



GOODHUE COUNTY
EDUCATION
DISTRICT
PARTNERS IN THE JOURNEY

SUPPORT STAFF

(Building Support Specialists, COTAs,
SLPAs, Cultural Liaison/Reading Center Support Staff,
Interpreters, and LPNs)

CONDITIONS OF EMPLOYMENT

2025-2026 AND 2026-2027

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I. Effective Dates, Termination, and Duties

A. Effective Dates

The following conditions of employment are effective 07/01/2025-06/30/2027.

B. Termination During the Term

Support staff are employees at will. During the contract term, the Education District may terminate the employee's employment without any reason or may terminate the employee's employment.

C. Duties

The employee shall perform the duties outlined in their job description.

D. Probationary Period

Employees shall serve a one (1) year continuous working probationary period, but the Education District reserves the right to extend the probationary period to the end of the school year upon written notice to the probationary employee. Employees shall be formally evaluated at least once during the probationary period.

E. Evaluations

Employees shall be formally evaluated at least once every three years following the probationary period.

II. Duty Year and Leaves

A. Basic Work Year

1. The employee's work schedule will be determined by the Executive Director or designee, taking the requirements of the position into consideration.
2. Hours worked in excess of forty (40) hours per week will be paid at time and a half times the employee's hourly rate and shall be approved by the Executive Director or designee in advance. In case of an emergency, the Executive Director shall be notified during the next working day after the overtime is worked provided no prior approval can be given.
3. All hours worked on Sunday shall be paid at double time rates. Recognized holidays, if worked, shall be paid at time and one-half ($\frac{1}{2}$) rate.
4. The employee's work schedule may be modified in the event of school closures either at the member district or education district level.
5. The work year calendar will be set before July 1 of each year.

B. Emergency Days

On emergency or e-learning days, Building Support Specialists, COTAs, SLPAs, Cultural Liaison/Reading Center Support Staff, Interpreters, and LPNs will either report for duty or be assigned professional development as determined by the Executive Director or

designee. In the event of early dismissal or late start for emergency days employees will, if deemed safe to do so, remain at work, or will work remotely or assigned professional development as determined by the Executive Director or designee.

C. Earned Safe and Sick Leave

The employee will earn twelve (12) sick leave days per year for two hundred sixty (260) days. Sick leave will be prorated for work days less than 260.

Earned Safe and Sick leave use is defined in MN Statute 181.9446. An employee may use personal sick leave benefits provided by the employer for absences due to an illness of or injury to the employee's family member, as defined in MN Statute 181.9445, subdivision 7, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury.

Employees shall be allowed to accumulate up to one hundred thirty (130) days.

If an employee resigns or retires, accumulated sick leave is forfeited.

D. Bereavement Leave

Bereavement leave shall be granted up to a total of five (5) days per incident for the death(s) of a spouse, child, stepchild, ward, or parent/guardian, grandchild, grandparent, sister, brother, aunt, uncle, niece, nephew, first cousin and the same in-laws. No deductions will be made for the first three (3) days; however, the next two (2) days shall be deducted from accrued sick leave days. The Executive Director, at his or her discretion, may grant that up to two (2) sick days may be used for the illness, disability or death of a close friend or other relative not specified in the subdivision above.

E. Personal Leave

Employees must work at least twenty (20) hours a week to qualify for personal leave benefits. Days are interpreted as the length of your regularly scheduled workday. For example, if you normally work six (6) hours per day, three days of leave is interpreted to mean three (3) days that are six (6) hours in length, which is eighteen (18) hours. To request one (1) day of leave, your request would show that you plan to use six (6) hours of leave. Personal leave may be granted to employees working pursuant to a letter of appointment at the discretion of the Executive Director of no more than three (3) days per year, noncumulative, for business or critical personal situations that arise which cannot be attended to when school is not in session. Personal leave will be prorated for employees starting after July 1.

Requests for personal leave must be made to the Executive Director or designee at least three (3) days in advance. No more than one (1) person per program will be approved for personal leave on a particular day. Personal leave days shall not be granted for the first and last student days of the school year. The Executive Director or designee may allow exceptions.

At any time, no more than one (1) employee within this agreement per building can be out on a personal leave with a limit of two (2) total for the Education District.

F. Jury Duty Leave

If the employee is absent because of jury service, the employee will receive regular salary from the Education District during this period of service, provided that the pay received for this jury service, less any reimbursement for mileage and expenses, will be relinquished to the Education District.

