

WATERVILLE-ELYSIAN-MORRISTOWN SCHOOLS

WATERVILLE, MINNESOTA

JULY 1, 2025 - JUNE 30, 2027  
TERMS AND CONDITIONS OF EMPLOYMENT

FOR

SUPERINTENDENT'S ADMINISTRATIVE ASSISTANT

**ARTICLE I  
GROUP INSURANCE**

Sect 1     Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School District as provided by law. It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Sect 2     Health and Hospitalization Insurance: The School District shall contribute a sum per year toward single, dependent, or family coverage:

July 1, 2025, through June 30,2026, - \$13,910.88

July 1, 2026, through June 30,2027, - \$15301.92

The School District shall contribute a sum from July 1, 2025,through June 30, 2027, of at least \$3,000 annually to an employee's VEBAaccount. The employee is only eligible for a VEBA account if the employee is enrolled in the District's health care plan.

Any additional cost of the premium of single plus one or dependent coverage shall be borne by the employee and paid by payroll deduction. The School District shall not be required to pay for dual coverage when both spouses are employed by the District.

Sect 3     Dental Insurance: A dental insurance plan will be provided by the School District for all-full time employees, subject to provisions set forth by the insurance carrier. The School District shall contribute a monthly amount up to \$25.00 towards the cost of the premium for each full-time employee for single, dependent or family coverage.

Sect 4     Term Life Insurance: Term life insurance in the amount of \$15,000 shall be provided by the School District for each full-time employee. The employee may elect to personally purchase additional term insurance in an amount approved by the life insurance carrier. The optional insurance may be purchased once each year prior to June 1 of the preceding year.

Sect 5     Income Protection Insurance: The School District shall provide all full-time employees with an income protection plan. The plan shall provide seventy percent (70%) of the base wage upon disability with a thirty (30) calendar day waiting period from the onset of the disability. The maximum benefit shall be \$1,600 per month to age sixty-two (62). In the event an employee's sick leave balance is not used at the time insurance benefits commence, sick leave benefits will be coordinated with the insurance benefits to equal one hundred

percent (100%) of the contracted daily wage. Coordinated benefits will continue until sick leave balance is exhausted. Sick leave accrual will not be allowed for the insurance portion of the aforementioned formula.

Sect 6 Eligibility: Full benefits provided in this Article are designed for full-time personnel.

Sect 7 Duration of Insurance Contribution: An employee is eligible for School District contribution as provided in this Article as long as the employee is employed by the School District. Upon termination of employment, all District contributions shall cease.

Sect 8 Retirement Insurance: The district will contribute \$6000 per year for up to Five (5) years. This money is for retirees to purchase and remain a part of the District's health insurance.

**ARTICLE II  
LEAVES OF ABSENCE**

Sect 1 Paid Time off (PTO):

Subd 1 All full-time employees shall earn PTO at the rate of nine (9) hours for each month of service in the employ of the School District. Annual PTO shall accrue monthly as it is earned on a proportionate basis to the employee's work year.

Subd 2 Unused PTO days may accumulate to a maximum of 123.5 days during the school year. At the end of the school year all qualified clerical will return to 115 days maximum carry over. Clerical staff with at least fifteen (15) years of experience in the WEM School District at the time of retirement may turn in up to ten (10) days of unused PTO as a severance payment. Year round staff with at least fifteen (15) years of experience in the WEM School District at the time of retirement may turn in up to thirteen (13) days. The hours per day shall be multiplied at their hourly rate of pay and the total amount shall be paid out in one (1) lump sum.

Subd 3 PTO allowed shall be deducted from the PTO balance earned by the employee.

Subd 4 PTO leaves of three (3) or more consecutive days must be submitted for approval at least seven(7) days in advance. If notice is less than seven (7) days, approval may be made at the Superintendent's discretion.

Subd 5 PTO pay shall be approved only upon an approved Electronic submission.

Subd 6 Notification of earned PTO will be electronically.

Sect 2 Worker's Compensation: Pursuant to M. S. 176, an employee injured on the job in the service of the School District and collecting worker's compensation insurance, may draw PTO and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from the PTO balance. That fraction of the days covered by insurance is not eligible for accrual of PTO.

Sect 3 Insurance Application: An employee on unpaid leave is eligible to continue to participate in the District's group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave, and shall pay to the School District the monthly premium in advance. Those employees qualifying for leave per FMLA and who duly request such leave on a timely basis shall be excluded from this provision.

Sect 4 Eligibility: Full leave benefits provided in this Article shall apply only to full-time employees.

Sect 5 Jury Duty: Employees shall be granted a leave of absence for jury duty. The employee shall be paid a regular salary by the District, with the understanding that upon completion of the required jury duty, the employee shall submit to the Department Head for review the check received for jury duty and that the amount of such check, less the amount included for traveling expenses, shall be deducted from the employee's regular paycheck.

