

**July 1, 2023 - June 30, 2025**

Approved by the School Board on 02/26/24

# **SALARY & BENEFIT PLAN**

for

**Independent Employees**

**Independent School District No. 271  
Bloomington, Minnesota**

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EMPLOYEES PLAN**

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**SECTION 1 -  
PLAN**

**1.1 Plan**

This Plan refers to the salaries and benefits of independent salaried employees defined in Section 2, employed by the School Board of Independent School District No. 271, Bloomington, Minnesota.

**SECTION 2 -  
COVERED EMPLOYEES**

**2.1 Employees**

“Employees”, unless otherwise identified, refers to those persons hired by the District who provide regular employment in positions defined as *salary exempt* under Federal and State Wage and Hour Standards, excluding temporary and substitute assignments and those positions represented by collective bargaining agreements.

**2.1 Non-Exempt Employees**

“Non-exempt employees” refers to those persons hired by the District who provide regular employment in positions defined as *salary non-exempt* under Federal and State Wage and Hour Standards, excluding temporary and substitute assignments and those positions represented by collective bargaining agreements.

**SECTION 3 -  
DEFINITIONS**

**3.1 District**

The School Board of Independent School District No. 271, Bloomington, Minnesota.

**3.2 Hire Date**

The first paid day of work in the District without a Break in Service, excluding temporary or substitute employment.

**3.3 Break in Service**

A resignation, retirement, or termination; not including: long-term disability leave, worker compensation leave, Board-approved leave, or voluntary interruption of employment less than one (1) calendar year.

**3.4 Day**

All days, except for Saturdays, Sundays, and District holidays.

**SECTION 4 -  
DISTRICT RIGHTS**

**4.1 Management Responsibilities**

It is the right and obligation of the District to efficiently manage and conduct the operation of the District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the District.

**4.2 Effect of Laws, Rules, and Regulations**

All employees covered by this Plan will perform services prescribed by the District and will be governed by the laws of the State of Minnesota, and by District rules, regulations, directives, and orders issued by properly designated officials of the District.

**SECTION 5 -  
EMPLOYEE RIGHTS**

**5.1 At-Will Employment Status**

All employees covered by this Plan are employed at the will and discretion of the District. As such, there shall be no individual continuing contract status in fact or implied. Employees covered by this Plan may be employed, promoted, demoted, or terminated at the will of the employer so long as District procedures, and the rights of the individual as mandated under law have not been violated.

**5.2 Letters of Employment**

The District recognizes that employees who have previously been given letters of employment contained in their personnel files will continue to receive those benefits outlined in their letters of employment, as long as the benefits contained in their letters of employment exceed those contained in this Plan.

**SECTION 6 -  
SALARIES**

**6.1 Salary Calculations**

Schedule A is effective July 1, 2023 to June 30, 2025. Employees will be paid per this Plan until such time as a successor plan is approved by the Board.

**6.2 Pay Levels and Multipliers**

Pay levels and multipliers are defined in Schedule B and may be modified as needed at any time at the discretion of the District. Positions will be placed at the appropriate pay level, as determined by the District.

**6.3 Schedule of Payment**

The annual salary will be paid in twenty-four (24) equal checks.

**6.4 Overtime Pay**

As salary exempt employees under the Fair Labor Standards Act (FLSA), employees will neither be eligible for nor receive overtime pay. Levels one through seven are non-exempt and will receive a premium rate equal to one and one-half (1.5) times the regular pay rate for time worked that exceeds forty (40) hours in any single week.

**6.5 Extra Assignment**

The District may assign an employee an extra assignment beyond the employee's regular duties for which compensation, if any, will be determined by the District.

**6.6 Withholding of Pay Increase**

The District may withhold payment of a pay increase from an employee for cause. The District will notify the employee in writing in advance and the appropriate District supervisor will arrange for a conference with the employee outlining concerns and the possible corrective measures. If the District acts to withhold pay following the conference, the District will notify the employee in writing.

**6.7 Re-employment**

Employees, if re-employed without a Break in Service (as defined in Section 3.3), will (a) be credited with their previously accrued sick leave, (b) be placed on their previous salary step, (c) be reinstated with their previous Hire Date, and (d) receive benefits specified based on their previous Hire Date.

**6.8 Market Conditions**

To address market conditions, the Superintendent may authorize salary increases for certain positions to the full extent allowed by this Plan.

**SECTION 7 -  
GROUP INSURANCE**

**7.1 Insurance Eligibility**

Employees will be eligible for participation in District group insurance starting the first day of the month after their Hire Date through the last day of the last month of employment. Those employees whose Hire Date is the first of the month will receive benefits upon hire.

