

WEST CENTRAL EDUCATION DISTRICT

NON-CERTIFIED EMPLOYEE AGREEMENT

For

**Paraprofessionals, Behavioral Aides, Transition Aides,
Certified Occupational Therapy Assistants (COTA),
And Physical Therapy Assistants (PTA)**

**Applicable for the
2024-2025 and 2025-2026
School Years**

Approved by the WCED Board on November 19, 2024

SECTION I

POLICIES

1. Each employee will receive an employee handbook that outlines West Central Education District Policies.
2. Employees should note specifically that the West Central Education District has policies prohibiting sexual, religious, racial violence, harassment, hazing along with other policies. Violation(s) of these policies may result in immediate termination.
3. Employees will be subject to the general work rules, job descriptions and policies established by the West Central Education District.
4. Employees will be responsible for other work rules and/or information as informed by a supervisor or Director.
5. West Central Education District reserves the right to amend or modify this and other policies without prior approval.
6. It should be noted that all WCED Board Policies are understood to be incorporated into this employee agreement.

SECTION II

PLACEMENT ON SALARY GRID

1. The Board reserves the right for initial placement of all non-certified personnel on the salary grid.
2. Any vertical movement on the grid from year to year will be contingent upon satisfactory service as determined by the immediate supervisors and the administration.
3. Employees will advance one step on the salary schedule at the beginning of each school year provided they were employed by the Education District prior to January 15 of the previous school year.
4. Should an employee be granted the opportunity to change positions within the Education District, only applicable experience as determined by the Director shall be allowed for placement on the salary grid.

SECTION III

WORKING DAY

1. Employee delayed starting time shall be governed by the member school district in which their job site is located. Employees with varied job sites shall be governed by the school district location of the Education District address (Melrose). In the event of a delayed starting time, personnel whose working day is directly related to the student day shall report for duty as directed according to media announcements. If school is to start one hour late, come to work one hour from your normal starting time: if school is to start two hours late, come to work two hours from your normal starting time, etc. Other employees should report to work for their normal shift as conditions permit. No compensation will be paid for time that is not worked.
2. In the event of early school dismissal, employees will be released as determined by their immediate supervisor. No compensation will be paid for time that is not worked.
3. In the event that school is not to be in session because of weather, road conditions etc., employees should report to work only if requested by their immediate supervisor AND they can safely do so. No compensation will be paid for time that is not worked.
4. In situations where school is not in session as originally scheduled, tasks may be assigned by teacher or administrator to do professional development or PLC book reading, etc.
5. The basic workday shall include two paid breaks for employees working seven (7) or more hours and one paid break for employees working three (3) through seven (7) hours.
6. Should the need arise to be absent from the job site, no deduction in leave shall occur for periods of

less than fifteen (15) minutes.

7. Employees that are scheduled to work four (4) or more hours in one shift will be allowed to schedule a 30 minute unpaid and duty-free meal break. Every effort will be made by the administration to follow this schedule.
8. All breaks shall be scheduled with and have approval of the employee's immediate supervisor.
9. Time sheets shall be filed by all non-certified staff and turned into the office by the 15th and last day of each month.

SECTION IV **OVERTIME AND COMPENSATORY TIME**

1. An employee shall not extend their normal working day without specific authorization of their immediate supervisor. If extra hours are added onto a work day, those hours will not exceed a 40-hour week and will be compensated at the employee's regular hourly rate of pay.
2. If an employee is given prior authorization by the executive director to work over 40 hours per week, the overtime rate shall be time and one half of the gross hourly rate for all hours worked over 40 per week.

SECTION V **STAFF PERFORMANCE EVALUATION**

Staff will be evaluated on a yearly basis using observation, checklists, web-based feedback and goal setting. Each staff member will select 3 goals to work on during the school year. Goals will be turned into supervisor during the first month of school. Supervisors will meet with staff at least once during the year to review goals and provide feedback on performance.

