

**COLLABORATIVE SERVICE WORKERS**

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**COMPENSATION AND BENEFITS HANDBOOK**

**2023-2025**

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## **ARTICLE I. INCLUDED POSITIONS**

The purpose of this document is to provide Collaborative Service Workers with information about the general terms and conditions of their at-will employment with the School District. This document does not create an express or implied contract between the School District and any employee. The School District may change this document, and the terms and conditions of employment outlined in this document, at any time and for any reason.

The employer and employees covered under this agreement agree that Independent School District #181, Brainerd Public Schools shall not discriminate based on race, color, religion, national origin, sex, sexual orientation, gender identity, veteran or disability status.

## **ARTICLE II. DUTY YEAR / HOURS OF WORK**

### Section 1. Standard work year

The standard work year for employees under this agreement varies by assignment. All work years follow the fiscal year calendar, beginning July 1 and ending June 30 of each year. Any variations to benefit offerings based on assigned work year, will be identified in the handbook.

### Section 2. Definitions

A full-time employee is defined as an employee working 8 hours per day, 5 days per week for the assigned work year (184 school year duty days + 19 extended contract days). Individuals working less than this calculation are considered part-time employees. Individuals working .50 FTE - 1.0 FTE are eligible for benefits, including personal leave, under this handbook, however on a prorated basis.

## **ARTICLE III. INSURANCE**

### Section 1. Selection of Carrier

The selection of the insurance carrier and policy shall be made by the School District as provided by law.

### Section 2. Health and Hospitalization Insurance

Effective September 1, 2023, the plan options available to employees will be as follows:

- Plan B - \$300 per person / \$500 per family
- Plan C - \$1,000 per person / \$2,000 per family
- Plan G - \$3,000 per person / \$6,000 per family with HSA
- Plan H - \$4,000 per person / \$8,000 per family with HRA

Effective September 1, 2023, the School District's health insurance contribution for full-time, benefit eligible and enrolled Collaborative Service Workers will be as follows:

#### Subdivision 1. School District Contribution Coverage:

Effective September 1, 2023, the School Board's health insurance contribution for full-time benefit eligible and enrolled Collaborative Service Workers who elect single or family coverage will be \$ 633.00 per month. Part-time benefit eligible and enrolled Collaborative Service Workers will receive a prorated monthly School District contribution amount.

#### Subdivision 2. HSA or HRA contribution

Employees enrolled in a qualified High Deductible Health Plan (HDHP) will receive any excess School District contribution (School District contribution minus plan premium) contributed to the corresponding tax advantaged plan (HSA or HRA). Employees enrolled in a HSA eligible plan, may contribute to the HSA in addition to the School District contribution up to the IRS limit. HRA plans only allow an employer contribution. The balance of the cost of the premium shall be by the employee and paid by payroll deduction.

#### Subdivision 3. HSA Hardship:

For single and family coverage, if an employee submits evidence of a hardship, the School District, in accordance with IRS regulations will contribute the remainder of the calendar year contribution for the plan year the employee has elected to participate in Plan G - \$3,000/\$6,000 plan with HSA and stop all monthly contributions for the remainder of the calendar year or plan year in which the employee participates in a high deductible plan with an HSA, whichever comes first. If an employee leaves the School District prior to the end of the calendar year, any unearned contributions will be paid back to the School District.

Cases will be addressed on an individual basis and prior hardship does not guarantee hardship accommodation in subsequent years. In no circumstances will the School District apply more than the allotted employee or School District match to the individual in a calendar year.

#### Subdivision 4: Employee Married to Employee

A benefit eligible employee within this unit that is married to another ISD employee (both currently employed with a minimum of 60% contract) are eligible for one fully paid Plan G family plan, two fully paid Plan G single plans (if no legal dependents) or a \$1,640 a month contribution toward Plans B, C, or H family plans.

#### Section 3. Dental Insurance

The School District shall contribute twenty dollars (\$20.00) per month for full-time employees toward the cost of a single premium for dental coverage and thirty five dollars (\$35.00) per month per full-time employee toward the cost of a family premium.

#### Section 4. Income Protection

The School District will participate in a long-term disability insurance program by paying 100 percent (100%) of the annual premium. The income of the employee who becomes disabled from sickness or accident will be insured after sixty (60) consecutive calendar days to the extent of seventy percent (70%) of salary with the following conditions:

- The 90-day elimination period has been met.
- Long-term disability benefits have been approved
- Paid leave time has been exhausted

Benefits to disabled employees will be determined and paid as described in the long-term disability policy. Benefits will include \$500 per month, for up to 17 months for health insurance. The employee must be on and retain ISD 181's health plan in order to qualify for the \$500 per month, long-term benefit.

