to absences due to the illness or injury of a child, including a stepchild and a biological, adopted, and foster child, under the age of 18 or an individual under 20 who is still attending secondary school.

This section does not prevent the Education District from providing greater sick leave benefits than are provided for under this section. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to his/her illness and/or disability which prevented attendance at school and performances of duties on that day or days.

Employees shall be allowed to accumulate to 130 days. Very serious illness in the immediate family (spouse, child, parent/guardian, grandparent, grandchild, sister, brother, and the same in-laws) will be treated as sick leave up to a limit of five days in any one school year.

If an employee resigns or retires, accumulated sick leave is forfeited.

D. Bereavement Leave

Bereavement leave shall be granted up to a total of five days per incident for the death(s) of a spouse, child, stepchild, ward, or parent/guardian, grandchild, grandparent, sister, brother, aunt, uncle, niece, nephew, first cousin and the same in-laws. No deductions will be made for the first 3 days; however, the next 2 days shall be deducted from accrued sick leave days. The Director, at his or her discretion, may grant that up to 2 sick days may be used for the illness, disability or death of a close friend or other relative not specified in the subdivision above.

E. Personal Leave

Employees must work at least 20 hours a week to qualify for personal leave benefit. Days are interpreted as the length of your regularly scheduled workday. For example, if you normally work six hours per day, three days of leave is interpreted to mean three days that are six hours in length, which is 18 hours. To request one day of leave, your request form would show that you plan to use six hours of leave. Personal leave may be granted to employees working pursuant to a letter of appointment at the discretion of the Director of no more than 3 days per year, noncumulative, for business or critical personal situations that arise which cannot be attended to when school is not in session. Personal leave will be prorated for employees starting after the first day of school.

Requests for personal leave must be made in writing to the Director at least 3 days in advance. Not more than one person per program will be approved for personal leave on a particular day. Personal leave days shall not be granted for the first and last days of the school year. The Director or designee may allow exceptions.

At any time, no more than 1 employee within this agreement per building can be out on a personal leave with a limit of 2 total for the Education District.

E. Jury Duty Leave

If the employee is absent because of jury service, the employee will receive regular salary from the District during this period of service, provided that the pay received for this jury service, less any reimbursement for mileage and expenses, will be relinquished to the District.

F. Family Medical Leave

Pursuant to the Family Medical Leave Act, 29 U.S.C. 2601 et. seq., an eligible employee shall be granted, upon written request, up to 12 weeks of unpaid leave per 12-month period in connection with (1) the birth and first-year care of a child, (2) the adoption or foster placement of a child, (3) the serious health condition of a support personnel's spouse, child, or parent, and (4) the support personnel's own serious health condition.

Requests shall be made to the Director at least 30 days in advance when practicable. Support Personnel are expected to make reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the District. Paid leave must be exhausted before unpaid leave may be used.

G. Leave of Absence

A leave of absence (without pay) may be granted up to one year, with Board approval, to employees with at least 3 years of service. Employees must notify the District of their intent to return by April 1, of the school year preceding their return.

H. Holiday Pay

The District recognizes the following holidays: New Year's Day, President's Day or float holiday if school is in session, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, and Christmas Day.

Employees must work at least 20 hours a week to qualify for holiday pay. Employees working pursuant to a letter of appointment and regularly scheduled to work a minimum of 7 hours per day and 210 days per year over a 12 month work year will be paid for all holidays that fall during a week in which they work. These employees will also receive 2 paid holidays to be used at their discretion.

Employees working a minimum of 20 hours per week and 50 days per year over a 9 month school calendar will receive holiday pay for Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day, New Year's Day and Memorial Day. They must submit on their timecard the number of hours equal to a normal work day for the holiday and timely submit said timecard to the District.

H. Vacation Pay

	11 & 12 Month Employees
Years 1	4 Days
Years 2-9	8 Days
Years 10-19	12 Days
20+ Years	16 Days

Employees working a minimum of 7 hours per day and 11 or 12 months per year are eligible for vacation pay. Employees working at least 7 hours per day 11 or 12 months per year will receive the number of vacation days described in the schedule above. The scheduling of vacations shall be approved by the Director or designee.

Days are interpreted as the length of your regularly scheduled workday. For example, if you normally work six hours per day, three days of leave is interpreted to mean three days that are six hours in length, which is 18 hours. To request one day of leave, your request form would show that you plan to use six hours of leave.

