

# North Lakes Academy

**Policy #: 603**

**Policy Name:** Compensation Agreement Templates

Adopted: June 19, 2009

Reviewed:

## **I. Purpose**

The Board of Directors recognizes the importance of being fair and consistent in compensation agreements with employees. The Board also recognizes the significant financial impact of the terms of these agreements. Therefore, the Board of Directors establishes these compensation agreement templates to be used by the board and administration when defining conditions of employment for all employees.

## **II. Specific Policy Elements**

1. Compensation Agreement Templates for the following positions are attached below:
  - a. Teachers
  - b. Administration
  - c. Business Manager
  - d. Administrative Assistant
  - e. Special Education Educational Assistant

## **III. Special Reporting Requirements**

None

North Lakes Charter Academy  
2009-2010  
Teacher Wage Agreement

This Agreement is entered into this day of \_\_\_\_\_ between NORTH LAKES ACADEMY as represented by its board; Forest Lake, Minnesota (hereinafter "NLA") and \_\_\_\_\_ (hereinafter "\_\_\_\_\_" - title specific to job)

**Basic Services.** NLA here by agrees to engage \_\_\_\_\_ and \_\_\_\_\_ hereby prescribed by NLA, subject to the rules and regulations included in the Employee Handbook and all board policies. \_\_\_\_\_ shall be assigned in such grades or subjects for which NLA and \_\_\_\_\_ agree that \_\_\_\_\_ is qualified.

**Compensation.** The annual compensation shall be the sum of \$\_\_\_\_\_ payable to \_\_\_\_\_ in 24 installments on the 7<sup>th</sup> and 22<sup>nd</sup> of each month, commencing \_\_\_\_\_ and ending \_\_\_\_\_. This is \_\_\_% of a full time position and acknowledges \_\_\_\_\_ years experience on the attached master salary schedule. A full time position consists of \_\_\_\_\_ per calendar year. Student contact days and assigned workshop days are mandatory.

**Benefits.** Available to staff contracted at 65% or more of full time:

- **Medical and Dental Insurance** Benefits include full payment of health and dental insurance premiums for the employee. Family benefits are available and paid at 25%.
- **Life Insurance** Benefit is equivalent to the lesser amount of one-year's salary or \$50,000. Premium paid in full by the NLA.
- **Short and Long-Term Disability** Short-term disability benefit covers a nine-week inability to work and goes into effect after a 30 day disability absence. Long-term benefits begin at 90 days. Premium paid in full by the NLA.
- **Claims Against NLA** NLA will carry such corporate and individual liability insurance as is deemed reasonable at no cost to the employee.
- **Duration of Coverage** Insurance coverage shall include the entire agreement year, less any required exclusionary period plus any teacher elected continuation of benefits (COBRA) as provided in the master insurance agreement.
- **Retirement Benefits** TRA benefits are co-contributed. 5.5% TRA contributed by employee with 5.5% contributed by NLA.

A change of health and dental insurance providers requires a 2/3 majority vote of the staff.

Employment under this Agreement shall commence on \_\_\_\_\_ provided there is sufficient enrollment in classes \_\_\_\_\_ is assigned to teach and shall terminate on, \_\_\_\_\_ NLA reserves the right to rescind this agreement upon its sole determination that there is insufficient enrollment.

**Other Provisions**

- a. All licensed NLA teachers are required to serve a minimum of one term on the NLA state mandated teacher majority school board every five years. Teachers may choose from one and or three year terms. Teachers must be in at least their second year of employment with NLA to be eligible for board membership.
- b. If, for any reason, Teacher shall terminate employment during the school year, NLA shall pay Teacher for the proportionate amount of services rendered but shall not be required to make payment for vacation periods occurring after such termination. Teacher shall give NLA at least 30 days prior written notice of any termination during the employment year.