SECTION VI **EXPENSE REIMBURSEMENT**

1. Approved expenses directly associated with an employee's duties will be reimbursed through the normal bill process by submitting appropriate forms and receipts.
2. Travel Expenses
 - a. Rate: Authorized travel, approved by the Director or designee, shall be reimbursed at a mileage rate designated by the IRS with potential adjustments in July and January.
 - b. Travel within the Education District boundaries, will be reimbursed from the WCED offices to the member district.
 - c. Travel outside of the boundaries of the Education District, but within the state, must be approved in advance by the Director or designee.
 - d. Requests for reimbursement for travel out of state must be made to the Director or designee and approved in advance by the WCED Board.
3. Meal Expenses

Receipts must accompany a request for reimbursement for meal expenses. Maximum reimbursement for single meal claims will be made according to current state guidelines.

SECTION VII

DETERMINATION OF PAYMENT/BENEFITS

All payments shall be based upon this employee agreement and the appropriate individual experience. Employees shall receive written notice of employment status for the beginning of the school year, including tentative assignments prior to the first day of school each year. The director and immediate supervisor will determine hours/schedule for each position. Benefits will be based on the number of paid hours scheduled to work per week during the typical school day. Evening and/or additional summer hours will not be used to determine benefit eligibility.

SECTION VIII **INSURANCE**

If an employee elects a High Deductible plan, any premiums which are remaining after health and dental premiums will be deposited into an employee's health saving account (HSA) or VEBA. To be eligible for an employee HSA or VEBA contribution, the employee must be enrolled in the district health insurance plan. Any additional cost of the premiums above WCED's contributions, shall be borne by the employee and paid by payroll deduction.

2024-2025 School Year Contribution

WCED will contribute towards single or family health & Hospitalization and/or Dental insurance coverage based on Hour per day (FTE).

Pd hrs/day	FTE	Single Contribution	Family Contribution
6	.53	\$6,042	\$9,540
6.5	.57	\$6,498	\$10,260
7	.61	\$6,954	\$10,980
7.25	.63	\$7,182	\$11,340
7.5	.66	\$7,524	\$11,880

2025-2026 School Year Contribution

WCED will contribute towards single or family health & Hospitalization and/or Dental insurance coverage based on Hour per day (FTE).

Pd hrs/day	FTE	Single Contribution	Family Contribution
6	.53	\$6,042	\$9,540
6.5	.57	\$6,498	\$10,260
7	.61	\$6,954	\$10,980
7.25	.63	\$7,182	\$11,340
7.5	.66	\$7,524	\$11,880

1. The Education District will pay in full the premiums for a \$50,000 term life insurance policy for an employee working at least 18.75 hrs/week during the school year. Basic Life and AD&D Insurance reduces to 45% at age 70 and terminates at retirement. Supplemental Life and AD&D and Dependent Life Insurance reduces to 65% at age 65, reduces to 45% at age 70, and terminates at retirement.
2. The Education District will pay in full premiums toward the existing group long-term disability (LTD) policy for an employee working at least 18.75 hrs/week during the school year.
3. An employee working less than 18.75 hours is not eligible for the district Life and LTD insurance.

4. All insurance carriers shall be selected by the Education District pursuant to applicable statutes.

SECTION IX

LEAVES

Sick leave, personal leave and vacation leave shall be taken in 15 minute increments.

1) Sick Leave

- a) Sick leave is to be used for absence caused by illness of an employee or a member of their immediate family. The immediate family to include those listed in MN Statute 181.9413. Time used beyond accumulated days may be allowed without pay by written approval from the Director.
- b) The Director may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to an illness
- c) Sick leave will be available to staff based upon the following schedule.
- d) For staff working less than 30 hrs a week during the regular school year sick leave will be established with the following formula: Number of paid hours worked in a day is the number of hours of sick leave a month.