**7.1.1 Health/Hospitalization Insurance and Dental Insurance:** Full-time and part-time employees will be eligible for the District Health/Hospitalization Insurance and Dental Insurance Plans, as defined below:

- a. **Full-Time:** Employees authorized for no less than thirty (30) hours per week.
- b. **Part-Time:** Employees authorized for less than thirty (30) hours per week, but no less than twenty (20) hours per week.
- c. **Spousal:** To be eligible for spousal coverage, (1) both employee and spouse must be employed full-time in the District, (2) the employee must elect Employee-plus-One or Family coverage, and

(3) the employee’s spouse must not elect any other coverage. For the purposes of this Section, state law defines “spouse”.

- 7.1.2 Health Savings Accounts (HSAs):** Both full-time and part-time employees (as defined in Section 7.1.1) will be eligible for HSAs through the District-selected vendor.
- 7.1.3 Life Insurance:** Both full-time and part-time employees (as defined in Section 7.1.1) will be eligible for the District Life Insurance Policy.
- 7.1.4 Long-Term Disability (LTD) Insurance:** Only full-time employees (as defined in Section 7.1.1) will be eligible for the District LTD Insurance Policy.

**7.2 Health/Hospitalization Insurance**

**7.2.1 Health/Hospitalization Insurance:** The District will make available to eligible employees (as defined in Section 7.1.1) a High Deductible Healthcare Plan (HDHP) per Internal Revenue Service regulations.

- a. Plan Year:** The Plan year will run from July 1 to June 30.
- b. Deductibles:** Deductibles will be the minimum allowed by the IRS. Deductibles will be indexed in future years per IRS regulations, which may result in increases. Per IRS regulations, the deductibles for the following years are as follows:

Year	Employee-Only	Employee-plus-One & Family
2023-2024	\$1,500.00	\$3,000.00
2024-2025	\$1,600.00	\$3,200.00

- c. Out-of-pocket maximums for in-network coverage:** The out-of-pocket maximums for those using only in-network providers will be equal to the deductibles.
- d. Out-of-pocket maximums for out-of-network coverage:** The out-of-pocket maximums for out-of-network coverage will be the maximum allowed by the IRS. Out-of-pocket maximums for out-of-network coverage will be indexed in future years per IRS regulations. Per IRS regulations, the out-of-pocket maximums for out-of-network coverage for the following years are as follows:

Year	Employee-Only	Employee-plus-One & Family
2023-2024	\$7,500.00	\$15,000.00
2024-2025	\$8,050.00	\$16,100.00

**7.2.2 Full-Time Monthly District Contribution:** For full-time employees, the District will contribute the maximum amount as set forth below toward the monthly premium for District Health/Hospitalization Insurance. Employees will pay by payroll deduction the difference, if any, between the premium and the District contribution. These amounts will be subject to annual Board action.

Year	Employee-Only	Employee-plus-One	Family
2023-2024	\$921.00	\$1,356.00	\$1,483.00
2024-2025	\$985.00	\$1,451.00	\$1,587.00

**7.2.3 Part-Time Monthly District Contribution:** For part-time employees, the District will contribute the maximum amount as set forth below toward the monthly premium for District Health/Hospitalization Insurance. Employees will pay by payroll deduction the difference, if any, between the premium and the District contribution. These amounts will be subject to annual Board action.

Year	Employee-Only	Employee-plus-One	Family
2023-2024	\$645.00	\$949.00	\$1,038.00
2024-2025	\$690.00	\$1,016.00	\$1,111.00

**7.2.4 Spousal Monthly District Contribution:** For full-time employees, the District will contribute the maximum amount as set forth below toward the monthly premium for District Health/Hospitalization Insurance. Employees will pay by payroll deduction the difference, if any, between the premium and the District contribution. These amounts will be subject to annual Board action.

Year	Spousal Employee-plus-One	Spousal Family
2023-2024	\$1,937.00	\$2,119.00
2024-2025	\$2,073.00	\$2,267.00

**7.2.5 District Contribution Exclusion:** Employees who have health/hospitalization insurance coverage under another plan may participate in the District Health/Hospitalization Insurance, but they will receive no District contribution toward the monthly premium. This does not include employees who receive Medicare, or Tri-Care, or Veterans Affairs (VA) benefits, or exceptions granted by the Executive Director of Human Resources due to hardship.