#### Section 5. Term Life Insurance

The School District will contribute 100 percent (100%) of the premium for \$75,000 of term life insurance coverage for each full time employee employed by the School District who qualifies for and is enrolled in the School District's group term life insurance plan.

Section 6. Claims against the School District

It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed herein, and no claim shall be made against the School District as a result of denial of insurance benefit by an insurance carrier.

Section 7. Duration of Insurance Contribution

An employee is eligible for School District contribution as provided in this Article for as long as the employee is employed by the School District. Upon termination of employment, all School District contributions shall cease.

**ARTICLE IV. PERSONAL LEAVE**

Section 1. Accrual

Personal leave will accrue based on years of service with the School District as indicated below:

0-3 years of service: two days per year, accumulative to 3 days

4-7 years of service: four days per year, accumulative to 5 days

8+ years of service: five days per year, accumulative to 7 days

Section 2. Unpaid Leave

Where it does not seriously disrupt operations or create a vacancy for which the School District, an Collaborative Service Worker may take a maximum of five (5) days in a school year at a full daily rate deduction. These days shall be non-cumulative.

Subdivision. 1.

Five (5) days is the maximum any employee may be away from work at full wage deduction. The only exception to this is for unusual circumstances that would be approved only by the authorization of the Supervisor.

Subdivision. 2.

Employees who take more than five (5) days without approval will be subject to disciplinary action.

Subdivision 3.

An employee must submit a written request for unpaid leave (deduct) days to the Building Supervisor at least three (3) working days prior to the start of the leave except in cases of emergency. The request must state the dates, purpose and identify if there will be any other deduct time needed for the remainder of the school year.

**ARTICLE V. HOLIDAYS**

All employees covered in this handbook shall have the following paid holidays (4): Memorial Day, Labor Day, Thanksgiving Day, Day after Thanksgiving. If any of the days fall on Saturday or Sunday the preceding Friday or the following Monday shall be considered a holiday.

In order to qualify for compensation for such holidays, the employee must have worked for the employer on their last working day before or their first working day after said holiday or have been on a paid leave day their last working day before or their first working day after said holiday.

## ARTICLE VI. LEAVES OF ABSENCE

### Section 1. Sick Leave

Sick leave is earned by full time employees at the rate of one (1) day per month and is accumulative, up to nine (9) days per year. Sick leave may be used for self, spouse, child and anyone listed under Minn Stat 181.9413.

### Section 2. Proof of Illness

The School District may require an employee to furnish a medical certificate 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 to the School District. In the event that a medical certificate will be required, the employee will be so advised. Sick leave with pay may be granted when illness or accident emergencies in the immediate family necessitates an employee's absence.

### Section 3. Family and Medical Leave Act (FMLA)

Employees shall be eligible for the Family and Medical Leave Act if they, their spouse, child or parent suffers from a serious health condition in which the employee is required to provide care. The military family leave provisions of the Family and Medical Leave Act (FMLA) entitle eligible employees of covered employers to take FMLA leave for any "qualifying exigency" arising from the foreign deployment of the employee's spouse, son, daughter, or parent with the Armed Forces, or to care for a service member with a serious injury or illness if the employee is the service member's spouse, son, daughter, parent or next of kin. The FMLA process will be subject to School District policy and practice and in accordance with law.

### Section 4. Other Leaves of Absence

The School Board may grant other leaves of absence, in accordance with policy and state and federal law.

### Section 5. Bereavement Leave

Subject to the approval of the Superintendent or designee, employees shall be granted up to five (5) days of bereavement leave. Leave for bereavement shall be allowed for death in the employee's immediate family. Immediate family is defined as the employee's spouse, children, mother, father, stepparents, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, and grandchildren of the employee or employee's spouse, or other relatives living in the same household of the employee. Additional bereavement may be granted by the Superintendent or designee as a deduction from sick time.

### Section 6. Wellness Program

Employees may be eligible for sick leave buy-back based on their unused sick leave balance and their annual usage. The number of days to be repurchased by the School District and paid to the employee will be based on:

- A) The employees sick balance as of August 31st of the present year.
- B) The employee must use no more than five (5) sick leave days during September 1st of the previous year through August 31st of the present year.

This pay shall be paid out once per year on the first pay period in December. The number of days repurchased by the School District will then be reduced from the employee's sick leave

balance. The employee's current straight time daily rate of pay will be used to calculate the additional pay.

