

Delano Public Schools

Independent School District #879

Delano, Minnesota

2026-2028

Employee Handbook

Community Education Non-certified Employees

Approved by the Board of Education: **July 22, 2024**

● **Program Aides** - Aides serve in a support role in Community Education programs. These positions are typically occupied by High School aged students who are minors.

Ex. Tiger Kids Club (TKC) aides, Tiger Swim program aides, Performing Arts Center (PAC) student technicians

● **Program Assistants** - Program Assistants are actively involved in the direct operations of programs and serve in an assistance capacity. They support programs and have a hands-on role in the actual course and activity.

Ex. Tiger Activity Center (TAC) desk attendants, and Gymnastics coaches at level 1, ECFE Sibling Care providers, Tiger Kids Club (TKC) Classroom Leads, PAC Technicians.

● **Lifeguards** - This position is responsible for lifeguarding at aquatics related activities. This position requires a current Lifeguard Certification.

● **Program Supervisor** - Program Supervisors have higher levels of responsibilities but are still directly involved with program implementation.

Ex. TAC Supervisors, and Gymnastics Coaches at level 2.

● **Swimming Instructor**- This position is responsible for the instruction of Tiger Swim lessons and other aquatics programming. This position requires training completion of the swimming instructor program and water safety procedures.

Ex. Tiger Swim program teachers, Water Aerobics instructors, Deck Managers

● **Educational Assistants** - Educational assistants serve in a support or assistance role to teachers in our programs. The title Educational Assistant differentiates them from a traditional paraprofessional as the scope of their work is more varied regarding the nature of Community Education programs.

Ex. DPS Preschool assistants and ECFE assistants

● **Program Leads** - Program Leads take a leadership role in programming and are typically still directly involved with students in our programs. These positions may direct support staff (aides, lifeguards, swim teachers) but do not have administrative or evaluation responsibilities.

Ex. Tiger Kids Club (TKC) Leads and Pool managers

● **Food Service Manager** - This position is responsible for the food service of the Community Education Center and oversees the daily operations of the food service program at the Community Education center. This position requires a current Food Service Manager Certification.

● **Program Specialists** - Program Specialists are unique in their roles as they require a higher level of specialized skills, require leadership abilities, a higher level of self-supervision and are responsible for roles and responsibilities assigned to their position.

Ex. Program Specialists (TAC/PAC/etc.) Gymnastics coaches level 3, Marketing Specialist, Intervention Specialist, Building Supervisor and other specialized program focused employees.

This document is approved by the Board of Education of the Delano Public Schools, Independent School District #879, Delano, Minnesota, and covers the following Delano Community Education non-certified employees:

DURATION

This handbook shall be in force beginning July 1, 2026 through June 30, 2028.

HOURS OF SERVICE AND WORK YEAR

A normal work year for purposes of this handbook shall be established each year by the school district. Hours per day may vary by position and shall be established by the school district.

Total hours worked in all positions covered in this document will be combined to determine an employee's benefits.

STEP PLACEMENT AND ADVANCEMENT

The School District shall determine the placement and advancement of an employee on the wage schedules. The district reserves the right to withhold a wage increase in individual cases when it can be shown that a deficiency exists in the individual's work performance.

Employees hired on or after January 15 will not receive a step advancement until July 1 of the following year (i.e., employees hired on or after January 15, 2026 through June 2026, step advancement will occur on July 1, 2027).

**The exception to this are TKC summer staff only working between June-August*

AT WILL EMPLOYEES

Community Education employees are employed at will and may be terminated at any time with or without cause.

RATES OF PAY

See attached Step and Grade Wage Schedule

OVERTIME

An employee will receive overtime pay at the rate of one and one half (1.5) times the employee's regular rate of pay for hours worked in excess of forty (40) during the regular workweek. No employee may work in excess of forty (40) hours during a regular workweek without prior approval from the Community Education Director or the Community Education Director's designee. Paid leave in any form will not be considered "hours worked" for purposes of determining whether an employee is eligible to receive overtime.

RECORDING HOURS WORKED

The District may require employees to use a time clock or other method of recording hours worked. The District may round the hours worked by an employee up or down by five minutes per week.

Employees shall be paid for all time worked.

INSURANCE

HEALTH & HOSPITALIZATION INSURANCE

Employees who are assigned to work 30 or more hours per week may elect to participate in one of the district's health insurance options. Employees may elect either single or family coverage.