**7.2.6 Successor Plan:** If a successor plan is not in place before the expiration of this Plan and if the percentage level of District contribution toward monthly premiums proposed by the District equals or betters the percentage level of the previous year, the proposed percentage level of District contribution will take effect, until a successor plan is approved by the Board.

**7.3 Health Savings Account (HSA)**

**7.3.1 Contributions:** The District will contribute into an HSA in twelve (12) monthly installments the following annual amounts for each employee who is (1) enrolled in the District Health/Hospitalization Insurance, (2) receiving a District contribution toward the District Health/Hospitalization Insurance, and (3) scheduled to return to work for the following school year:

**a. Full-Time Annual District HSA Contribution:** The District will contribute an amount equal to fifty percent (50%) of the employee’s deductible to each full-time employee’s HSA account, as follows:

Year	Employee-Only	Employee-plus-One & Family
2023-2024	\$750.00	\$1,500.00
2024-2025	\$800.00	\$1,600.00

**b. Part-Time Annual District HSA Contribution:** The District will contribute an amount equal to twenty-five percent (25%) of the employee’s deductible to each part-time employee’s HSA account, as follows:

Year	Employee-Only	Employee-plus-One & Family
2023-2024	\$375.00	\$750.00
2024-2025	\$400.00	\$800.00

**c. Spousal:** For Employee-plus-One coverage, the District will deposit one District Employee-Only HSA Contribution for each full-time employee and District-employed spouse. For Family coverage, the District will contribute one half (1/2) of the total of one District Employee-Only HSA Contribution plus one District Family HSA Contribution for each full-time employee and District-employed spouse. Deposits will be made in separate HSAs per Internal Revenue Service (IRS) regulations, as follows:

Year	Employee-plus-One Coverage	Family Coverage
2023-2024	\$750.00 each	\$1,125.00each
2024-2025	\$800.00 each	\$1,200.00 each

**d. Indexing:** Deductibles will be indexed in future years per IRS regulations, which may result in increases in the annual District HSA contribution.

**7.3.2 Newly Hired:** In the first year of employment only, the District will contribute into an HSA for each newly hired employee the amounts specified in Appendix C - District HSA Contribution for New Hires.

- 7.3.3 On Leave:** In the same manner as for active employees, the District will contribute into an HSA for each employee who is (1) enrolled in the District Health/Hospitalization Insurance, (2) receiving a District contribution toward the District Health/Hospitalization Insurance; and (3) on a Board-approved leave or a paid leave per this Plan.
- 7.3.4 Hardship Advance:** When out-of-pocket medical expenses in a plan year exceed the District annual HSA contribution and your HSA account has no existing funds, employees may ask for their remaining District HSA contribution in advance, provided they submit receipts or other documentation. Hardship cases will be determined on a case-by-case basis by the Executive Director of Human Resources.

**7.4 Dental Insurance**

- 7.4.1 Employee-Only Full-Time Monthly District Contribution:** For full-time employees, the District will contribute one hundred percent (100%) of the cost of the monthly premium for the District Dental Insurance employee-only comprehensive program.
- 7.4.2 Employee-Only Part-Time Monthly District Contribution:** For part-time employees, the District will contribute one hundred percent (100%) of the cost of the monthly premium for the District Dental Insurance employee-only preventative program. Optionally, part-time employees may buy-up to the District Dental Insurance employee-only comprehensive program, provided that they pay the difference through payroll deduction.
- 7.4.3 Family Comprehensive Program:** Full-time and part-time employees may buy-up to the District Dental Insurance family comprehensive program, provided that they pay the difference through payroll deduction.
- 7.4.4 Spousal Monthly District Contribution:** For a full-time employee and spouse working full-time in the District who elect family comprehensive District Dental Insurance, the District will contribute two employee-only full-time contributions up to one hundred percent (100%) of the family comprehensive premium for District Dental Insurance, provided that they pay the difference through payroll deduction.

**7.5 Life Insurance**

The District will contribute the entire premium cost of the District's Life Insurance Policy for all eligible employees.

- 7.5.1 Amount:** Eligible employees will be insured to an amount equal to two (2) times total annual wages rounded to the nearest one thousand dollars (\$1,000.00). Total annual wages will not include pay for extra assignments.
- 7.5.2 Spouse and Dependents:** The employee's spouse and dependent children to age twenty six (26) will be insured for fifteen thousand dollars (\$15,000.00) life insurance only.
- 7.5.3 Accidental Death and Dismemberment:** For employees only, the Policy will include an accidental death and dismemberment (AD&D) policy.
- 7.5.4 Additional Life Insurance:** If enrollment warrants, the District will make available additional term life insurance paid in full by the employee through payroll deduction.

