



Wright Technical Center

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Support Staff Terms & Conditions

2026 - 2027

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2027 - 2028

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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	Buffalo Bob Sansevere
Big Lake	Amber Sixberry Vice Chairperson	Delano Ryan Schaust
STMA	Carol Steffens Clerk	HLWW Ben Borrell
Monticello	Melissa Curtis Treasurer	Maple Lake Joe Paumen

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. However, the employee may choose to utilize ESST time, of up to 48 hours, to be paid. 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. Employees can choose to take vacation leave rather than a day without pay once the ESST time has been used. With pre-approval by his/her immediate supervisor, he/she may make up the day or hours that were missed due to school closing.
- ☐ Per supervisor approval, an employee may elect to work 32 hours per week during the period of June 15th through August 15th, with the remaining 8 hours each week taken as “leave without pay”. This reduction in paid hours will not affect the employee's benefits, provided they maintain an average of at least 32 hours worked per week. If the employee's average falls below 32 hours per week, their benefits will be adjusted or prorated accordingly.

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. Staff with an hourly rate of pay higher than Step 8 in the Support Wages Appendix will receive the same percentage increase in their hourly rate as defined by the percentage increase to each cell in the Support Wages Appendix. For the 2026-2027 year this will be a 3% increase, and for the 2027-2028 year this will be a 3.5% increase.

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 compensation time each pay period. If the employee doesn't indicate that compensation time is preferred, overtime will be paid. Compensation time needs to be used by June 30 and is not carried over.

A annual stipend of \$1,000 will be paid to staff assigned to do sub calling, paid \$250 quarterly.

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, 2026. The 2026-27 and 2027-28 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 2026-2028
10	3
15	4
20	5

HEALTH INSURANCE

The Governing Board will contribute up to \$10,600 toward the annual premium for health and hospitalization coverage for all eligible support staff employed by the School District who qualify for and are enrolled in the District's health and hospitalization plan. Eligible part-time employees shall receive a prorated contribution toward the cost of health insurance based on their regularly scheduled hours. Any premium costs exceeding the District's contribution shall be the responsibility of the employee and paid through payroll deduction. Employees who have met the age and service requirements necessary to receive an annuity from PERA may 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). Employees who elect to enroll in the high deductible plan will receive the following annual School District contributions to their HSA account:

- \$400 for employees enrolled in single coverage
- \$800 for employees enrolled in family coverage

The school district will pay all administrative fees associated with the Health Savings Account.

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 \$590 toward the annual premium for dental coverage for all eligible support staff who qualify for are enrolled in the School District's dental plan. Eligible part-time employees shall receive a prorated contribution toward the cost of dental insurance based on their regularly scheduled hours. Any premium costs exceeding the School District's contribution shall be the responsibility of the employee and paid through payroll deduction.

LEAVE OF ABSENCE

All full-time support staff newly employed by the District will be credited with the following upon completion of their first day of employment. Part-time employees shall earn a prorated amount.

SICK LEAVE:

12-month staff shall earn sick 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 provide sick leave with pay, at the discretion of the Director or their designee, for the illness or injury of the staff member or an eligible family member, including a minor child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent. Sick leave shall also be available when a support staff or an eligible family member, as defined above, requires time to provide or receive assistance due to sexual assault, domestic abuse or stalking.

If an employee is absent due to personal illness for more than three consecutive days, the District may require certification of the illness by a physician and documentation indicating the employee is able to return to work.

- Unused portions of sick, bereavement, personal, and emergency leave may accumulate 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.
- Additional provisions related to Earned Safe and Sick Time (ESST) shall be administered in accordance with M. S. § 181.9447.

VACATION LEAVE:

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

- First year: Accrued at a rate .4167 per month (5 days per year)
- Years 2-6: Accrued at a rate of .83 days per month (10 days per year)
- Years 7-11: Accrued at a rate of 1.25 days per month (15 days per year)
- Years 12 and thereafter: Accrued at a rate of 1.67 days per month (20 days per year)

The employee's anniversary date will be used to determine eligibility for annual vacation accrual increases as outlined above. Unused vacation leave may accumulate up to an amount equal to the employee's annual maximum vacation accrual. Vacation days accumulated in excess of the annual maximum shall be forfeited.

Upon termination of employment, a support staff member shall receive severance pay equal to the employee's unused vacation leave multiplied by the employee's current daily rate of pay.

