

INDEPENDENT SCHOOL DISTRICT No. 831  
Forest Lake, Minnesota 55025

## **COLLEGE AND CAREER TRANSITION COORDINATOR**

### **TERMS AND CONDITIONS OF EMPLOYMENT**

~~July 1, 2023 through June 30, 2025~~

July 1, 2025 through June 30, 2027

## INTRODUCTION

This Policy has been adopted by the School Board of Independent School District #831 (herein referred to as the School Board or School District) covering the terms and conditions of employment for the College and Career Transition Coordinator (herein after referred to as Coordinator) employed by the Forest Lake School District during the duration of the Policy. The Coordinator is an at-will employee, and nothing in this Policy creates an employment contract between the Coordinator and the School District.

## DUTY YEAR

Duty Days: The School District shall establish the calendar and Coordinator's duty days for each school year, and the Coordinator shall perform services on such days as determined by the School District, including those legal holidays on which the School District is authorized to conduct school. The salary for this position is based upon a duty year of 200 days for each fiscal year. The schedule for the hours and days associated with this position shall be determined by the High School Principal. Days scheduled beyond the contemplated 200-duty day work year will be compensated at the regular daily rate of pay (Annual rate divided by 200).

## MATCHING 403(b) PLAN

Eligibility: If the Coordinator participates in the School District's 403(b) plan, he/she will be eligible to receive a matching annual contribution by the School District pursuant to M.S. 356.24 according to provisions contained in this article and the School District 403(b) Plan documents. The School District will match the amount of the Coordinator's annual contribution up to a maximum of \$1,600.00 in increments to be set by the plan documents.

## BASIC COMPENSATION

Policy Year: The Coordinator shall be compensated for each fiscal year pursuant to Appendix A attached hereto. The Coordinator shall use direct deposit.

Daily Compensation: Except as otherwise defined in this Policy, in the event it is necessary to calculate a daily compensation, such daily compensation rate shall be obtained by dividing the annual salary by 200 days.

Application: The salary stipulated in Appendix A hereof are based on the assumption that the Coordinator is employed for the full duty year and regular duty day or as stipulated in Appendix A and continues to occupy a position similar and comparable to the position occupied as of the date of execution of this Policy.

## GROUP INSURANCE

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

Medical-Hospitalization and Dental Insurance: It is expressly noted that this document does not contain a provision for District contribution to the Coordinator's health insurance or dental insurance. In lieu of insurance contributions and in consideration of the Coordinator's work year, the Coordinator will receive an increase to salary, paid through standard payroll, in the amount of ~~\$18,000 for 2023-2024~~ and \$19,000 for ~~2024-2025~~ 2025-2026 and \$20,400 in 2026-2027.

Flexible Benefit Plan: The School District shall sponsor a Flexible Benefit Plan.

Income Protection Insurance: The School District shall deduct from the Coordinator's paycheck the premium for the current long-term disability plan in effect in the school district for which the Coordinator is qualified. This deduction shall be made in after-tax dollars. The Coordinator shall participate in the district long-term disability policy coverage. The current plan shall equal 2/3's of the Coordinator's regular salary.

Term Life Insurance: The School District will provide the permanently employed Coordinator with a \$100,000 (double indemnity and dismemberment) term life insurance policy, the premium to be paid in full by the School District.

Claims Against the School District: The parties agree that insurance benefits described in this Policy and the eligibility of any employee for such benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Policy. It is further 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 a denial of insurance benefits by an insurance carrier.

Duration of Insurance Contribution: An employee is eligible for School District contribution as provided in this Policy as long as the employee is employed by Independent School District No. 831. Upon termination of employment, all School District participation and contribution shall cease, effective on the last working day except as otherwise provided in this Policy.

## LEAVES OF ABSENCE

Sick Leave: The full-time Coordinator shall earn sick leave at the rate of twelve (12) days for each year of service in the employ of the School District.