- **Advantage Plan.** From July 1, 2026, through June 30, 2027 the District will contribute up to \$782.32 per month toward the cost of the premium for each twelve-month full-time employee or up to \$723.66 per month toward the cost of the premium for each nine month full-time employee who has selected single or family coverage under PEIP's Advantage Plan. From July 1, 2027 through June 30, 2028, the District will contribute up to \$829.95 per month toward the cost of the premium for each twelve-month full-time employee or up to \$767.72 per month toward the cost of the premium for each nine month full-time employee who has selected single or family coverage under PEIP's Advantage Plan. The employee will pay any remaining premium costs by payroll deduction. The District will not contribute any money toward the cost of any deductible under any level of PEIP's Advantage Plan.
- **Advantage HSA Compatible Plan.** From July 1, 2026 through June 30, 2027, the District will contribute up to \$532.32 per month toward the cost of the premium for each twelve-month full-time employee or up to \$473.66 per month toward the cost of the premium for each nine-month full-time employee who has selected single or family coverage under PEIP's Advantage HSA Compatible Plan. From July 1, 2027 through June 30, 2028, the District will contribute up to \$564.73 per month toward the cost of the premium for each twelve-month full-time employee or up to \$520.50 per month toward the cost of the premium for each nine-month full-time employee who has selected single or family coverage under PEIP's Advantage HSA Compatible Plan. The employee will pay any remaining premium costs by payroll deduction. In addition, for the period of July 1, 2026 through June 30, 2028, the District will contribute two hundred fifty dollars and zero cents (\$250.00) per month to the VEBA or HSA account of each full-time employee who has selected single or family coverage under PEIP's Advantage HSA Compatible Plan
- **Early Deductible Need.** If an employee has selected PEIP's Advantage HSA Compatible Plan, and the employee or a covered dependent has medical needs that would cause the employee to incur the entire cost of the deductible before June 30, the employee may apply to the District for advance payment of the entire amount of the District's twelve-month contribution. The District will consider each request on an individual basis. An employee must not be in a disciplinary proceeding that may lead to termination to be eligible for this benefit. The District will make an advance payment for the remaining amount of the District's twelve-month contribution (July 1 to June 30), provided that the employee signs a VEBA/HSA Funds Reimbursement Agreement requiring the employee to repay the District a proportionate amount of the advance contribution for the twelve-month period of July 1 to June 30, if the employee separates from employment with the District, for any reason, before June 30.
- **Eligibility.** The eligibility and proration requirements continue to apply.
- **No Claims Against District.** The District is not guaranteeing that any particular claim will be paid or covered by insurance or that any specific amount will be paid out under any insurance policy. The District's only obligation is to pay the amounts stated. No grievance, claim, or cause of action may be brought against the District as the result of a denial of insurance benefits by the insurance carrier.

Duration of Insurance Contribution:

Upon termination of employment for any reason, an employee is no longer eligible to receive any contribution from the District toward the cost of any insurance premium. The District's obligation to make any payment toward any insurance premium for such an employee shall cease effective on the employee's last day of employment.

Retiree Health Insurance. Access to single insurance:

Employees who are eligible for health insurance under this document who retire after reaching the age of sixty-two (62) may participate at their own expense, and without any contribution from the District, in the single coverage group health insurance plan selected by the District until they are eligible for Medicare.

Eligibility for Paid Leave Days:

Nine (9) month employees: In order to be eligible for paid holidays, sick leave, personal leave, and bereavement leave as outlined below, employees must be assigned to work 30 or more hours per week during the school year.

Twelve (12) month employees: In order to earn paid leave days during the summer, twelve (12) month employees must be assigned to work 30 or more hours per week during the school year and 30 or more hours per week for at least eight weeks during the summer.

Even if an employee does not work a sufficient number of hours to earn paid leave days during the summer, they may use sick leave and family critical illness leave days earned during the school year if an absence qualifies for paid leave.

Length of Paid Leave Day

The number of hours allocated for paid leave days for eligible employees will be pro-rated based on their assigned work hours. The number of hours allocated for any type of paid leave will not exceed eight (8) hours per day.

An employee may only claim paid leave equal to their assigned work hours on a day of absence. If the number of assigned work hours for a given day is less than the hours of leave earned by the employee, the remaining hours may be claimed for a subsequent absence(s). An employee may not claim paid leave on a day when they are not scheduled to work.

Tracking of Paid Leave Days:

All tracking of paid leave earned by an employee will be calculated in hours and tracked by the payroll department.

All employees requesting paid leave days must enter the request in the Skyward system for their supervisor to approve.

Paid Holidays:

Employees who meet the eligibility requirement for paid leave days will receive holiday pay, provided that they work their normally scheduled day before **and** after the holiday. This assigned work day must occur either in the week of the holiday or the week before / week after the holiday (i.e., if the program is not in session, employees will not receive holiday pay – for example, ECFE staff will not receive Labor Day pay because the program starts later in September.)

