

GRADE 7 ADMIN ASSISTANTS  
SALARY RANGE & BENEFITS

**1. Duty Year:**

Work Schedule: Regular or normal work schedules are not guaranteed. District or building administrators, or supervisors, may adjust individual employee work schedules as needed to best accommodate the instructional and activity programs of the District. Supervisors will attempt to rotate irregular schedules among the employees in a classification whenever practical.

Assigned work schedules will be attached to this contract at the beginning of each fiscal year and upon any changes to the schedule.

Benefits will be based on 1350 hours per year. If hours worked per year is less than 1350 all benefits (leave, health insurance, TSA, etc.) will be prorated.

Overtime and Compensatory time: As defined in District Policy.

School Closing: A maximum of 2 days will be allowed for all day cancellations. In the event school is delayed or closed early because of inclement weather or other building related emergencies, those employee's affected will be excused at the time the Supervisor says employees may be permitted to leave without a payroll deduction.

**2. Leaves:**

Personal Leave: Employees will be granted paid personal leave for up to four (4) days per year. A Maximum of ten (10) days may be carried over at June 30th each year. All personal leaves must have prior authorization, verbal or written. Personal leave will be authorized on a first come first served basis.

Sick and Safe Leave: Full time employees will earn Sick and Safe leave at the rate of 12 days per year accumulative to 105 days. Sick and Safe leave will be deducted from current sick leave before using any accumulated Sick and Safe leave from prior years. Sick and Safe leave benefits for part time personnel will be earned and accumulated on a pro-rata basis. Sick and Safe leave may be used pursuant to MN statute 181.9413. Employees hired after July 1 will be allocated one day of Sick and Safe leave per month remaining in the fiscal year.

Employees that have reached the maximum accumulation of Sick and Safe leave will sell back the unused banked days on record as of June 30th at 50% of their value. Full-time employees will sell back days to return to 93 days.

Emergency Leave: An employee shall be granted ten (10) non-accumulative paid emergency leave days each fiscal year to be used with an employee request and the Superintendents approval for such emergencies as deaths, funerals, family illness not covered by sick leave, appearances, estate settlements and acts of God.

Emergency leave will be granted as a full day leave or a portion of a full day depending on the situation. Five (5) of these days will be paid and the other five (5) days will be deducted from sick leave.

Holidays:

January 1	Labor Day
Memorial Day	Thanksgiving Day
Christmas Day	Floating Holiday
Friday after Thanksgiving	
1 day during Spring Vacation (Good Friday)	
1 day during Winter Vacation (Christmas Eve Day)	

Holiday's falling on Saturday or Sunday will be taken on the nearest work day.

Other:

Employees may take additional time off by payroll deduction, the use of pre-approved "compensatory time" or by making up the time during the current work week on a schedule agreeable with the employee's supervisor.

The assistant to the Athletic Director will be allowed the day off to attend to the state competition for that sport when the District's team has qualified for state. This time will be paid time off and not deducted from personal, sick, compensatory or other earned leave.

### **3. Health Insurance:**

The District shall contribute up to the following amounts towards individual health coverage.

\$9,070 towards the premium and \$1,200 into a VEBA in 2023-2024.

\$9,524 towards the premium and \$1,200 into a VEBA in 2024-2025.

VEBA contributions will be made monthly and will be 1/12 of the total.

The District shall contribute up to the following amounts towards dependent health coverage:

\$10,818 towards the premium and \$2,000 into a VEBA in 2023-2024.

\$11,459 towards the premium and \$2,000 into a VEBA in 2024-2025.

VEBA contributions will be made monthly and will be 1/12 of the total. In the event an employee's premium is less than the allowable amount, the excess funds will be added to the VEBA contributions.

**VEBA option for Non-Insurance Participants:**

Any employee who is not enrolled or a dependent in the district health insurance plan and provides the District with proof of other group health coverage, will receive

\$3,000 in 23-24 and \$3,000 in 24-25 to be placed in a VEBA. VEBA contributions will be made monthly and will be 1/12 of the total.

*In the event this Contract will cause or does cause penalties, fees, or fines to be assessed against the School District, the parties agree to reopen negotiations that result in a revised Contract between the parties that eliminate or reduce penalties, fees, or fines to be assessed against the School District. The amount of any reduction in the School District's contribution toward the employee's healthcare benefits as a result of addressing the 'highly compensated employee' component of the ACA will be placed into another School District-provided benefits(s) (i.e., a retirement HRA, salary, combination, etc.) as agreed upon between the parties.*

#### 4. Other Benefits:

##### Matching Annuity Program:

The following schedule will be used to determine the School Districts Contribution in a State approved Matching Annuity Program:

Years of Service	Contribution
0-1	\$0.00
2-10	\$200.00
11-20	\$300.00
21+	\$350.00

##### Severance:

Earned Leave (sick and personal) will be credited to the Leave Management system on July 1 of each year. If the employee leaves the employ of the District prior to the end of the fiscal year, leave shall be prorated based on the number of days worked to the point of separation. If the employee has used more leave than earned the employee will pay the District the amount of such leave used in excess of the amount earned.

##### Long Term Disability Insurance:

The District will provide a long term disability insurance program that will provide 66 2/3 % of salary after ninety days. All benefits will be paid according to the terms of the insurance contract in force at the time of claim.

##### Life Insurance:

The District will provide Term life and AD & D insurance at the rate of 1 times their base wage. All benefits will be paid according to the terms of the insurance contract in force at the time of claim.

#### 5. Compensation:

##### Salary Schedule:

	2023-2024	2024-2025
Step	Grade VII	Grade VII
0	\$19.91	\$20.61
1	\$20.45	\$21.15
2	\$21.08	\$21.78
3	\$21.64	\$22.34



4	\$22.23	\$22.93
5	\$22.77	\$23.47
6	\$23.40	\$24.10

Advancement of a step will be on July 1 of each calendar year when an employee has worked 130 or more days.

Longevity:

Upon obtaining the requisite years of service, an employee shall receive longevity in addition to their hourly rate of pay. Longevity will be paid as follows:

Years of Service	Hourly Increase
7-9	\$0.50
10-14	\$0.75
15-19	\$1.00
20-24	\$1.25
25-29	\$1.50
30+	\$2.00

Other

When covering a classroom, an additional 10% of the wage will be paid for the time spent covering a classroom.

A salary of \$2,000 annually will be provided to the building secretary in charge of coordinating substitute teachers for the respective office. This salary will be paid out in the first paycheck of the month over the 9 months from September to May.

(School District)

In Witness Thereof: I have subscribed my signature this

14 day of November,  
2023

Ashon M Bauseher

(Admin Assistant Rep)

In Witness Thereof: I have subscribed my signature this

16 day of November, 2023

Alf Meier