

WATERVILLE-ELYSIAN-MORRISTOWN SCHOOLS

WATERVILLE, MINNESOTA

2025-2027 TERMS AND CONDITIONS OF EMPLOYMENT

FOR

FOOD SERVICE DIRECTOR

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 \$13,883 per year toward single, dependent, or family coverage.

\$3000.00 a year will be deposited into the employee's HRA account.
- 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 \$15,000 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 employee to the age of 65 with an income protection plan. The plan shall provide 70% of the yearly contracted income upon disability with a thirty (30) calendar day waiting period from the onset of the disability. In the event an employee's PTO accrual is not used at the time insurance benefits commence, PTO benefits will be coordinated with the insurance benefits to equal 100% of the contracted daily salary. Coordinated benefits will continue until PTO accrual is used up.
- 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 one (1) day for each month of service in the employ of the School District. Annual PTO shall accrue monthly as it is earned on a proportionate basis to the employee's work year.
- Subd. 2 Unused PTO days may accumulate to a maximum credit of one hundred ten (110) days of sick leave per employee.
- Subd. 3 PTO allowed shall be deducted from the PTO balance earned by the employee.
- Subd. 4 PTO pay shall be approved only upon completion of an online request.
- Subd. 5 If no PTO time (that includes any type of leave that goes against PTO time) is used during the school year, the employee will receive \$100 from the district.
- Subd. 6 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. 7 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 PTO 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 HOLIDAYS

- Sect. 1 Paid Holidays: Employee shall be granted the following paid holidays: New Year's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve Day, and Christmas Day. If any of the above holidays falls on either a Saturday or Sunday, that day will be a holiday and the preceding Friday or the following Monday may be granted as a day off if school is not in session. President's Day to be included if school is not in session. If school is in session, this day shall become a floating holiday to be taken at a time mutually agreeable to the District and the employee.
- Sect. 2 School in Session: The School District reserves the right, if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof. Any legal holiday or holiday which falls within an employee's vacation period shall not be counted as a vacation day.
- Sect. 3 Application: In order to be eligible for holiday pay, an employee must have worked a regular work day before and after the holiday unless on an excused illness, leave, or on vacation under these provisions.

ARTICLE V

RATES OF PAY

Sect. 1 Salary: Food Service Director Pay

2025-2026 \$30.84 per hour (based on \$48,110 per year for 195 days)
2026-2027 \$32.32 per hour (based on \$50,544 per year for 195 days)

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:

ARTICLE VII
OTHER INFORMATION

Sect. 1 Uniform Allowance:

Subd. 1 The School District will pay \$300 clothing allowance per year. Color and style to be determined by the School District.

IN WITNESS THEREOF, I have subscribed my signature this 18 day of May, 2026

Christina Maschke Food Service Director

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

INDEPENDENT SCHOOL DISTRICT #2143

_____ Chairperson

_____ Clerk