

TECHNOLOGY ASSISTANT CONTRACT
HOWARD LAKE-WAVERLY-WINSTED 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 Technology Assistant according to the following provisions which shall apply and are a part of this contract.

A. 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.

B. Duties: Employee is responsible for all duties assigned by the Technology Director or his/her designee or as they pertain to the job description for his/her job title.

C. Duration and Termination: This Agreement shall remain in effect for the period of July 1, 2025 (“Effective Date”), through June 30, 2026 (“Expiration Date”). Unless terminated earlier pursuant to this paragraph or Subdivision 1 or 2 of this Section, this Agreement shall automatically expire on the Expiration Date. In the event the parties fail to enter into a subsequent agreement prior to the Expiration Date, by written notice to the Employee, the School District may extend the terms of this Agreement on a month-to-month basis until the parties either enter into a subsequent agreement or until the School District provides the Employee with (10) days written notice of termination of the Agreement. Upon expiration or termination, neither party will have any further claims against the other.

Subd. 1. Termination of Employment: The Employee is an at-will employee and the School District may terminate this Agreement and the Employee’s employment as it sees fit by providing the Employee with notice of termination. The School District is not required to show cause for termination of the Agreement and the Employee’s employment. After the effective date of any termination, the Employee is not entitled to receive any form of unearned pay, severance, unused personal or sick leave, payment of any insurance premium, or any other employer-paid benefit, except as set forth in this contract.

Subd. 2. Resignation: The Employee may terminate this Agreement and his employment with the School District by providing the School Board Chair with written notice of resignation no less than fourteen (14) calendar days in advance of the effective date of the resignation. In this event that such notice is given, the Employee must continue to perform his job duties diligently, in good faith, and to the best of his ability until the effective date of the resignation. The Employee must also act in good faith to facilitate the transfer of job duties to the new employee. After the effective date of any resignation, the Employee is not entitled to receive any form of unearned pay, severance, sick leave, payment of any insurance premium or any other employer paid benefit, except the Employee shall be paid any accrued and unused paid personal leave. The Employee, with the permission of the Superintendent, may be allowed to use accrued and unused paid personal leave following the notice of resignation and date of termination. In the event that the Employee gives less than a fourteen (14) calendar day notice, the Employee will be considered to have left employment “not in good standing,” shall not be eligible for reemployment by the School District, and shall not be entitled to any severance, paid accrued personal leave or other payments the School District provides upon separation, whether expressly contained in this Agreement or otherwise provided.

Subd. 3. Probationary Period: Any employee under the provisions of this agreement shall serve a probationary period of ninety (90) calendar days of continuous service in the School District, during which time the School District shall have the unqualified right to suspend without pay, discharge, or otherwise discipline such employee; and during this probationary period the employee shall have no recourse, insofar as suspension, discharge, or other discipline is concerned.

D. Terms of Contract: The contract day shall be for 8 hours per day and 220 days, starting July 1 through June 30 of a given school year.

Subd. 1. Hourly Wage: Hourly wages are paid as follows:

2025-2026 - \$22.66/hour (+3% from 2024-2025)

Subd. 1. Overtime: Hours worked in excess of 40 hours per week shall be defined as overtime and paid at the rate of one-and-one-half the employee's base hourly rate of pay. All overtime hours must be approved by the employee's supervisor(s) and the Superintendent prior to the overtime hours being worked, except in emergencies.

E. Policies and/or Fringe Benefits:

Subd. 1. Paid Holidays: Employees working 220 days or more per year will receive the following paid holidays if holidays occur during the period of school employment. Holiday pay shall be proportional to the number of hours an employee works per day. When a recognized holiday falls on a Saturday, the employees shall receive the Friday preceding the holiday off. When a recognized holiday falls on a Sunday, the employees shall receive the Monday after the holiday off:

New Year's Eve Day	July 3 or 5 (depending on day of the week)
New Year's Day	Labor Day
Good Friday	Thanksgiving
Memorial Day	Christmas Eve Day
Juneteenth	Christmas Day
Independence Day	

Subd. 2. District Health Insurance Contribution:

24-26 Single	\$6,857
24-26 Family	\$11,387

Subd. 3. District Dental Insurance Contribution:

24-26	\$350
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Subd. 4 Long Term Disability Insurance: The School District will make available a Long Term Disability Insurance Policy at the employee's cost by payroll deduction.

Subd. 5. Life Insurance: The School District will pay in full the premium for a \$50,000 one-year term life insurance policy for the employee

Subd. 6. 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.

Subd. 7. Sick Leave: employees will be granted 15 sick leave days each school year. These days are earned at 2 days per month for each full month worked, up to a maximum of 15 total sick leave days for that school year. Sick leave days may be accumulated from year to year up to a maximum of 90 days for twelve-month employees, and 90 days for less than 12-month regular employees. Employees hired after the start of a school year will be given sick leave days in proportion to the number of days worked during that school year.

Subd. 8. Personal Leave: An employee shall be granted three (3) days of personal leave at his or her discretion. An employee may carry over two (2) unused days of personal leave from one year to the next with a maximum accumulation of five (5) personal leave days in any school year. The employee shall notify the Technology Director or supervising principal, in writing, one business day in advance of this leave, and the reason for such use shall not be required to be given by the employee. An employee may not use more than five (5) personal days in one school year.

Subd. 9. Wellness Benefit: The School District will convert sick leave days to HRA or 403b dollars at a rate of \$100 per 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 HRA or 403b dollars for the employee. The payment will be made to a District approved Health Reimbursement Arrangement (HRA) or the employee's 403b account and in compliance with all IRS codes. The employee must indicate in writing by June 1 of each school year, his/her intent to have the funds placed in his/her 403b account. If written notice is not made by June 1, the funds will default to the HRA. This plan will be subject to state and federal laws, rules, and regulations. The payment will be made within 60 days after the end of the school year on the following basis:

Accumulated Sick Leave	Amount
45-54 days accumulated sick leave	1 day (\$100)

55-70 days accumulated sick leave	2 days (\$200)
71-80 days accumulated sick leave	3 days (\$300)
81-90 days accumulated sick leave	4 (\$400)

Subd. 10. 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. 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. The following chart describes the details of payment.

Years of Service	Employer Max
2-5	\$550
6-10	\$690
11-15	\$790
16+	\$830

Subd. 11. Cell Phone Stipend : The Technology Assistant position will receive a \$20/month stipend for work-related use of their personal cell phones.

Subd. 12. Longevity: In addition to an employee's rate of pay, an employee shall receive additional pay after the year of service indicated, as described below:

Years of Service	Pay
5	\$275
10	\$600
15	\$800
20	\$1,000
25	\$1,500

Subd. 13. Other District Paid: PERA, Employer's FICA, Workman'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.

F. Choice of Law and Severability: This Agreement shall be governed by the laws of the State of Minnesota, regardless of whether any change occurs in the Employee's domicile, or status as a resident of the State of Minnesota. If a court of law determines that any part of this Agreement is void, voidable, violates any law, or is otherwise unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

G. Entire Agreement: This Agreement contains the entire agreement between the parties relating to the School District's employment of the Employee. Neither party has relied upon any statements or promises that are not set forth in this Agreement. This Agreement supersedes any and all prior agreements between the parties. No waiver or modification of any provision of this Agreement will be valid unless it is in writing and signed by both parties.

IN WITNESS THEREOF, on behalf of the School District, we have subscribed our signatures this _____ day of _____, 2024.

Independent School District #2687

 (Employee)

 (Chairperson)

 (Clerk)