In the event of a Support Personnel termination, the Support Personnel may then receive pay, therefore, in lieu of his/her actual use of the vacation time.

III. Insurance

A. Health and Dental Insurance

Group Insurance: Health and Dental Insurance shall be available for Support Personnel.

For the 2018-2019 year and the 2019-2020 year, the District shall contribute to Health Insurance up to \$400/month to pay health-hospitalization insurance for employees working at least 7 hours per day and 175 days per year.

Any additional premium, including premiums for those employees not eligible for the above contribution shall be the responsibility of the employee.

B. Life Insurance

C. The District pursuant to their letter of appointment shall provide a group term life insurance plan for Support Personnel, providing \$50,000 of coverage for the employee, payable to the employee's named beneficiary.

Income protection insurance shall be available for Support Personnel working a minimum of 200 days per year and 7 hours per day pursuant to a letter of appointment.

The District shall contribute the full premium for said coverage for those employees working 7 or more hours per day and at least 200 days.

D. Claims Against the School District

The eligibility of the employee, or the employee's dependents or beneficiary for insurance benefits shall be governed by the terms of the insurance policies purchased by the District pursuant to this section. It is understood that the District's only obligation is to purchase the insurance policies described herein, and no claim shall be made against the District as a result of denial by an insurer of insurance benefits if the District has purchased the policies and paid the premiums described herein.

IV. Workers Compensation

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 or vacation pay pursuant to this policy shall submit his/her Workers' Compensation check endorsed to the school district prior to receiving payment from the school district for this absence.

V. Salary

For the 2020-2021 and the 2021-2022 school year, salaries are paid according to the Board approved Wage Grid (Appendix A)

Increment Step

An employee must work at least 50% or more of the scheduled work year to be eligible for the next step of the wage schedule the following year.

Longevity

Longevity increases will be given as described below:

10-15 years of service	\$2.00/hour
15+ years of service	\$3.00/hour

APPENDIX A

**SUPPORT STAFF WAGE SCHEDULE
2020-2022**

STEP	Building Support Specialists	Building Support Specialists	LPN	LPN	Interpreter/COTA	Interpreter/COTA
1	\$14.98	\$14.54	\$17.42	\$16.83	\$24.00	\$23.30
2	\$15.44	\$14.99	\$17.87	\$17.27	\$24.71	\$23.99
3	\$15.89	\$15.43	\$18.32	\$17.70	\$25.43	\$24.69
4	\$16.35	\$15.87	\$18.79	\$18.15	\$26.07	\$25.31
5	\$16.80	\$16.31	\$19.23	\$18.58	\$26.69	\$25.91
6	\$17.25	\$16.75	\$19.70	\$19.03	\$27.31	\$26.51
7	\$17.70	\$17.18	\$20.15	\$19.47	\$27.92	\$27.11
8	\$18.15	\$17.62	\$20.59	\$19.89	\$28.54	\$27.71
9	\$18.61	\$18.07	\$21.05	\$20.34	\$29.16	\$28.31
10	\$19.06	\$18.50	\$21.51	\$20.78	\$29.78	\$28.91

\$2.00 MARSS duties

Initial placement on the salary schedule will be determined by the District dependent on relevant experience in the field.

Mileage

Approved mileage will be reimbursed at the current Federal Rate.

SCHEDULE A

TAX-DEFERRED, MATCHING-CONTRIBUTION PLAN:

1. The Education District shall contribute an amount equal to the employee contribution in a tax-deferred, matching-contribution plan, subject to the schedule below:

<u>Years of Service in the Education District</u>	<u>Education District Match</u>
0-3	No Match,
4-10	\$500.00,
11-20	\$1000.00,
21+	\$1500.00.

The Education District's maximum, lifetime contribution to the tax-deferred, matching- contribution plan is \$20,000.00 for each employee.

2. 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.
3. The Education District's contributions are not payable unless the employee authorizes a matching salary reduction.
4. Part-time employees shall be eligible for pro-rated contributions provided the employees authorize salary reductions of an equivalent amount paid to the plan for the same period.
5. The Education District's contributions and matching employee contributions will be made to a company of the employee's choice from vendors on approved list. The employee is responsible to make all arrangements required by the vendor to insure that proper payment is made by the Education District.
6. Participation in the plan shall be voluntary.
7. Employees who are eligible to participate shall inform the Education District Office in writing of any change in annuity participation between July 1 and October 15. No other additions and/or deletions outside of this open enrollment period will be allowed during the course of the calendar year unless a defined need can be demonstrated and approved by the Director.

