

WEST CENTRAL EDUCATION DISTRICT

NON-CERTIFIED HANDBOOK

**Applicable for the
2016-2017 and 2017-2018
School Years**

Board Approved: July 18, 2016

**SECTION I
POLICIES**

1. Each employee should receive a handbook of 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.

**SECTION II
PLACEMENT ON SCHEDULE OF INCREMENTS**

1. The Board of Education reserves the right for initial placement of all support staff personnel on the schedule of increments.
2. Any vertical movement on the schedule from year to year will be contingent upon satisfactory service as determined by the immediate supervisors and the administration.
3. Vertical movement on the schedule will also be based upon one complete year of work
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 schedule of increments.

**SECTION III
DETERMINATION OF PAYMENT**

1. All payments shall be based upon this handbook 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 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.

Benefit Chart 16-17 & 17-18			
Benefit	1: Under 30 hrs/wk	2: 30 hrs/wk; school yr	3: 40 hrs/week; yr round
<i>Health</i>	---	\$380/mo	\$530/mo
<i>Life</i>	---	\$12/mo	\$13/mo
<i>LTD</i>	*20 hr buy in	\$17.50/mo	\$30/mo
<i>Sick Leave</i>	Yearly Sick Leave = #pd hrs/day x 9		
<i>Max sick leave</i>	<i>Prorated on FTE</i>	80 hrs	108 hours
<i>Holidays</i>	---	4 days*	10 days***
<i>Vacation</i>	---	---	80, 120, 160 hrs
<i>Personal</i>	<i>Get 2 days/yr; 1 can be carried to the next year; Day = #pd hrs/day</i>		
<i>403b</i>	<i>Prorated on FTE</i>	<i>Based on years of service: \$500, \$700 and \$900</i>	
<i>*4 Holidays</i>	<i>Thnksgvng Day, Christmas Day, New Year's Day, Good Friday</i>		
<i>**10 Holidays</i>	<i>7/4, Labor, Thnksgvng Day/after, Christmas Eve/Day, New Year's Eve/Day, Good Fr, Mem</i>		

2. Time sheets shall be filed by all support staff personnel and turned into the office by the 15th and 30th of each month.
3. Vacation, sick leave and personal leave shall be taken in 30 minute increments.
4. Longevity: Staff who have completed the following full years of service in WCED shall receive the specified career increment. Payment will be made as a one-time payment with the June 15th payroll starting at the end of the 16th year. In the event a staff member leaves prior to the end of a full year, amount will be prorated.
 - a. 16-20 years: \$250
 - b. 21-25 years: \$500
 - c. 26-30 years: \$750
 - d. 30+ years: \$1,000

SECTION IV **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 site shall be governed by the school district location of the Education District address (Sauk Centre). 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. Vacation time may be substituted for such time missed in Items 1 and 2 above, subject to other provisions of this handbook, and as permitted by the Director.
5. The basic workday shall include two breaks for employees working seven (7) or more hours and one 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 provided that the permission of the immediate supervisor was first obtained.
7. Employees that are scheduled to work four (4) or more hours in one shift will be allowed to schedule an unpaid and duty-free meal break.
8. All breaks shall be scheduled with and have approval of the employee's immediate supervisor.

SECTION V
OVERTIME AND COMPENSATORY TIME

1. No employee shall work over 40 hours per week except with the director's permission.
2. 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 in one of two ways: (a) regular hourly salary for those extra hours or (b) an equivalent number of compensatory time will be arranged with their immediate supervisor. Night School and Summer School hours are applicable to this section.

SECTION VI
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.
3. The Education District will pay 25% of the accumulated sick leave hours in compensation upon retirement or death to those 12 month 40 hr/week support staff employees (or their estate) who have worked in the Education District at least 15 years.
4. 12 month 40 hrs/week support staff employees, who have worked in the Education District at least 15 years that are retiring from the West Central Education District, currently qualify for the district's health insurance, and qualify for PERA benefits shall be eligible to remain in the existing health and hospitalization insurance program. The district shall contribute 70% of the yearly applicable amount specified in Section VIII toward coverage on a per month basis for no more than 36 months from the effective date of retirement. Any additional amount of premium would be paid by the retiree by October 1st of the current year.

