

SIBLEY EAST PUBLIC SCHOOLS

**TWELVE (12) MONTH
(10 ½-12)**

**NON-CERTIFIED
AGREEMENT**

July 1, 2025 -June 30, 2027

I. WORK YEAR

- A. Twelve (12) Month employees' work year will correspond to the District's fiscal year: July 1 through June 30.
- B. Under normal conditions, salary adjustments will become effective July 1.
- C. New employees shall have five (5) calendar months or more of service, including any probationary period, in order to qualify to receive their first pay increase.
- D. Snow Days
 - 1. All full-time, non-certified employees must report as a regular day, unless their direct supervisor approves them to work remotely.
 - 2. Absence will result in loss of pay. A vacation day, sick day, or personal leave day may be used in place of absence.

II. HEALTH BENEFITS CRITERIA AND PAY PERIODS

- A. All twelve (12) month employees hired after July 1, 2007, must average 30 hours or more annually per week in order to qualify for health benefits. Those averaging less than (40) hours per week annually, but averaging 30 hours or more per week annually shall have their health benefits paid on a pro-rata basis.
- B. Pay days are semi-monthly with checks issued on or about the 15th and 30th.
- C. New employees must earn pay in advance before checks will be processed.
- D. Employees will be required to have direct deposit.

III. PERA

- A. As applicable by State Law, all non-certified employees who earn \$425.00 per month are required by law to have PERA deducted from their earnings.

IV. HOURS OF SERVICE

- A. All employees are entitled to a 15 minute break in the morning and the afternoon.
- B. **Custodial:**
 - 1. Eight hours per day (Monday through Friday)
 - 2. Time and one half will be paid after 40 hours of work per week.
 - 3. Custodians will be required to participate in overtime work when assigned by the Superintendent.
- C. **Clerical, Secretaries, Accounts Payable/Receivable**
 - 1. Eight hours per day (Monday through Friday)
 - 2. Time and one half will be paid after 40 hours of work per week. Hours over 40 must be pre-approved by the employee's supervisor.
- D. **Technology Coordinator**
 - 1. Eight hours per day (Monday through Friday).
 - 2. Time and one half will be paid after 40 hours of work per week. Hours over 40 must be pre-approved by the employee's supervisor.

V. HOLIDAYS

- A. The school district acknowledges thirteen paid holidays for calendar year employees. Holidays will be prorated for those employees who serve at least thirty (30) hours per week or more.
- B. Designated paid holidays will be as follows.

New Years Eve	1 day
New Years Day	1 day
Good Friday	1 day
**Easter Monday	1 day
Memorial Day	1 day
Juneteenth	1 day
July 4	1 day
Labor Day	1 day
Thanksgiving Day	1 day

Friday after Thanksgiving	1 day
Christmas Eve	1 day
Christmas Day	1 day
**President's Day	1 day

**** If school is not in session. If school is in session, the employee will be allowed a floating holiday to be used within that school fiscal year.**

VI. VACATIONS – CALENDAR YEAR

- A. A full-time employee will accrue vacation at the following rate:

One to five years	Ten (10) days
Six to ten years	Fifteen (15) days
Eleven to twenty years	Twenty (20) days
Twenty-one years or more	Twenty-five (25) days
- B. Employees are encouraged to take their vacation days. In the event an employee is unable to take all annual vacation days, the following option is available.
 - 1. Vacation may be accumulated from one work year to the next to a total of not more than one and one half of the annual accrual.
 - 2. Vacation time which accumulates in excess of one and one half times the annual accrual will be paid to the employee at the daily rate of pay in effect as of June 30.
 - 3. If an employee is terminated or resigns, the employee will be reimbursed for vacation time earned but not taken.
 - 4. Vacation will be prorated for those employees who serve ten or eleven months.

VII. RETIREMENT

- A. Two (2) weeks' notice must be given prior to retiring or leaving District employment.
- B. Criteria to receive retirement pay:
 - 1. The employee has elected to retire.
 - 2. The employee must be at least 55 years of age.
 - 3. The employee has had fifteen (15) years of continuous service to the District.
- C. Retirement pay for full-time employees will be two (2) days of pay per year for the first 10 years of service to the District and (3) three days per year of pay beyond the 10 years, prorated based on 260 days annually of employment, 8 hours per day.
- D. Retirement pay for employees who work at least 10 ½ months but less than 12 months shall be prorated according to Section VII-B.

