

WATERVILLE-ELYSIAN-MORRISTOWN SCHOOLS

WATERVILLE, MINNESOTA

2025-2027 TERMS AND CONDITIONS OF EMPLOYMENT

FOR

SUPERVISOR OF BUILDING AND GROUNDS

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 a sum per year toward single, dependent, or family coverage. :
- July 1, 2025, through June 30,2026, - \$13,910.88
July 1, 2026, through June 30,2027, - \$15,301.92

The School District shall contribute a sum from July 1, 2025,through June 30, 2027, of at least \$3,000 annually to an employee's VEBAaccount. The employee is only eligible for a VEBA account if the employee is enrolled in the District's health care plan.

- 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 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. The maximum benefit shall be \$2,100 per month to age sixty-two (62). 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 contributions shall cease.

ARTICLE II
LEAVES OF ABSENCE

Sect. 1 Paid 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 PTO 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 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: :A travel stipend of \$3500 will be paid in 2 - \$1750 installments (Dec. 30th/June 30) for the use of personal automobile usage which is incurred in connection with School District business. The employee is not eligible for this stipend if the district owns a vehicle designated for Director of Maintenance use.

ARTICLE IV

HOLIDAYS

Sect. 1 Paid Holidays: Employee shall be granted the following paid holidays: New Year's Day, Good Friday, Memorial Day, Juneteenth, Independence 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 VACATIONS

Sect. 1 Earned Vacation: Employees under these provisions shall accrue vacation as follows:

15 days of vacation per year (accrued at the rate of 10 hours per month)

Sect. 2 Application:

Subd. 1 Vacations shall be determined as of July 1 of each year. Employees hired between January 1 and July 1 are not eligible for vacation as a matter right until July 1 of the following year but may be permitted to take vacation at the discretion of the School District.

Subd. 2 If the employee resigned before completing a full year of service, the employee shall not be entitled to any vacation pay and shall have the salary paid for any vacation days taken deducted from the final check. An employee who has completed at least one (1) year of service shall be entitled to receive the prorate pay for unused vacation time provided such employee provides the School District with at least two (2) weeks' advance notice of resignation time.

Subd. 3 The scheduling of all vacation time shall be determined by the School District. Vacation must be used within eighteen (18) months from effective date vacation is earned

ARTICLE VI RATES OF PAY

Sect 1. Salary: Building and Grounds Supervisor Pay

2025-2026 \$67,756 per year

2026-2027 \$70,000 per year

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
Annual Contract Days

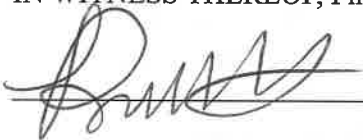
ARTICLE VII
OTHER INFORMATION

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.

Subd. 2 The School District will contribute up to \$110 per year for the purchase of shoes.

IN WITNESS THEREOF, I have subscribed my signature this 22 day of MAY, 2026



_____ Buildings and Grounds Supervisor

IN WITNESS THEREOF, We have subscribed my signature this __, day of _____, 2026

INDEPENDENT SCHOOL DISTRICT #2143

_____ Chairperson

_____ Clerk