

**ADA-BORUP-WEST PUBLIC SCHOOLS #2910
BENEFIT PACKAGE APPLICABLE TO
NON-CERTIFIED STAFF
July 1, 2022 – June 30, 2024**

Sick Leave:

12 Month Employees

12 days sick leave per year. Accumulative to 120 days.

Other Non-Certified Employees

1 day of sick leave for every 18 days worked. Accumulative to 100 days.

Personal Leave:

All Non-Certified Employees

- 2 personal leave days per year. Days must be used during the year.

Vacation Leave:

12 Month Employees

- 2 weeks (10 days) of paid leave, per year, for the first three years after completing the first year of employment.
- 3 weeks (15 days) of paid leave, per year, after completing four years of employment.
- 4 weeks (20 days) of paid leave, per year, after completing nineteen years of employment

Physical Examinations:

Bus Drivers

- The District will pay for the bi-annual Minnesota Department of Transportation bus driver physical (including required urinalysis). Does not include lab work, x-rays, or other tests beyond the standard DOT physical. If other exams and/or tests are performed **that are not required as part of the DOT physical** the employee is responsible for those charges.

Duty Day / Year:

12 Month Employees

- 260 days at 8 hours per day for a total of 2080 hours, less vacation time and paid holidays. Lunch/meal breaks will be non-paid time.
- Paid holidays are: New Years Day, Presidents Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, and Christmas Day.

Food Service Employees (full time)

- Workday will consist of eight hours per day to be determined by District Administration and include a 30 minute meal break.
- Working days are student attendance days plus one 8 hour day prior to school opening in the fall and one eight hour day when school ends in the spring.

Other Non-Certified Employees

- Duty days and hours will be determined by District Administration and lunch/meal breaks will not be paid.

Annuity Contributions:

403B

- Full-time, 12 month employees on Band B or Band C with a start date prior to July 1, 2002 are eligible to have the District contribute \$600 per year in matching funds towards a qualified 403B plan.
- Employees on Band B hired after July 1, 2002 and all Band A employees will be eligible to receive \$500 403B matching contributions.
- The District will contribute \$600 per year in matching funds for 12 month, Band C, full time employees beginning with their fourth year of employment.

Insurance:

Life Insurance

- \$20,000 life insurance policy will be offered to all full-time employees.

Long Term Disability Insurance

- Full-time, 12 month employees are eligible for LTD insurance.

Health and Hospitalization Insurance:**Employee Health Insurance Benefit Categories**

Category 1 – Band A employees currently receiving School District health insurance contribution

Category 2a – Full-time, 9-month Band B employees

Category 2b – Full time, 10-month Band B employees

Category 3 - Full-time, 12-month Band B employees hired prior to 7/1/2002

Category 4 - Full-time, 12 month Band B employees hires after 7/1/2002

Category 5 – Full-time, 12-month Band C employees hired after 7/1/2002

Category 6 – Full-time, 12-month Band C employees hired prior to 7/1/2002

Maximum School District Contribution towards Health Insurance Premiums

(The contribution must be made towards a School District provided plan)

Category 1 – \$6600

Category 2a – \$6600

Category 2b - \$7150

Category 3 – Family Plan = \$10,162 & Single Plan = \$8250

Category 4 - \$8250

Category 5 – \$8250

Category 6 – Family Plan = \$10,162 & Single Plan = \$8250

VEBA & Health Savings Account Contributions:

- **Single Plans** – The greater of \$600 **or** (the difference between the School District contribution listed in Categories 1-6 and insurance plan premium) will be placed in the employees' VEBA and/or Health Savings Account.
- **Family Plan** – The greater of \$300 **or** (the difference between the School District contribution listed in Categories 1-6 and insurance plan premium) will be placed in the employees' VEBA and/or Health Savings Account.
- In order for an employee to make changes in their Health Savings Account contribution amount, he/she will need to complete and return "Health Savings Account Employee Contribution Election Form" to the District Bookkeeper by **the 15th of each month.**

Retirement Benefits:

Health Insurance

- Employees with a minimum of 20 years of service in the school district that retire from Band C will receive \$4,000.00 per year, for 6 years, for Health Insurance premiums.

Rates of Pay:

Non-Certified Substitute Pay – Will be equal to Band A step 1

Bus Drivers

Description & Experience	2022-23	2023-24	Per diem		
Route - Year 1	\$ 25.00	\$ 26.00			
Route - Year 2	\$ 26.00	\$ 27.00			
Route - Over 2 Years	\$ 27.00	\$ 28.00			
Extra-Curricular	\$ 15.50	\$ 16.00	\$7.00 per meal		
Overnight Trips	\$100.00	\$100.00	\$8.00 - Breakfast	\$9.00 - Lunch	\$15.00 - Supper

Bands A and B:

- Salary schedule will only be used to determine initial salaries

Band C:

- Considered salaried employees
- Salary schedule is reference for initial salary only

22-23 Step Placement:

- 2021-22 steps 1-8 will be placed on the 2022-23 salary schedule step 1. 2021-22 step 9 will be placed on the 2022-23 salary schedule step two, and so on.

Longevity Pay:

- To receive longevity pay, the employee must have completed at least 12 years of continuing, uninterrupted service
 - Years of Service 2022-23 2023-24
 - 12-18 \$0.50 \$0.50
 - 19-24 \$0.75 \$0.75
 - 25+ \$1.00 \$1.00

July 1, 2022 - June 30, 2023 Hourly Rate / Salary Schedule

Step	Band A		Band B		Band C	
1	\$	13.81	\$	15.10	\$	18.93
2	\$	14.18	\$	15.51	\$	19.39
3	\$	14.56	\$	15.93	\$	19.88
4	\$	14.95	\$	16.37	\$	20.38
5	\$	15.35	\$	16.80	\$	20.89
6	\$	15.77	\$	17.25	\$	21.41
7	\$	16.20	\$	17.72	\$	21.95
8	\$	16.63	\$	18.20	\$	22.50
9	\$	17.09	\$	18.69	\$	23.06
10	\$	17.54	\$	19.19	\$	23.63
11	\$	18.01	\$	19.72	\$	24.23
12	\$	18.50	\$	20.25	\$	24.83
	Cooks		Custodians (12 Month)		Bookkeeper	
	Secretaries		Head Cook		Head Custodian	
	Cleaners		Building Secretaries		Transportation Director	
			Groundskeeper (12 Month)		District Secretary (12 Month)	
			Health Care Assistant			

July 1, 2023 - June 30, 2024 Hourly Rate / Salary Schedule

Step	Band A		Band B		Band C	
1	\$	14.15	\$	15.48	\$	19.40
2	\$	14.53	\$	15.90	\$	19.88
3	\$	14.92	\$	16.33	\$	20.38
4	\$	15.33	\$	16.77	\$	20.89
5	\$	15.74	\$	17.22	\$	21.41
6	\$	16.17	\$	17.68	\$	21.95
7	\$	16.60	\$	18.16	\$	22.49
8	\$	17.04	\$	18.65	\$	23.06
9	\$	17.51	\$	19.16	\$	23.63
10	\$	17.98	\$	19.67	\$	24.22
11	\$	18.46	\$	20.21	\$	24.84
12	\$	18.96	\$	20.75	\$	25.45
	Cooks		Custodians (12 Month)		Bookkeeper	
	Secretaries		Head Cook		Head Custodian	
	Cleaners		Building Secretaries		Transportation Director	
			Groundskeeper (12 Month)		District Secretary (12 Month)	
			Health Care Assistant			