

Southeast Area Cooperative

SACAPS Benefits Agreement

2020-2021

Benefits outlined below apply to all SAC employees. Individual/group agreements supersede SACAPS benefits agreements.

1. **Health and Dental Insurance:**

The Southeast Area Cooperative will pay for dental/health insurance up to the following monthly rates: Single - **\$656**; Two-Party - **\$712**; Family - **\$760**.

The cooperative will contribute up to \$45/month to a HSA on behalf of employees enrolled in the HDHP.

2. **Cafeteria Plan:**

A cafeteria flex plan is available for all employees who wish to participate.

3. **Sick leave:**

Staff shall be granted sick leave as per their job classification and per SAC policy. Full time certified staff will be granted 14 days of sick leave per year, and classified staff will be granted 10 sick leave days per year.

Staff members will be allowed to convert one (1) sick day into an emergency day, with emergency being defined as an unexpected situation requiring immediate action and time away from work. The emergency day is not eligible for carry over. Director approval is required.

Exceptions may be granted by the director for special circumstances.

Any employee who has been employed with the Southeast Area Cooperative for 15 consecutive years or more upon retirement at a minimum age of 55 may cash in up to 10 unused sick days at a rate of \$100.00 per day.

4. **Bereavement Leave**

Bereavement leave will be granted according to SAC policy.

Exceptions may be granted by the director for special circumstances.

5. **Sick Leave Bank:**

Personnel can participate in the voluntary sick leave bank.

6. **Personal Leave :**

Granted upon approval of the director for requests made at least 5 days in advance.

Exceptions may be granted by the director for special circumstances.

Personal leave may not be used during the first or last week of the school year.

Personal leave may be used to extend a vacation or holiday period.

Personal leave shall be required to be taken in increments of at least one half day or more.

Full time employees (prorated for part time employees) are granted 3 personal days at the beginning of each school year. Personal days may not be carried over. However, any remaining personal days that an employee has at the end of the school term, up to 2 (two), will be cashed out at a rate of \$150/per day.

7. **Professional Leave:**

Employees will be granted leave to attend professional meetings only with the approval of the director. The intent will be to be equitable and fair to all staff members and stay within the financial resources of the cooperative budget each year.

8. **Leave of absence:**

Leave of absence will be granted according to SAC policy.

9. **Leave without Pay:**

Leave without pay will be granted according to SAC policy.

10. **In-service Day:**

One cooperative preschool in-service day will be paid at the contract per diem rate of the certified employee. Classified staff will be paid at their regular hourly rate. Additional in-service days require director approval prior to attendance at the in-service.

11. **Mileage:**

Mileage will be reimbursed at the **state rate** for all trips during the school day, including in-town driving.

Josh Carlson
Southeast Area SACAPS Chairperson

Date

Faydra Christensen, President
Board of Directors

Date