

2020-22
DAILY SUBSTITUTE TEACHER
Independent School District 719

I. 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 terms and conditions 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 terms and conditions.

II. <u>SALARY:</u>	<u>2020-21</u> \$21.71/hr	<u>2021-22</u> \$21.71/hr
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Time-off allocations for secondary employees working less than 172 days and elementary employees working less than 170 days will be pro-rated.

III. DUTY YEAR AND LEAVES:

Basic Work Year: The work year for all shall be determined at the beginning of each year (both hours per day and number of days).

1. Family Bereavement, Family Leave and Funeral Leaves: Employees will be entitled to family illness and bereavement leave up to a maximum of 5 non-cumulative days per school year. Such leave may be used in the event of death, serious illness or injury of a spouse, child, parent, father/mother/son/daughter-in-law, grandchild, sibling or member of the immediate household; and up to two (2) of the maximum days per school year may be used in the event of the death of any person.
2. Personal Leave: An employee shall be granted a personal leave of no more than two (2) days per year. Personal leave shall be non-cumulative and must be requested at least twenty- four (24) hours in advance.
3. Sick Leave: The employee shall earn five (5) pro-rated days, (cumulative to 15 days).

IV. OTHER BENEFITS:

1. 403(b) Plan: Employees are eligible for participation in the tax deferred annuity plan.
2. Flexible Spending Account Plan: Employees are eligible to participate in the Flexible Spending Account plan.

These personnel terms and conditions contain information pertaining to your employment with Independent School District No. 719, Prior Lake-Savage Area Schools ("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.