Nine (9) month employees: An employee who meets eligibility requirements for paid leave days will receive the following paid holidays:

Labor Day, Thanksgiving, Christmas Day, New Year's Day and Memorial Day.

Twelve (12) month employees: A twelve-month employee who meets the eligibility requirement for earning paid leave days during the summer will receive June 19th and July 4 as a paid holiday in addition to the holidays listed above for nine-month employees.

Labor Day, Thanksgiving, Christmas Day, New Year's Day and Memorial Day, Juneteenth, July 4th

Paid Vacation:

Twelve (12) month employee: A twelve (12) month, full-time employee who meets the eligibility requirement for paid leave days during both the school year and the summer (see "Eligibility for Paid Leave Days" section) shall be eligible for up to six (6) days of paid vacation per year.

Vacation will be earned at half of one day per month; maximum of six days per year.

A maximum of (2) paid vacation days can be rolled into the next year but must be used by December 30th of that year, and an employee who separates from employment with the District for any reason shall forfeit any unused paid vacation days.

All requests for paid vacation days must be pre-approved by the respective program coordinator or the director of community education. Requests for particular days may be denied due to staffing needs of Community Education programs.

Personal Leave:

Nine (9) month employee: An employee who meets the eligibility requirement for paid leave days shall be eligible for one (1) day of personal leave per school year (September through May). Such leave shall not accumulate from one year to the next or be used during the summer. An employee who separates from employment with the District for any reason shall forfeit any unused personal leave. Requests for personal leave shall be made in writing at least three (3) days in advance, unless in the case of an emergency.

An employee may only claim paid personal leave equal to their assigned work hours on the day of absence.

The Director of Community Education shall have the right to determine whether or not personal leave

will be granted for a given day.

Paid Sick Leave:

Nine (9) month employees: An employee who meets the eligibility requirement for paid leave days shall earn sick leave at a rate of one (1) day for each month of service (September through May – 9 days per year) in the employment of the school district. Sick leave shall accrue monthly as it is earned.

Twelve (12) month employees: A twelve-month employee who meets the eligibility requirement for earning paid leave days during the summer shall earn sick leave at a rate of one (1) day for each month of service (12 days per year).

Unused sick leave days may accumulate to a maximum of 384 hours.

An employee may use accumulated sick leave whenever the employee's absence is found to have been due to an illness or disability that prevented the employee from attending work and performing duties on that day. An employee may use accumulated sick leave for absences due to an illness or injury to the employee's child.

An employee may only claim paid sick leave equal to their assigned work hours on the day of absence.

The District may require that an employee provide a certification from a medical provider if the employee has taken sick leave for more than three (3) consecutive days or on the day immediately before or after a holiday or a vacation day on more than one occasion during the school year. The employee will have one week to provide the certification confirming that an illness or disability prevented the employee from attending work and performing his/her duties. The final determination as to the eligibility of an employee for sick leave is reserved to the District. In the event that a medical certificate is required, the employee will be advised.

Sick leave shall be deducted from the accrued sick leave hours earned by an employee. Upon termination of employment for any reason, any accumulated sick leave shall be forfeited. The employee shall not be reimbursed for any unused accumulated sick leave.

Family Critical Illness:

An employee may use up to three (3) days of sick leave per year for the critical illness of the employee's spouse, parent, brother, sister, mother-in-law or father-in-law. The District may grant additional days without pay. This document does not govern or limit additional benefits that may be available to employees under federal or state law.

Bereavement Leave:

Each employee may be granted up to three (3) days of paid bereavement leave per occurrence, non-accumulative, in the case of the death of a spouse, child, parent, grandparent, grandchild, brother, sister, or in-law. Such leave will not be deducted from the employee's accumulated sick leave. The Community Education Director may grant additional days of leave, but such additional days shall be deducted from the employee's accumulated sick leave.

An employee may only claim paid bereavement leave equal to their assigned work hours on the day of absence.

Jury Duty:

Employees involuntarily called and selected for jury duty shall receive their regular compensation for their employment, less the amount received by them as jurors, exclusive of mileage.

Unpaid Leave:

An employee shall be granted up to five (5) days of unpaid leave if approved by the Director of Community Education. The employee shall request the leave in writing at least three days prior to the date of leave.