Employees who have maintained an unused number of sick leave balance as below and have used no more than five (5) sick leave days in the preceding year, September 1st through August 31st.	Shall have the following sick leave days repurchased /paid.
250 hours	1 day
400 hours	2 days

**Section 7. Worker's Compensation**

Pursuant to Minnesota state law, an employee injured on the job in the service of the School District and collecting Workers Compensation insurance may draw sick leave and receive full salary from the School District, the employee's salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from his/her accrued sick leave.

**Section 8. Insurance Application**

An employee on unpaid leave outside of FMLA is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave, and shall pay to the School District the monthly premium in advance.

**Section 9. Credit**

An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits which the employee had accrued at the time the employee went on leave. No credit shall accrue for the period of time that an employee was on unpaid leave.

**Section 10. Jury Duty**

An employee may be excused without loss of pay to appear in court and to serve on jury duty. In the event of jury duty, all sums received by the employee as reimbursement, except mileage, from the County will be turned over to the School District in lieu of having the day deducted from sick leave credit.

**ARTICLE VII: INCLEMENT WEATHER**

Collaborative Service Workers have the option to work during their normal hours with a late start or early dismissal to school. Building administrators may assign employees to supervisory duties during this time. Collaborative Service Workers that report within the late start time period, or remain at work beyond an early dismissal time period will be paid for the time in which they worked, as long as the time worked is not beyond their assignment time. In the circumstance of late starts and early dismissals, Collaborative Service Workers may use their personal time rather than remaining onsite.

The Superintendent or School District designee may direct Collaborative Service Worker staff to leave for the day due to inclement weather conditions. To ensure our students return home



safely, Collaborative Service Worker staff will be required to remain present until busing is cleared and until the building has received direction from the School District Office. In this situation, Collaborative Service Workers will not be required to use paid leave time or request deduct time and will be compensated for their contracted hours for the day.

In the event of a Snow Day, a Collaborative Service Worker will not report to work. In the event the snow day is not made up on the calendar, employees may use sick or personal time for the absence. If no leave is available for a snow day not being made up, the School District will provide additional duty days following the last student contact day of the school year and in addition to the 19 additional duty days already assigned beyond the school calendar.

## **ARTICLE VIII: PLACEMENT ON SALARY SCHEDULE**

### Section 1. Placement

Placement on the salary schedule for newly hired employees shall be based on education and experience as determined by the Hiring Manager. At no time will an individual be placed at a step level that exceeds their years of experience in the same or similar position. The salary schedule for the July 1, 2023 to June 30, 2025 can be found in Appendix A.

### Section 2. Step Movement

Step advancements will be granted to employees contingent upon satisfactory job performance and will occur on July 1st.

- Employees hired between July 1st and February 29th will receive their first step increase on the following July 1st.
- Employees hired between March 1st and June 30th will receive their first step increase on July 1st of the following year.

Employees on a current corrective action plan will not be awarded a step increase.

### Section 3. Social Worker licensure

In the event a Collaborative Service Worker holds a School Social Worker license, the employee will be eligible to receive an additional \$1,000 stipend per year that will be divided equally amongst all paychecks.

### Section 4. Lead Role

In the event a Collaborative Service Worker is assigned a Lead role, the employee will be eligible to receive an additional \$1,000 stipend per year that will be divided equally amongst all paychecks.

**ARTICLE IX: EXPENSE REIMBURSEMENT**

Section 1. Mileage Reimbursement

The School District will pay for all professional in-district and out-of-district travel when an employee uses their personal vehicle for School District business. This mileage will be reimbursed at the current IRS rate.

Section 2. Cell Phone Reimbursement

The School District will reimburse up to \$25.00 per month for use of personal cell phones.

**ARTICLE X: 403(b) MATCHING RETIREMENT PLAN**

All employees will be eligible to participate in the 403(b) Annuity Matching program.

Section 1. Employee Match

Eligible and participating employees must elect to participate in the 403(b) Annuity Matching program pursuant to the Annuity Plan requirements at the beginning of the plan year. Employees that work more than .50 FTE but less than 1.0 FTE are eligible for a prorated School District match.

<u>Years of Service</u>	<u>Matching Contribution</u>
0-3	No Match
4-8	\$390.00
9+	\$630.00

The School District will make the forgoing matching contribution to only those employees choosing to participate in an approved employee’s 403(b) annuity account offered by the School District. The School District’s matching contribution will be dollar-for-dollar as required under Minnesota Statutes Section 356.24. Employees may contribute any dollar amount in excess of the maximum yearly School District match, but the annual limit on the amount individual employees may contribute to their 403(b) annuity account shall be governed by the applicable sections of the Internal Revenue Code and Regulations. An employee that has an elected contribution for the plan year (September 1 to the following August 31) shall be divided and withheld equally over the pay periods for the plan year. The employee must be signed up by September 1 in order to receive the match for the year.