**GOODHUE COUNTY EDUCATION DISTRICT
LEADERSHIP CONDITIONS OF EMPLOYMENT
CONTRACT FOR 2020-2022**

This Employment Agreement is made and entered into by and between the School Board of the Goodhue County Education District (hereinafter referred to as the "Education District") and Leadership Personnel (hereinafter referred to as "Employee").

RECITALS:

WHEREAS, the Education District now offers the position of Coordinator, Assistant Special Education Director, Early Childhood Coordinator or Special Education Director to Employee; and

WHEREAS, Employee agrees to accept and perform the duties of said position pursuant to the terms and subject to the conditions described below.

NOW, THEREFORE, in consideration for Employee's acceptance to serve in this capacity for the Education District, and other good and valuable consideration, the parties agree to the following terms and conditions of employment:

1. **Effective Date; Duration; Termination.** The term of this Agreement is two (2) years commencing on July 1, 2020 and ending on June 30, 2022. Thereafter, this Agreement shall remain in full force and effect except if modified by mutual consent of the Education District and the Employee, unless Employee resigns or is terminated and/or discharged under Minn. Stat. § 122A.40, as amended.

2. **Licensure Required.** Employee acknowledges that the position for which Employee is being employed requires a license issued by the State of Minnesota. Employee warrants and represents that Employee is legally qualified and licensed in the area(s) Employee will be working and that Employee has obtained, and will maintain during the course of employment under this Agreement, all license(s) required by the State of Minnesota. Employee acknowledges and agrees that a failure to obtain and/or maintain required state licenses may result in administrative and/or disciplinary action by the Education District, up to and including termination of employment.

3. **Assignment; Identification of Supervisors.** Employee shall be assigned to Goodhue County Education District #6051, Minnesota ("Red Wing") and shall provide support to the Education District's programs. Employee shall report to the Education District's Executive Director with respect to Education-related responsibilities.

4. **Duties.** Employee's duties include, but are not limited to, the following:

- a. Assume a lead role in developing, promoting, implementing and evaluating appropriate programs.
- b. Organize, coordinate and schedule various activities.
- c. Provide supervision and due process consultation to building level administration and staff as allowed by licensure.
- d. Facilitate on-going programs and supervise referrals, evaluations, and other due process procedures for special education services.
- e. Supervise the scheduling of staff and assist with staff evaluations.
- f. Promote and support staff development as needed.
- g. Search for various financial, physical and human resources to enhance programming.
- h. Supervise the development and maintenance of the annual budget and state reports.
- i. Model positive behaviors and communicate effectively with children, parents, staff and volunteers.
- j. Work with parents on an individual basis and in small groups to address issues or concerns of parents.
- k. Maintain positive and professional relationships with county human service, child-care and other professionals and seek collaborative relationships to enhance services or learning for parents and young children.
- l. Attend regional workshops as necessary or appropriate.
- m. Submit an annual report to the Education District's Executive Director summarizing accomplishments and successes.
- n. Employee is responsible to be knowledgeable about all Education District policies and procedures.
- o. This job description is not intended to be all-inclusive, and Employee will also perform other reasonably related duties as assigned by an immediate supervisor and or other management authority.

5. **Duty Year.** Employee's duty year shall be as adopted by the Education District's school board, and Employee agrees to perform services on those legal holidays on which the Education District is authorized to conduct school. Employee shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with school board administrative policies. The duty year shall be outlined in Salary Grid.

6. **Sick Leave.** Employee shall earn paid sick leave at the rate of 15 days per year, which may be accumulated to a maximum of 120 days.

7. **Personal Leave.** Employee may use up to four (4) paid personal leave days, non-accumulative, during each contract year.

8. **Long Term Disability Insurance.** The Education District shall provide, at the Education District's expense, long-term disability coverage for Employee in the Education District's group plan.