VIII. HEALTH INSURANCE

- A. The selection of the insurance carrier and policy shall be made by the District in accordance with state laws.
- B. For all 12-month non-certified employees hired after July 1, 2007, the school district will provide health and hospitalization outlined as follows:
For the 2025-2026 and 2026-2027 school years the district shall pay:
 - 100% Single Premium, not to exceed \$11,321.00
 - 90% Two Person Family Premium, not to exceed \$18,839.51
 - 80% Family Premium, not to exceed \$22,602.47
- C. For those employees working at least ten and a half (10 ½) months but less than twelve (12) months their health insurance will be prorated accordingly.
- D. The District shall pay \$2,400 for a single plan deductible and \$4,400 for two (2) person or family plan deductibles. This amount shall be prorated accordingly for employees who are less than twelve (12) month full-time employees.
- E. Twelve (12) month full-time employees who earn full-time insurance benefits and are married to a full-time employee who earns full-time benefits shall be eligible to receive a two (2) person or family insurance plan with the premium cost paid in full by the District. The District shall contribute \$4,400 for two (2) person or family plan deductible to the married couple's HSA, \$2,400 for a single.

- F. A retired employee may stay in the plan until the individual qualifies for Medicare and the employee will contribute all costs of the plan. The spouse of a retiring employee shall be eligible to remain in the health/hospitalization group until he/she qualifies for Medicare. The entire premium for the spouse will be their responsibility.
- G. An employee who reaches age 62 and has a minimum of 25 years of full time service with the district shall be eligible to continue participation in the District's group medical and or hospitalization insurance plan. The District will pay the full premium for a high deductible single coverage not to exceed \$11,321.00 per year until age of Medicare. Any employee, of this group, hired after July 1, 2025 will not be eligible for this benefit.
- H. It is understood that the 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 District as a result of a denial of insurance benefits by an insurance carrier.
- I. All employees shall be afforded the voluntary option, at the employees' expense, to enroll in a dental and vision/eyewear insurance program as defined by the Sibley East School District and approved through the South Central Service Cooperative.
- J. In the event this Agreement causes or will cause penalties, fees, or fines to be assessed against the School District, the parties agree to reopen negotiations that result in a new Agreement between the parties that eliminates or reduces penalties, fees, or fines to be assessed against the School District.

IX. LIFE INSURANCE

The District will provide a \$50,000.00 term life insurance policy for all non-certified employees. This policy is subject to the reduction of coverage schedule according to the Master Term Life Policy.

X. LONG TERM DISABILITY, INCOME PROTECTION

Long-term disability insurance (LTD) is an insurance policy that protects an employee from loss of income in the event that he or she is unable to work due to illness, injury, or accident for a long period of time. The district pays this insurance premium for employees (averaging 20 hours per week) or more. The employee becomes eligible at the greater of 60 consecutive calendar days or the end of accumulated sick pay.

- A. This premium will be paid by the District for full-time employees.
- B. Part-time employees' (averaging 20 hours per week) premium will be paid on a prorated basis.

XI. WORKER'S COMPENSATION

- A. This policy is carried for all employees and meets the requirements as prescribed by law.
- B. An employee shall notify the District office within 24 hours of a job related injury to prevent loss of coverage and/or benefits.

XII. SICK LEAVE

- A. All employees shall earn sick leave. Annual sick leave accrues at a rate of one day per month proportionate to an employee's work year. Employees working less than 40 hours per week shall have sick time prorated based on their individual work schedule and must work a minimum of 20 hours per week to qualify.
- B. Sick leave with pay shall be honored by the District whenever an employee's absence is found to have been due to illness which prevented attendance at school on that day or subsequent days. In the event of sick leave usage, the following procedure must be followed:
 - 1. Office staff – contact the respective campus office
 - 2. Custodial staff – contact the head custodian

- C. To receive sick leave pay, a sick leave form must be completed either electronically or by paper copy. Failure to do this may result in loss of pay.
- D. The school district may require an employee to furnish a medical certificate from a qualified physician as evidence of illness in order to qualify for sick leave pay. However, the final determination as to eligibility of an employee for sick leave is reserved to the District.
- E. Sick leave days may accumulate to the following limits:
 - 1. Full-time employees - 130 days
 - 2. Pro-rated for employees who are less than full-time
 - 3. Employees who have reached the sick leave accumulation maximum (130 days) may cash in annually up to five (5) days to be paid at daily rate of pay. Notification of the intent and the number of days to be cashed in must be received by the Superintendent no later than June 15 for the contract year just ended.
 - 4. At the end of employment, sick leave accumulations will not be paid out.

XIII. BEREAVEMENT LEAVE

- A. Spouse, son, daughter, father, mother, and corresponding In-laws - Up to 5 days
- B. Brother, sister, grandparents and corresponding in-laws - Up to 3 days
- C. Uncles, aunts, nieces, nephews - Up to 1 day
- D. Co-Worker - Up to 1 day
(Days allowed to be first deducted from accrued personal leave)
- E. Additional days may be granted by the school district. These days to be deducted from accumulated sick leave and personal leave days.

