



Wright Technical Center

Phone: 763-682-4112
www.wtc.k12.mn.us

1405 3rd Ave. NE • Buffalo, MN 55313

Support Staff Terms & Conditions

2022 - 2023

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2023 - 2024

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FOREWORD

This Support Staff Terms & Conditions is provided as a service of the Governing Board and Administration to assist District support personnel to develop an understanding and working ability with the policies and procedures used to manage the District. The manual should be recognized as the primary and most efficient way for District employees to come to understand the Governing Board and Administration’s beliefs and goals and methods of achieving those beliefs and goals.

This manual is not intended to answer all questions about District policy and procedure. Administrative personnel are available to assist you in complying with, and understanding, issues related to specific policies and procedures.

This manual is part of an on-going service to staff. This manual is not intended to address all policy matters. The policies presented here are included due to their importance to support staff. As the District continues to evolve, additional information will be periodically provided.

GOVERNING BOARD AND COOPERATING SCHOOL DISTRICTS

Annandale	Jennifer Mealey Chairperson	Delano	Jim Gierke
Big Lake	Amber Sixberry Vice Chairperson	HLWW	Paul Bravinder
Buffalo	Susan Lee Clerk	Maple Lake	Lowell Benson
Monticello	Melissa Curtis Treasurer	STMA	Carol Steffens

MISSION

The Mission of the Wright Technical Center, Independent School District 966, is **“To partner with member school districts and industry to prepare students for careers, post-secondary education and lifelong learning.”**

TERMS AND CONDITIONS

EMPLOYEE

- Full-time:** A “full time support staff” shall be defined as one who works eight (8) hours per day for 12 months.
- Part-time:** A “part time support staff shall be defined as one who works less than full time. Such a support staff shall enjoy salary, fringe benefits, and seniority prorated based on his/her assignment.

DUTY DAY

- Employee hours of duty will be determined by the building Administrators.
- Employees shall receive up to a 30 minute paid lunch period and up to a 15 minute paid break for each 4 hours worked. The 30 minute lunch and 15 minute break may not be taken consecutively. During the paid lunch period, the employee may be called back to work. If the employee chooses to leave the school property during lunch, they will be required to “clock out” and “clock in” upon returning to work. With administrative approval, the employee can choose to work longer to make up the time for taking an unpaid lunch.
- When absent from work on a scheduled workday, contact your supervisor. Leave requests are to be submitted electronically. The electronic leave form is available on the district website and shall be submitted in advance to the administration for approval or as soon as practicable upon returning from taking sick leave.
- In the event that school is officially closed prior to the employee starting time, and the employee is not required to report to work by his/her immediate supervisor, he/she will receive no compensation for that day. Should school be officially closed after the employee's regular starting time and the employee has reported to work or school is delayed he/she will be compensated for his/her regular full day's work. Employee's can choose to take vacation leave rather than a day without pay. With pre-approval by his/her immediate supervisor, he/she may make up the day or hours that were missed due to school closing.

WAGES

Wages are based upon the grade assigned to each position. Grade assignment is based upon an analysis of the essential qualifications and responsibilities of each individual position. Each grade level has been assigned an 8-step wage range. Initial placement on a step is made at the discretion of the Director.

Overtime will be allowed with advance permission from the employee's immediate supervisor in addition to the base salary. Overtime will be at time and a half when exceeding 40 hours per work week, excluding holiday or vacation pay.

Employees may choose to receive overtime pay through monetary or comp time each pay period. If the employee doesn't indicate that comp time is preferred, overtime will be paid. Compensation time needs to be used by June 30.

An annual stipend of \$500.00 will be paid to staff assigned to do sub calling.

The Governing Board, at its discretion and based upon satisfactory performance, authorizes step advancement on the schedule. For this two-year period, step advancement has been authorized effective July 1, 2022. The 2022-23 and 2023-24 schedules are included as Appendix A and B.

CAREER INCREMENT

A career increment will be paid in addition to the hourly wage, for all support staff employed by the District who qualify as described below. For purposes of this section, a year is defined as a full-time equivalent (FTE) year.

The calculation of FTE shall include part-time employment with the District. The employment anniversary date will be used to determine when an employee becomes eligible for a career increment. The Career Increment is only paid on the anniversary year, not each year thereafter.

Years	% of increment for 2022-2024
10	3
15	4
20	5

VACATION LEAVE

Eligible support staff will accrue vacation as follows: Vacation leave is for 12 month employees only.

- First (1) year: Accrued at a rate .4167 per month (5 days per year)
- Second (2) through sixth (6) year: Accrued at a rate of .83 days per month (10 days per year)
- Seventh (7) through eleventh (11) year: Accrued at a rate of 1.25 days per month (15 days per year)
- Twelfth (12) year onward: Accrued at a rate of 1.67 days per month (20 days per year)

The employment anniversary date will be used to determine when an employee becomes eligible for annual vacation as described above. Unused portions of vacation leave may be accumulated up to an amount equal to the individual staff member's annual maximum number of vacation days. Vacation days in excess of the annual amount shall be lost.

