



OSHKI
OGIMAAG

Oshki Ogimaag Community School

Adopted: 11/20/2024

Revised: _____

POLICY No. _____

EMPLOYEE BENEFITS POLICY

I. PURPOSE

The purpose of this policy is to clearly define OSHKI OGIMAAG CHARTER SCHOOL'S (OOCs) policy regarding employee benefits; including Paid Time Off, Health, Dental and Life Insurance.

II. GENERAL STATEMENT OF POLICY

It is the policy of **Oshki Ogimaag Charter School Board**, to provide employees with fair and competitive wages and benefits, in order to attract and retain high quality employees. Oshki Ogimaag Charter School believes that when employees are treated as high quality, valued professionals, this positively impacts school culture, which in turn, positively impacts student educational experiences. One of the ways in which Oshki Ogimaag Charter School expresses the value of its employees is by providing a fair and competitive benefits package.

III. EMPLOYEE PAID TIME OFF (PTO) POLICY

- a) Employees are entitled to Earned Sick and Safe Time under Minnesota law. OOCS's PTO plan satisfies Minnesota's Earned Sick and Safe Time (ESST) law.
- b) The amount of PTO that all be accrued for the year by the employee, will be listed in the employee's work agreement annually.
- c) Employees should refer to this PTO policy for terms regarding when employees may use PTO.
- d) OOCS Hourly Employees (part-time and full-time) will receive a minimum 48 hours of PTO front loaded at the beginning of the accrual year, in accordance with their work agreements. Hourly employees will be paid out unused PTO at the end of the accrual year at the employee's base rate. PTO will not be carried over into the next accrual year.
- e) OOCS salaried employees will receive a minimum of 80 hours of PTO front loaded at the beginning of the accrual year, in accordance with their work agreements. Unused PTO will not be carried over into the next accrual year and will not be paid out at the end of the accrual year.
- f) OOCS's designated accrual year is from July 01st to June 30th.
- g) PTO will not be paid out when an employee leaves OOCS voluntarily or involuntarily.
- h) PTO may be used for personal time, vacation leave, sick and safe time.
- i) PTO will be paid equal to the base rate the employee earns from employment.
- j) PTO may be used for planned personal time off, sick and safe time. Seven days advance written notice is required of employees if the need for time off is

foreseeable (i.e. vacations, annual check-ups, etc.). Employee must fill out a PTO form and return to the Assistant Director.

k) In accordance with Minnesota's ESST law, PTO may be used for sick and safe time, for reasons such as:

1. the employee's mental or physical illness, treatment or preventative care;
2. a family member's mental or physical illness, treatment or preventative care;
3. absence due to domestic abuse, sexual assault, or stalking of the employee or a family member;
4. to make funeral arrangements, attend a funeral service or memorial or address financial or legal matters that arise after the death of a family member;
5. closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency and
6. when determined by health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.

l) In accordance with Minnesota's ESST law, employees can use PTO for the following family members:

1. their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis (in place of a parent);
2. their spouse or rejiggered domestic partner
3. their sibling, step-sibling or foster sibling
4. their biological, adoptive, or foster parent, stepparent, or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
5. their grandchild, foster grandchild, or step=grandchild
6. their grandparent or step-grandparent;
7. a child of the sibling of the employee;

8. a sibling of the parents of the employee;
 9. a child-in-law or sibling-in-law;
 10. any of the family members (1 through 9 above) of an employee's spouse or registered domestic partner;
 11. up to one individual annually designated by the employee.
- m) In accordance with Minnesota's ESST Law, an employee who is re-hired after voluntary or involuntary termination of employment within 180 days of separation is entitled to the PTO hours accrued before leaving OOCS.
 - n) Hourly employees may use PTO in 15 minute increments.
 - o) Salaried employees may use PTO in 4 hour increments.
 - p) When an employee is late or otherwise absent, if PTO is available, it will be applied to cover their scheduled work time. PTO can only be used to cover time the employee would normally be scheduled to work.

IV. EMPLOYEE HEALTH AND DENTAL BENEFIT POLICY

- a) Full-time employees (OOCS considers those working 30 or more hours weekly to be full-time) are eligible for **Individual Health Insurance** and **Individual Dental Insurance**. Dependents may not be added to either policy.
- b) OOCS covers 100% of the monthly premium cost for full-time employees enrolled in Individual Health and/or Individual Dental Policy.

V. EMPLOYEE LIFE INSURANCE, LONG TERM/SHORT DISABILITY BENEFIT POLICY

- a) Full-time employees (OOCS considers those working 30 or more hours weekly to be full-time) are eligible for a **\$50,000 Life Insurance policy, and Short Term/Long Term Disability** coverage, at no cost to the employee.

VI. EMPLOYER TRA AND PERA CONTRIBUTION

- a) OOCS will contribute 8.75% of a eligible teacher's covered salary to the Minnesota Teacher's Retirement Association (TRA).
- b) OOCS will contribute 7.5% of an eligible employee's gross salary to the Public Employees' Retirement Association (PERA).
- c) TRA and PERA contributions are subject to change based upon legislation.