G. Family Medical Leave

Pursuant to the Family Medical Leave Act, 29 U.S.C. 2601 et. seq., an eligible employee shall be granted, upon written request, up to twelve (12) weeks of unpaid leave per twelve (12) month period in connection with (1) the birth and first-year care of a child, (2) the adoption or foster placement of a child, (3) the serious health condition of a support personnel's spouse, child, or parent, and (4) the support personnel's own serious health condition.

Requests shall be made to the Executive Director or designee at least thirty (30) days in advance when practicable. Employees are expected to make reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the Education District.

H. General Leaves of Absence

A leave of absence without pay may be granted, for up to one (1) year, with Board approval, to employees with at least three (3) years of service. Employees must notify the Education District of their intent to return by March 1 of the school year preceding their return.

I. Holiday Pay

The Education District recognizes the following holidays: New Year's Day, President's Day or float holiday if school is in session, Friday before Easter, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day. The employee must have an approved work day calendar that includes the day before and after the holiday in order to receive the holiday pay.

Employees must work at least twenty (20) hours a week to qualify for holiday pay. Employees working pursuant to a letter of appointment and regularly scheduled to work a minimum of seven (7) hours per day and two hundred ten (210) days per year over a twelve (12) month work year will be paid for all holidays that fall during a week in which they work. These employees will also receive one (1) paid holiday to be used at their discretion.

Employees working a minimum of twenty (20) hours per week and fifty (50) days per year over a nine (9) month school calendar will receive holiday pay for Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day, New Year's Day and Memorial Day. Employees must submit on their timecard the number of hours equal to a normal work day for the holiday.

J. Vacation Pay

Years of Service	240 Day Employees	260 Day Employees
Year 1	2 Days	4 Days
Years 2 - 4	4 Days	6 Days
Years 5 - 7	6 Days	8 Days
Years 8 - 10	8 Days	10 Days
Years 11 - 13	10 Days	12 Days
Years 14 - 16	14 Days	16 Days
Years 17 - 19	16 Days	18 Days
20+ Years	18 Days	20 Days

Employees who work a minimum of seven and one half (7.5) hours per day are eligible for vacation pay. Employees working at least seven and one half (7.5) hours per day will receive the number of vacation days described in the schedule above. The scheduling of vacations shall be approved by the Executive Director or designee.

Days are interpreted as the length of your regularly scheduled workday.

III. Insurance

A. Health and Dental Insurance

Group Insurance: Health and Dental Insurance shall be available for Support Personnel.

For the 2025-2026 year, the Education District shall contribute to Health Insurance up to \$568/month to pay health-hospitalization insurance for employees working at least thirty (30) hours per week and one hundred seventy-five (175) days per year. For the 2026-2027 year, the Education District shall contribute to Health up to \$593/month for employees working at least thirty (30) hours per week and one hundred seventy-five (175) days per year.

Any additional premium, including premiums for those employees not eligible for the above contribution shall be the responsibility of the employee.

B. Life Insurance

The Education District pursuant to their letter of appointment shall provide a group term life insurance plan for Support Personnel, providing \$75,000 of coverage for the employee, payable to the employee's named beneficiary.

Income protection insurance shall be available for Support Personnel working a minimum of 175 days per year and thirty (30) hours per week pursuant to a letter of appointment.

The Education District shall contribute the full premium for said coverage for those employees working thirty (30) hours per week and at least one hundred seventy-five 175 days.

C. Claims Against the Education District

The eligibility of the employee, or the employee's dependents or beneficiary for insurance benefits shall be governed by the terms of the insurance policies purchased by the Education District pursuant to this section. It is understood that the Education District's only obligation is to purchase the insurance policies described herein, and no claim shall be made against the Education District as a result of denial by an insurer of insurance benefits if the Education District has purchased the policies and paid the premiums described herein.

IV. Worker's Compensation

An employee who is absent from work as a result of an injury compensable under the Workers' Compensation Act who elects to receive sick leave or vacation pay pursuant to this policy shall submit his/her Workers' Compensation check endorsed to the Education District prior to receiving payment from the Education District for this absence.

V. Incentive System

The Incentive System encourages staff to pursue job-related training and education, and provides incentive pay to be added to the individual's base rate of pay. To be eligible for incentive credit, the activity has to meet an approval process and be pursued on the employee's time and at the employee's expense. It is understood that the Education District also at times provides training and education on the Education District's time and at the Education District's expense. These activities would not be eligible for incentive credit. The Incentive System is described below:

A. Increments:

Thirty (30) hours are required to receive a ten (10) cent increase to a maximum of one hundred fifty (150) hours. Incentive training could earn an employee an additional fifty (50) cent per hour in addition to base pay.

