



**Community Education  
Supervisors and Coordinators**

**Terms and Conditions of Employment  
July 1, 2023 through June 30, 2025**

Approved by the ISD 110 School Board \_\_\_\_\_.

## TABLE OF CONTENTS

<b>ARTICLE I.</b>	<b>PURPOSE</b> .....	<b>3</b>
	Section 1. Purpose.....	3
<b>ARTICLE II.</b>	<b>DEFINITIONS</b> .....	<b>3</b>
	Section 1. School Board or School District.....	3
	Section 2. Employees.....	3
	Section 3. Full-time Employees.....	3
	Section 4. Part-time Employees.....	3
	Section 5. Terms and Conditions of Employment.....	3
	Section 6. Prior Agreements.....	3
	Section 7. Anniversary Date.....	4
<b>ARTICLE III.</b>	<b>EMPLOYEE DUTIES AND RESPONSIBILITIES</b> .....	<b>4</b>
	Section 1. Basic Services.....	4
	Section 2. Duty Year.....	4
	Section 3. School Closings.....	4
<b>ARTICLE IV.</b>	<b>HOLIDAYS, VACATION AND PERSONAL LEAVE</b> .....	<b>4</b>
	Section 1. Holidays.....	4
	Section 2. Vacation Leave.....	5
	Section 3. Personal Leave.....	5
<b>ARTICLE V.</b>	<b>LEAVES</b> .....	<b>5</b>
	Section 1. Sick Leave.....	5
	Section 2. Bereavement and Emergency Leave.....	5
	Section 3. Jury Duty Leave.....	6
	Section 4. Support of School Activity Leave.....	6
	Section 5. Unpaid Leave.....	6
	Section 6. Family and Medical Leave Act.....	6
	Section 7. Childcare/Adoption Leave.....	6
	Section 8. Military Leave.....	6
	Section 9. Workers' Compensation.....	6
<b>ARTICLE VI.</b>	<b>INSURANCE</b> .....	<b>6</b>
	Section 1. Selection of Carrier.....	6
	Section 2. Health and Hospitalization Insurance.....	6
	Section 3. Dental Insurance.....	7
	Section 4. Long-Term Disability Insurance.....	7
	Section 5. Life Insurance.....	7
	Section 6. Duration of Insurance Contribution.....	7
	Section 7. Claims Against the School District.....	7

<b>ARTICLE VII.</b>	<b>CAREER TRANSITION TRUST</b> .....	<b>7</b>
	Section 1. Introduction.....	7
	Section 2. Defined Contribution Plan.....	8
	Section 3. Administration of PLAN.....	8
<b>ARTICLE VIII.</b>	<b>PERFORMANCE EVALUATION</b> .....	<b>9</b>
	Section 1. Performance Evaluation.....	9
<b>ARTICLE IX.</b>	<b>COMPENSATION</b> .....	<b>9</b>
	Section 1. Rates of Pay.....	9
	Section 2. Initial Salaries and Pay Schedule.....	9
	Section 3. Step Advancement.....	9
	Section 4. Mileage/Travel Stipend.....	9
<b>APPENDIX A.</b>	<b>2021-2023 SALARY SCHEDULES</b> .....	<b>10</b>

**INDEPENDENT SCHOOL DISTRICT NO. 110**

**Community Education Supervisors and Coordinators  
Terms and Conditions of Employment**

**ARTICLE I  
Purpose**

**Section 1. Purpose:** This handbook is a statement of general, and not specific, administrative policies of Waconia Public Schools' Community Education. Terms, conditions and policies found in this handbook are subject to change at the School District's discretion. The purpose of this general at-will agreement is to provide wage and benefits information for employees serving the School District in the following unaffiliated positions:

Athletic Facilities and Fields Coordinator  
Kids' Company Program Supervisor  
Performing Arts Facilities Coordinator  
Recreation Coordinator  
Youth and Adult Program Coordinator

**ARTICLE II  
Definitions**

**Section 1. School Board or School District:** School Board or School District shall mean the School Board of Independent School District No. 110 or its designated agents.

**Section 2. Employees:** Employees shall mean persons holding the positions specified in Article I, section 1 of this agreement.

**Section 3. Full-time Employees:** Full-time employees are regularly scheduled to work the entire year, 12-months.

**Section 4. Part-time Employees:** Part-time employees are regularly scheduled to work less than 12-months.

**Section 5. Terms and Conditions of Employment:** Terms and Conditions of Employment means the hours of employment, the compensation therefore including fringe benefits, and the School District's personnel policies affecting the working conditions of the employees.

