

Personnel Procedures & Practices

Success Coach

**Effective:
July 1, 2023**

TABLE OF CONTENTS

ARTICLE I
PURPOSE..... PAGE 1

ARTICLE II
BASIC SERVICES..... PAGE 1

ARTICLE III
HOURS OF SERVICE & WORK YEAR PAGE 1

ARTICLE IV
RATE OF PAY PAGE 2

ARTICLE V
GROUP HEALTH INSURANCE PAGE 2

ARTICLE VI
PAID TIME OFF PAGE 3

ARTICLE VII..... PAGE 4
LEAVES OF ABSENCE

ARTICLE VIII
PROBATIONARY PERIOD PAGE 5

SCHEDULE A RATE OF PAY SCHEDULE PAGE 5

**ARTICLE I
PURPOSE**

These personnel procedures and practices contain information pertaining to your employment with Independent School District No. 241, Albert Lea (“District”). Please note that the information contained in this document may be changed from time to time. Nothing in this document establishes any form of a contract between you and the District, nor does anything in this document alter your at-will employment relationship with the District. In the same sense that you can resign your employment with the District at any time for any reason or no reason at all, so can the District terminate your employment at any time for any reason or no reason at all, consistent with the concept of at-will employment. When changes occur to the information contained in this document, the revisions will be issued to you. The statements contained in this Article are subject to the requirements of any applicable law, such as the Veterans’ Preference Act, granting the employee employment rights.

**ARTICLE II
BASIC SERVICES**

Employees shall faithfully perform the services prescribed by the School Board or designated representative whether or not such services are specifically described in these personnel procedures and practices or in a general job description, abide by the rules, regulations and policies as established by the School Board and the Minnesota Department of Education, and any additions or amendments thereto, for the pay indicated in these personnel procedures and practices.

**ARTICLE III
HOURS OF SERVICE AND WORK YEAR**

Section 1. Basic Work Year: The employee’s basic work year shall be July 1 – June 30.

Section 2. Basic Work Week: The employee’s basic work week, exclusive of lunch, shall be prescribed by the School District.

Section 3. Basic Work Day: The employee’s basic work day will be prescribed by the School District.

Section 4. Work Hours: The work hours of the Success Coach will be an average of seven (7) hours per day, Monday through Friday, which may vary depending on the needs of the students, parents, and administrators. The work schedule for the Success Coach consists of a maximum total of 35 hours per week for duration of one-year. It is understood that the Success Coach is an employee-at-will.

Section 5. Work from Home: A success coach may only work from home on a limited basis. Pre-approval is necessary from the Executive Director of Academics and Accountability in consultation with the building

principal.

Section 6. Interpretive Services Compensation.

Subd. 1. During hours of paid duty, the Success Coach will be asked to interpret and/or translate information as needed according to the second language skills of the Success Coach. If interpreting or translating services are needed beyond work hours, the Success Coach will be scheduled according to (1) availability by the building in which a Success Coach is assigned, and (2) any other building on request. The Success Coach will be paid according to the district interpreter/translator rates for those self-employed services. These services are not part of the days of this independent contract.

Subd. 2. Interpretive Services outside of the paid duty day must be pre-approved by the Executive Director of Academics and Accountability in consultation with the building principal.

**ARTICLE IV
RATE OF PAY**

Section 1. Pay Schedules:

Subd. 1. Pay Schedule: The pay as provided in Schedule A herein shall be in effect beginning the 2023-2024 work year.

Section 2. Payment of Pay: The employee shall be paid an hourly rate for any work hours completed during the school year. Work hours will be tracked using the district's designated electronic time record keeping system.

Section 3. New Employees: Rate of pay for a new employee accepting a position listed in these personnel procedures and practices will be determined by the District.

Section 4. Communications Stipend: Employees shall receive a communications stipend of \$50.00 per month.

Section 5. Long Term Substitute Success Coach Rate of Pay: A long term substitute for a success coach must be employed a minimum of 3 weeks as an LTR and will be paid the entry rate of pay for the duration of the LTR.

