

SIBLEY EAST PUBLIC SCHOOLS

2023-2024, 2024-2025
NON-CERTIFIED

CONFIDENTIAL EMPLOYEE AGREEMENT

Adopted : Nov 20, 2023

2023-2024, 2024-2025
Non-Certified Confidential Employee Agreement
Hereafter referred to as confidential employees

I. WORK YEAR

- A. Confidential employees' work year will correspond to the school district's fiscal year; July 1st through June 30th.
- B. Under normal conditions salary adjustments will become effective July 1st.
- C. New confidential employees hired after July 1st 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, confidential employees must report as a regular day.
 - 2. Absence will result in loss of pay, vacation day, sick day, or personal leave day.

II. PAY

- A. A confidential employee will be hired at thirty five (35) hours or more per week (averaging) in order to qualify for benefits.
- B. Pay days are semi-monthly with checks being issued on or about the 15th or 30th.
- C. New employees must earn pay in advance before checks will be processed.
- D. Entry compensation will be set by the school board and will be based on experience and job responsibilities.

III. PERA

- A. All confidential employees who earn \$425.00 per month are required by law to have PERA deducted from their earnings.

IV. HOURS OF SERVICE

- A. All confidential employees are entitled to a 15 minute break in the morning and afternoon.
- B. Each confidential employees work schedule will be set by the district Superintendent.

V. HOLIDAYS

- A. The school district acknowledges thirteen (13) paid holidays for calendar-year employees. Holidays will be prorated for those employees who serve at least thirty-five (35) hours a week.
- B. Designated paid holidays will be as follows:
- | | | |
|----------------------|-------|-------------------------------|
| New Year Eve | 1 day | |
| New Year Day | 1 day | |
| Good Friday | 1 day | |
| **Easter Monday | 1 day | **If school is not in session |
| Memorial Day | 1 day | |
| Juneteenth | 1 day | |
| July 4 th | 1 day | |
| Labor Day | 1 day | |
| Thanksgiving Day | 1 day | |
| & following Friday | 1 day | |
| Christmas Eve | 1 day | |
| Christmas Day | 1 day | |
| **President's Day | 1 day | **If school is not in session |

VI. VACATIONS

- A. All full time confidential employees will accrue vacation at the following rate:
- | | |
|-----------------------------|-----------------------|
| One to five years | Fifteen (15) Days |
| Six to ten years | Twenty (20) Days |
| Eleven to twenty-five years | Twenty-five (25) Days |
| Twenty-six years or more | Thirty (30) Days |
- B. Employees are encouraged to take their vacation days. In the event an employee is unable to take all vacation leave the following option is available. Vacation may be accumulated from one work year to the next work year to a total of not more than one and one half of annual accrual. 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 at the end of the contract year. If the employee is terminated or resigns, the employee will be reimbursed for vacation time earned but not taken at the termination/resignation.

VII. RETIREMENT/SEPARATION

- A. Six (6) week's notice must be given prior to retiring or leaving school 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 ten (10) years of continuous service to the school district.

- C. Retirement pay for full-time confidential employees will be two (2) day's pay per year of service for the first (10) ten years and three (3) days of pay per year for each year beyond (10) ten years.

VIII. HEALTH INSURANCE

The School District will provide health and hospitalization Insurance on the following basis.

- A. Twelve (12) month confidential employees will qualify for coverage as outlined as follows: For the 2023/2024 and 2024/2025 school years, the school district shall pay 100% for single, 90% for two (2) person family, or 80% for family insurance coverage for full-time employees who are enrolled in the school districts health plan.
- B. If an employee chooses a high deductible/health savings account (HSA) insurance plan, the District shall pay \$2,400 for single plan deductible and \$4,400 for two (2) person or family plan deductible. This amount shall be prorated accordingly for employees who are less than 12-month full-time
- C. 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.
- D. Business Manager, Payroll Specialist, and Human Resource Director whose total years to the District and age equals at least 70 years, 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 single coverage for the retiring Fiscal Affairs Manager and Payroll/Human Resource Director until reaching the age of Medicare. If the employee who separates from service chooses a high deductible insurance plan, the school district shall contribute \$2400 to the employee's Health Savings account in addition to the single coverage premium. The spouse of a retiring confidential 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.
- E. Confidential employees shall have the voluntary option, at employee expense, to enroll in a dental and vision/eyewear insurance program as defined by the school district and approved through the South Central Service Cooperative.
- F. 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.

