

SPEECH LANGUAGE PATHOLOGY ASSISTANT CONTRACT

MINNESOTA PUBLIC SCHOOL DISTRICT #2687

The School Board of Independent School District #2687, of the State of Minnesota, Howard Lake, Minnesota, enters into the agreement with **those** who agree to serve in the public schools of said district in the position of Speech Language Pathology Assistant (SLPA) according to the following provisions which shall apply and are a part of this administrative contract.

1. Basic Services:

Said employee shall faithfully perform the services prescribed by the School Board or its designated representative, whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the salary indicated below, and agrees to work in the schools of said district as assigned.

Job Duties:

- a. Provide direct services in articulation, stuttering and language under the supervision of a Speech Language Pathologist (SLP)
- b. Develop lesson plans for providing service
- c. Prepare progress reports and day to day documentation for students service
- d. Draft present levels of performance for review by SLP
- e. Draft skill ideas to work on for review by SLP
- f. Prep materials and make visuals for speech services provided to students for SLP and SLPA as needed
- g. Scheduling student sessions for SLP and SLPA as needed
- h. Assist with clerical pies of IEP process (Team meeting notices, copying and distribution of forms)
- i. Program and provide instruction in the use of augmentative and alternative communication devices
- j. Other duties as assigned
- k. Early Childhood Screening

2. Terms of Contract:

Total days worked will be 187 contracted days, 7.5 hours per day (*following the teacher day with 0.5 hour unpaid lunch*)

- 180 duty days, with specific days determined by the District.
- 7 paid holidays

Late Start/Early Dismissal: If school is started late or is dismissed early because of inclement weather or other emergencies and the instructional staff is dismissed, SLPA's will also be dismissed at no loss of pay. This does not apply to in-service, teacher/parent conferences, etc., it is intended to cover late starts and early dismissals of an emergency nature.

School Closings: When school is closed due to weather and an e-learning day is implemented, SLPA will work as directed by his/her supervisor and be paid for all hours scheduled. If instructional staff is required to make up the day, then SLPA will make up the day as instructed. If the instructional staff are not required to make up the day, then SLPA shall be paid for all hours scheduled. The 1st snow day is paid. Additional snow days (beyond the e-learning days) SLPA should follow what is determined by the district for make up days.

Salary:

The District will pay an hourly wage at the rates stated below in consideration for faithfully performing the duties of the SLPA. The District will pay earned wages less applicable withholdings and deductions, based on the District's regular payroll schedule:

School Year 2024 - 2025

Christina Kittock - \$29.10

Lee Peterson - \$28.07

School Year 2025 - 2026

Christina Kittock - \$29.97

Lee Peterson - \$28.91

PERA, Employer's FICA, Workers' Comp. and Liability: The school district shall pay the employer's costs for these programs according to rates established by state and federal agencies.

Longevity:

In addition to an employee's rate of pay, an employee shall receive additional pay as described below:

\$275 5 years of service

\$600 10 years of service

\$800 15 years of service

\$1000 20 years of service

\$1500 25 years or more of service

Overtime:

Hours worked in excess of 40 hours per week shall be defined as overtime and paid at the rate of one-and-one-half the employee's base hourly rate of pay. All overtime hours must be approved by the employee's supervisor(s) and the Superintendent prior to the overtime hours being worked, except in emergencies.

Lunch and Rest Periods:

Employees shall be provided with a 15-minute paid rest break for every three hours worked. A duty-free lunch period of at least thirty (30) minutes without pay shall be

offered to all employees who work five (5) hours or more per shift. Rest breaks are to be scheduled with the employee's supervisor at a time mutually agreeable, as per the employee handbook.

This contract shall be in effect July 1, 2024 of through June 30, 2026

3. Policies and/or Fringe Benefits:

Full time employee, according to position performed by employee. Premiums over the district contribution will be paid by employee deductions.