### **ARTICLE III HOURS OF SERVICE**

Sect 1 Basic Work Week: A regular work week shall consist of a total of forty (40) hours, exclusive of lunch, for full-time employees, Monday through Friday. A regular basic work day shall consist of eight (8) continuous hours, exclusive of lunch.

Sect 2 Basic Work Year: The regular work year shall be prescribed by the School District each year for all employees.

Sect 3 Shifts and Starting Times: All employees will be assigned starting time and shifts as determined by the School District.

Sect 4 Lunch/Break Period: Employees shall be provided a duty free lunch period of thirty (30) minutes at a uniform time of the day for any given week and during which time no District or District related work, duty, or service shall be performed by the unit employee. Each employee shall be entitled to a fifteen (15) minute break at times scheduled by the District per each four (4) hour work period.

Sect 5 School Closings: In the event that school is closed for any emergency, if employees are not required to perform services, the employee(s) shall not incur a loss of pay for that day.

Subd 1 Late Starts and Early Closures: Clerical shall not incur a loss in pay due to late start/early closing. If there is a two (2) hour late start, secretarial staff will report two (2) hours late.

Subd 2 The maximum number of days paid for closing shall not exceed one (1) day in each school year. Vacation time may be used for snow days used in excess of the one (1) day maximum. Academic school year employees shall be allowed to make up their time at a time mutually agreeable to the employee and the District.

Sect 6 Pyramiding of Hours for Pay Computation: For the purpose of computing overtime entitlements, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.

Sect 7 Call Back: An employee who is called back to duty shall be guaranteed two (2) hours minimum base pay or time and one-half (1 1/2) for all hours worked, whichever is greater.

Subd 1 Callback is being required to report back to work by the Superintendent or direct supervisor after completion of regularly scheduled shift or on regularly scheduled days off.

#### ARTICLE IV

#### STATE APPROVED TAX-DEFERRED MATCHING PROGRAM - 403B

Sect. 1. The School District will contribute \$1500 towards a 403B program.

Subd. 2. The match must be dollar for dollar; however, the individual may contribute more than the School District. The match will be in equal dollar amounts over 24 pay periods beginning September 15.

Subd. 3. The School District will contribute matching dollars to any district approved annuity fund.

- Subd. 4. The School District contribution will begin when the employee initiates an eligible investment program. The program will be continuous unless written notification is received by the School District. The match will upgrade automatically if sufficient funds are currently being invested. The School District will notify employees annually of their service step and amount the School District will match.

## **ARTICLE V HOLIDAYS**

- Sect 1 Paid Holidays: All full-time employees shall be granted the following paid holidays: New Year's Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve Day, and Christmas Day. If any of the above holidays falls on either a Saturday or Sunday, that day will be a holiday and the preceding Friday or the following Monday may be granted as a day off if school is not in session. President's Day is included as a paid holiday if school is not in session. If school is in session on President's Day, this holiday shall become a floating holiday to be taken at a mutually agreed upon time.
- Sect 2 School In Session: The School District reserves the right, if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof. Any legal holiday or holiday which falls within an employee's vacation period shall not be counted as a vacation day.
- Sect 3 Application: In order to be eligible for holiday pay, an employee must have worked a regular work day before and after the holiday unless on an excused illness, leave, or on vacation under these provisions.

## **ARTICLE VI VACATIONS**

- Sect 1 Eligibility: This Article shall apply only to employees who are regularly employed on a twelve (12) month basis and forty (40) hour week.
- Sect 2 Earned Vacation: Full-time employees under these provisions shall accrue vacation as follows:
- 20 days vacation per year.
- Sect 3 Application:
- Subd 1 Vacations shall be determined as of July 1 of each year.
- Subd 2 The scheduling of all vacation time shall be determined by the

School District. Vacation must be used within eighteen (18) months from effective date vacation is earned. Vacation days not used within this eighteen (18) month time period will be forfeited.

**ARTICLE VII  
RATES OF PAY**

Sect 1 Salary: Superintendent's Administrative Assistant

2025-2026	\$50,834 or \$24.44/hour
2026-2027	\$51,797 or \$24.90/hour

**ARTICLE VIII  
OTHER BENEFITS**

Sect 1 Travel Allowance: All pre-approved automobile usage which is incurred in connection with School District business shall be reimbursed at the current district mileage rate.

**ARTICLE IX  
RESIGNATION AND TERMINATION**

The School District's employment of the employees is on an at-will basis. This means that the School District may terminate the employment at any time and for any reason or no reason at all. In addition, an employee may resign from employment for any reason or no reason at all. In the event of a resignation, the employee will provide the School District with two (2) weeks written notice before the resignation becomes effective.

IN WITNESS THEREOF, I have subscribed my signature this 21<sup>st</sup> day of May, 2026.

Catherine Hermel  
\_\_\_\_\_  
Superintendent's Administrative Assistant

IN WITNESS THEREOF, we have subscribed our signatures this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

INDEPENDENT SCHOOL DISTRICT #2143

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Clerk