9. **Medical Leave.** If Employee is unable to perform regular duties because of personal illness or disability and has exhausted all sick leave credit available or has become eligible for long term disability compensation and has not been suspended or placed on leave of absence pursuant to Minn. Stat. § 122A.40, subd. 12, Employee shall, upon request, be granted a medical leave of absence up to one year in duration without pay. The Education District's school board may, in its discretion, extend such a leave upon written request. A request for medical leave of absence or extension thereof pursuant to this section shall be accompanied by a written statement from a physician outlining the condition of health and estimated time at which Employee is expected to be able to resume normal responsibilities. While on medical leave of absence, Employee is eligible to continue to participate in group insurance programs as permitted under the insurance policy provisions, but Employee shall pay the entire premium for such programs as Employee wishes to retain commencing with the beginning of the leave.

10. **Bereavement Leave.** Up to 5 days of leave shall be allowed for a death in the Employee's immediate family. No deductions will be made for the first 2 days; however, the next 3 days shall be deducted from accrued sick leave days. For bereavement leave, "immediate family" is defined as Employee and/or spouse and the following related to either: child and spouse, stepchild and spouse, ward, guardian, parent, stepparent, brother, brother-in-law, sister, sister-in-law, grandparents, grandchildren, uncle, aunt, nephew, and niece. Up to 2 sick leave days may be granted at the discretion of the Executive Director for illness, disability, or death of a close friend or other relative not specified above.

11. **Health and Dental Insurance.** The Education District shall provide Employee with health and dental insurance coverage, under the Education District's group plan, consistent with the rates and terms in the Master Agreement between Goodhue County Education District and Goodhue County Education District Federation of Educational Professionals.

12. **Life Insurance.** The Education District shall provide Employee, at the expense of the Education District, a group term life insurance plan with \$100,000.00 of coverage for Employee, payable to Employee's named beneficiary.

13. **Tax Sheltered Annuities.** Employee may participate in a tax sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, Minn. Stat. § 123B.02, subd. 15, and Education District policy.

14. **Deferred Compensation.** The Education District will contribute a matching amount of up to \$6,500.00 per year for Directors and \$5,500.00 per year for all other Employees covered in this agreement to a deferred compensation plan in accordance with Minn. Stat. § 356.24, subd. 1 (5).

15. **Mileage Reimbursement.** The Education District shall reimburse Employee for business use of Employee's privately owned automobile at the current IRS mileage

reimbursement rate. The obligation to reimburse mileage shall not extend to commutes from Employee's home to Employee's regular place of work.

16. **Conferences and Meetings.** The Education District shall pay all legally valid expenses and fees for Employee's attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by the Education District's school board. Employee shall promptly advise Employee's immediate supervisor in advance of all meetings and conferences that Employee will be attending. Employee shall be allowed to attend one (1) national conference after the third continuous year of employment with the Education District, and then one (1) national conference once every three years thereafter. Employee shall file itemized expense statements to be processed and approved as provided by law.

17. **Dues for Professional Organizations.** The Education District shall pay such dues for Employee's membership in organizations in which the Education District requires Employee to be a member. In addition, the Education District shall pay the dues for Employee's membership in one (1) state and one (1) national organization of Employee's choice, as long such organizations are directly related to Employee's duties under this Agreement.

18. **Salary.** The annual salary may be modified as hereinafter provided for, shall not be reduced except as herein required, during the term of this Agreement. The salary shall be paid annually in (24) equal installments during the term of this Agreement. Employee's Base Salary is set forth in the following Salary Grid.

Assignment	Days	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Director of Special Education	230	\$175,423	\$117,155	\$118,912	\$120,696	\$122,506	\$124,344
Assistant Director of Special Education	225	\$103,631	\$105,185	\$106,763	\$108,365	\$109,990	\$111,640
Assistant Director of Systems Development	225	\$100,858	\$102,370	\$103,906	\$105,465	\$107,047	\$108,652
Early Childhood Coordinator	225	\$94,212	\$95,625	\$97,060	\$98,516	\$99,994	\$101,493
Coordinator	220	\$84,949	\$86,223	\$87,516	\$88,829	\$90,161	\$91,514

19. **Board Approval a Precondition.** This Agreement shall be effective only after it has been authorized by the school board of the Education District, following appropriate action by the school board, recorded in its minutes and executed by the parties hereto.

IN WITNESS WHEREOF, the undersigned parties hereto have duly executed this Agreement as of the date indicated next to the name of the party who signs below.

GOODHUE COUNTY EDUCATION DISTRICT

Dated: _____, 2020 By:

Board Chair

Clerk

DRAFT

III. Public Input:
IV. Adjournment