ATTACHMENTS

- 1) Step and Grade Wage Schedule
- 2) Title and Description Table

Step and Grade Wage Schedule 2026-2028

Step	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
1	\$11.34	\$12.05	\$15.67	\$18.02	\$18.69
2	\$11.82	\$12.56	\$16.22	\$18.65	\$19.34
3	\$12.23	\$13.13	\$16.78	\$19.30	\$20.02
4	\$12.66	\$13.59	\$17.37	\$19.98	\$20.72
5	\$13.10	\$14.07	\$17.98	\$20.67	\$21.44
6	\$13.56	\$14.56	\$18.61	\$21.40	\$22.20
7	\$14.03	\$15.07	\$19.26	\$22.15	\$22.97
8	\$14.53	\$15.60	\$19.93	\$22.92	\$23.78
9	\$15.03	\$16.13	\$20.40	\$23.72	\$24.61
10	\$15.56	\$16.66	\$20.98	\$24.23	\$25.47
11	\$16.10	\$17.19	\$21.57	\$24.92	\$26.36
12	\$16.67	\$17.72	\$22.16	\$25.61	\$27.18
Step	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5

	Description	Grade
Program Aide: TKC aides Tiger Swim aides PAC student technicians	Aides serve in a support role in Community Education programs. These positions are typically occupied by High School aged students. Responsibilities focus on assisting program staff with basic supervision, participant support, setup/cleanup, customer service, and routine operational tasks. Program Aides work under the direct supervision of higher-level staff and are not responsible for leading programming, making operational decisions, or independently supervising programs.	1
Program Assistants: TAC desk attendants Gymnastics coaches/ lvl 1 ECCE Sib. Care providers TKC classroom leads PAC technicians Lifeguards	Program Assistants are actively involved in the direct operations of programs and serve in an assistance capacity. They support programs and have a hands-on role in the actual course and activity. Program Assistants actively support the daily operations and delivery of Community Education programs. These positions have greater responsibility for participant interaction, program implementation, customer service, safety monitoring, and routine operational duties. Employees at this level may independently manage assigned tasks or portions of a program but continue to work under established procedures and direction from lead or supervisory staff. Lifeguards require a current Lifeguard Certification.	2
Program Supervisors/ Instructors: TAC Supervisors Gymnastics Coaches/ lvl 2 Tiger Swim teachers Water Aerobics instructors Deck Managers	Program Supervisors support the daily operations, safety, and customer service functions during assigned shifts. These positions exercise independent judgment in monitoring facility usage, enforcing facility expectations, addressing participant concerns, and responding to operational or safety-related situations. Aquatics instructors and staff are responsible for direct instruction, participant safety, and program implementation. These positions require strong instructional skills, leadership abilities, and the ability to independently lead classes, lessons, or assigned program areas. Positions within this grade may also provide guidance and support to aides, assistants, or newer instructional staff. The swim instructor position requires training completion of the swimming instructor program and water safety procedures.	3
Educational Assistants: DPS Preschool assistants ECCE assistants EC Screening assistants Program Leads: TKC Leads TKC Shift Supervisors Pool managers	Educational Assistants support licensed teaching staff within Community Education early childhood programs by providing instructional, behavioral, developmental, and classroom support across a variety of learning environments. The title Educational Assistant differentiates the role from a traditional paraprofessional due to the broader scope and varied nature of Community Education programming. Program Leads take a leadership role in programming and are typically still directly involved with students in our programs. These positions may direct support staff (aides) but do not have administrative or evaluation responsibilities.	4

Program Specialist: PAC Supervisors Gymnastics coaches lvl 3 Marketing Specialist Intervention Specialist Building Supervisors Food Service Manager:	Program Specialists are unique in their roles as they require a higher level of specialized skills, require leadership abilities, a higher level of self-supervision and are responsible for roles and responsibilities assigned to their position. Positions in this grade may include responsibility for, facility oversight, program development, specialized interventions, compliance requirements, marketing strategy, operational systems, or other district-wide support functions. This position is responsible for the food service of the Community Education Center and oversees the daily operations of the food service program at the Community Education Center. This position requires a current Food Service Manager Certification.	5
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Distinctions by Grade

Grade 1:

Entry-level, Closely supervised, Limited independent decision-making, Primarily support-oriented, Minimal program responsibility

Grade 2:

Functional operational responsibility, Independent task completion, Some participant supervision, Follows established procedures, Limited leadership responsibilities

Grade 3:

Direct program leadership, Independent operational decisions, Instructional responsibility, Oversight of lower-level staff, Safety/accountability responsibilities

Grade 4:

Advanced operational leadership, High independence, Coordination responsibilities, Staff direction without formal supervision, Increased accountability and judgment

Grade 5:

Specialized expertise, High autonomy, Significant operational responsibility, Independent judgment/problem solving, Program/system oversight