

WATERVILLE-ELYSIAN-MORRISTOWN SCHOOLS

WATERVILLE,
MINNESOTA

2025-2027 TERMS AND CONDITIONS OF EMPLOYMENT

FOR

Nurse

ARTICLE I
GROUP INSURANCE

Section 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 a denial of insurance benefits by an insurance carrier.

Section 2 Health and Hospitalization Insurance: The School District shall contribute a sum not to exceed a yearly total of \$15,600 towards single insurance for each employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. With an additional yearly contribution of \$198 for single plus one and dependent coverage.

Health premiums shall be paid for twelve (12) months.

Any additional cost of the premium of single plus one or dependent coverage shall be borne by the employee and paid by payroll deduction. The School District shall not be required to pay for dual coverage when both spouses are employed by the District.

Section 3 Dental Insurance: A dental insurance plan will be provided by the School District for all-full time employees, subject to provisions set forth by the insurance carrier. The School District shall contribute a monthly amount up to \$25.00 towards the cost of the premium for each full-time employee for single, dependent or family coverage.

Section 4 Term Life Insurance: Term life insurance in the amount of \$15,000 shall be provided by the School District for each full-time employee. 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.

Section 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 \$1,600 per month to age sixty-two (62). In the event an employee's sick leave balance is not used at the 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.

Section 6 Eligibility: Full benefits provided in this Article are designed for full-time personnel. Part-time employees who are employed at least fourteen (14) hours per week and ninety (90) days in a school year shall be eligible for proportional benefits subject to any limitations contained in the contract between the insurance carrier and the District.

Section 7 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

Section 1 Personal Time Off (PTO)

- Subd 1 The employee shall earn PTO at the rate of sixteen (16) days per year. Eight (8) days PTO shall be credited on September 1. , and eight (8) days of PTO shall be credited on January 1.
- Subd 2 Unused PTO may accumulate to a maximum of 128 days during the school year. At the end of the school year PTO will return to 115 days maximum carry over. Staff with at least fifteen (15) years of experience in the WEM School District at the time of retirement may turn in up to ten (10) days of unused PTO as a severance payment.
- 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.

Section 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.

Section 3 Medical Leave:

Subd 1 An employee, who has completed the initial probationary period, who is unable to perform duties because of illness or injury and 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 accompanied 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.

Section 4 Insurance Application: An employee on unpaid leave is eligible to continue to participate in the District's 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.

Section 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.

Section 6 Eligibility: Full leave benefits provided in this Article shall apply only to full-time employees. Part-time employees who are employed an average of at least fourteen (14) hours per week and ninety (90) days in a school year shall be eligible for

partial benefits proportional to the extent of their employment.

Section 7 Jury Duty: Employees shall be granted a leave of absence for jury duty. The employee shall be paid a regular salary by the District, with the understanding that upon completion of the required jury duty, the employee shall submit to the Department Head for review the check received for jury duty and that the amount of such check, less the amount included for traveling expenses, shall be deducted from the employee's regular paycheck.

ARTICLE III

HOURS OF SERVICE

Section 1 Basic Work Year: The employee will work one hundred and eighty three (183) days in accordance with the school board approved calendar.

Section 2 Shifts and Starting Times: All employees will be assigned starting time and shifts as determined by the School District.

Section 3 Lunch/Break Period: Employees shall be provided a duty free lunch period of thirty (30) minutes at a uniform time of the day for any given week and during which time no District or District related work, duty, or service shall be performed by the unit employee. Each employee shall be entitled to a fifteen (15) minute break at times scheduled by the District per each four (4) hour work period.

Section 4 School Closings: In the event that school is closed for any emergency, if employees are not required to perform services, the employee(s) shall not incur a loss of pay for that day.

Subd 1 Late Starts and Early Closures: The employee shall not incur a loss in pay due to late start/early closing. If there is a two (2) hour late start, staff will report two (2) hours late.

Subd 2 The maximum number of days paid for closing shall not exceed one (1) day in each school year. Vacation time may be used for snow days used in excess of the one (1) day maximum. Academic school year employees shall be allowed to make up their time at a time mutually agreeable to the employee and the District.

ARTICLE IV
LOCAL TRAVEL ALLOWANCE

Section 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 V
RATES OF PAY

Section 1 Salary: Nurse (Based on 183 days of the school approved calendar)

2025-2026 \$79,1492

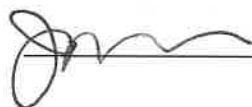
2026-2027 \$81,721

ARTICLE VI

RESIGNATION AND TERMINATION

The School District's employment of the employees is on an at-will basis. This means that the School District may terminate the employment at any time and for any reason or no reason at all. In addition, an employee may resign from employment for any reason or no reason at all. In the event of a resignation, the employee will provide the School District with two (2) weeks written notice before the resignation becomes effective.

IN WITNESS THEREOF, I have subscribed my signature this 30 day of April, 2026

 MSN, RN, CNOR Nurse

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

INDEPENDENT SCHOOL DISTRICT #2143

_____ Chairperson

_____ Clerk