SECTION VII
WORK RELATED INJURIES

1. All injuries, regardless of severity, shall be reported to the WCED office immediately.
2. West Central Education District carries workers Compensation Insurance for all employees.
3. 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.

SECTION VIII
INSURANCE

1. The Education District will pay up to \$380 per month toward the district's health insurance coverage for those employees working at least 30 hrs/week during the school year but less than 40 hrs/week year round and up to \$530 per month for all employees working 40 hrs/week year round for the **2016-2017 and 2017-2018** school years, effective the first day of the month following board approval.
2. The Education District will pay a maximum of \$12 per month toward a \$50,000 term life insurance policy for an employee working at least 30 hrs/week during the school year but less than 40hrs/week year round and \$13/mo for an employee working 40 hrs/week year round.
3. The Education District will pay a maximum of \$17.50 per month toward the existing group long-term disability (LTD) policy for an employee working at least 30 hrs/week during the school year but less than 40hrs/week year round and \$30/mo for an employee working 40 hrs/week for 12 months.
4. An employee working twenty (20) hours or more a week is eligible to apply for long term disability insurance at WCED group rate. Such premiums for that policy will be paid by the employee.
5. Insurance coverage is currently not available for some classifications of employees through the Education District due to provisions with the current group carrier.
6. All insurance carriers shall be selected by the Education District pursuant to applicable statutes.

SECTION IX
VACATIONS

1. Vacation days will be determined by mutual consent with the immediate supervisor and the West Central Education District Director.
2. Accumulated vacation days are not to be carried over into the next school year without prior approval from the Director; days carried over should be used within six months.
3. Vacation days will be accrued on a pro rata basis of the employee's average scheduled work day as per the following schedule, and shall be applicable only to those employees that work 40 hrs/week year round.

Years Employed	0-10	11-20	21 and more
Vacation Hours	80	120	160

SECTION X
PERSONAL LEAVE

1. 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.
2. An employee may carryover one (1) personal day to the next school year with a total of no more than three (3) personal days available in any one year.

3. Written application must be made to the Director three (3) working days in advance whenever possible.
4. 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.

At the beginning of each work year, each support staff employee will be credited with the equivalent of two times their assigned work day hours*, for personal, legal business, household, or family matters, which requires absence during work hours. Examples of such leaves are: deaths, funerals, court appearances, estate settlements, or other legal proceedings that the staff member might be required by law to attend. Personal leave may accumulate to not more than three times their assigned work day hours total. The Director may consider additional leave under this provision in the event of unusual circumstances. Requests to the WCED Director or designee for personal leave will be made at least three working days before taking such leave (except in cases of emergency). 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. Leave must be taken in a minimum of 30 minute increments

* Example: Staff members schedule to work 6.5 hours per day, will be credited with 13 hours for personal leave.

SECTION XI

CHILD CARE LEAVE

1. Subject to the provisions of this section, child care leave will be granted to any employee who is a parent.
2. 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.
3. 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.
4. Failure of the employee to return to work on the date agreed upon shall constitute grounds for termination.
5. 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
6. 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.
7. All leave under this section shall be without pay or fringe benefits except as provided in Item 3 above.

SECTION XII
HOLIDAYS

1. For employees scheduled to work at least 30 hrs/week during the school year but less than 40hrs/week year round defined in Section 3, Item 1, the following four holidays shall be considered paid holidays. If the employee would normally be scheduled to work the week of that holiday: Thanksgiving Day, Christmas Day, New Year's Day and Good Friday Day. Payment will be made on a pro-rata basis of the employee's normal scheduled day.
2. For employees scheduled to work 40 hrs/week year round as defined in Section 3, Item 1, the following ten holidays shall be considered paid holidays: July 4, Labor Day, Thanksgiving Day, day after Thanksgiving Day, Christmas Eve Day, Christmas day, New Year's Eve Day, New Year's Day, Good Friday, and Memorial Day.

