

AUXILIARY STAFF

EMPLOYMENT BENEFITS

2020-2022

Thirteen Sick Leave days per Year to a Maximum of 120 days
Two Personal Leave Days per Year, taken out of sick leave
Professional Leave as approved

Emergency Leave – up to 5 days annually as approved (deducted from sick leave)

Vacation (all year-around employees only)

2 weeks (ten working days)

3 weeks (fifteen working days) at 8 years

4 weeks (twenty working days) at 15 years

All Auxiliary employee leaves are subject to the approval of the Superintendent of Schools.

Unused vacation time may be carried over for up to 48 months, not to exceed 40 hours per year, to a maximum carry over of 160 hours; and may be paid out or applied to group health premiums upon retirement or leaving the employ of the district.

Life Insurance - \$50,000 coverage – premiums paid by the District for all eligible Auxiliary employees

LTD – Premiums paid by the District for all eligible Auxiliary employees

Show-up pay- Hourly Auxiliary employees contacted to complete work, whether on District Property or remotely, shall receive a minimum of 1 hour show up pay, with supervisor approval.

Employees called in (on site or remotely) to work on a holiday shall receive pay or comp time in the amount double to their standard hourly rate with supervisor approval.

School Closure - On school closure days, employees will be given the option to work from home with supervisor approval, As long as we can remain open to the public and serve the needs of our families.

Health and Dental Insurance - Effective 7/1/2020, the District contribution for health insurance is \$8,250.00. Dental insurance is covered 100% by the District.

The Mora School Board agrees to place the difference between the cost of the monthly premium and the board contribution, should there be a positive difference, into the Auxiliary Employee's Health Savings Account (HSA) if the Auxiliary Employee signs up for the HSA Insurance Plan.

Matching 403(b) Plan

Matching Contribution: The School District will make a matching contribution for a full-time employee towards a matching annuity plan subject to the requirements of Minn. Stat. 356.24 in an amount of 2.5% plus \$500.00 per year.

A part-time employee who works at least half time shall be entitled to a prorated contribution.

District Contributions: The District's matching contribution to the employee's chosen annuity shall be made on a monthly basis.

Eligibility Requirements: For purposes of this section, for an employee to have earned a year of service with ISD #332, the employee must have been employed or been on a paid leave of absence during that school year.

Sunset Provision: In the event this plan is determined to be non-qualified in accordance with any laws or Internal Revenue Service rules applicable to 403(b) plans, the parties shall meet and negotiate to correct this plan or find alternative plans.

Holidays:

Full Time

New Year's Eve Day (1/2)
New Year's Day
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving
Day After Thanksgiving
Christmas Eve Day (1/2)
Christmas Day

Part Time

New Year's day
Good Friday
Memorial Day
Labor Day
Thanksgiving Day
Christmas Day

Sick Leave Buy Back:

After accumulating 45 days of unused sick leave as of June 30, the employee may elect to have the District "buy back" unused sick days earned in the preceding twelve months at the regular daily rate of pay up to a maximum of \$500 in any one year.

Work Shoes: The Chief of Maintenance and Head Mechanic shall receive up to \$150 per year in reimbursement for work shoes. The employee is responsible to submit a claim form with receipts.

Pay Increase*:

2020-2021 2% increase

2021-2022 2% increase

*Individual Auxiliary personnel are eligible to negotiate with the Superintendent if job responsibilities have changed, if education/certifications have been earned, or on a case by case basis. Negotiation with the Superintendent is not a guarantee of additional pay or benefits.

This agreement was approved by the School Board on 11/19/2020.