

**INDEPENDENT SCHOOL DISTRICT #2143
WATERVILLE-ELYSIAN-MORRISTOWN PUBLIC SCHOOLS
Waterville, MN 56096**

2025-2027 TERMS AND CONDITIONS OF EMPLOYMENT

The School Board of Independent School District #2143, Waterville MN, enters into this agreement with Margaret Jewison, who agrees to perform the duties of Business Manager of the School District.

**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 denial of insurance benefits by an insurance carrier).

Sect. 2 Health and Hospitalization Insurance: The School District shall contribute a sum not to exceed \$13,800 per year for health insurance coverage.

The School District shall contribute a sum of \$3,000 annually to an employee's VEBA account. The employee is only eligible for a VEBA account if the employee is enrolled in the District's health care plan.

Sect. 3 Dental Insurance: A single dental insurance plan will be provided by the School District subject to provisions set forth by the insurance carrier. The School District shall contribute a monthly amount up to \$25 toward 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. 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 employee to the age of 65 with an income protection plan. The plan shall provide 70% of

the yearly contracted income upon disability with a thirty (30) calendar day waiting period from the onset of the disability. In the event an employee's PTO accrual is not used at the time insurance benefits commence, PTO benefits will be coordinated with the insurance benefits to equal 100% of the contracted daily salary. Coordinated benefits will continue until PTO accrual is used up.

Sect. 6 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 contribution shall cease.

Sect. 7 Retirement Insurance: The district will contribute \$6000 per year for up to Seven (7) years. This money is for retirees to purchase and remain a part of the District's health insurance. This is only available to an employee hired before September 2nd, 2024.

ARTICLE II LEAVES OF ABSENCE

Sect. 1 Sick Leave: Paid Time off (PTO):

- Subd. 1 The employee shall earn (PTO) at the rate of one (1) day 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 credit of one hundred ten (110) days of (PTO) per employee.
- 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.
- Subd. 7 If no PTO time (that includes any type of leave that goes against PTO time) is used during the school year, the employee will receive \$100 from the district.

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 Medical Leave:

Subd.1 An employee who is unable to perform duties because of illness or who has exhausted all PTO credit available, or has become eligible for long term disability compensation, may, upon request, be granted a medical leave of absence, without pay, up to six (6) months. This leave may be renewed at the discretion of the School District.

Subd.2 A request for leave of absence, or renewal thereof, under this Sect. shall be accomplished by a doctor's written statement outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities.

Sect. 4 Insurance Application: An employee on unpaid leave is eligible to continue to participate in 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. 5 Credit: An employee who returns from an unpaid leave shall retain experience credit for pay purposes and other benefits which had accrued at the time leave commenced. No credit shall accrue for the period of time that an employee was on unpaid leave, subject to FMLA entitlements.

Sect. 6 Jury Duty: Per state law.

Sect. 7 Donation: Under extraordinary circumstances, staff may donate vacation or personal leave to a staff person that has no leave time left. District approval needed.

ARTICLE III
LOCAL TRAVEL ALLOWANCE

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 IV HOLIDAYS

- Sect.1 Paid Holidays: Employee 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 to be included if school is not in session. If school is in session, this day shall become a floating holiday to be taken at a time mutually agreeable to the District and the employee.
- 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 V VACATIONS

- Sect. 1 Earned Vacation: Full-time employees under these provisions shall accrue vacation as follows:
- 25 days vacation per year.
- Sect. 2 Application:
- Subd. 1 If the employee resigned before completing a full year of service, the employee shall not be entitled to any vacation pay and shall have the salary paid for any vacation days taken deducted from the final check. An employee who has completed at least one (1) year of service shall be entitled to receive the prorate pay for unused vacation time provided such employee provides the School District with at least two (2) weeks' advance notice of resignation time.
- Subd. 2 The scheduling of all vacation time shall be determined by the School District. Vacation must be used within eighteen (18) months from the effective date vacation is earned.

ARTICLE VI
RATES OF PAY

Sect. 1 Annual Salary/Hours Business Manager

2025-2026	\$84,725
2026-2027	\$88,033

Sect. 2 Longevity Increment:

1. \$700 after fifteen (15) years of service, to be paid at the end of the fifteenth (15th) year.
2. An additional \$600.00 will be paid after seventeen (17) years of service, to be paid at the end of the seventeenth (17th) year.
3. An additional longevity increment of \$200 at the end of the twentieth (20th) year.

Sect. 3 Deductions: In the event of an absence without leave and a pay deduction is to be made for such absence, the amount for deduction for each day of absence shall be determined by the following formula:

Annual Salary
Annual Contract Days

IN WITNESS THEREOF, I have
subscribed by signature this
20 day of May, 2026

Margaret Therese Jensen
Business Manager

IN WITNESS THERE, I have
subscribed by signature this
_____ day of _____, 2026

Chairperson of the Board

Clerk of the Board