**7.6 Long-Term Disability Insurance (LTD)**

The District will contribute the entire premium cost of the District's Long-Term Disability Insurance Policy for eligible employees, as defined in Section 7.1.4.

- 7.6.1 Amount:** LTD Insurance purchased by the District will be based on income support of sixty-six and two-thirds percent (66 2/3%) of the employee's basic wage, as defined by the Policy.
- 7.6.2 Waiting (Elimination) Period:** Employees who are disabled and absent from work for ninety (90) consecutive calendar days will convert to LTD on the first day of eligibility.
- 7.6.3 Exclusion for Pre-existing Conditions:** No benefits will be paid for disability due to a pre-existing condition, if the employee becomes disabled during the first twelve (12) months from Hire Date. A pre-existing condition is defined by the Policy.
- 7.6.4 Benefits:** Employees who convert to LTD will not receive District wages, paid leaves, or vacation effective the first day of LTD eligibility until such time as the employee returns to active employment.



7.6.5 **Use of Sick Leave:** Employees may use accrued sick leave, if available, during the ninety (90) day waiting period, and thereafter.

**7.7 Duration of District Insurance Contributions**

Employees are eligible for District contributions as provided in Section 7 while employed by the District and on paid status.

7.7.1 **Medical Leaves Up to Twelve Weeks:** Employees who are (1) unable to work, (2) on a District-approved medical leave, and (3) enrolled in the District Health/Hospitalization Insurance will be eligible for continuation of District insurance contributions for up to twelve (12) weeks from the date when their medical leave started.

7.7.2 **Medical Leaves Up to Twelve Months:** Employees who are (1) unable to work, (2) on a District-approved medical leave, (3) enrolled in the District Health/Hospitalization Insurance, and (4) qualified for LTD will be eligible for continuation of District insurance contributions for up to twelve (12) months from the date when their medical leave started.

7.7.3 **Workers Compensation:** Employees receiving workers compensation disability income benefits resulting from injury or illness incurred as employees of the District will be eligible for continuation of District insurance contributions.

7.7.4 **Termination:** Upon termination of employment, all District contributions for group insurance will cease on the last day of the month, except as provided for in retirement or by the insurance plans/policies.

**7.8 Selection of Carrier**

The District will make the selection of the insurance carrier and insurance policies.

**7.9 Retirement Group Insurance**

Retirees will be eligible for District group insurance as defined in Section 10 - Retirement.

**SECTION 8 -  
ABSENCES, LEAVES, HOLIDAYS, AND VACATION**

**8.1 Eligibility**

Employees must work a minimum of twenty (20) hours per week to be eligible for leaves, holidays, and vacation under this Section.

**8.2 Sick Leave**

8.2.1 **Accrual:** Employees will earn sick leave prorated to hours worked at the rate of one (1) day for each month to a maximum annual accumulation of twelve (12) days. Sick leave will be credited in full at the beginning of each fiscal year, but should the employee leave employment or move to unpaid status during the school year, sick leave that was credited but unearned will be returned to the District. Sick leave may accrue without limit.

**8.2.2 Use of Sick Leave**

- a. Employees may use accumulated sick leave for themselves or their family members per State per Minnesota Statute 181.9447 and Federal law.
- b. For routine appointments that cannot be scheduled outside the workday, it is highly recommended that employees schedule these appointments at the beginning or end of the workday.
- c. Employees may use sick leave up to their daily authorization. Payment will be based on the number of hours that the employee is scheduled to work.

8.2.3 **Workers Compensation:** Employees compensated for absences under workers compensation will continue to receive full pay as long as they have available sick leave. Deductions from sick leave will be prorated based on the difference between workers compensation and the employee's full wage. While on paid status with the District, the employee will continue to accrue sick leave and will be eligible for District paid benefits.

8.2.4 **Long-Term Disability (LTD):** Employees may use accrued sick leave for LTD per Section 7.6.5.

8.2.5 **Childbirth Leave:** The District will grant up to five (5) paid days of childbirth leave for workdays that occur within seven (7) calendar days of the birth (the day of birth included) to employees,

spouses, and domestic partners, including any medical disability associated with childbirth which would normally be charged to sick leave. It will not be deducted from sick leave. After the first five (5) days, any period of leave for which the employee is medically disabled will be charged to the employee's earned and accrued sick leave. Per the Family & Medical Leave Act, any period for which the employee is not medically disabled will be charged to leave without pay.

