

**ADA-BORUP PUBLIC SCHOOLS #2854
BENEFIT PACKAGE APPLICABLE TO
NON-CERTIFIED STAFF
July 1, 2020 – June 30, 2022**

Sick Leave:

12 Month Employees

12 days sick leave per year. Accumulative to 120 days.

Other Non-Certified Employees

1 day of sick leave for every 18 days worked. Accumulative to 100 days.

Personal Leave:

All Non-Certified Employees

- 2 personal leave days per year. Days must be used during the year.

Vacation Leave:

12 Month Employees

- 2 weeks (10 days) of paid leave, per year, for the first three years after completing the first year of employment.
- 3 weeks (15 days) of paid leave, per year, after completing four years of employment.

Physical Examinations:

Bus Drivers

- The District will pay for the bi-annual Minnesota Department of Transportation bus driver physical (including required urinalysis). Does not include lab work, x-rays, or other tests beyond the standard DOT physical. If other exams and/or tests are performed **that are not required as part of the DOT physical** the employee is responsible for those charges.

Duty Day / Year:

12 Month Employees

- 260 days at 8 hours per day for a total of 2080 hours, less vacation time and paid holidays. Lunch/meal breaks will be non-paid time.
- Paid holidays are: New Years Day, Presidents Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, and Christmas Day.

Food Service Employees (full time)

- Workday will consist of eight hours per day to be determined by District Administration and include a 30 minute meal break.
- Working days are student attendance days plus one 8 hour day prior to school opening in the fall and one eight hour day when school ends in the spring.

Other Non-Certified Employees

- Duty days and hours will be determined by District Administration and lunch/meal breaks will not be paid.

Annuity Contributions:

403B

- Full-time, 12 month employees on Band B or Band C with a start date prior to July 1, 2002 are eligible to have the District contribute \$600 per year in matching funds towards a qualified 403B plan.
- Employees on Band B hired after July 1, 2002 and all Band A employees will not be eligible to receive 403B matching contributions.
- The District will contribute \$600 per year in matching funds for 12 month, Band C, full time employees beginning with their fourth year of employment.

Insurance:

Life Insurance

- \$20,000 life insurance policy will be offered to all full-time employees.

Long Term Disability Insurance

- Full-time, 12 month employees are eligible for LTD insurance.

Health and Hospitalization Insurance:**Employee Health Insurance Benefit Categories**

Category 1 – Band A employees currently receiving School District health insurance contribution

Category 2 – Full-time, less than 12-month Band B employees

Category 3 - Full-time, 12-month Band B employees hired prior to 7/1/2002

Category 4 - Full-time, 12 month Band B employees hires after 7/1/2002

Category 5 – Full-time, 12-month Band C employees hired after 7/1/2002

Category 6 – Full-time, 12-month Band C employees hired prior to 7/1/2002

Maximum School District Contribution towards Health Insurance Premiums

(The contribution must be made towards a School District provided plan)

Category 1 – \$5300

Category 2 – \$5750

Category 3 – Family Plan = \$10,162 & Single Plan = \$5750

Category 4 - \$5750

Category 5 – \$6864

Category 6 – Family Plan = \$10,162 & Single Plan = \$6,864

VEBA & Health Savings Account Contributions:

- **Single Plans** – The greater of \$600 **or** (the difference between the School District contribution listed in Categories 1-6 and insurance plan premium) will be placed in the employees' VEBA and/or Health Savings Account.
- **Family Plan** – The greater of \$300 **or** (the difference between the School District contribution listed in Categories 1-6 and insurance plan premium) will be placed in the employees' VEBA and/or Health Savings Account.
- In order for an employee to make changes in their Health Savings Account contribution amount, he/she will need to complete and return "Health Savings Account Employee Contribution Election Form" to the District Bookkeeper by **the 15th of each month.**

Retirement Benefits:

Health Insurance

- Employees with a minimum of 20 years of service in the school district that retire from Band C will receive \$4,000.00 per year, for 6 years, for Health Insurance premiums.