Hours Employed	Annual Maximum	Maximum Accrual
Less than 30 hrs/week	9 days	65 days
30 hrs-40 hrs/week yr round	10 days	80 days

2) Personal Leave

- a) Up to two (2) days of personal leave may be granted for purposes that arise requiring attention that are not covered under other provisions of this handbook at the discretion of the Education District Director. At the beginning of the tenth year of continual employment with the Education District and each subsequent year, the staff will be credited with three (3) personal leave days.
- b) An employee may carry over two (2) personal days to the next school year with a total of no more than four (4) personal days available in any one year.
- c) Written application must be made to the Director three (3) working days in advance whenever possible.
- d) Every effort should be made not to request personal Leave for the day preceding or the day following holidays, vacation days, or the first or last day of the school year.
- e) The Director may consider additional leave under this provision in the event of unusual circumstances. The Director may limit the number of staff granted such leave so as to minimize impact on the organization's service. Such temporary leaves shall be in addition to any sick leave to which the staff member is entitled.

3) Bereavement

- a) Reasonable bereavement leaves from one (1) to five (5) days of death or illness in the employee's immediate family. Such leave shall be deducted, in hours, from the employee's accrued sick leave.
- b) The immediate family to include those listed in MN Statute 181.9413.
- c) Prior to taking such leave, the Director will be notified and written documentation will be completed as soon as possible.

4) Jury Duty

- a) Any staff member who is called to serve jury duty shall be provided leave with pay for each

day of required jury duty service. The staff member shall notify the District of dates of pending absences as soon as possible following notice of jury duty. The staff member shall reimburse to the WCED any per diem paid to a juror by the Court for jury duty service except the staff member shall retain any mileage and meal allowance paid by the court.

5) Holidays

- a. The following seven holidays shall be considered paid holidays if the employee would normally be scheduled to work the week of that holiday: Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day and Good Friday Day. Payment will be made on a pro-rata basis of the employee's normal scheduled day. If the holiday occurs on a Saturday or Sunday, the district reserves the right to designate either Friday or Monday as the paid holiday.

6) Child Care

- a) Subject to the provisions of this section, child care leave will be granted to any employee who is a parent.
- b) An employee making an application for child care leave shall inform the Director in writing of the intention to take leave at least 60 calendar days before commencement of the intended leave, or in the case of unusual circumstance, as mutually agreed with the Director.
- c) If the reason for child care leave is occasioned by pregnancy; an employee may utilize sick leave pursuant to the sick leave provisions of this handbook during the period of medical disability. However, an employee shall not be eligible for sick leave during the period of time covered by the child care leave when the employee is not medically disabled due to pregnancy or childbirth. A statement from a physician may be required. In making a determination concerning the commencement of the duration of a child care leave the Education District shall not in any event be required to grant any leave more than twelve (12) months in duration.
- d) Failure of the employee to return to work on the date agreed upon shall constitute grounds for termination.
- e) An employee granted child care leave shall retain all previous experience credit. However, the employee shall not accrue additional experience credit for purposes of the handbook during the period of the unpaid child care leave
- f) An employee on childcare leave is eligible to participate in the group insurance programs as permitted under the group insurance provisions. Any applicable premiums (see Health Insurance) shall be paid by the Education District only while said employee is on sick leave due to pregnancy or childbirth.
- g) All leave under this section shall be without pay or fringe benefits except as provided in Item 3 above.

7) Work Related Injuries and Work Related Injuries Leave

- a) All injuries, regardless of severity, shall be reported to the WCED office immediately.
- b) West Central Education District carries Workers Compensation Insurance for all employees.
- c) An employee who is absent from work as a result of a compensable injury incurred in the service of the Education District, and collecting Workers Compensation Insurance may draw sick leave and receive full salary from the West Central Education District, his/her salary to be reduced by an amount equal to the insurance payments.
- d) **Assault Leave**
 - i) Any case of assault upon an employee by a student on school property or while on duty at a school sponsored activity shall be reported immediately by the victim or designee to the Education District administration and/or its designated

representative. The victim of the assault must complete the necessary District reports in addition to reporting the injury as a Worker's Compensation as seen by a medical provider.