**8.3 Child Adoption Leave**

The District will grant employees up to a total of twenty (20) days of child adoption leave. The first five (5) days will be paid and not deducted from sick leave; the remaining days will be deducted from available sick leave or unpaid, if sick leave is exhausted. Adoption leave may include, but is not limited to: pre-adoption consultation, legal counsel, legal proceedings, and naturalization proceedings.

**8.4 District-Approved Leave**

Subject to the prior approval and discretion of the District, employees may be absent without loss of pay for reasons of required legal appearances/jury duty, or bereavement. Such absences will be at the discretion of the District, but will never be allowed for recreation, absences of personal choice, or for purposes which could be conducted outside the employee's scheduled work day. Prior to taking district-approved leave, employees must receive approval from the Office of Human Resources at least one (1) week in advance, except in cases of emergency.

**8.5 Vacation for Twelve-Month Employees**

Upon employment, employees who work a full year (52 weeks), including scheduled workdays, holidays, and vacation, will accrue twenty (20) days of vacation leave on an annual basis. Beginning July 1, 2022, employees who work a full year (52 weeks), including scheduled workdays, holidays, and vacation, will accrue twenty-two (22) days of vacation leave on an annual basis. Vacation will be credited monthly. On the first day of each month, employees will forfeit those vacation days over two (2) times their current yearly accrual.

**8.6 Earned Personal Leave for Employees Not Earning Vacation**

On July 1 of each year if eligible based on Hire Date listed in Appendix A (after approximately 1 year), employees will qualify for three (3) days of paid earned personal leave per year, accumulating to a maximum of six (6) days.

**8.6.1 K-12 Blackout Days:** Employees may not use earned personal leave on the following blackout days: first student contact day of the school year and last student contact day of the school year.

**8.6.2 Other Programs:** By March 1, affected employees and the program administrator will determine blackout days for the next school year for programs not on the K-12 calendar.

**8.6.3 Advance Notice:** Prior to taking earned personal leave, employees must receive approval in writing from the Office of Human Resources at least one (1) week in advance, except in cases of emergency.

**8.6.4 Short-Term Unpaid Leave:** Employees may be granted up to two (2) unpaid leave days per year without accumulation, provided that they use one (1) earned personal leave day for each unpaid leave day. The combination of unpaid leave and earned personal leave will not exceed a total of five (5) days per occurrence.

**8.7 Holidays**

Employees will receive holiday pay for days that fall within their authorized work year. Employees on leave of absence without pay will not receive holiday pay for days that fall within their leave.

**8.7.1 Holidays:** The twelve (12) holidays will include: Independence Day; Labor Day; Thanksgiving Day; the Friday after Thanksgiving; four (4) winter break days to be determined by the District; Martin Luther King Jr. Day; President's Day; one (1) day over spring break to be determined by the District; and Memorial Day. Additionally, Juneteenth will be a paid holiday for those that are regularly scheduled to work on that day as part of their authorized work year.

**8.7.2 Work Before and After Holiday:** To be eligible for holiday pay, employees must have been on paid status on the last scheduled workday before the holiday and the first scheduled workday following the holiday.

**8.7.3 Holiday Schedule:** A holiday which falls on a Saturday will be celebrated on the preceding Friday. A holiday which falls on a Sunday will be celebrated on the following Monday. The District may reschedule a workday for any holiday that falls on a day when school is in session for students.

**8.8 Leave of Absence without Pay**

At the discretion of the District, employees may be granted a leave of absence of up to one (1) year without pay or benefits. Employees returning from an unpaid leave will be placed at the discretion of the District.

**8.8.1 Written District Notice:** On or about January 15 of each year or no less than thirty (30) days from the scheduled date of return, the District will issue a written reminder notice to employees on leave. Employees who fail to confirm their intent to return in writing within thirty (30) calendar days from the date of the District notice will be immediately terminated from employment.

**8.8.2 Failure to Return to Work:** Any employee who fails to return upon expiration of the leave will be immediately terminated from employment.

**8.9 Professional Leave**

At the discretion of the District, an employee may be granted daily absences for professional reasons without disruption of pay or benefits.

**8.10 Military Leave**

Military leave will be in accordance with State and Federal law.

**8.11 Loss of Time Due to Assault or Threat**

**8.11.1 Assault:** An employee absent from work as a result of an assault while acting in a capacity for the District will not be charged with a loss of sick leave or any other leave for the length of time required for recovery, nor for any recurrence thereof. An absence under workers compensation will limit the obligation of the District to the difference between workers compensation and the employee's daily rate of pay as of the date of continuous absence. This paid leave will cease when the employee satisfies the qualifying period for long-term disability.

