

INDEPENDENT SCHOOL DISTRICT #2143
WATERVILLE-ELYSIAN-MORRISTOWN PUBLIC SCHOOLS
WATERVILLE, MN 56096

2025-2027 TERMS AND CONDITIONS OF EMPLOYMENT

The School Board of Independent School District #2143, Waterville, MN, enters into this agreement with **Heidi Schott**, who agrees to perform the duties of Special Education Case Facilitator of the School District.

ARTICLE I
GROUP INSURANCE

- Sect. 1 Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School District as provided by law. (It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of denial of insurance benefits by an insurance carrier).
- Sect. 2 Health and Hospitalization Insurance: The School District shall contribute an annual amount up to \$12,699 per year toward single coverage, \$19,952.52 per year toward dependent coverage, or \$20,300.52 per year toward family coverage.
- Sect. 3 Dental Insurance: A single dental insurance plan will be provided by the School District subject to provisions set forth by the insurance carrier. The School District shall contribute a monthly amount up to \$25 toward the cost of the premium for each full-time employee for single, dependent, or family coverage.
- Sect. 4 Term Life Insurance: Term life insurance in the amount of \$20,000 shall be provided by the School District. The employee may elect to personally purchase additional term insurance in an amount approved by the life insurance carrier. The optional insurance may be purchased once each year prior to June 1 of the preceding year.
- Sect. 5 Income Protection Insurance: The School District shall provide all full time employees with an income protection plan. The plan shall provide seventy percent (70%) of the base wage upon disability with a thirty (30) calendar day waiting period from the onset of the disability. In the event an employee's sick leave balance is not used at that time insurance benefits commence, sick leave benefits will be coordinated with the insurance benefits to equal one hundred percent (100%) of the contracted daily wage. Coordinated benefits will continue until sick leave balance is exhausted. Sick leave accrual will not be allowed for the insurance portion of the aforementioned formula.

Sect. 6 Duration of Insurance Contribution: An employee is eligible for School District contribution as provided in this Article as long as the employee is employed by the School District. Upon termination of employment, all District contribution shall cease.

ARTICLE II
LEAVES OF ABSENCE

Sect. 1 Personal Time Off(PTO):

- Subd. 1 The employee shall earn PTO at the rate of fourteen (14) days per year. Any employee taking an approved leave of absence will earn sick leave prorated at a rate of 1.78 days per month for the months they are employed.
- Subd. 2 Unused-PTO shall accumulate to a maximum of 115 days per employee.
- Subd. 3 PTO allowed shall be deducted from the PTO balance earned by the employee.
- Subd. 4 PTO leaves of three (3) or more consecutive days must be submitted for approval at least seven(7) days in advance. If notice is less than seven (7) days, approval may be made at the Superintendent's discretion.
- Subd. 5 PTO pay shall be approved only upon an approved Electronic submission.
- Subd. 6 Sick leave pay shall be approved only upon submission of a signed request form. Notification of earned PTO will be electronically.

Sect. 2 Worker's Compensation: Pursuant to M.S. 176, an employee injured on the job in the service of the School District and collecting worker's compensation insurance, may draw PTO and receive full salary from the School District, the 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 the PTO balance. That fraction of the days covered by insurance is not eligible for accrual of PTO.

Sect. 3 Medical Leave:

- Subd. 1 An employee who is unable to perform duties because of illness or who has exhausted all PTO credit available, or has become eligible for long term disability compensation, may, upon request, be granted a medical leave of absence, without pay, up to six (6) months. This leave may be renewed at the discretion of the School District.
- Subd. 2 A request for leave of absence, or renewal thereof, under this section shall be accomplished by a doctor's written statement outlining the condition of health and estimated time at which the

employee is expected to be able to assume normal responsibilities.

- Sect. 4 Insurance Application: An employee on unpaid leave 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. Those employees qualifying for leave per FMLA and who duly request such leave on a timely basis shall be excluded from this provision.
- Sect. 5 Credit: An employee who returns from an unpaid leave shall retain experience credit for pay purposes and other benefits which had accrued at the time leave commenced. No credit shall accrue for the period of time that an employee was on unpaid leave, subject to FMLA entitlements.
- Sect. 6 Jury Duty: Per state law.
- Sect. 7 Donation: Under extraordinary circumstances, staff may donate vacation or personal leave to a staff person that has no leave time left. District approval needed.

ARTICLE III
LOCAL TRAVEL ALLOWANCE

- Sect. 1 Travel Allowance: All pre-approved automobile usage which is incurred in connection with School District business shall be reimbursed at the current district mileage rate.

ARTICLE IV
STATE APPROVED TAX-DEFERRED MATCHING PROGRAM - 403B

- Sect. 1. The School District will contribute \$950 towards a 403B program.
- Subd. 2. The match must be dollar for dollar; however, the individual may contribute more than the School District. The match will be in equal dollar amounts over 24 pay periods beginning September 15.
- Subd. 3. The School District will contribute matching dollars to any district approved annuity fund.
- Subd. 4. The School District contribution will begin when the employee initiates an eligible investment program. The program will be continuous unless written notification is received by the School District. The match will upgrade automatically if sufficient funds are currently being invested. The School District will notify employees annually of their service step and amount the School District will match.

ARTICLE V
RATES OF PAY

Sect. 1 Salary: Special Education Case Facilitator

<u>Days</u>	<u>2025-2026</u>	<u>2026-27</u>
192	\$81,605	\$84257

Sect. 2 Deductions: In the event of an absence without leave and a pay deduction is to be made for such absence, the amount for deduction for each day of absence shall be determined by the following formula:

Annual Salary/192 Duty Days

IN WITNESS THEREOF, I have subscribed my signature this ____ day of _____, 2026

_____ Special Education Case Facilitator

IN WITNESS THEREOF, we have subscribed our signatures this ____ day of _____, 2026.

INDEPENDENT SCHOOL DISTRICT #2143

_____ Chairperson

_____ Clerk