SECTION XIII
SICK LEAVE SCHEDULE

1. Sick leave is to be used for absence caused by illness of an employee or a member of their immediate family. Time used beyond accumulated days may be allowed without pay by written approval from the Director.
2. 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
3. Sick leave will be available to staff based upon the following schedule.
4. 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	72 hours	520 hours (65 days)
30 hrs-40 hrs/week yr round	80 hours	640 hours (80 days)
40 hrs/week yr round	108 hours	880 hours (110 days)

SECTION XIV
BEREAVEMENT LEAVE

1. 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.
2. Immediate family shall be construed to include wife, husband, children, sisters, brothers, father and mother of employee or spouse.
3. Prior to taking such leave, the Director will be notified and written documentation will be completed as soon as possible.

SECTION XV
EXPENSE REIMBURSEMENT

Approved expenses directly associated with an employee's duties will be reimbursed through the normal bill process by submitting appropriate forms and receipts.

1.0 TRAVEL EXPENSES

1.1 Rate: Authorized travel by WCED staff, approved by the WCED Director or designee, shall be reimbursed at a mileage rate designated by IRS with potential adjustments in July and January.

1.2 Conditions

7.21 Travel outside of the boundaries of the WCED, but within the state, must be approved in advance by the WCED Director or designee. Mileage will be paid from the point of departure, or the WCED district office, to the destination, whichever is less. If the staff does not return to the office, mileage will be paid to the staff's residence or the WCED district office, whichever is less. Requests for reimbursement for travel out of state must be made to the WCED Director or designee and approved in advance by the WCED Board.

7.22 Travel for WCED staff, on WCED business, within the WCED boundaries, will be reimbursed under the following:

(a) When the staff member begins the work day in one of the WCED districts, the staff member will be reimbursed for travel from his/her residence to the district or from the office to the district, whichever is less

(a) When a staff member ends the work day in one of the districts, the staff member shall be reimbursed for travel from the district where the staff member ended the work day to the office, or to the staff member's residence, whichever is less.

7.23 WCED personnel shall be reimbursed for normal and reasonable expenses incurred as the result of WCED business, which takes the staff member outside the WCED district's boundaries.

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

SECTION XVI
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.
3. To initially participate, a salary reduction authorization agreement must be completed prior to September 15 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.

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

It should be noted that 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 XVII
SEVERANCE

All applicable severance will be applied to the employee's HCSP. Applicable severance shall be paid by the WCED in equal annual installments over a time period not to exceed three years from the effective date of the retirement. If the employee dies prior to any or all severance being applied to HCSP, the applicable severance will be paid to the employee's beneficiary.

SECTION XVIII
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 in to 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.

*****It should be noted that all WCED Board Policies are understood to be incorporated into this handbook*****

West Central Education District						
2016-2018 Non Certified Salary Schedules						
B21	2016-2017	2017-2018		B21b	2016-2017	2017-2018
1	11.83	12.33		1	13.42	14.67
2	12.18	12.68		2	13.86	15.11
3	12.50	13.00		3	14.21	15.46
4	12.84	13.34		4	14.58	15.83
5	13.16	13.66		5	14.97	16.22
6	13.81	14.31		6	15.67	16.92
7	14.26	14.76		7	16.06	17.31
8	14.58	15.08		8	16.39	17.64
9	14.88	15.38		9	16.88	18.13
10	15.29	15.79		10	17.33	18.58
B22	2016-2017	2017-2018		B23	2016-2017	2017-2018
1	15.12	17.12		1	17.32	18.32
2	15.51	17.51		2	17.71	18.71
3	15.94	17.94		3	18.04	19.04
4	16.33	18.33		4	18.51	19.51
5	16.75	18.75		5	18.89	19.89
6	17.54	19.54		6	19.43	20.43
7	17.92	19.92		7	19.83	20.83
8	18.34	20.34		8	20.18	21.18
9	18.92	20.92		9	20.70	21.70
10	19.34	21.34		10	21.19	22.19
B24	2016-2017	2017-2018				
1	17.32	18.32		B21	Paraprofessionals	
2	17.71	18.71		B21b	ALC Office Manager	
3	18.04	19.04		B22	WCED Office Manager	
4	18.51	19.51		B23	COTA/PTA	
5	18.89	19.89		B24	Mental Health Practitioners	
6	19.43	20.43				
7	19.83	20.83				
8	20.18	21.18				
9	20.70	21.70				
10	21.19	22.19				
Placement on the Salary schedule does not necessarily coincide with years of service.						