PERSONAL LEAVE:

Personal leave with pay may be used for any purpose upon approval of the Director or their designee for matters of an unusual nature that cannot be addressed during weekends, after regular work hours, or scheduled vacation periods. Personal leave shall be earned at 1 day per year, with an accumulated maximum of (3) days. Any balance exceeding the maximum accumulation shall be transferred to the employee's sick leave balance. Less than 12-month staff shall receive a prorated amount.

Beginning with the employee's eighteenth (18) year of employment with the District, and each year thereafter, employees will earn one (1) additional day of personal leave per year.

BEREAVEMENT LEAVE:

Support staff shall receive up to two (2) additional days of paid bereavement leave for each death of an immediate family member. For purposes of this paragraph, immediate family members are defined as: spouse, children/step-children, parents, and spouse's parents. Additional bereavement leave may be taken using available ESST or sick leave, subject to approval by the Director or designee.

EMERGENCY LEAVE:

May be granted at the discretion of the Director or their designee. Emergency leave will be deducted from available sick leave.

COMPENSATION LEAVE:

Will be recorded as non-accumulative leave granted in lieu of monetary compensation for additional duties worked in excess of forty (40) hours during a workweek.

Compensation leave may be used by the employee for personal reasons only.

Additional duties may include, but are not limited to:

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

Compensation time must be **pre-approved** in advance and will be recorded in the payroll office.

Time worked in excess of forty (40) hours in a workweek shall be compensated at a rate of one and one-half (1 ½) times the employee's regular rate of pay, excluding hours compensated through holiday or vacation pay.

A staff member who is summoned to report for jury duty and subsequently serves on jury duty will be granted the time required by the court to fulfill this obligation without salary deduction or loss of sick, bereavement, personal, or emergency leave. Any compensation received for jury duty shall be remitted to the District.

SICK DAYS BUY BACK

Unused sick leave days accumulated in excess of 130 days shall be eligible for the District's sick leave buy-back program. Accumulated sick days shall be purchased by the District according to the following schedule:

2 days of unused sick leave = Equivalent to (1) day of teacher substitute pay

8 days of unused sick leave = Equivalent to (2) days of teacher substitute pay

12 days of unused sick leave = Equivalent to (3) days of teacher substitute pay

Employees must have an established 403(b) plan, or establish a 403(b) plan, to participate in the sick leave buy-back program.. Payment for eligible unused sick leave will be deposited annually into the employee's 403(b) plan. Sick day buy-back payments are in addition to the District's matching contribution.

SICK LEAVE BANK

The purpose of the Sick Leave Bank is to provide additional sick leave to employees who have exhausted their vacation, personal and sick leave and have a catastrophic accident, injury, or serious recurring illness of the employee or family members necessitating an extended absence.

ELIGIBILITY:

- Employees will have exhausted all paid leave accrual.
- Employees must provide written verification by an attending physician and submit a written application requesting sick leave days.
- Leave to care for relatives and children with a medical emergency will follow the eligibility and limitations of Minnesota Statutes Chapter 181.

- Employees who are collecting benefits from long-term disability or workers compensation will not be eligible to access the Sick Leave Bank. Upon a determination of eligibility for PERA disability benefits, Sick Leave Pool benefits will cease. An employee initially denied LTD or workers compensation who ultimately collects benefits will be responsible to cooperate in the repayment of the sick leave bank to the extent permissible.
- Employees who are working less than full-time shall be eligible for benefits only for the pro-rata portion of the school day for which they are employed. To those members who have exhausted their sick leave and have a “medical emergency,” defined as “a medical condition of the employee or family member of the employee that will require the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave otherwise available.”

MEMBERSHIP:

Participation in the sick leave bank will be determined as follows:

- In order to establish the sick leave bank, each employee may voluntarily donate 1-3 days of sick leave per year.
- Probationary employees are not required to donate.
- Any non-probationary employee will contribute at least 1 day in order to participate.
- Staff may use up to 30 days from the sick leave bank per incident.
- An applicant shall be required to apply for FMLA leave in conjunction with any application for using the sick leave bank. Sick leave bank will run concurrently with any applicable FMLA leave.