B. Pre Approval:

Incentive pay experience must be pre-approved by the Executive Director or designee. Once properly documented and submitted to the Executive Director the pay adjustment will be made. Credits must be submitted to the Executive Director prior to September 1st and/or February 1st. Credits submitted by September 1st and approved will result in a salary change for the entire school year. Those submitted by February 1st and approved will result in a one-half (1/2) year salary change. There are no time limits on putting the thirty (30) hours together.

VI. Salary

A. For the 2025-2026 and the 2026-2027 school year, salaries are paid according to the Education District Board approved Wage Grid located in Appendix A.

B. Increment Step:

An employee must work at least thirty (30) hours a week and one hundred (100) days during the previous school year to be eligible for the next step of the wage schedule the following year.

C. Longevity increases will be given as described below:

- | | |
|----------------------------|-------------|
| a. 5-9 years of service | \$.50/hour |
| b. 10 –14 years of service | \$.75/hour |
| c. 15+ years of service | \$1.00/hour |

APPENDIX A: SUPPORT STAFF WAGE SCHEDULE

2025-2026

STEP	Building Support Specialist	LPN	Interpreter/COTA/SLPA
1	\$19.19	\$21.51	\$30.04
2	\$19.64	\$21.95	\$30.65
3	\$20.09	\$22.41	\$31.26
4	\$20.52	\$22.86	\$31.88
5	\$20.97	\$23.29	\$32.49
6	\$21.43	\$23.75	\$33.10
7	\$21.87	\$24.20	\$33.71
8	\$22.48	\$24.81	\$34.32
9	\$23.09	\$24.42	\$34.93
10	\$23.70	\$26.03	\$35.54

2026-2027

STEP	Building Support Specialist	LPN	Cultural Liaison/Reading Center Support	Interpreter/COTA/SLPA
1	\$19.69	\$22.01	\$26.28	\$30.54
2	\$20.14	\$22.45	\$26.80	\$31.15
3	\$20.59	\$22.91	\$27.34	\$31.76
4	\$21.02	\$23.36	\$27.87	\$32.38
5	\$21.47	\$23.79	\$28.39	\$32.99
6	\$21.93	\$24.25	\$28.93	\$33.60
7	\$22.37	\$24.70	\$29.46	\$34.21
8	\$22.98	\$25.31	\$30.07	\$34.82
9	\$23.59	\$24.92	\$30.18	\$35.43
10	\$24.20	\$26.53	\$31.29	\$36.04

Initial placement on the salary schedule will be determined by the Education District dependent on relevant experience in the field.

Mileage

Approved mileage will be reimbursed at the current Federal Rate.

APPENDIX B: TAX-DEFERRED, MATCHING-CONTRIBUTION PLAN:

1. The Education District shall contribute an amount equal to the employee contribution in a tax-deferred, matching-contribution plan, subject to the schedule below:

<u>Years of Service in the Education District</u>	<u>Education District Match</u>
0-3	\$1000
4-10	\$1500
11+	\$2000

2. Such plan shall be approved and subject to applicable provisions of Minnesota Statutes and IRS Code Section 403 (b) or IRS Code Section 457 and any amendments thereto.
3. The Education District's matching contributions in this section will be fully vested upon the employee completing four (4) years of service. Any Education District matching contributions for employees who leave prior to vesting will revert back to the Education District.
4. All employees hired after July 1, 2025 will be automatically enrolled in a voluntary 403(b) plan. Twenty dollars and eighty-three cents (\$20.83) will be deducted from each paycheck and contributed into a Target Date Fund (TDF) as the default investment managed by EFS Advisors. EFS Advisors will be the responsible Fiduciary of the default investments. An employee can opt out of the plan within ninety (90) days and withdrawals will be returned to the school and added back into the employee's paycheck. Employees may transfer the account to any of the qualified investment companies listed in the Employer 403(b) Plan Document Adoption Agreement. The Education District's contributions are not payable unless the employee authorizes a matching salary reduction.
5. Part-time employees shall be eligible for prorated contributions provided the employees authorize salary reductions of an equivalent amount paid to the plan for the same period.
- 6.. The Education District's contributions and matching employee contributions will be made to a company of the employee's choice from vendors on approved list. The employee is responsible to make all arrangements required by the vendor to ensure that proper payment is made by the Education District.
- 7.. Employees who are eligible to participate shall inform the Education District Office in writing of any change in annuity participation between July 1 and October 15. No other additions and/or deletions outside of this open enrollment period will be allowed during the course of the calendar year unless a defined need can be demonstrated and approved by the Director.