

**SECRETARY CONTRACT
MINNESOTA PUBLIC SCHOOL DISTRICT #2687**

The School Board of Independent School District #2687, of the State of Minnesota, Howard Lake, Minnesota, enters into the agreement with employees who agree to serve in the public schools of said district in the position of school secretary according to the following provisions which shall apply and are a part of this administrative contract.

1. **Basic Services:**

Said employee shall faithfully perform the services prescribed by the School Board or its designated representative, whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the salary indicated below, and agrees to work in the schools of said district as assigned.

2. **Duties:** Employee is responsible for all duties assigned by the building principal or his/her designee or as they pertain to the job description for his/her job title.

3. **Term of Contract:**

Contract shall be for the following number of days a year and 8 hours per day

Elementary School Secretary – 225 days

Middle School Secretary – 225 days

Middle School Registrar – 219 days

High School Secretary – 235 days

High School/Athletics Secretary – 219 days (7 hours per day)

High School Counselor Secretary – 219 days

This contract shall be in effect as of July 1, 2020 and shall continue in full force and effect to and including June 30, 2022, unless changed by mutual consent. No continuing contracts rights are afforded by this contract. The school district may terminate the contract for just cause.

4. **Policies and/or Fringe Benefits:**

Full time employee, according to position performed by employee. Premiums over the district contribution will be paid by employee deductions.

A. **Paid Holidays: 11 days**

New Year's Eve Day

Labor Day

New Year's Day

Thanksgiving Day

Martin Luther King/Presidents Day (Which ever is observed by District)

Good Friday

Friday after Thanksgiving

Memorial Day

Christmas Eve Day

Christmas Day

Independence Day (floating)

* Secretaries working 235 days or more will also be paid for the 3rd or 5th of July

When a recognized holiday falls on a Saturday, the employees shall receive the Friday proceeding the holiday off. When a recognized holiday falls on a Sunday, the employees shall receive the Monday after the holiday off. If school is in session on Friday or Monday, a floating holiday shall be granted in lieu of the holiday, within six months, at the discretion of the superintendent. Holiday pay will be received/paid when the holiday falls within your contracted days.

B. District Health Insurance Contribution

<u>2020-21</u>	Single	<u>\$6,707</u>
<u>2020-21</u>	Family	<u>\$11,237</u>
<u>2021-22</u>	Single	<u>\$6,707</u>
<u>2021-22</u>	Family	<u>\$11,237</u>

C. Dental Insurance

<u>2020-21</u>	\$350.00
<u>2021-22</u>	\$350.00

D. Flexible Benefit Plan

125 Plan - Flexible Benefit Plan allows you to save tax dollars and increase your take-home pay if you work a minimum of thirty hours per week. This is a voluntary plan, which allows the employee to determine the amount to be withheld from your paycheck to pay insurance premiums, medical and dependent care expenses. The money you withhold and use to pay your above mentioned expenses is 100 percent deductible, plus a reduction in FICA taxes. Sign up is at the beginning of the plan year (plan year is July 1 through June 30). There are brochures available at the payroll office detailing these facts.

E. Life Insurance

The school district will pay in full the premium for a \$50,000 one-year term life insurance policy for the employee.

F. Leaves and Absences

Sick, Personal, and Emergency Leave: Sick leave shall be earned at the rate of 15 days per contract year, accumulative to a total of 100 days. Personal Days may accumulate to six (6) day if not used. Four- (4) personal leave days shall be allowed for employee working 200 or more days a year. A maximum of five (5) days of accumulated sick leave can be used when there is a death or serious illness of a member of the employee's immediate family. An employee may use five (5) days for each individual emergency even if it concerns a certain individual more than once in a school year. Immediate family shall include employee's spouse, child, parent, brother, sister, "son-in-law", "daughter in-law", or other relative in the same household as the employee. A maximum of three (3) days of accumulated sick leave can be used when there is a death or serious illness of any other person as defined below. An employee may use three (3) days for each individual emergency even if it concerns a certain individual more than once in a school year. This includes grandparents, in-laws (father, mother, brother, sister), grandchildren, and persons under an employee's care. A maximum of (1) one day of accumulated sick leave can be used when there is a death of any other unspecified person.