Rates of Pay:

Non-Certified Substitute Pay – Will be equal to Band A step 1

Bus Drivers

Description & Experience	2020-21	2021-22	Per diem		
Route - Year 1	\$ 23.50	\$ 24.00			
Route - Year 2	\$ 24.50	\$ 25.00			
Route - Over 2 Years	\$ 25.50	\$ 26			
Extra-Curricular	\$ 14.50	\$ 15.00	\$7.00 per meal		
Overnight Trips	\$100.00	\$100.00	\$8.00 - Breakfast	\$9.00 - Lunch	\$15.00 - Supper

Bands A and B:

- Salary schedule will only be used to determine initial salaries

Band C:

- Considered salaried employees
- Salary schedule is reference for initial salary only

July 1, 2020 - June 30, 2021 Hourly Rate / Salary Schedule

Step	Band A	Band B	Band C
1	\$ 10.61	\$ 11.67	\$ 14.86
2	\$ 10.90	\$ 11.99	\$ 15.23
3	\$ 11.20	\$ 12.31	\$ 15.61
4	\$ 11.49	\$ 12.65	\$ 16.00
5	\$ 11.80	\$ 12.99	\$ 16.40
6	\$ 12.12	\$ 13.34	\$ 16.81
7	\$ 12.45	\$ 13.70	\$ 17.23
8	\$ 12.79	\$ 14.07	\$ 17.66
9	\$ 13.14	\$ 14.44	\$ 18.10
10	\$ 13.49	\$ 14.84	\$ 18.55
11	\$ 13.85	\$ 15.24	\$ 19.02
12	\$ 14.23	\$ 15.65	\$ 19.49
13	\$ 14.61	\$ 16.07	\$ 19.98
14	\$ 15.01	\$ 16.50	\$ 20.48
15	\$ 15.41	\$ 16.95	\$ 20.99
16	\$ 15.82	\$ 17.40	\$ 21.52
17	\$ 16.26	\$ 17.88	\$ 22.05
18	\$ 16.69	\$ 18.36	\$ 22.60
19	\$ 17.14	\$ 18.86	\$ 23.18
20	\$ 17.61	\$ 19.37	\$ 23.75
	Cooks	Custodians (12 Month)	Bookkeeper
	Secretaries	Head Cook	Head Custodian
	Paraprofessionals	Building Secretaries	Transportation Director
	Cleaners	Groundskeeper (12 Month)	District Secretary (12 Month)
		Health Care Assistant	

July 1, 2021 - June 30, 2022 Hourly Rate / Salary Schedule

Step	Band A	Band B	Band C
1	\$ 10.82	\$ 11.91	\$ 15.15
2	\$ 11.12	\$ 12.23	\$ 15.53
3	\$ 11.42	\$ 12.56	\$ 15.92
4	\$ 11.72	\$ 12.90	\$ 16.32
5	\$ 12.04	\$ 13.25	\$ 16.72
6	\$ 12.36	\$ 13.61	\$ 17.15
7	\$ 12.70	\$ 13.97	\$ 17.58
8	\$ 13.04	\$ 14.35	\$ 18.01
9	\$ 13.40	\$ 14.73	\$ 18.47
10	\$ 13.76	\$ 15.13	\$ 18.92
11	\$ 14.13	\$ 15.54	\$ 19.40
12	\$ 14.52	\$ 15.97	\$ 19.88
13	\$ 14.91	\$ 16.39	\$ 20.38
14	\$ 15.31	\$ 16.83	\$ 20.89
15	\$ 15.72	\$ 17.29	\$ 21.41
16	\$ 16.14	\$ 17.75	\$ 21.95
17	\$ 16.58	\$ 18.24	\$ 22.49
18	\$ 17.03	\$ 18.73	\$ 23.06
19	\$ 17.48	\$ 19.23	\$ 23.64
20	\$ 17.96	\$ 19.75	\$ 24.22
	Cooks	Custodians (12 Month)	Bookkeeper
	Secretaries	Head Cook	Head Custodian
	Paraprofessionals	Building Secretaries	Transportation Director
	Cleaners	Groundskeeper (12 Month)	District Secretary (12 Month)
		Health Care Assistant	