Unused sick leave days may accumulate to a maximum credit of 100 days of sick leave for the full-time Coordinator.

Sick leave pay shall be allowed by the School District whenever the Coordinator's absence is due to illness which prevented his/her attendance at school and performance of duties on that day or days.

In the event of concern regarding abuse of sick leave, the School District may require that the Coordinator furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay.

In the event that a medical certificate will be required the Coordinator will be so advised at the time the illness is reported.

Absence on sick leave will be charged first to the annual allowance of the Coordinator and thereafter to accumulated leave.

Sick leave pay shall be approved only upon submission of a signed sick leave pay request form available in the supervisor's office. If such form is not filed and time stamped in the supervisor's office within five (5) working days after returning to work, the employee shall forfeit any claim to sick leave pay for such days.

Sick leave, up to five (5) days per year, may also be used for serious illness involving the Coordinator's spouse, child, or parent. The specific amount of leave allowed under this section shall be within the discretion of the supervisor, who shall be guided in his/her determination by what is reasonable under the particular circumstances involved.

The Coordinator may utilize available sick leave subject to the provisions of this Policy for periods of disability relating to pregnancy, miscarriage, abortion or child birth. The Coordinator shall notify the supervisor in writing no later than the end of the sixth month of pregnancy indicating intention to utilize sick leave, and also at such time shall provide a physician's statement indicating the estimated date of delivery of the child and estimated time of confinement.

At the time the Coordinator becomes eligible to receive long-term disability compensation as provided in this Policy, the Coordinator may continue to use accrued sick leave provided the combined benefit does not exceed 100% of salary.

Upon the request of a Coordinator who is absent from work as a result of a compensable injury under the provisions of the Workers' Compensation Act, incurred while in the employ of the School District, the School District will pay the difference between the compensation received pursuant to the Workers' Compensation Act by the Coordinator's regular rate of pay to the extent of the Coordinator's accrued sick leave. Upon full utilization of accrued sick leave, the Coordinator shall receive only the Workers' Compensation benefits.

The Coordinator shall be permitted to utilize the annual accrual in advance of the accrual, if he/she has performed his/her duties for at least five (5) working days. In the event that such sick leave days are utilized prior to earning thereof, such days will be deducted from future accumulations. In the event that the Coordinator who has been permitted to utilize sick leave in advance of accrual under these provisions should leave the employ of the School District, he/she shall be liable to the School District for any sick leave pay advanced beyond his/her earned accrual. Sick leave pay shall not accumulate during a period of time when the Coordinator is on unpaid leave or long-term disability.

Bereavement Leave: In the case of death in the immediate family (immediate family shall mean the Coordinator's spouse, child, parent or parent-in-law, son-in-law, daughter-in-law, brother, or sister) up to five (5) days will be allowed per death without deduction in pay.

In the case of death in the close family (close family shall mean the Coordinator's grandparents, brother-in-law, sister-in-law and grandchildren) up to two (2) days will be allowed per death without deduction in pay.

Days granted under this Section shall not be deducted from sick leave. The particular amount of leave permitted under this Section shall be at the discretion of the Superintendent depending upon the circumstances surrounding the death.

Child Care Leave: The Coordinator shall be granted a child care leave of absence according to the following procedures:

The Coordinator shall notify their supervisor in writing not later than the end of the sixth month of pregnancy, and, also at such time, provide a physician's statement indicating the estimated date of delivery of the child. The Coordinator shall submit a written request to the supervisor for child care leave, including commencement date and return date. Once a child care leave commences pursuant to this Section, the Coordinator shall not be eligible for sick leave pursuant to this Policy.

The effective beginning date of such leave and its duration, or resignation if the Coordinator so elects, shall be determined by the supervisor and submitted to the School Board for its action. In recommending to the School Board the date of commencement and duration of the leave or the effective date of the resignation, the supervisor shall review each case on its individual merit taking into consideration the following:

1. The desires of the Coordinator.
2. The specific employment duties of the Coordinator involved.
3. The health and welfare of the Coordinator or unborn child.
4. The recommendation of the Coordinator's physician.