- ii) Up to three (3) days of paid leave, not to be deducted from any accumulated leave allowance, may be used by an employee for this necessary absence due to an assault which causes injury (physical or emotional) in connection with the performance of the employee's regular work duties as approved by a medical provider. Any additional leave required after the first three (3) days will be covered under the District's Worker's Compensation policy, according to the State of Minnesota Workers Compensation laws. If the assault does not qualify under the District's Worker's Compensation policy, any additional leave will be taken from the employee's sick leave. The District will require a medical certificate from a qualified physician for this leave.

e) **Personal Property Damage**

- i) The Education District will pay up to \$200 per incident up to \$1,000 per year for replacement of eyeglasses, contacts, or hearing aids, etc. of the employee that are broken or damaged by a student or an occupational incident when the employee is fulfilling the duties of their position. The incident must be reported at the time of the occurrence to the employee's supervisor, and the employee must complete an incident report documenting all processes and procedures that were followed. Only items required for work will be reimbursed. Cell phones are not required items. Compensation above and beyond this amount may be applied at the Executive Director's discretion.

SECTION X
LONGEVITY

Staff who have completed the following full years of service in WCED shall receive the specified amount added to their hourly rate as shown in the table.

Years of Employment	2024-2025 Additional Pay per Hour	2025-2026 Additional Pay per Hour
10-15	\$0.25	\$0.50
16-20	\$0.50	\$0.75
21-25	\$0.75	\$1.00
26+	\$1.00	\$1.25

SECTION XI
403b PROVISIONS

1. Effective July 1, 2000 full-time employees shall be eligible to participate in a 403b matching program contribution plan pursuant to Minnesota Statute 356.24. A staff member working less than 30 hrs/week may receive a pro rata benefit.
2. The WCED shall match eligible annual employee contributions based on the number of years an employee has been with the Education District. Matching contributions start at the beginning of the 4th year and are increased at the beginning of the 10th and 15th year.

Beginning Year of Employment	WCED Maximum
4-9	\$500
10-14	\$700
15 and beyond	\$900

3. To initially participate, a salary reduction authorization agreement must be completed prior to September 1st for the staff member to participate in the 403b matching contributions plan for that school year. No other changes shall be made in said participation for the period of this calendar year. Salary reductions will continue at initial rate until a Change in Reduction form is completed to increase or stop reductions.
4. At no time will there be more than three (3) such options/plans available to said employee group.
5. Any matching payments made to a 403b account on behalf of employees by the Education District shall be deducted from any post-retirement benefits the employee may be entitled to.

SECTION XII

RETIREMENT

1. All employees, unless specifically exempted by Public Employees Retirement Association (PERA) rules, shall maintain a membership in this retirement fund.
2. The employee and the Education District shall contribute to this fund by payroll as specified by statute.

SALARY SCHEDULES

PARAPROFESSIONAL		
	2024-2025	2025-2026
1	15.86	16.49
2	16.38	17.04
3	16.90	17.58
4	17.42	18.12
5	17.94	18.66
6	18.46	19.20
7	18.98	19.74
8	19.50	20.28
9	20.02	20.82
10	20.54	21.36
<i>Placement on the salary schedule does not necessarily coincide with years of service.</i>		

BEHAVIORAL AIDE/TRANSITION AIDE		
	2024-2025	2025-2026
1	17.42	18.12
2	17.94	18.66
3	18.46	19.20
4	18.98	19.74
5	19.50	20.28
6	20.02	20.82
7	20.54	21.36
8	21.06	21.90
9	21.58	22.44
10	22.10	22.98
<i>Placement on the salary schedule does not necessarily coincide with years of service.</i>		

COTA/PTA		
	2024-2025	2025-2026
1	23.32	24.25
2	23.75	24.70
3	24.11	25.07
4	24.63	25.62
5	25.05	26.06
6	25.65	26.67
7	26.08	27.13
8	26.48	27.54
9	27.05	28.13
10	27.59	28.69
<i>Placement on the salary schedule does not necessarily coincide with years of service.</i>		