Upon termination of employment, a support staff member shall receive as severance pay the amount obtained by multiplying unused vacation leave days times the current daily salary.

HEALTH INSURANCE

The Governing Board will contribute up to the sum of 10,600 for 2022-23 and 10,600 for 2023-24 toward the premium for coverage of all eligible support staff employed by the School District who qualify for and are enrolled in the District's health and hospitalization plan. Part-time employees who are eligible shall be entitled to a prorated contribution toward health insurance. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. Employees who have met the age and service requirements necessary to receive an annuity from PERA will be provided with the opportunity to elect to continue their health and hospitalization coverage. Eligibility for this program shall terminate when the eligible support staff member becomes eligible for Medicare coverage.

HEALTH SAVING ACCOUNT

The School District will offer an optional High Deductible Health Plan with a Health Savings Account (HSA). For those employees who elect to participate in the high deductible plan, the School District will make the following yearly contributions to the individual's HSA account:

- \$400 per year for employees who select single coverage
- \$800 per year for employees who select family coverage

The school district will pay all administrative fees associated with the plan.

WORKER'S COMPENSATION/LTD INSURANCE:

The Governing Board will pay the premium for income protection disability insurance for each eligible support staff member.

LIFE INSURANCE

The Governing Board will pay the premium for a \$50,000 term policy for each eligible full time support staff member. The Governing Board shall select the company and enter into one agreement with that company for all policies.

DENTAL INSURANCE

The School District shall contribute up to the sum of \$590 for 2022-23 and \$590 for 2023-24 toward the annual premium cost for dental coverage for all support staff employed by the School District who qualify for and are enrolled in the School District's dental plan. Part-time employees who are eligible shall be entitled to a prorated contribution toward dental insurance. Any additional cost of the premium shall be borne by the employees and paid by payroll deduction.

SICK, BEREAVEMENT, PERSONAL, COMPENSATION & EMERGENCY LEAVE

1. 12-month staff shall earn leave at a rate of thirteen (13) days per year to be used as sick, bereavement, or emergency leave. Less than 12-month staff shall receive a prorated amount. The Governing Board shall allow at the discretion of the Director or his/her designee sick leave with pay for the injury or illness of the staff member or family member (minor child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent). Sick leave will also be allowed for the support staff or a relative (as listed above) to provide or receive assistance because of sexual assault, domestic abuse or stalking. If an employee is absent for personal illness in excess of three consecutive days, the district may require that the illness be certified by a physician and permission given by the physician for the employee to return to work.
2. Unused portions of sick, bereavement, personal, and emergency leave may be accumulated up to a maximum of 130 days. Support staff who have completed 10 years of service in the District are eligible to accumulate 131 days of leave. Support staff who have completed 15 years of service in the District are eligible to accumulate 132 days of leave.
3. Bereavement leave without loss of pay will be granted to the support staff member at the discretion of the Director or designee and will be deducted from sick leave.
4. Personal leave with compensation may be used for any purpose upon request of the Director or designee, for matters of an unusual nature that cannot be attended to during the weekend, after school, or during a vacation period. Personal leave is earned at 1 day a year, to an accumulated maximum of 3 days, with the balance over that to be added to the sick leave total. Less than 12-month staff shall receive a prorated amount.

Upon the Eighteenth (18) year of employment with the district and onward, employees will earn one (1) additional day a year for personal leave.

5. Compensation Leave shall be granted as pre-approved and recorded (non-accumulative) leave in lieu of monetary compensation for additional duties when exceeding 40 hours per work week. Leave may be used by the employee strictly for personal reasons.

Additional duties include but not limited to:

- Parent Teacher Conferences
- Recording Governing Board meeting minutes
- Substitute Calling
- Custodial Duties
- Other assigned duties of designated support staff

- Compensation Time must be **pre-approved** in advance and recorded on the timesheet at the time of submission each pay period and will be recorded in the payroll office.
 - Time and a half will be recognized when exceeding 40hrs. per work week, excluding holiday or vacation pay.
6. Emergency leave with pay may be granted at the discretion of the Director or designee. Emergency leave will be deducted from available sick leave.
 7. A staff member who is summoned to report for jury duty and who subsequently serves on jury duty will be granted the time specified by the court to discharge this duty without salary deduction or loss of sick, bereavement, personal, or emergency leave. Any compensation received for jury duty must be remitted to the District.
 8. Upon amicable separation of employment, a support staff member hired before 7/1/02 shall receive as severance pay the amount obtained by multiplying unused sick, personal, and emergency leave days times the current daily salary times thirty (30) percent.