5. Any other relevant criteria.

In making a determination concerning the commencement and duration of a child care leave of absence, or resignation if the Coordinator elects to resign, the School Board may, but shall not, in any event be required to:

1. Grant any leave more than twelve (12) months in duration.
2. Permit the Coordinator to return to his/her employment prior to the date designated in the request for a child care leave, unless by mutual agreement of the Coordinator and the School District.

If the Coordinator complies with all provisions of this Section and a child care leave is granted by the School District, the School District shall notify the Coordinator in writing of its action.

The Coordinator returning from child care leave shall be re-employed in a position for which he/she is qualified commensurate with a position occupied prior to the leave unless he/she is physically or mentally disabled from performing the duties of such position.

The parties agree that the applicable periods of probation for the Coordinator are intended to be periods of actual service enabling the School District to have opportunity to evaluate the Coordinator's performance. The parties agree, therefore, that periods of time for which the Coordinator is on child care leave shall not be counted in determining the completion of the probationary period.

The parties further agree that any child care leave of absence granted shall be a leave without pay.

Adoption Leave: Adoption leave shall be granted by the School District pursuant to applicable provisions of the child care leave portion of this Policy.

Upon learning of the date of adoption, the Coordinator shall submit a written application for adoption leave to the School Board.

Adoption leave will commence at the date of adoption and may be for a period of up to one (1) year.

Medical Leave: A permanently employed Coordinator who has completed at least one year of service in this position and who is unable to work because of illness or injury, and has exhausted all sick leave credit available, or has become eligible for long-term disability compensation shall, upon request, be granted a medical leave of absence, without pay, up to one (1) year. The School District may, in its discretion, renew such a leave and the request for renewal shall also be accompanied by a written doctor's statement.

A request for leave of absence or renewal thereof under this Section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume his/her normal responsibilities.

An employee who fails to comply with the provisions of this Section or who fails to seek a medical leave as provided in this Section shall be terminated by the School District. If an employee is not granted a renewal of a medical leave of absence, in the discretion of the School District, such employee's employment shall be terminated.

Unpaid Leave: A Coordinator may request an unpaid leave of absence under School Board Policy.

Insurance Application: A Coordinator on unpaid leave pursuant to this Policy is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as he/she wishes to retain commencing with the beginning of the leave. It is the responsibility of the employee to make arrangements with the school business office to pay to the School District the monthly premium amounts in advance and on such date as determined by the School District. The right to continue participation in such group insurance programs, however, will discontinue upon termination of employment.

Accrued Benefits: The Coordinator on unpaid leave pursuant to this Policy shall retain such amount of experience credit for pay purposes and other accrued benefits, if any, which he/she had accrued at the time he/she went on leave for use upon his/her return. No additional experience credit for pay purposes or other benefits shall accrue for the period that an employee is on leave under this Section.

Jury Duty: The Coordinator who serves on jury duty shall be granted the day(s) necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. In the event the Coordinator serves on jury duty pursuant to this Section, the School District will compensate the Coordinator for the difference between his/her regular salary and the amount received as jury duty pay.

## MISCELLANEOUS

Conferences/Workshops: The School District shall provide time and funds for the Coordinator to attend conferences, workshops, or other professional development opportunities as approved by the High School Principal.

## Appendix A

### COORDINATOR'S SALARY

COLLEGE AND CAREER TRANSITION COORDINATOR 2025 - 2027

The College / Career Transition Coordinator will be paid according to the corresponding rate listed in the Masters + 0 lane within the FLEA collective bargaining agreement.

<u>2023-2024</u>	<u>2024-2025</u>
Step H (\$54,908)	Step I + 8 yr. (\$59,486)
<u>2025-2026</u>	<u>2026-2027</u>
Step J + 9 yr. (\$63,711)	Step K + 10 yr. (67,432)