G. LIFE INSURANCE

The school district will provide a \$50,000.00 term life insurance policy for all confidential employees.

H. INCOME PROTECTION

- A. This premium will be paid by the school district for full time employees.
- B. Part-time employees (averaging 35 hours per week) the premium will be paid on a prorated basis.

IX. 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 school district office within 24 hours of a job-related injury, or loss of coverage/benefits could occur.

X. SICK LEAVE

- A. All employees shall earn sick leave. Annual sick leave accrues one day per month as it is earned on a proportionate basis to the employee’s work year.
- B. Sick leave, with pay, shall be allowed by the school district whenever an employee’s absence is found to have been due to illness which prevented attendance at school on that day or days. In the event of illness, the confidential employee shall contact the office and inform the superintendent.
- C. 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 school district.
- D. Sick leave days may accumulate to the following limits:
Confidential employees -----130 days
- E. At the end of employment, sick leave accumulations will not be paid out.

XIII. FAMILY LEAVE

- A. Five (5) days per year will be granted in the event of illness in the employee’s immediate family – husband, wife, child, mother, father, grandparents, and in-laws of similar degree of relationship.
 - a. These days will be deducted from sick leave.
 - b. Requests for family leave must be made in writing to the superintendent at least three (3) days in advance, except in the case of an emergency.
 - c. The request shall state the reason for the proposed leave.

XIV. BEREAVEMENT LEAVE

- A. Spouse, son, daughter, father, mother, and corresponding in-laws -----up to 5 days
- B. Brother, sister, corresponding in-laws, grandparents ----- up to 3 days

- C. Uncles, aunts ----- up to 1 day
- D. Co-Worker----- up to 1 day day
allowed to be first deducted from accrued personal leave days.
- E. Additional days may be granted by the school district. These days are to be deducted from accumulated sick leave and personal leave days.

XV. PERSONAL LEAVE

- A. These days are to be used for situations that arise requiring an employee's attention, which cannot be attended to when school is not in session and are not covered under other provisions of the confidential terms of employment.
 - 1. Confidential employees ----- two (2) days
 - 2. Personal leave days are non-cumulative.
- B. Requests for personal leave days must be made in writing at least three (3) days in advance to the superintendent. The request should state the reason for the proposed leave.
- C. A personal leave day shall be granted for the day proceeding or following holidays or vacations, and the first or last days of the school year.
- D. Personal days are granted without a loss of pay; therefore, the school district reserves the right to refuse this leave.

XVI. MATERNITY LEAVE

- A. The policy on maternity leave shall be consistent with the agreement for teachers.
- B. Maternity leave benefits will be pro-rated for employees who work at least thirty five (35) hours a week

XVII. WORKSHOPS

- A. On occasion confidential employees will need to attend workshops relevant to their position in the school district.
- B. Requests to attend workshops will go through the Superintendent. Confidential employees shall be reimbursed for workshop related costs according to district policy.
- C. The Superintendent grants the final approval of attendance and costs.

XVIII. JURY DUTY

- A. An employee who serves on jury duty shall be granted the day or 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.

XIX. HOME OFFICE AND PROFESSIONAL DUES REIMBURSEMENT:

- A. The school district shall provide \$900 per year for internet access related expenses to the Business Manager and \$450 each per year for internet access related expenses to

the-Payroll Specialist, and Human Resource Director. Bills shall be submitted to the superintendent semiannually. This fund will not accumulate from year to year.

- B. The school district shall provide for the payment of professional dues in addition to MASBO up to \$500 annually. The superintendent will approve the specific organizations and dues amounts annually.

XX. 403 B MATCHING FUND

- A. Confidential employees beginning their fifth year of service to the district shall be entitled to a school district contribution of \$250 per month to a 403B matching fund as provided under M.S. 556.24

Employee


Brian Brandt Board Chair


Avery Gorchow Board Clerk