Section 2. Approved Plans

The School District will make matching contributions only to annuity plans offered by vendors mutually agreed to by the School District and Education Minnesota Brainerd.

Section 3. Election

Eligible and participating employees must make an application for participation in the 403(b) annuity matching program each year by September 1 for that school year. The plan year shall be from September 1 to the following August 31. Once an eligible employee elects to participate in the 403(b) annuity-matching program, said election is irrevocable for that plan year and will

continue each subsequent year unless modified by the employee who must notify the School District and annuity carrier.

Section 4. Death of Participant

If an employee dies before retirement, the employee’s 403(b) annuity account shall be given to his/her designated beneficiary, if any, otherwise to his/her estate.

Section 5. Leaving the School District

Employees who, for whatever reason, leave the service of the School District prior to retirement shall retain ownership of School District contributions and personal contributions made on their behalf to the date of separation. The School District shall retain no current or future liabilities for said investment programs because of the severing of service.

Section 6. Applicable Laws

The 403(b) annuity-matching program of the School District is subject to the laws of the State of Minnesota, Minnesota Statutes Section 365.24 and the Internal Revenue Code. 26 U.S.C.@ 403(b). It is understood that the School District’s only obligation is to contribute as specified in this Article and that no other claim shall be made against the School District pursuant to the Article.

**ARTICLE XI: HEALTH INSURANCE FOR RETIREES**

Full-time, permanent, employees will receive a defined contribution from the School District for a period not to exceed 22 years, following the schedule below.

Years	Amount per Year
0-3	\$0
4-15	\$600
16-25	\$1,000

Beginning in the 4th consecutive year of employment in position covered by this handbook, will be made to eligible, active employees and contributed to the School District sponsored Health Reimbursement Arrangement (HRA) on behalf of the eligible employee in June of each year.

The School District contributions and any accrued interest earnings will become vested to the eligible employee upon successful completion of their 15th year of service. The vested employee may begin accessing their vested HRA balance upon attaining the age of 60 and retiring from the School District. If separation of service occurs prior to completing 15 years of service, any School District contributions will remain with the School District to be used to offset any current and/or future School District liabilities. At the time of qualified accessibility to vested HRA funds, reimbursements of eligible expenses will be governed by the plan document and in accordance with current IRS Rules and Regulations.


**ARTICLE XII: DURATION**

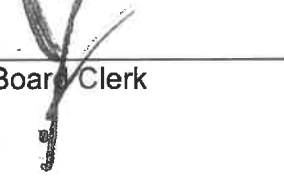
This Agreement shall remain in full force and effect for a period commencing July 1, 2023 through June 30, 2025 unless modifications are made, at which time, employees will be notified and provided the addendums.

IN WITNESS WHEREOF, the parties have executed this Handbook as follows:

Independent School District No. 181

By \_\_\_\_\_  
Superintendent of Schools

By  \_\_\_\_\_  
School Board Chair

By  \_\_\_\_\_  
School Board Clerk

**ARTICLE XII: DURATION**

This Agreement shall remain in full force and effect for a period commencing July 1, 2023 through June 30, 2025 unless modifications are made, at which time, employees will be notified and provided the addendums.

IN WITNESS WHEREOF, the parties have executed this Handbook as follows:

Independent School District No. 181

By   
Superintends

By   
School Board Chair

By   
School Board Clerk



**APPENDIX A: WAGE SCHEDULE**

**2023 - 2024**

<b>STEP</b>	<b>ANNUALIZED SALARY (184 + 19 days)</b>
0	\$46,534.56
1	\$47,366.77
2	\$47,981.29
3	\$48,841.57
4	\$50,062.26
5	\$50,730.53
6	\$50,746.79
7	\$52,543.83
8	\$53,685.71
9	\$54,983.32
10	\$56,440.19
11+	\$1,100.00

2024 - 2025

<b>STEP</b>	<b>ANNUALIZED SALARY (184 + 19 days)</b>
0	\$47,465.25
1	\$48,314.11
2	\$48,940.92
3	\$49,818.40
4	\$51,063.51
5	\$51,745.14
6	\$51,761.73
7	\$53,594.71
8	\$54,759.42
9	\$56,082.99
10	\$57,568.99
11+	\$1,100.00