SICK DAYS BUY BACK

Unused sick leave days earned over 130 days are eligible for the district's sick leave buy-back. The accumulated sick days will be purchased back by the district according to the following chart:

- 4 days = Equivalent to 1 day of the teachers sub pay
- 8 days = Equivalent to 2 day of the teachers sub pay
- 12 days = Equivalent to 3 day of the teachers sub pay

Employees must have a 403(b) plan or establish one to participate. Payment for unused sick leave will be placed annually in the support staff's 403(b) plan. Sick day buy back amounts are in addition to the districts matching contribution.

SEVERANCE

Eligibility: This provision will apply only to employees hired prior to July 1, 2002 and severing their employment with District No. 966 prior to July 1, 2026. Upon mutual amicable separation of employment an employee shall receive as severance pay the amount obtained by multiplying unused sick, personal and emergency leave days times the current daily salary times thirty (30) percent minus any district contributions to the 403b matching contribution plan. This provision will sunset on July 1, 2026.

Severance Payment: For employees without a 403b plan, the district will pay the employee the severance amount within 60 days after separation from district service. After June 30, 2018, The School District will contribute an amount equal to the value of the employee's severance pay directly into the retiree's 403(B) account or the School District's "Post-Retirement Health Care Savings Plan". The retiree will not receive any direct payment from the School District for severance pay.

District Contribution: For employees with a 403b plan, subject to the limitations listed below, the school district will contribute an amount equal to the value of the employee's severance pay directly into the employee's 403b account within 60 days after separation from service. The employee will not receive any direct payment from the school district for severance pay.

District Contribution: The school district's annual contribution in the employee's 403b account must not exceed the IRS contribution limit. If the employee has any severance remaining after the limit is reached in the year of separation, the school district will make a contribution up to the IRS maximum into the employee's 403b account in the following tax year(s) before January 30th. It is the intent of the 403(b) Annuity Matching Contribution plan to phase-out the concept of

severance as provided above. It is also the intent that severance as defined above will remain in place so long as there are active staff, who were hired before July 1, 2002 and who satisfy all the eligibility criteria.

403(B) ANNUITY MATCHING CONTRIBUTION PLAN

Eligibility: All support staff shall be eligible for a School District contribution to a state-approved 403b matching contribution plan in accordance with MS§ 356.24, as amended, provided that:

- a. An employee has worked for the district for three (3) years.
- b. The employee has authorized at least a matching contribution to an approved 403b annuity matching contribution plan, to be paid by payroll deduction, with equal contributions each pay period.
- c. The school district will provide an enrollment form to each employee who becomes eligible for a district matching contribution. The employee shall notify the School District in writing no later than 15 days after receipt of the district enrollment form of his/her intention to initiate participation in the 403b annuity matching plan and the amount of his/her contribution. Such participation shall continue year to year at the specified amount unless the employee notifies the School District to the contrary in writing. Modifications to an individual's contribution must be submitted to the School District by August 1st for an August 31st implementation or by February 1st for a February 28th implementation.

School District Match Contribution: The School District will make a matching contribution for an eligible full-time employee towards an approved matching annuity plan subject to the requirements of MS § 356.24 in an amount not to exceed the following:

<u>Years of Service</u>	<u>Maximum Board Matching Contribution</u>
Second through 5th year	\$500
6th through 9th year	\$600
10th through 14th year	\$700
15th year +	\$800
Lifetime Maximum District 403(b) Contribution Cap:	\$11,500

Part-time eligible employees shall be entitled to a prorated contribution toward an approved 403b matching annuity plan.

Compliance: Employee contributions may be contributed to any product in accordance with district policy. All product providers must provide MAC calculations, if requested, by employee or employer.

Coordination with New Article Severance: District No. 966 employees hired prior to July 1, 2002 and severing their employment prior to July 1, 2018, who choose to participate in the match plan will continue to accumulate benefits under the Severance Clause above. Severance pay to which an employee would be entitled at the time of the employee's effective date of resignation, shall be reduced by the total amount of the School District's contributions toward a 403b annuity matching contribution plan for that individual employee.

If the severance amount after the deferred compensation subtraction is less than zero (0), the amount of severance will be considered zero (0) and no refund of any deferred compensation contributions will be necessary.

RETIREE HEALTH INSURANCE

Eligible support staff who have at least 14 years of full-time service in this School District, are 55 years of age or older, and have retired shall be eligible to remain in the School District's group health and hospitalization plan. The Governing

Board shall contribute 50% of the premium cost of the agreed upon single health and hospitalization coverage amount which currently is \$4,800. Part-time employees who are eligible shall be entitled to the prorated contribution toward health insurance coverage. Eligibility for this program shall terminate when the eligible support staff member becomes eligible for Medicare coverage.