**8.11.2 Threat:** An employee absent from work as the result of a threat while acting in a capacity for the District will receive up to five (5) paid leave days. Such days will not be charged to sick leave or any other leave.

**8.11.3 Police Report:** In order to be eligible for this leave, the employee must file a police report regarding the incident precipitating the use of this leave.

**8.12 Failure to Report to Work**

Any unapproved absence or failure to return from an approved leave will constitute failure to report to work and as such, at the discretion of the District, will be considered a voluntary resignation by the employee.

**8.13 Examinations**

The District may request a physical or psychological examination, if there is evidence that the employee's capabilities have been impaired and there is a change in their condition since employment. The District will select the physician or psychologist and pay for the examination. Employees experiencing repeated absences due to illness may be required to furnish medical proof of illness.

**8.13.1 Long-Term Leave:** Employees who fail to qualify for a position either physically or psychologically may request a one-year medical leave of absence. Employees unable to return to work after a one-year leave of absence will be separated from employment, unless otherwise required by law.

**SECTION 9 -  
WORKING CONDITIONS**

**9.1 Work Authorization**

The District reserves the right to determine hours of employment, assignment, location, and annual authorization of all employees, which may vary from the standard workday, workweek, and work year.

**9.2 Standard Workday**

The standard workday will be eight (8) hours, which will also be used for the purpose of calculating leaves.

**9.3 Standard Workweek**

The standard workweek will be five (5) days.

**9.4 Standard Work Year**

The standard work year will be twelve (12) months or fifty-two (52) weeks.

**9.5 Emergency School Closings**

On days when the District is closed by the Superintendent due to snow or other adverse weather, employees will be given the time off with pay or required to be on duty depending on the type of school closing. Employees required to work when all schools are closed and most other employees are excused from duties will be granted an equivalent amount of vacation to be used at a later date. In the event an employee's services are not required in their current assignment due to a school closing, the District may temporarily reassign that employee. In the event of a lost workday, the District may establish another day in lieu thereof when employees will perform their regular duties.

**SECTION 10 -  
RETIREMENT**

**10.1 District 403(b) Plan (Tax Sheltered Annuity)**

Upon employment, employees are eligible to participate in the District 403(b) plan without a District match, if authorized to work for no less than twenty (20) hours per week.

**10.1.1 District Match:** Beginning the 24-25 school year, on July 1 if eligible based on Hire Date in Appendix A (after approximately 3 years), the District will match the contributions of the eligible employees up to a maximum annual District contribution of three percent (3%) of the employee's salary into their 403(b), as limited by state law and outlined in this Section, if:

- a. They are enrolled in the District 403(b) plan, and
- b. They authorize an equivalent amount or more by payroll deduction.

After completing eighteen (18) years of service, the District match will move to four percent (4%) of their basic salary.

**10.1.2 Supplemental:** Additionally, employees who are not eligible for the District match may contribute to a 403(b) as allowed by IRS regulations and District policy. Such contributions will be deducted from the employee's salary with the entire cost paid by the employee.

**10.1.3 Legal:** The 403(b) plan and District match will be subject to all applicable state and federal laws, rules and regulations.

**10.2 Retirement Group Insurance**

Eligibility of the retired employee, spouse, and dependents for continued participation in District group insurance will be determined by applicable state and federal law.

**10.2.1 District Contribution to Health/Hospitalization Insurance in Retirement:** Upon retirement if eligible based on Hire Date in Appendix A (after approximately 10 years), employees who are at least age fifty-five (55) years at time of retirement will be eligible for District paid contributions toward health insurance in retirement of one hundred dollars (\$100.00) per month for employee-only coverage and one hundred fifty-two dollars (\$152.00) per month for employee-plus-one or family coverage. The retired employee will pay the balance of the premium cost.

- a. **Basis:** Employees will be eligible for the District contribution based on the coverage elected in the last one (1) year preceding retirement.
- b. **Duration:** Eligibility for the District contribution will cease when the retired employee reaches Medicare eligibility.
- c. **Notification of Retirement:** To be eligible for the District contribution, employees must provide written notice of retirement ninety calendar (90) days prior to retirement, unless the District waives this requirement.
- d. **Termination:** No employees terminated for cause will be eligible for the District contribution.

**10.2.2 Level of Benefits:** Retired employees will receive the same level of benefits each year as current employees actively employed.