IN WITNESS WHEREOF, this agreement has been executed as of the date first above written.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

**North Lakes Charter Academy  
2009-2019**

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Wage Agreement

THIS AGREEMENT, is entered into this day of \_\_\_\_\_, between NORTH LAKES ACADEMY; Forest Lake, Minnesota (hereinafter "NLA") and \_\_\_\_\_(hereinafter "\_\_\_\_\_").

**Basic Services.** NLA here by agrees to engage \_\_\_\_\_ and \_\_\_\_\_ agrees to employment with NLA to perform such duties as are prescribed by NLA, subject to the rules and regulations included in the Employee Handbook and all board policies.

\_\_\_\_\_ is required to perform all duties outlined in the \_\_\_\_\_ job description.

**Supplemental Services.** \_\_\_\_\_ may be required to participate in school activities beyond the basic classroom day, including extracurricular and supervisory activities.

**Compensation.** The annual compensation shall be the sum of \_\_\_\_\_ payable to \_\_\_\_\_ in 24 installments on the 7<sup>th</sup> and 22<sup>nd</sup> of each month July 7, 2008 and ending June 22, 2009. This is 100% of a full time position.

**Benefits.** Available to staff contracted at 65% or more of full time:

- **Medical and Dental Insurance** Benefits include full payment of health and dental insurance premiums for the employee. Family benefits are available and paid at 25%.
- **Life Insurance** Benefit is equivalent to the lesser amount of one-year's salary or \$50,000. Premium paid in full by the NLA.
- **Short and Long-Term Disability** Short-term disability benefit covers a nine-week inability to work and goes into effect after a 30 day disability absence. Long-term benefits begin at 90 days. Premium paid in full by the NLA.
- **Claims Against NLA** NLA will carry such corporate and individual liability insurance as is deemed reasonable at no cost to the employee.
- **Duration of Coverage** Insurance coverage shall include the entire agreement year, less any required exclusionary period plus any teacher elected continuation of benefits (COBRA) as provided in the master insurance agreement.
- **Retirement Benefits** TRA benefits are co-contributed. 5.5% TRA contributed by employee with 5.5% contributed by NLA.

A change of health and dental insurance providers requires a 2/3 majority vote of the staff.

Employment under this Agreement shall commence on \_\_\_\_\_ and shall terminate on \_\_\_\_\_  
NLA reserves the right to rescind this agreement upon its sole determination that there is insufficient enrollment for such purpose.

**Other provisions.**

- If, for any reason, \_\_\_\_\_ shall terminate employment during the school year, NLA shall pay \_\_\_\_\_ for the proportionate amount of services rendered but shall not be required to make

payment for vacation periods occurring after such termination. \_\_\_\_\_ shall give NLA at least 30 days prior written notice of any termination during the employment year.

IN WITNESS WHEREOF, this agreement has been executed as of the date first above written.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Board Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

North Lakes Charter Academy  
2009 - 2010  
Business Manager Wage Agreement

This Agreement is entered into this day of \_\_\_\_\_ between NORTH LAKES ACADEMY as represented by its board; Forest Lake, Minnesota (hereinafter "NLA") and \_\_\_\_\_(hereinafter "Business Manager")

**Basic Services.** NLA here by agrees to engage Business Manager and Business Manager agrees to employment with NLA to perform such duties as are prescribed by NLA, subject to the rules and regulations included in the Employee Handbook and all board policies. Business Manager hereby agrees to employment with NLA to perform all duties outlined in the Business Manager job description.

**Compensation.** The annual compensation shall be the sum of \_\_\_\_\_ payable to Business Manager in 24 installments on the 7<sup>th</sup> and 22<sup>nd</sup> of each month, commencing \_\_\_\_\_ and ending\_\_\_\_\_. This is 100% of a full time position. A full time position consists of 191 days per calendar year.