A. Paid Holidays: 7 days

Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve Day
New Year's Day
Good Friday

When a recognized holiday falls on a Saturday, the employees shall receive the Friday preceding the holiday off. When a recognized holiday falls on a Sunday, the employees shall receive the Monday after the holiday off. If school is in session on Friday or Monday, a floating holiday shall be granted in lieu of the holiday, within six months, at the discretion of the superintendent.

B. District Health Insurance Contribution

24-25 Single \$7,378
24-25 Family \$12,361

25-26 Single \$7,378
25-26 Family \$12,361

C. District Dental Insurance Contribution

24-25 \$350.00

25-26 \$350.00

D. Flexible Benefit Plan

125 Plan - Flexible Benefit Plan allows an employee to save tax dollars and increase take-home pay if the employee works a minimum of thirty hours per week. This is a voluntary plan, which allows the employee to determine the amount to be withheld from his/her paycheck to pay insurance premiums, medical and dependent care expenses. The money withheld and used to pay above-mentioned expenses is 100 percent deductible, plus a reduction in FICA taxes. Sign up is at the beginning of the plan year (plan year is January 1 through December 31). There are brochures available at the payroll office

detailing these facts.

E. Life Insurance

The school district will pay in full the premium for a \$50,000 one-year term life insurance policy for employees working 20 hours weekly.

F. LTD Insurance

Employee shall be eligible to purchase LTD insurance coverage, subject to the limitations of the carrier. Such income protection insurance shall be the standard 90-day type with 66 2/3% of the employee's regularly scheduled hours and salary being paid each month. The maximum monthly benefit paid shall be as outlined in the policy. The employee choosing to enroll in LTD insurance shall pay all premiums.

G. Leaves and Absences

Sick Leave: Sick leave shall be earned at the rate of 15 days per contract year, accumulative to a total of 90 days. Five (5) days of sick leave for each serious illness or death in the immediate family is allowed, even if it concerns a certain individual more than once in a school year, such days to be deducted from sick leave.

One (1) day bereavement for non-family annually.

A maximum of **three (3) days** of accumulated sick leave can be used when there is a death or serious illness of any other person as defined below. An SLPA may use three (3) days for each individual emergency even if it concerns a certain individual more than once in a school year. This subdivision includes grandparents, in-laws (father, mother, brother, sister), grandchildren, and persons under an SLPA's care.

Special consideration may be given for five days leave per year, as approved by the superintendent.

Personal Leave: Three (3) personal days, Personal Days may accumulate to (6) days if not used.

Jury Duty Leave: An employee who is called for jury duty or who is required to give testimony or participate before any judicial tribunal in arbitration, negotiation, and mediation proceedings shall be compensated for the difference between the employee's regular salary and the pay received for such application for the period he/she is away from his/her employment assignment, if any. If the employee's presence in court is for the purpose of offering testimony, he/she must provide the district with a copy of the subpoena or other written documentation that requires his/her presence and shall be compensated for the difference between the employee's regular salary and the pay received if any, for the period he/she is away from his/her regular employment assignment. In no event shall this section apply to an employee whose presence is the

result of an action under consideration by a court, judicial tribunal or BMS proceedings not related to the employee's employment relationship with the district.

H. Sick Leave/HRA Contribution

Beginning with the contract years of 2012-2013, the School District will convert sick leave days to cash at a rate of \$100/day with the following conditions: The School District will use the sick leave balance as of the end of each school year and the new balance will reflect a reduction based on the number of sick days that have been converted to cash for all teachers. The payment will be made to a District-approved Health Reimbursement Arrangement or 403b and in compliance with all IRS codes. The payment will be made within 60 days after the end of the school year on the following basis:

Accumulated Sick Leave Amount

- 45-54 days accumulated sick leave 1 day (\$100)
- 55-70 days accumulated sick leave 2 days (\$200)
- 71-80 days accumulated sick leave 3 days (\$300)
- 81-90 days accumulated sick leave 4 days (\$400)

@ \$100.00 per day

I. Annuity Match Benefit

The district will provide an annuity match benefit as described in this article to all qualified employees each year.

