

**Personnel Procedures & Practices**

**Community Education**

**Services Staff**

**Effective:  
July 1, 2017**

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**ARTICLE I  
PURPOSE**

These personnel procedures and practices contain information pertaining to your employment with Independent School District No. 241, Albert Lea (“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 Article are subject to the requirements of any applicable law, such as the Veterans’ Preference Act, granting the employee employment rights.

**ARTICLE II  
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 these personnel procedures and practices 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 pay indicated in these personnel procedures and practices.

**ARTICLE III  
HOURS OF SERVICE AND WORK YEAR**

**Section 1. Basic Work Year:** The employee’s basic work year shall be July 1 – June 30.

**Section 2. Basic Work Week:** The employee’s basic work week, exclusive of lunch, shall be prescribed by the School District.

**Section 3. Basic Work Day:** The employee’s basic work day will be prescribed by the School District.

**Section 4. Work Hours:** Work hours include scheduled work hours, paid holiday hours and paid time off hours. The maximum number of work hours per basic work year will be in accordance with the following schedule:

Adult Learning Information Specialist	up to 1,100 hours
Early Education Information Specialist	up to 1,700 hours
Educational Assistants	up to 1,600 hours
Marketing Specialist	up to 1,400 hours
Operations Specialist	up to 1,400 hours
Unlicensed Teacher	up to 1,300 hours

Community Education programs are market-driven. The work year reflected is an estimate only. The School District reserves the right to change these work hours at any time.

#### **ARTICLE IV RATE OF PAY**

##### **Section 1. Pay Schedules:**

**Subd. 1. Pay Schedule:** The pay as provided in Schedule A herein shall be in effect beginning the 2017-2018 work year.

**Section 2. Payment of Pay:** The employee shall be paid an hourly rate for any work hours completed during the school year. Work hours will be tracked using the district's designated electronic time record keeping system.

**Section 3. New Employees:** Rate of pay for a new employee accepting a position listed in these personnel procedures and practices will be determined by the District.

#### **ARTICLE V GROUP HEALTH INSURANCE**

**Section 1: Group Health Insurance for Active Employees:** Effective January 1, 2016, the School District shall make available a minimum value health and hospitalization insurance plan to the employee. The selection of the insurance carrier and policy shall be made by the School District as provided by law.

**Subd. 1. Minimum Value Health and Hospitalization Insurance – Single Coverage:** The School District shall contribute a sum not to exceed \$267.12 per month toward the premium for individual coverage for the employee if the employee qualifies for and is enrolled in single coverage in the School District's group minimum value health and hospitalization insurance plan. Any additional cost of the premium shall be borne by the employee. Employees covered under this Section are not eligible for the Flexible Spending Plan and therefore the employee share will be paid on an after-tax basis.

**Subd. 2. Minimum Value Health and Hospitalization Insurance – Family Coverage:** The School District shall contribute a sum not to exceed \$267.12 per month toward the premium for family coverage for the employee if the employee qualifies for and is enrolled in family coverage in the School District's group minimum value health and hospitalization insurance plan. Any additional cost of the premium shall be borne by the employee. Employees covered under this Section are not eligible for the Flexible Spending Plan and therefore the employee share will be paid on an after-tax basis.

**Subd. 3. Duration of Insurance Contributions:** An employee is eligible for School District contribution as provided in this Section as long as the employee is employed by the School District, on paid status, and enrolled in the School District's group minimum value health and hospitalization insurance plan. Upon termination of employment, all School District contributions shall cease.

**Subd. 4. Eligibility:** Benefits provided in this section apply only to employees who are scheduled to work 1,000 hours or more during the basic work year. Eligibility is also subject to any limitations contained in the contract between the insurance carrier and the School District.

**Subd. 5. Claims Against the School District:** Any description of insurance benefits contained in this Section is intended to be informational only and the eligibility of the employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Section. The School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to in these personnel procedures and practices, and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

**Section 2: Affordable Care Act (ACA):** In the event these personnel procedures and practices will cause or do cause penalties, fees, or fines to be assessed against the School District, the personnel procedures and practices will be revised in order to eliminate or reduce penalties, fees, or fines to be assessed against the School District. All material terms of compensation, hours, and fringe benefits (including health benefits) are subject to modification in order to comply with the ACA, to minimize penalties under the ACA, and to address any increase or decrease in cost that the ACA may require.

## ARTICLE VI HOLIDAYS

**Section 1. Paid Holidays:** Eligible employees shall be granted the following two (2) paid holidays: New Year's Day and Christmas Day. One day will be the equivalent hours of one scheduled work day as prescribed by the School District.

**Section 2. Eligibility:** Holiday benefits provided in this article are designed for employees scheduled to work at least 500 hours per basic work year.

**ARTICLE VII  
PAID TIME OFF (PTO)**

**Section 1. Earning:** Employees will receive two (2) PTO days per school year, non-accumulative. One day will be the equivalent hours of one scheduled work day as prescribed by the School District.

Paid time off (PTO) shall be used at the discretion of the employee and subject to the limitations as provided below.

**Subd. 1:** Such day may only be taken during the first ten (10) duty days and last ten (10) duty days with prior approval of the Superintendent or designee. Such day may not be taken on conference days.

**Subd. 2:** The limitations as provided herein may be waived by exception at the sole discretion of the school district. For situations that arise requiring the employee's emergency attention which cannot be attended to when school is not in session, the limitations in subd. 1 shall be waived.

**Section 2. Approval and Schedule:** Use of paid time off (PTO) described in this Article shall be granted only through approval of the requesting employee's supervisor using the District's required procedures, including its designated absence program, and required documentation.

**Section 3. Separation of Employment:** There shall be no payment for unused, earned Paid Time Off balances upon termination or separation of employment, for any reason, with the School District.

**ARTICLE VIII  
OTHER LEAVES OF ABSENCE**

**Section 1. Jury Service:** Employees called for jury duty shall receive their regular pay less any remuneration they receive as compensation for jury services.

**ARTICLE IX  
OTHER BENEFITS**

**Section 1. Mileage Reimbursement:** Employees shall be reimbursed for school business mileage at the maximum rate allowable as determined by federal tax laws, which must be approved by the employee's supervisor.

The employee shall maintain a minimum of \$100,000 per person and \$300,000 aggregate per occurrence or a single limit of \$300,000 of liability insurance protection on his or her personal vehicle when said vehicle is used for School District purposes.

**ARTICLE X**  
**PROBATIONARY PERIOD**

**Section 1. Probationary Period:** A new employee of the School District shall be required to serve a 5-month probationary period and during the probationary period the employee may be terminated by the School District at any time.

**SCHEDULE A**

**Pay Schedule**

<b>Position</b>	<b>Pay Range</b>
Adult Learning Information Specialist	\$10.50/hour - \$17.50/hour
Early Education Information Specialist	\$10.50/hour - \$17.50/hour
Educational Assistants	\$11.30/hour - \$18.75/hour
Marketing Specialist	\$11.30/hour - \$20.25/hour
Operations Specialist	\$11.30/hour - \$20.25/hour
Unlicensed Teachers	\$20.57/hour - \$31.75/hour