**Benefits.** Available to staff contracted at 65% or more of full time:

- **Medical and Dental Insurance** Benefits include full payment of health and dental insurance premiums for the employee. Family benefits are available and paid at 25%.
- **Life Insurance** Benefit is equivalent to the lesser amount of one-year's salary or \$50,000. Premium paid in full by the NLA.
- **Short and Long-Term Disability** Short-term disability benefit covers a nine-week inability to work and goes into effect after a 30 day disability absence. Long-term benefits begin at 90 days. Premium paid in full by the NLA.
- **Claims Against NLA** NLA will carry such corporate and individual liability insurance as is deemed reasonable at no cost to employee.
- **Duration of Coverage** Insurance coverage shall include the entire agreement year, less any required exclusionary period plus any teacher elected continuation of benefits (COBRA) as provided in the master insurance agreement.
- **Retirement Benefits** PERA benefits are co-contributed. 5.75% PERA contributed by employee with 6.25% contributed by NLA.

A change of health and dental insurance providers requires a 2/3 majority vote of the staff.

Employment under this Agreement shall commence on \_\_\_\_\_and shall terminate on \_\_\_\_\_.

**Other Provisions.**

- a. If, for any reason, Business Manager shall terminate employment during the term set forth above, NLA shall pay Business Manager for the proportionate amount of services rendered but shall not be required to make payment for vacation periods occurring after such termination. Business Manager shall give NLA two weeks prior written notice of any termination during the employment year.
- b. Vacation periods shall be as prescribed by the NLA calendar. Absences for other purposes shall be governed by the rules, regulations and policies of NLA. Full time NLA employees are entitled to 15 paid leave days annually.

IN WITNESS WHEREOF, this agreement has been executed as of the date first above written.

\_\_\_\_\_  
Business Manager Signature

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

North Lakes Charter Academy  
2009 - 2010  
Administrative Assistant  
Wage Agreement

This Agreement is entered into this day of June 26, 2008 between NORTH LAKES ACADEMY as represented by its board; Forest Lake, Minnesota (hereinafter "NLA") and \_\_\_\_\_(hereinafter "Administrative Assistant")

**Basic Services.** NLA here by agrees to engage Administrative Assistant and Administrative Assistant agrees to employment with NLA to perform such duties as are prescribed by NLA, subject to the rules and regulations included in the Employee Handbook and all board policies.

**Compensation.** The annual compensation shall be the sum of \_\_\_\_\_ payable to Administrative Assistant in 24 installments on the 7<sup>th</sup> and 22<sup>nd</sup> of each month, commencing \_\_\_\_\_ and ending\_\_\_\_\_. This is 100% of a full time position.

Administrative Assistant shall work from 7:30 am to 3:30 pm each day of the \_\_\_\_\_ student contact days plus 12 days of non-contact days listed below for a minimum total of\_\_\_\_\_.

Date	Time	Event
		Back to School Week
		7-10 Open House
		Conferences pm
		Conferences am
		Teacher In-Service
		Teacher In-Service
		Open House
		Conferences pm
		Conferences pm
		End of Year workshop
		End of Year Process

**Benefits.** Available to staff contracted at 65% or more of full time:

- **Medical and Dental Insurance** Benefits include full payment of health and dental insurance premiums for the employee. Family benefits are available and paid at 25%.
- **Life Insurance** Benefit is equivalent to the lesser amount of one-year's salary or \$50,000. Premium paid in full by the NLA.
- **Short and Long-Term Disability** Short-term disability benefit covers a nine-week inability to work and goes into effect after a 30 day disability absence. Long-term benefits begin at 90 days. Premium paid in full by the NLA.
- **Claims Against NLA** NLA will carry such corporate and individual liability insurance as is deemed reasonable at no cost to the employee.
- **Duration of Coverage** Insurance coverage shall include the entire agreement year, less any required exclusionary period plus any teacher elected continuation of benefits (COBRA) as provided in the master insurance agreement.
- **Retirement Benefits** PERA benefits are co-contributed. 5.75% PERA contributed by employee with 6.25% contributed by NLA.

A change of health and dental insurance providers requires a 2/3 majority vote of the staff.

Employment under this Agreement shall commence on \_\_\_\_\_ and shall terminate on \_\_\_\_\_.