**SECTION 11 -  
DURATION**

**11.1 Plan Year**

This Plan will remain in full force and effect for a period commencing July 1, 2023 through June 30, 2025, or until modified by Board action.

**11.2 Effect**

This Plan constitutes the full and complete Plan between the District and independent salaried employees. The provisions of this Plan supersede any and all prior plans, resolutions, practices, District policies, rules or regulations inconsistent with the contained provisions.

**11.3 Severability**

The provisions of this Plan will be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it will not affect any other provisions of the Plan or the application of any provision thereof.

**FOR: *Independent School District No. 271***  
***Bloomington Public Schools***

  
\_\_\_\_\_

Board Chairperson



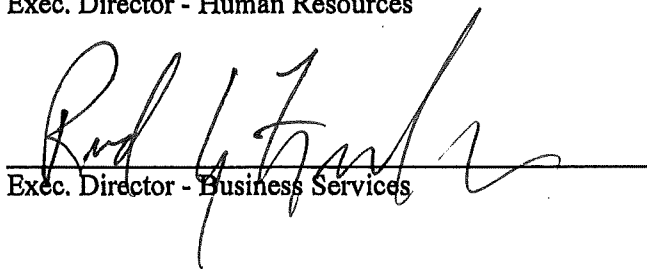
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Board Clerk



\_\_\_\_\_

Exec. Director - Human Resources



\_\_\_\_\_

Exec. Director - Business Services

**SCHEDULE A -  
JULY 1, 2023– JUNE 30, 2025**

<b>2023-2024 PEG Salary</b>	\$127,478.00 for 1.0 FTE.
<b>2024-2025 PEG Salary</b>	\$133,852.00 for 1.0 FTE.
<b>Pay Level</b>	Pay levels are defined in Schedule B and may be modified as needed at any time at the discretion of the District.
<b>Pay Level Multiplier</b>	Pay level multipliers are defined in Schedule B and may be modified as needed at any time at the discretion of the District.
<b>Previous Experience Factor (YRS-OUT)</b>	Upon hire, employees will receive an increase to the PEG salary of twenty-five hundredths percent (0.25%) for each year of experience in an equivalent position outside the District, up to a maximum of five (5) years. The Executive Director of Human Resources will determine equivalency.
<b>District Experience Factor (YRS-IN)</b>	On July 1 of each year, employees will receive an increase to the PEG salary of five tenths percent (0.5%) for each year of experience in an equivalent position in the District, up to a maximum of twenty-five (25) years. The Executive Director of Human Resources will determine equivalency.  Employees who work sixty (60) working days or more during the previous July 1 through June 30 will receive a year of experience in the District on this Plan.
<b>Doctoral Factor</b>	Employees with a doctoral (EdD or PhD) degree will receive an increase to the PEG salary of one and five tenths percent (1.5%).
<b>Other Education Factor</b>	At its discretion, the District may give other educational factors for advanced training and certification. The Executive Director of Human Resources will determine the applicable advanced training and certification, as well as the percentage.
<b>Experience/ Educational Factor</b>	The sum of one hundred percent (100%) plus Previous Experience Factor (YRS-OUT) plus District Experience Factor (YRS-IN) plus Doctoral Factor plus Other Education Factor.

**FORMULA:**

<b>ANNUAL SALARY (=)</b>	<b>PEG SALARY (x)  PAY LEVEL MULTIPLIER</b>	<b>(x)</b>	<b>EXPERIENCE/EDUCATIONAL FACTOR =</b>  100%  (+) [YRS-OUT (max 5) (x) 0.25%]  (+) [YRS-IN (max 25) (x) 0.5%]  (+) 1.5% (DOCTORATE, if applicable)  (+) % TBD (OTHER EDUCATION, if applicable)
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**SCHEDULE B -  
PAY LEVELS & MULTIPLIERS**

(1) PAY LEVEL	(1) DBM RATING	(1) (2) MULTIPLIER (X)
1	A12	0.394
2	A13	0.425
3	B21	0.445
4	B22	0.498
5	B23	0.527
6	B31	0.536
7	B32	0.546
8	C411	0.555
8a (3)	C412	0.579
9	C42	0.617
10	C43	0.679
11	C51	0.741
12	C52	0.803
13	D61	0.865
14	D62	0.927
15	D63	0.989
16	D71	1.048
17	D72	1.107
18	E81	1.166
19	E82	1.224
20	E83	1.281
21	E91	1.338
22	E92	1.395
23	F101	1.452
24	F102	1.508
25	F103	1.563

Notes:

(1) Pay Levels, DBM ratings, and Multipliers are subject to change.