**ARTICLE V
GROUP HEALTH INSURANCE**

Section 1: Group Health Insurance for Active Employees:, The School District shall make available a minimum value health and hospitalization insurance plan to the employee. The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Subd. 1. Minimum Value Health and Hospitalization Insurance – Single Coverage: The School District shall contribute a sum not to exceed \$319.00 per month toward the premium for individual coverage for the employee if the employee qualifies for and is enrolled in single coverage in the School District’s group minimum value health and hospitalization insurance plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Subd. 2. Minimum Value Health and Hospitalization Insurance – Family Coverage: The School District shall contribute a sum not to exceed \$319.00 per month toward the premium for family coverage for the employee if the employee qualifies for and is enrolled in family coverage in the School District’s group minimum value health and hospitalization insurance plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Subd. 3. Duration of Insurance Contributions: An employee is eligible for School District contribution as provided in this Section as long as the employee is employed by the School District, on paid status, and enrolled in the School District’s group minimum value health and hospitalization insurance plan. Upon termination of employment, all School District contributions shall cease.

Subd. 4. Eligibility: Eligibility is also subject to any limitations contained in the contract between the insurance carrier and the School District.

Subd. 5. Claims Against the School District: The parties agree that any description of insurance benefits contained in this Section is intended to be informational only and the eligibility of the employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Section. It is further understood that the School District’s only obligation is to purchase an insurance policy and pay such amounts as agreed to in this Agreement, and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 2: Affordable Care Act (ACA): Notwithstanding any other provision of this Agreement, in the event this Agreement will cause or does cause penalties, fees, or fines to be assessed against the School District, the parties agree to reopen negotiations that result in a revised Agreement between the parties that eliminates or reduces penalties, fees, or fines to be assessed against the School District. The School District and the employees agree that all material terms of compensation, hours, and fringe benefits (including health benefits) may be subject to modification in order to comply with the ACA, to minimize penalties under the ACA, and to address any increase or decrease in cost that the ACA may require.

ARTICLE VI PAID TIME OFF (PTO)

Section 1. Earning: Employees will receive two (2) PTO days per school year, non-accumulative. One day will be the equivalent hours of one scheduled work day as prescribed by the School District.

Paid time off (PTO) shall be used at the discretion of the employee and subject to the limitations as provided below.

Subd. 1: Such day may only be taken during the first ten (10) duty days and last ten (10) duty days with prior approval of the Superintendent or designee. Such day may not be taken on conference days.

Subd. 2: The limitations as provided herein may be waived by exception at the sole discretion of the school district. For situations that arise requiring the employee's emergency attention which cannot be attended to when school is not in session, the limitations of subd. 1 shall be waived.

Section 2. Approval and Schedule: Use of paid time off (PTO) described in this Article shall be granted only through approval of the requesting employee's supervisor/building principal using the District's required procedures, including its designated absence program, and required documentation.

Section 3. Separation of Employment: There shall be no payment for unused, earned Paid Time Off balance upon termination or separation of employment, for any reason, with the School District.

ARTICLE VII LEAVES OF ABSENCE

Section 1. School Conference and Activities Leave (Child Event Leave): In accordance with the provisions of MS.181.9412, the District will provide each success coach with up to sixteen hours of school conference and activities leave during any twelve-month period to attend school conferences or school related activities related to the employee's child, provided the conference, activity or observation cannot be scheduled during non-work hours.

Subd 1. One school day advance written notice shall be provided via the District's Absence Management reporting system. Details about the specific event must be included with the absence request to determine if the request is a qualifying event.

Subd 2. The district may waive the advanced written notice requirement in emergency situations under exceptional or unusual circumstances.

Subd 3. Such leave will be deducted from the success coach's vacation leave if they choose Child Event--Paid. The success coach's paycheck will be docked if they choose Child Event—Unpaid

Subd 4. A "child" includes any child of the employee, whether biological, adopted or foster, who is younger than 18 or who is younger than 20 and is still attending secondary school. Eligible employees can receive up to 16 hours for each child. Toddler-age child care, early childhood special education programs and pre-kindergarten children are included.

**ARTICLE VIII
PROBATIONARY PERIOD**

Section 1. Probationary Period: All newly-hired Success Coaches employed by the School District shall be required to serve a probationary period of ninety (90) working days and may be terminated at any time during the probationary period upon the recommendation of the Executive Director of Teaching and Learning, Building Principal, Director of Special Services, Superintendent of Schools, or the School Board.

The Success Coach is not required to hold a teaching license for the above position, and is not granted any continuing contract rights under Minnesota Statutes 122A.40.

Term of Employment. At the conclusion of the school year employment shall end. The Success Coach shall have no further rights to employment with Albert Lea Area Schools.

**SCHEDULE A
2023-2024
Pay Schedule**

Position	Pay Range
Success Coach	\$20.00/hr-\$26.00