PART-TIME INSURANCE BENEFITS

Part-time eligible employees shall be entitled to a prorated contribution toward health and dental insurance.

PAID HOLIDAYS

Support staff working a twelve (12) month schedule shall receive the following eight (8) paid holidays, plus three (3) floating holidays for 2022-23 & 2023-24, to be approved at the discretion of the Director; Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day, New Years Day, President’s Day, Memorial Day, and July 4th.

Support staff working a nine (9) month, 182 day, schedule shall receive the following seven (7) paid holidays, plus one (1) floating holiday for 2022-23 & 2023-24, to be selected at the discretion of the Director; Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day, New Years Day, President’s Day and Memorial Day.

MILEAGE REIMBURSEMENT

Annual rate established by the IRS.

PROBATION UPON CHANGE OF CLASSIFICATION

Employees promoted or transferred to a different classification shall serve a ninety (90) day probationary period in the classification. During this probationary period, the District may revert the employee to the previous position; likewise the employee may elect to return to such previous position. In the event that the previous position is not open, the employee shall be placed in a position as similar in class and shift as may be available. In no case will an employee returning/reverting to a former position be denied continuing employment. This may require the layoff of a less senior employee.

EMPLOYEES WITH MULTIPLE CLASSIFICATIONS

Full time employees assigned to work in more than one support staff position will be paid the average of the two highest support staff wages assigned from Appendix A & B.

APPENDIX A

SUPPORT WAGES FOR 2022-2023

TITLE	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
LEAD MAINTENANCE/CUSTODIAN	11	\$19.47	\$19.85	\$20.24	\$20.65	\$21.05	\$21.49	\$21.92	\$22.35
MARSS/ADMINISTRATION	10	\$18.32	\$18.69	\$19.06	\$19.46	\$19.84	\$20.23	\$20.64	\$21.04
MAINTENANCE/CUSTODIAN II	10	\$18.32	\$18.69	\$19.06	\$19.46	\$19.84	\$20.23	\$20.64	\$21.04
ADMIN DISTRICT OFFICE	9	\$18.15	\$18.51	\$18.88	\$19.26	\$19.65	\$20.04	\$20.44	\$20.85
MAINTENANCE/CUSTODIAN I	9	\$18.15	\$18.51	\$18.88	\$19.26	\$19.65	\$20.04	\$20.44	\$20.85
FINANCE ASSISTANT	8	\$16.49	\$16.81	\$17.15	\$17.51	\$17.86	\$18.21	\$18.57	\$18.94
TECH TUTOR/CLASSROOM AIDE II	8	\$16.49	\$16.81	\$17.15	\$17.51	\$17.86	\$18.21	\$18.57	\$18.94
ATTENDANCE CLERK/RECEPT.	7	\$14.98	\$15.29	\$15.61	\$15.91	\$16.23	\$16.54	\$16.87	\$17.22
TECH TUTOR/CLASSROOM AIDE I	7	\$14.98	\$15.29	\$15.61	\$15.91	\$16.23	\$16.54	\$16.87	\$17.22

APPENDIX B

SUPPORT WAGES FOR 2023-2024

TITLE	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
LEAD MAINTENANCE/CUSTODIAN	11	\$19.59	\$19.98	\$20.37	\$20.78	\$21.18	\$21.63	\$22.05	\$22.49
MARSS/ADMINISTRATION	10	\$18.44	\$18.80	\$19.18	\$19.58	\$19.97	\$20.36	\$20.77	\$21.17
MAINTENANCE/CUSTODIAN II	10	\$18.44	\$18.80	\$19.18	\$19.58	\$19.97	\$20.36	\$20.77	\$21.17
ADMIN DISTRICT OFFICE	9	\$18.26	\$18.63	\$18.99	\$19.38	\$19.77	\$20.17	\$20.56	\$20.98
MAINTENANCE/CUSTODIAN I	9	\$18.26	\$18.63	\$18.99	\$19.38	\$19.77	\$20.17	\$20.56	\$20.98
FINANCE ASSISTANT	8	\$16.59	\$16.92	\$17.25	\$17.62	\$17.97	\$18.33	\$18.69	\$19.05
TECH TUTOR/CLASSROOM AIDE II	8	\$16.59	\$16.92	\$17.25	\$17.62	\$17.97	\$18.33	\$18.69	\$19.05
ATTENDANCE CLERK/RECEPT.	7	\$15.08	\$15.39	\$15.70	\$16.01	\$16.33	\$16.64	\$16.98	\$17.32
TECH TUTOR/CLASSROOM AIDE I	7	\$15.08	\$15.39	\$15.70	\$16.01	\$16.33	\$16.64	\$16.98	\$17.32