G. Jury Duty

An employee who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty shall be remitted to the School District, but not expenses paid to juror.

H. Sick Leave HRA

Beginning with the contract years of 2012-2013, the School District will convert sick leave days to cash at a rate of \$100/day with the following conditions: The School District will use the sick leave balance as of the end of each school year and the new balance will reflect a reduction based on the number of sick days that have been converted to cash. The payment will be made to a District approved Health

Reimbursement Arrangement and in compliance with all IRS codes. The payment will be made within 60 days after the end of the school year on the following basis:

Accumulated Sick Leave	Amount
45-59 days accumulated sick leave	1 day (\$100)
60-74 days accumulated sick leave	2 days (\$200)
75-90 days accumulated sick leave	3 days (\$300)
91-100 days accumulated sick leave	4 days (\$400)
@ \$100.00 per day	

I. Annuity Match Benefit

Miscellaneous Payroll Deductions are permitted for Savings Bonds (Policy GDBG) and Tax Sheltered Annuities (Policy GDBH).

The district will provide an annuity match benefit as described in this article to all qualified employees each year.

Eligible employees must elect to participate in the annuity match program during the enrollment period, each fiscal year (within the first 30 days of the school year or 30 days of hire date). Participation will continue at the same rate until the payroll office is notified of any change.

The following chart describes the details of payment.

Yrs of Service	Annuity 20-22 Employer Max
1-5	\$400
6-10	550
11-15	650
16+	700

The following are the conditions of the Annuity Match Benefit.

Matching Agreement – The District will match employee contribution(s) up to maximum amount listed in Annuity Match Benefit chart. If an employee does not have the maximum amount in an annuity for a given year, the District will match to the amount contributed by the employee. The match will be equivalent to employee contribution per payroll up to the employer max.

Participants must have an annuity in place from the Minnesota State Board of Investment approved listing.

The school district will not be held responsible for the performance of any annuity company.

J. Hourly Wage/Longevity

2020-21

C-4-1

<u>Step</u>	<u>Rate</u>
5	19.80
6	20.21
7	20.59
8	21.41

C-4-1

<u>Step</u>	<u>Rate</u>
5	20.18
6	20.59
7	20.98
8	21.82

Longevity pay will be provided, per year, for employees as follows:

- 10 years - \$550
- 15 years - \$800
- 20 years - \$1,250
- 25 years - \$1,800

Subcalling pay – For having the duty of calling substitutes for a building, the secretary shall be paid \$500 for the year, per building, if a sub-calling service is not available.

K. Lunch and Rest Breaks – Secretaries shall be provided a 15 minute paid rest break for every three hours worked, and a duty-free lunch period of thirty (30) minutes without pay.

L. Other District Paid

PERA, Employer's FICA, Workmen's Comp. and Liability: The school district shall pay the employer's costs for these programs according to rates established by state and federal agencies.

M. MARSS Secretary – Any secretary within the District that takes on the duties of MARSS coordinator, shall be compensated as follows:

- will work 30 days more than current contract
- will receive vacation days based on District Office Contract
- additional paid holidays (2) – Independence Day and July 3 or 5
- increase in 403b contribution – additional \$200 per level
- increase in longevity – additional \$1,000 per level
- can accumulate 115 sick days max

IN WITNESS THEREOF, in behalf of the School District, we have subscribed our signatures this day of 27th July, 2020.

Independent School District #2687

Chairman Michelle Heron

Employee Amber Thompson
Tiffany John Day
Kayla
Sandy Stallman
Anna Bauzauer

Clerk Deanne Deuts
Tom Minto
Juli Stifter