Eligible employees must elect to participate in the annuity match program during the enrollment period, each fiscal year (within the first 30 days of the school year or 30 days of hire date). Participation will continue at the same rate until the payroll office is notified of any change.

The following chart describes the details of payment.

Years of Service	Employer Max
1-5	\$ 550
6-10	\$ 690
11-15	\$ 790
16+	\$ 830

The following are the conditions of the Annuity Match Benefit. The Annuity Match dollar amount will be prorated based on:

Matching Agreement – The District will match employee contribution(s) up to the maximum amount listed in the Annuity Match Benefit chart. If an employee does not have the maximum amount in an annuity for a given year, the District will match to the amount contributed by the employee. The match will be equivalent to employee contribution per payroll up to the employer max.

Participants must have an annuity in place from the Minnesota State Board of Investment approved listing.

The school district will not be held responsible for the performance of any annuity company.

4. Continuing Education:

Section 1.

The District will endeavor to notify employee of opportunities for continuing education activities such as: workshops, seminars and course offerings. Attendance at such opportunities may be granted without loss of pay provided that the attendance is requested by the employee and approved in advance by the Superintendent or designee.

Section 2.

Employees who attend such offerings or who attend events on their time (with prior approval or at the request of their supervisor) shall be reimbursed for the mileage and other reasonable costs as determined in advance by the Supervisor and Human Resources.

Section 3.

Employees who attend training required by the District shall be paid their regular rate of pay for all hours required attending such training.

5. Worker's Compensation:

Upon the request of an employee who is absent from work as a result of a compensable injury incurred in the service of the District under the provisions of the Worker's Compensation Act, the District will pay the difference between the compensation received pursuant to the Worker's Compensation Act by the employee and the employee's regular rate of pay to the extent of the employee's accumulated sick leave.

A deduction will be made from the employee's accumulated sick leave according to the pro rata portions of days of sick leave used to supplement worker's compensation.

Such payment shall be paid by the District to the employee only during the period of disability.

In no event shall the additional compensation paid to the employee by virtue of sick leave pay result in the payment of a total daily, weekly or monthly compensation that exceeds the normal compensation of the employee.

6. Eyeglasses/Contacts/Hearing Aids and Clothing Reimbursement:

The District may pay up to \$500.00 for replacement of eye glasses, contacts or hearing aids of the employee that are broken or damaged by a student when the employee is fulfilling the duties of their position. The incident must be reported at the time of the incident. The District may pay up to \$250.00 for replacement of clothing damaged by a student when the employee is fulfilling the duties of their position. The incident must be reported at the time of the incident. The district shall evaluate the incident before payment is made. There shall be no reimbursement for damaged personal effects such as watches, rings, etc. This Section is only grievable to the Superintendent level of the grievance procedure.

7. Travel Time and Mileage:

SLPA shall be reimbursed at the federal mileage rate per mile when traveling on District business in their own vehicle. SLPA will be reimbursed for all travel necessary to fulfill the responsibilities of their position once the regular workday has begun.

Travel Time and Mileage	Time	Miles (each way)
Humphrey Elementary to St. James	20 minutes	5.5 miles
Humphrey Elementary to Winsted Elementary	30 minutes	11 miles
Humphrey Elementary to High School/Middle School	25 minutes	8.3 miles
Winsted Elementary to St. James	20 minutes	7 miles
Winsted Elementary to High School/Middle School	20 minutes	4.9 miles
High School/Middle School to St. James	15 minutes	2.2 miles
Winsted Elementary to Holy Trinity	2 minutes	0.5 miles
Humphrey Elementary to Head Start	14 minutes	11 miles

IN WITNESS THEREOF, the parties have voluntarily entered into this agreement on the dates indicated by their signatures. This agreement will not become effective unless and until it is approved by the District's School Board and signed by both parties.

Speech Language Pathology Assistant

Date: _____ Employee _____ Independent

School District #2687

Date: _____ Chair _____

Date: _____ Clerk _____