

Mounds View Public Schools Ends and Goals Regulation

EG-5102 Employee Compensation

The following regulations are written to support Policy EG-5102:

MILEAGE ALLOWANCE

Effective July 1, 1979, mileage for authorized travel for school employees will be reimbursed at the mileage allowance rate established by the Internal Revenue Service. Such reimbursement will apply to authorized travel both within and outside of the School District in the larger metropolitan area. The mileage allowance vouchers are to be examined and approved by the individual's immediate superior before being sent to the Business Office for approval. Car pools are to be used to reduce travel costs, whenever possible.

SUBSTITUTE TEACHER PAY RATE

1. The substitute teacher pay rate shall be as follows:

Full day	\$110.00
Half day	\$ 70.00
621 Retiree Rate	\$125.00
Consistent Sub	\$115.00
(subbed at least 90 days in the last 3 years)	

(The above rates shall not include fringe benefits.)

2. A consistent substitute must have subbed at least 90 days in each of the last three, consecutive school years. If the sub takes a leave of absence, she or he returns to the regular full day rate.
3. A substitute who completes 50% or more of a day of service shall be paid for the full day and be given credit for the full day's work (elementary and middle - 4 hours (240 minutes), high school - 4 periods). A substitute working less than four hours for elementary or middle schools or less than four periods for senior high school shall be paid \$65, except for long-term substitutes who are paid according to the long-term sub contract. In the event that a substitute teacher reports and the need no longer exists, attempts will be made to find an alternative assignment. If no alternative is found, the individual will receive the half day pay.
4. A substitute will receive 1.2 rate of pay in the following circumstances: a) the substitute teaches a class during his/her prep time at a senior high or b) the substitute teaches 7 periods at a middle school. Payment is subject to approval by the building administrator.
5. Any days worked up to the 15th of each month will be paid on the last day of the month; days worked up to the last day of each month will be paid on the 15th of the next month.
6. Substitute teachers will not be paid for workshop attendance, but may be granted clock hours for re-licensure through application to the Staff Development Professional Growth Council.
7. Substitute teachers may apply to the Director of Human Resources for a leave of absence for good reason as determined by the Employer.

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8. One paid leave day per month of long-term substituting shall be allowed for substitute teachers who are working at the long-term substitute rate (referenced in "1" above) on the 15th day subject to approval by the building principal or designee. Sick, personal, bereavement, family illness and religious leave will be on a pro-rata basis for long-term subs.

SHORT-TERM ABSENCE WITHOUT PAY

It is understood that provisions for sick and emergency leaves are included in the negotiated contracts with the Mounds View Principals Association, Mounds View Education Association, and the Custodial, Clerical, Paraprofessional and Nutrition Services Unions. The School District realizes, however, that there may be extenuating circumstances which do not fall within the contracted leave allowances. Therefore, it shall be the policy of Independent School District No. 621 to provide for specific extraordinary circumstances by granting requests for short-term absence without pay to school district personnel under the following conditions:

1. Request for absence without pay will be submitted 30 days prior to the proposed beginning of the absence to the Director of Human Resources. Such request must include sufficient documentation to verify the extenuating circumstances.
2. If approved, the absence without pay will not exceed 10 days per school year.
3. Absence without pay will not be granted during peak workload or yearly planning periods; to include but not limited to:
 - a) Immediately following the beginning of the preschool workshop days of the school year;
 - b) Immediately preceding the end of the post-school workshop days of the school year;
 - c) The day immediately prior to or immediately following scheduled holidays and/or vacation days;
 - d) In case of the professional staff, the day immediately prior to or immediately following scheduled workshop days;
 - e) Report card and teacher conference periods.
4. Any exceptions to the above may be made only by the Superintendent.

Principals

1. Arrangements for a substitute principal will be made by the Director of Human Resources for the time of any approved short-term absence.
2. Adequate arrangements will be made by the applicant with the substitute principal for the administration of the school during the period of approved absence.

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Teachers

1. Arrangements for a substitute teacher will be made in accordance with established district practice for the time of any approved short-term absence. Approved short term absences shall be in accordance with Article VIII, Section 8.16 of the Master Contract.
2. Lesson plans will be prepared and reviewed with the substitute teacher by the applicant for the period of the proposed absence.

Custodial, Clerical, Food Service and Paraprofessional Personnel

The applicant and his/her immediate supervisor will discuss alternatives for carrying out the assignments of the applicant for the duration of the proposed absence. It will be the supervisor's responsibility to decide which arrangement will be most satisfactory. Approved short term absences shall be in accordance with negotiated contract.

General

No more than 5% of the total staff in each school shall be permitted to take short-term leave without pay at any given time.

DONATION OF SICK LEAVE

The purpose of this regulation is to provide a mechanism by which employees can voluntarily donate sick leave to other staff members.

1. An employee must be experiencing a catastrophic illness in order to be eligible to receive donated sick leave.
2. Employees must use all of their existing leave balances (vacation, sick, personal, emergency, etc.) before they can access donated days.
3. Twelve-month employees may receive a maximum of 24 donated days in a fiscal year. Ten-month employees may receive a maximum of 20 days in a fiscal year.
4. Employees may only donate time from their sick leave balance.
5. An employee may donate a maximum of 5 days of leave to a particular employee in any one school year.
6. All donations must be made in full day increments. For employees who accrue sick leave on an hourly basis, a full day will equal eight hours.
7. Once donated time has been transferred to the recipient's leave balance, the donor has no rights to that time for any reason.
8. The decision to donate sick leave should be an individual and personal decision and is completely voluntary.

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9. All sick leave donations which are in accordance with the conditions outlined in this policy must come before the School Board for approval.

PROCEDURE

1. Catastrophic illness includes but is not limited to: a life threatening illness that requires the employee to be absent from work for an intermittent and/or extended period of time; or a medical emergency that results in absence from work for at least one week or more.
2. Employees choosing to donate sick leave to an employee experiencing a catastrophic illness must complete personnel Form EG-5102 - Request to Donate Sick Leave and submit it to the Human Resources Department.
3. Requests to donate sick leave will be reviewed by the Director of Human Resources, or his/her designee, for compliance with the conditions set forth in Policy and Regulation EG-5102. The Director of Human Resources may request additional information from the recipient regarding the nature of the illness to determine compliance with the Board policy.
4. Those requests which meet the conditions of the policy will be presented to the School Board for approval. Requests not meeting the conditions of the policy will be denied by the Director of Human Resources. Denials may be appealed to the School Board for consideration.
5. Approved donations will be immediately deducted from the donor's leave balance and credited to the recipient's balance.
6. The Human Resources Department will notify the donor and the recipient after the transaction has occurred.

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