**Other Provisions.** If, for any reason, Administrative Assistant shall terminate employment during the term set forth above, NLA shall pay Administrative Assistant for the proportionate amount of services rendered but shall not be required to make payment for vacation periods occurring after such termination. Administrative Assistant shall give NLA two weeks prior written notice of any termination during the employment year.

IN WITNESS WHEREOF, this agreement has been executed as of the date first above written.

\_\_\_\_\_  
Administrative Assistant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Director

\_\_\_\_\_  
Date

**North Lakes Charter Academy**  
**2009 - 2010**  
Special Education Educational Assistant  
Wage Agreement

THIS AGREEMENT is entered into this day of \_\_\_\_\_, between NORTH LAKES ACADEMY of Forest Lake, Minnesota (hereinafter "NLA") and \_\_\_\_\_ (hereinafter "Educational Assistant").

**Basic Services.** NLA hereby agrees to engage Educational Assistant and Educational Assistant hereby agrees to employment with NLA to perform such services as are prescribed by NLA, subject to the rules and regulations included in the Employee Handbook and all board policies. Educational Assistant shall be assigned such duties which NLA and Educational Assistant agree that Educational Assistant is qualified.

**Compensation.** The compensation shall be the sum of \$\_\_\_\_\_ per hour, payable to Educational Assistant in 20 installments on the 7<sup>th</sup> and 22<sup>nd</sup> of each month, commencing \_\_\_\_\_ and ending \_\_\_\_\_. This is 100% of a full time position. The student contact days for this year are \_\_\_\_\_.

**Benefits.** Available to staff contracted at 65% or more of full time:

- **Medical and Dental Insurance** Benefits include full payment of health and dental insurance premiums for employee. Family benefits are available and paid at 25%.
- **Life Insurance** Benefit is equivalent to the lesser amount of one-year's salary or \$50,000. Premium paid in full by the NLA.
- **Short and Long-Term Disability** Short-term disability benefit covers a nine-week inability to work and goes into effect after a 30 day disability absence. Long-term benefits begin at 90 days. Premium paid in full by the NLA.
- **Claims Against NLA** NLA will carry such corporate and individual liability insurance as is deemed reasonable at no cost to the employee.
- **Duration of Coverage** Insurance coverage shall include the entire agreement year, less any required exclusionary period plus any employee elected continuation of benefits (COBRA) as provided in the master insurance agreement.
- **Retirement Benefits** PERA benefits are co-contributed 6.00% PERA contributed by employee with 6.50% contributed by NLA.

A change of health and dental insurance providers requires a 2/3 majority vote of the staff.

**Term.**

Educational Assistant shall work 7-8 hrs each day of the \_\_\_\_\_ student contact days plus \_\_\_\_\_ non-contact days for a total of \_\_\_\_\_. Educational Assistant will be entitled to 5 paid holidays during the school year.

Employment under this wage agreement shall commence on \_\_\_\_\_ and shall terminate on \_\_\_\_\_. NLA reserves the right to rescind this wage agreement upon its sole determination that there is insufficient enrollment for such purpose.

**Other provisions.**

There shall be no obligation on the part of NLA to renew this wage agreement after the end of the Term, and fulfillment of the terms of this wage agreement does not entitle Educational Assistant to expectation of wage agreement renewal.

Vacation periods shall be as prescribed by the NLA calendar for Educational Assistant. Absences for other purposes shall be governed by the rules, regulations and policies of NLA. Full time NLA employees are entitled to the following paid leave days: five personal days and five sick days or ten sick leave annually.

If, for any reason, Educational Assistant shall terminate employment during the term set forth above, NLA shall pay Educational Assistant for the proportionate amount of services rendered but shall not be required to make payment for vacation periods occurring after such termination. Educational Assistant shall give NLA at least 2 weeks prior written notice of any termination during the employment year.

IN WITNESS WHEREOF, this wage agreement has been executed as of the date first above written.

\_\_\_\_\_  
Educational Assistant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date