ADMINISTRATION:

The sick leave bank will be administered in the following ways:

- An employee must apply for benefits under the sick leave bank by completing the correct application form.
- The sick bank committee, composed of one administrator, HR director, and 3 contributing members will review applications for processing and approval by simple majority. All applications shall be reviewed within 5 business days. Applicants shall be notified upon committee determination.
- When the sick leave bank falls below 50 days, staff will be notified and a request to donate additional days to the sick bank shall be sent to staff.
- Employees that wish to contribute to the sick leave bank must do so at the beginning of the school year and/or upon request. (See above)
- Employees that have accumulated the maximum amount of professional leave and choose to contribute must do so at the beginning of the year prior to receiving the professional leave buy back. f. The accrued sick leave days are not limited to the current contract. The accumulation will continue until at which time the language in the contract is modified.

PAID HOLIDAYS

Support staff shall receive the following paid holidays:

- | | |
|------------------------------|------------------------------|
| - Labor Day | - President's Day* |
| - Thanksgiving Day | - Memorial Day |
| - Day after Thanksgiving Day | - Juneteenth (June 19)* |
| - Christmas Day | - Independence Day (July 4)* |
| - New Year's Day | |

*Available to twelve (12) month support staff only.

In addition, twelve (12) month support staff shall receive three (3) floating holidays, and nine (9) month (182- day) support staff shall receive one (1) floating holiday. Floating holidays shall be by the employee's immediate supervisor.

403(B) ANNUITY MATCHING CONTRIBUTION PLAN

Eligibility:

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

- An employee has worked for the District for two (2) years.

- 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.
- The District will provide an enrollment form to each employee who becomes eligible for a District matching contribution. The employee shall notify the 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 District to the contrary in writing. Modifications to an individual's contribution must be submitted to the District by August 1st for an August 31st implementation or by February 1st for a February 28th implementation.

District Match Contribution:

The 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	\$800
6th through 9th year	\$1,000
10th through 15th year	\$1,250
Lifetime Maximum District 403(b) Contribution Cap	\$19,000

Part-time eligible employees shall be entitled to a prorated contribution toward an approved 403(b) 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.

RETIREE HEALTH INSURANCE

Eligible support staff who have at least 14 + years of service in this District, are 55 years of age or older, and have retired shall be eligible to remain in the 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 \$5,300. 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.

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.

SENIORITY

Any employee who has received a reduction in hours or "layoff" shall have the right to bump the least senior employee, provided

the senior employee has the qualifications deemed necessary to satisfactorily perform the duties and responsibilities of the position.

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 2026-2027

TITLE	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
LEAD MAINTENANCE/CUSTODIAN	11	\$20.89	\$21.30	\$21.72	\$22.15	\$22.59	\$23.06	\$23.51	\$23.98
MARSS/ADMINISTRATION	10	\$19.66	\$20.05	\$20.45	\$20.88	\$21.29	\$21.71	\$22.14	\$22.57
ADMIN DISTRICT OFFICE	9	\$19.48	\$19.87	\$20.25	\$20.66	\$21.09	\$21.51	\$21.93	\$22.37
MAINTENANCE/CUSTODIAN	9	\$19.48	\$19.87	\$20.25	\$20.66	\$21.09	\$21.51	\$21.93	\$22.37
FINANCE ASSISTANT	8	\$17.70	\$18.04	\$18.40	\$18.79	\$19.16	\$19.54	\$19.93	\$20.32
TECH TUTOR	8	\$17.70	\$18.04	\$18.40	\$18.79	\$19.16	\$19.54	\$19.93	\$20.32

APPENDIX B

SUPPORT WAGES FOR 2027-2028

TITLE	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
LEAD MAINTENANCE/CUSTODIAN	11	\$21.62	\$22.05	\$22.48	\$22.93	\$23.38	\$23.87	\$24.34	\$24.82
MARSS/ADMINISTRATION	10	\$20.35	\$20.75	\$21.16	\$21.61	\$22.04	\$22.47	\$22.92	\$23.37
ADMIN DISTRICT OFFICE	9	\$20.16	\$20.56	\$20.96	\$21.39	\$21.82	\$22.26	\$22.69	\$23.15
MAINTENANCE/CUSTODIAN	9	\$20.16	\$20.56	\$20.96	\$21.39	\$21.82	\$22.26	\$22.69	\$23.15
FINANCE ASSISTANT	8	\$18.31	\$18.67	\$19.04	\$19.44	\$19.83	\$20.23	\$20.63	\$21.03
TECH TUTOR	8	\$18.31	\$18.67	\$19.04	\$19.44	\$19.83	\$20.23	\$20.63	\$21.03