**Section 6. Prior Agreements:** Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions herein, are hereby rescinded.

**Section 7. Anniversary Date:** The anniversary date for each employee will be July 1. Employees hired between July 1 and December 31 will be considered employed one year after

the first July 1 following their employment date. Employees hired after January 1 will not be considered employed one year until after the second July 1 following their employment date.

### **ARTICLE III**

#### **Employee Duties and Responsibilities**

**Section 1. Basic Services:** Employees shall faithfully perform the services prescribed by the School District, whether or not such services are specifically described in this document or in a general job description, in accordance with applicable state and federal laws and regulations, and abide by all rules, regulations and policies as established by the School District and the State Board of Education, and any additions or amendments thereto.

**Section 2. Duty Year:** The duty year for employees is a determination by the School District based upon assignment of duties and responsibilities. The duty year for full-time employees shall be for the entire year, 12-months. The basic workweek will include Monday through Friday business hours, evenings and weekends for special events as needed.

**Section 3. School Closings:** When the School District is closed due to inclement weather conditions, emergencies, or other unforeseen events, employees shall not report to work unless directed to do so by the School District. Employees will be paid for their regular daily work hours. If the School District schedules a make-up day for a school closing day, then employees will work the rescheduled day without additional pay. If a school closing occurs during an employee's paid absence (i.e., vacation, personal or sick leave), then the employee will be paid for their regular daily work hours and the applicable leave will be reversed and returned to the employee's accrued leave balance. If a school closing occurs during an employee's unpaid absence, then the employee will not receive school closing pay.

### **ARTICLE IV**

#### **Holidays, Vacation and Personal Leave**

**Section 1. Holidays:** Full-time employees shall be entitled to twelve (12) paid holidays per year as designated by the School District. The designated holidays are: January 1, Martin Luther King Jr. Day, Presidents' Day, Good Friday or Monday after Easter (as designated by the School District), Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, December 24, December 25, and December 31. When a holiday occurs on a Saturday, the preceding Friday will be observed. When a holiday occurs on a Sunday, the following Monday will be observed. When a holiday occurs on a day when school is in session, an alternate holiday will be designated by the School District.

A part-time employee shall earn paid holidays in a prorated amount proportional to his/her employment rounded to the nearest full day. A part-time employee's specific holidays will be determined by mutual consent between the employee and his/her immediate supervisor.

**Section 2. Vacation Leave:** Unless otherwise specified at the time of hire, full-time employees shall earn vacation leave in accordance with the following schedule:

<u>Years of Consecutive Service</u>	<u>Vacation Days Earned</u>
Years 1 through 4	10 days
Years 5 through 10	15 days
Years 11 and above	20 days

A part-time employee shall earn vacation time in a prorated amount proportional to his/her employment.

Vacation leave is credited to employees as of July 1, but is accrued over the course of the fiscal year. Vacation leave must be used by December 31 of the year subsequent to when it was credited. Vacation leave may be taken with the approval of the Director of Community Education.

An employee terminating employment during the fiscal year shall receive payment for any vacation time earned but not used. Any employee who terminates employment during the fiscal year who has used more vacation than earned will have the amount of time overused deducted from their final paycheck.

**Section 3. Personal Leave:** Full-time employees shall earn personal leave according to the following schedule:

<u>Years of Service</u>	<u>Personal Leave</u>
0-3 years	2 days
4+ years	3 days

A part-time employee shall earn personal leave in a prorated amount proportional to his/her employment.

Personal leave is credited to employees as of July 1. Personal leave is non-accumulative and must be used in the year in which it was credited. Personal leave may be taken with the approval of the Director of Community Education.

## **ARTICLE V**

### **Leaves**

**Section 1. Sick Leave:** Full-time employees shall earn fifteen (15) days of sick leave each year, which shall be accumulated to a maximum of one-hundred-twenty (120) days. A part-time employee shall earn sick leave in a prorated amount proportional to his/her employment.

**Section 2. Bereavement and Emergency Leave:** Full-time and part-time employees may be granted up to five (5) days, non-accumulative, of leave each year, the days to be deducted from sick leave, in the event of a death or family emergency in an employee's immediate family. "Immediate family" is defined as an employee's spouse, domestic partner living in the home, child, father, mother, guardian, stepparent, brother, sister, father-in-law, mother-in-law, aunt,

uncle, grandparent, or grandchild. Leave for other family members, and significant others, may be granted upon approval by the School District.