XIV. PERSONAL LEAVE

- A. These days are to be used for situations that arise requiring the employee's attention which cannot be tended to when school is in session and are not covered under other provisions of the non-certified terms of employment.
 - 1. Employees working full time, 10.5 months or more per contract year - Two (2) days
 - 2. Employees working less than full time - One (1) day equivalent to 8 hours.
 - 3. Personal leave days are non-accumulative.
- B. Requests for personal leave days must be made either electronically or by paper copy at least three (3) days in advance. The request should state the reason for the proposed leave.
- C. A personal leave day shall be granted for the day preceding or following holidays or vacations, and the first or last day of the school year.
- D. Personal days are granted without a loss of pay; therefore, the District reserves the right to refuse this leave.

XV. MATERNITY LEAVE

For twelve (12) month non-certified employees hired prior to July 1, 2007:

- A. The policy on maternity leave will be consistent with the agreement for teachers.
- B. Maternity leave benefits will be prorated for employees who serve at least (20) hours a week.

*For twelve (12) month non-certified employees hired after July 1, 2007, the employee must work 35 hours or more to qualify for provisions listed above.

XVI. UNIFORM ALLOWANCE

- A. Custodians will wear appropriate uniforms when on duty.
- B. The school district will annually contribute towards the purchase of uniforms:
Custodians - \$225.00
- C. Uniform allowance receipts must be submitted by March 1st of each school year.

XVII. PHYSICAL EXAMS

- A. Any required physical examination will be paid for by the District. The District will establish the parameters of the exam.

XVIII. WORKSHOPS

- A. Employees may be required to attend workshops relevant to their positions in the District.
- B. Requests to attend workshops will go through the Staff Development Committee. Funds necessary to pay costs of workshops shall be paid from staff development money.
- C. Principals shall authorize attendance at workshops.
- D. The Superintendent grants the final approval of attendance and costs.

XIX. JURY DUTY

- A. An employee who serves on jury duty shall be granted the day/days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of leave allowance. The compensation received for the jury service during school days and hours shall be remitted to the school district.

XX. 403b MATCHING FUND

- A. Effective July 1, 2007, all 10½-12 month employees with over (7) seven years of service to the district and beginning with the 11th year shall be entitled to a school district contribution of \$100 per month to a 403b Matching Fund as provided under M.S. 556.24.

XXI. HOME OFFICE REIMBURSEMENT

- A. The school district shall provide \$400 for home Internet access related expenses to the District Technology Coordinator. Bills shall be submitted to the Superintendent semi-annually. This fund will not accumulate from year to year.

NON-CERTIFIED SALARY SCHEDULES ENTRY LEVEL FOR 2025-2027

SECRETARY

\$17.00 - \$18.00/Hour
Based on experience

CUSTODIAL

\$17.00 - \$18.00/Hour
Based on experience

Maintenance/Custodial

\$21.00 - \$23.00/Hour
Based on experience

Substitutes: Office: \$15.00/hour
Custodian:\$15.00/hour

All substitutes who have worked for the district for more than five (5) years (averaging 100 hours or more/year in a five (5) year period) shall be given a \$.50/hour increase.

Certified Pool Operator – Additional \$.50 per hour upon certification.

Boiler License – Additional \$.50 per hour upon completion of certified training.

Google Security Certification - Additional \$.50 per hour. Individuals must receive prior approval of the Superintendent to be considered for the additional compensation. Documented proof of completion must be provided for final approval and increase in pay. (Pre- Approval and Final Approval Forms are available from the business office)

XXII - EDUCATION CREDIT: Based on the needs of the School District for certifications or licensures an employee may be asked to earn additional credit for certification or licensure to meet district, state, or federal requirements.

- a. The number of credits and total cost of the certification shall be agreed upon in advance by the employee and the school district.
- b. The employee shall be compensated for the cost of tuition for the certification agreed upon by the employee and the district. The employee must reimburse the district for coursework that is not completed or results in a non-passing grade.
- c. The employee agrees to work for a minimum of 5 years in the district.
- d. If the employee leaves the district or declines the position in which certification or licensure was sought, the employee shall reimburse the district an amount equal to 20% of the total certification/licensure amount per year for each year remaining of the 5 year period. The employee will not be penalized if failure to work in the required position during the 5 year period is caused by School District action.

Sarah Ziegler - Board Chairperson

Date

Jon Hazelwood- Board Clerk

Date