(2) For Multipliers for Independent Salaried Employees in Community Education, also see Schedule A

(3) Pay Level 8a will be a transitional classification. No employee will be placed in this classification after September 12, 2011.



**APPENDIX A -  
ELIGIBILITY BASED ON HIRE DATE**

Write your Hire Date here: \_\_\_\_\_

Based on Hire Date, employees are eligible for the following benefits per this table:

<b>Employee qualifies for benefit below:</b>	<b>Effective July 1, 2023, if Hire Date is before:</b>	<sup>(1)</sup> <b>Effective July 1, 2024, if Hire Date is before:</b>	<sup>(2)</sup> <b>Approximate Years to Qualify</b>
<b>Section 8.5 - Vacation</b> (12-month employees)	Upon employment	Upon employment	-
<b>Section 8.6 - Earned Personal Leave</b> (Employees not earning vacation)	January 1, 2023	January 1, 2024*	3
<b>Section 10.1.1 - 403(b) Match</b> (20 hours or more)	January 1, 2021 – 3% January 1, 2006 – 4%	January 1, 2022 – 3%* January 1, 2007 – 4%*	3 18
<b>Section 10.2.1 - District Contribution to Health/Hospitalization Insurance in Retirement</b> (Minimum age of 55) (Part-time & Full-time)	January 1, 2014	January 1, 2015*	10

Notes:

- (1) Should a successor Plan not be approved before the expiration of this Plan, the dates marked with an asterisk\* will advance one year on an annual basis.
- (2) For employees hired mid-year in a school year, refer to Hire Date.
- (3) The 403b match at three years begins the 24-25 school year.

**APPENDIX B -  
DISTRICT HSA CONTRIBUTION FOR NEW HIRES**

**Employee-Only Coverage:** The total district HSA contribution for new full-time hires for 2023-2024 will be a maximum of seven hundred and fifty dollars (\$750.00). Part-time employees will receive half of full-time district contribution (\$375.00). The total district HSA contribution for new full-time hires for 2024-2025 will be a maximum of eight hundred dollars (\$800.00). Part-time employees will receive half of full-time district contribution (\$400.00.) These figures are based on a full year schedule. Those hired after January 1<sup>st</sup> of any school year will receive a pro-rated amount based on their hire date.

**Employee+1 and Family Coverage:** The total district HSA contribution for new full-time hires for 2023-2024 will be a maximum of fifteen hundred fifty dollars (\$1,500.00). Part-time employees will receive half of full-time district contribution (\$750.00). The total district HSA contribution for new full-time hires for 2024-2025 will be a maximum of sixteen hundred dollars (\$1,600.00). Part-time employees will receive half of full-time district contribution (\$800.00). These figures are based on a full year schedule. Those hired after January 1<sup>st</sup> of any school year will receive a pro-rated amount based on their hire date.

**APPENDIX C -  
SEVERANCE PAY**

**Eligibility:** Employees will be eligible for severance pay, if outlined in their Letters of Employment, after ten (10) years of service in the District and after reaching age fifty-five (55) -or- after five (5) years of service in the District and after reaching age sixty (60).

- C.1 Service Credit Days:** Employees will earn ten (10) service credit days for each full year of full-time service, up to a maximum of one hundred eighty (180) service credit days.
- C.2 Salary Day:** Salary day is defined as the highest daily rate of pay received in the last full year of full-time employment, excluding extra assignments.
- C.3 Calculation:** Severance pay equals total service credit days (not to exceed 180 days) times salary day.
- C.4 Deposits:** The District will deposit the calculated severance pay within thirty (30) days of resignation to the maximum allowed by law into a 403(b) and/or a 457 account(s) established by the employee. The District's annual contribution into the employee's 403(b) and/or a 457 account(s) must not exceed IRS contribution limits. If the employee has a remaining balance, the District will deposit the remaining balance into the Minnesota Post Retirement Health Care Savings Plan (MSRS HCSP). If the employee dies before any payout, the District will pay severance pay to the employee's named beneficiary, if any, or otherwise to the employee's estate.
- C.5 Notice of Resignation:** To be eligible for severance pay, employees must provide written notice of resignation per the table below, unless the District waives this requirement

<b>Notice</b>	<b>Severance Received</b>
90+ days	100%
60-89 days	75%
30-59 days	66%
Less than 30 days	50%

- C.6 Retirement:** Retirement will be considered the same as resignation.
- C.7 Legal:** Severance pay will be subject to all applicable state and federal laws, rules and regulations.