Full-time employees shall receive up to eight (8) hours, non-accumulative, of leave each school year, the hours to be deducted from sick leave, in the event of a death of anyone outside of the employee's immediate family. The number of hours of bereavement leave earned by a part-time employee will be proportionate to the employee's regular daily work schedule.

Requests for bereavement and family emergency leave must be made in writing to the Director of Community Education. Written requests for leave shall state the reason for the proposed leave. The School District may require an employee to furnish competent evidence of an emergency in order to qualify for emergency family leave. The final determination as to the eligibility of an emergency family leave is reserved to the School District based upon competent medical evidence.

**Section 3. Jury Duty Leave:** Employees called upon to serve as a juror in a federal or state court shall be granted a leave of absence by the Board for that purpose and for those days the employee is required to be in court. The employee shall receive all pay and other benefits that would have accrued had he/she been working during the period of absence for jury duty. The employee shall remit any compensation received for jury duty to the School District, less any mileage expenses paid by the court.

**Section 4. Support of School Activity Leave:** With preapproval from the Director of Community Education, employees will be allowed up to two (2) hours per school year, non-accumulative, to support a school activity (i.e., reading in the classroom, helping with vision & screening, attending a performance).

**Section 5. Unpaid Leave:** Employees may be granted unpaid leave at the discretion of the School District.

**Section 6. Family and Medical Leave Act:** Family and medical leaves will be administered in accordance with the provisions of the Family and Medical Leave Act (Public Law 103-3; Enacted February 5, 1993) and Minnesota law.

**Section 7. Childcare/Adoption Leave:** Child care/adoption leave shall be granted to employees in accordance with the current agreement between the School District and the Waconia Education Association.

**Section 8. Military Leave:** Employees shall be granted military leave pursuant to applicable law.

**Section 9. Workers' Compensation:** An employee receiving compensation pursuant to the Workers' Compensation law may elect to use sick leave in order to make up the difference between the workers' compensation payments and the employee's regular rate of pay. In no event shall the additional amount paid to the employee through the use of sick leave result in the payment of total daily, weekly, or monthly compensation in excess of such employee's regular rate of pay.

**ARTICLE VI**  
**Insurance**

**Section 1. Selection of Carrier:** The selection of the insurance carrier and policy shall be made by the School District.

**Section 2. Health and Hospitalization Insurance:** The School District shall contribute a monthly amount, not to exceed the amounts listed below, towards the cost of the premium for the current medical/hospitalization plan for each full-time employee who qualifies for and is enrolled in the district's medical/hospitalization plan. The cost of the premium not contributed by the School District shall be paid by the employee via payroll deduction.

<u>Plan</u>	<u>Monthly District Contribution</u>	<u>2023-2024</u>	<u>&amp; 2024-2025</u>
Single		\$ 767.13	\$ 843.84
Single+1		\$1,185.91	\$1,304.50
Family		\$1,476.88	\$1,624.58

A part-time employee shall receive a district contribution towards health insurance in a prorated amount proportional to his/her employment.

Employees selecting the High Deductible Health Insurance Plan with HRA/VEBA option will have a contribution made to a VEBA Trust by the School District. The School District contribution towards the VEBA trust and premium will not exceed the monthly contribution amounts.

**Section 3. Dental Insurance:** Employees working twenty (20) hours or more per week are eligible to participate in the School District's dental insurance program. Employees may use any dollar amounts not used for health insurance coverage for payment of their dental insurance.

**Section 4. Long-Term Disability Insurance:** The School District shall provide a long-term disability plan for full-time employees.

**Section 5. Life Insurance:** The School District shall provide a \$50,000 term life insurance policy for full-time employees.

**Section 6. Duration of Insurance Contribution:** Employees are eligible for district contributions as provided in this Article as long as they are employed by the School District. Upon termination of employment, all district contribution shall cease. If an employee retires from the School District, he/she shall be eligible to remain in the School District's group health, hospitalization, and dental plans at his/her own cost until reaching the age of Medicare eligibility.

**Section 7. Claims Against the School District:** The eligibility of employees or their dependents or beneficiaries, for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this Article. It is understood that the School District's only obligation is to purchase the insurance policies described herein and no claim shall be made against the School District as a result of denial by an insurer of insurance



benefits if the School District has purchased the policies and paid the premiums described herein.

**ARTICLE VII  
Career Transition Trust**

**Section 1. Introduction:** The purpose of the Career Transition Trust (hereafter referred to as the “PLAN”) is to encourage employees to develop a financial plan for their future by providing money, which would otherwise have been available at retirement, for investment during the course of employment with the School District. The PLAN will require participation by the employee coupled with a matching contribution from the School District. The objective of the PLAN is to develop a long-term solution to the concept of severance for employees.

**Section 2. Defined Contribution Plan.**

District Matching Benefits:

<b><u>Years of Service in District</u></b>	<b><u>School District Matching Contribution</u></b>
0-3 years	No District Match
4-10 years	\$600 Match
11-15 years	\$950 Match
16-20 years	\$1,300 Match
21-25 years	\$1,600 Match
26+ years	\$1,900 Match

Lifetime Maximum School District Contribution: \$17,000

Employees working twenty (20) hours or more per week (minimum of 688 hours per year) shall be eligible for a pro rata share of the School District’s matching contribution.

**Section 3. Administration of PLAN:**

**Subd. 1. Benefits Cannot be Accumulated.** The School District contribution will begin when the employee initiates an eligible investment program at an amount not to exceed the benefit schedule set out in section two above. An employee may elect to contribute to the selected program more than the School District match. The PLAN only defines the limits of the School District’s participation in the selected program. The School District match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after the first year of eligibility.

**Subd. 2. Definition – Years of Service.** Years of service shall mean years of accumulated full-time equivalent service in Independent School District No. 110. Years of service shall be measured as of July 1 of each year.

**Subd. 3. Plan Year.** The annual year for the Level I School District contributions shall be July 1 through June 30. Changes in School District matching amounts, based on years

of service, shall occur on July 1 of each year. Employees must establish participation in an eligible Deferred Income or TSA plan, as defined by Minnesota Statutes, before the School District will begin matching contributions.

**Subd. 4. District Contribution.** When an employee has an eligible plan in effect, the District matching shall be automatic unless the employee requests otherwise.

**Subd. 5. Compliance with Law.** The PLAN is subject to applicable code provisions of the Minnesota Statutes, IRS Code Section 403(b), and IRS Code Section 457.

## **ARTICLE VIII Performance Evaluation**

**Section 1. Performance Evaluation.** Employees shall receive a minimum of one (1) performance evaluation by their direct supervisor each year. The supervisor will provide a copy of the written evaluation to the employee during the performance evaluation meeting. The written evaluation will be placed in the employee's personnel file.

## **ARTICLE IX Compensation**

**Section 1. Rates of Pay:** An employee will be compensated pursuant to the annual salaries and classifications as provided in Appendix A.

**Section 2. Initial Salaries and Pay Schedule:** The salary for a new employee assuming a position will be established by the School District. Employees are paid on the fifteenth day of each month and the last day of each month. If the fifteenth or the last day of the month occurs on a Saturday, Sunday or holiday, the payday will be the preceding work day. There are anywhere from one to sixteen work days per pay period depending upon the month and the employment start date.

**Section 3. Step Advancement:** Step advancements are subject to budget parameters and a satisfactory review from the employee's immediate supervisor.

**Section 4. Mileage/Travel Stipend:** Any incumbent to a position who is currently receiving an annual travel stipend will continue to receive such stipend during the term of this agreement. All other employees shall receive mileage reimbursement for district travel as established by School Board policy.

**APPENDIX A**  
**Community Education Supervisors and Coordinators**  
Annual Salaries for 2023-2024 & 2024-2025

**Community Education Supervisors**

**2023-2024 and 2024-2025**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
\$67,246	\$68,759	\$70,305	\$71,887	\$73,505	\$75,159	\$76,849	\$78,579	\$80,347	\$82,155	\$85,408

2023-2024: 2% one-time payment based on current contracted hours of annual basic compensation.  
No Steps.

2024-2025: 2% off-schedule two-time payment based on contracted hours of annual basic compensation. Half of payment on December 15, 2024 and second half of payment on May 15, 2025. One step movement if eligible.

**Community Education Coordinators**

**2023-2024**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
\$46,554.40	\$47,591.25	\$48,663.30	\$49,757.40	\$50,876.70	\$52,021.20	\$53,191.95	\$54,388.95	\$55,392.81	\$56,862.75	\$58,769.55	\$60,740.29

2023-2024: One step movement if eligible.

**2024-2025**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
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2024-2025: One step movement if eligible.