

SECRETARY 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 school secretary according to the following provisions which shall apply and are a part of this administrative 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 building principal 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, 2024 (“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 Subdivision 2.

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 shall be for the following number of days per 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
HS/MS Registrar and High School Counselor Secretary – 219 days

E. 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.

1. Paid Holidays: **12 days**

New Year's Eve Day	Labor Day
New Year's Day	Thanksgiving Day
Martin Luther King/Presidents Day (Whichever is observed by District)	
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve Day
Christmas Day	Independence Day (floating)

Juneteenth

* 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 preceding 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.

2. District Health Insurance Contribution:

Beginning January 1, 2025, the district contribution for

2024-25	Single	\$6,707	\$7,378
2024-25	Family	\$11,237	\$12,361
2025-26	Single	\$6,857	\$7,378
2025-26	Family	\$11,387	\$12,361

3. Dental Insurance:

Beginning January 1, 2025, the district contribution for

2024-25	\$350.00	\$450
2025-26	\$350.00	\$450

4. 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.

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.

6. Leave and Absences:

Sick Leave: Sick leave shall be earned at the rate of 15 days per contract year, accumulative to a total of 100 days. 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. Sick leave also may be used for any purpose permitted by applicable law, including, but not limited to, Minnesota Statutes, section 181.8143, as amended.

Personal Days: ~~Personal Days may accumulate to six (6) days if not used. Five (5) personal leave days shall be allowed for employees working 200 or more days a year.~~

Five (5) personal leave days shall be granted for employees working 200 or more days each year. Secretaries may carry over personal leave from year to year with a maximum accumulation of six (6) personal leave days in any school year.

Bereavement Leave: A maximum of five (5) days of accumulated sick leave can be used when there is a death of a member of the employee's immediate family. Immediate family shall include the 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 of any other person including 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. Upon approval by the Superintendent, five (5) additional days of bereavement may be used, from the employee's accumulated sick leave.

7. 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 the juror.

8. Sick Leave HRA: The School District will convert sick leave days to HRA dollars at a rate of \$125/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 dollars. 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 35-51 days accumulated sick leave	1 day (\$125)
60-74 52-68 days accumulated sick leave	2 days (\$250)
75-90 69-84 days accumulated sick leave	3 days (\$375)
91-85 85-100 days accumulated sick leave	4 days (\$500)
	@ \$125.00 per day

9. 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.

Annuity	
2024-2026	
Yrs of Service	Employer Max
1-5	\$500
6-10	650
11-15	750
16+	900

The following are the conditions of the Annuity Match Benefit.

Matching Agreement – The District will match employee contribution(s) up to the maximum amount listed in the 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.

F. Hourly Wage/Longevity:

2024-25

C-4-1	
<u>Step</u>	<u>Rate</u>
1	\$21.22 \$22.24
2	\$21.66 \$22.69
3	\$22.07 \$23.12
4	\$22.93 \$24.04

2025-26

C-4-1	
<u>Step</u>	<u>Rate</u>
1	\$21.59 \$22.80
2	\$22.03 \$23.27
3	\$22.45 \$23.70
4	\$23.34 \$24.64

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

5 years -	\$350 \$400
10 years -	\$600 \$650
15 years -	\$850 \$900
20 years -	\$1,300 \$1,350
25 years -	\$1,850 \$1,900

G. Other District Paid:

1. 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.
2. 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.
3. ~~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~~
4. Sub Calling Pay - For having the duty of calling substitutes for a building, the secretary shall be paid \$500 **\$1,000** for the year, per building, if a sub-calling service is not available.
5. Subbing - When a secretary is asked to cover a classroom due to a lack of substitutes, the secretary shall be paid a rate of \$27.50 for that hour.

H. School Delays, Early Releases, and Closures: The secretary shall receive no loss in pay for school delays, early releases, or closures. In the event that a canceled school day is made up at a later date, the secretary shall work the make-up days without pay **until contract hours are fulfilled.**

In the event of an early release due to weather or other emergency, secretaries will be released from work, without loss of pay. ~~when the Superintendent determines that all students have been returned home by the school's transportation department.~~ **The secretaries will be permitted to leave their work site after a period of thirty (30) minutes after the time that the students are dismissed. The District Office will be available to field the calls or any concerns from parents.**

I. 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.

J. 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, in behalf of the School District, we have subscribed our signatures this day of _____, 20 ____.

Independent School District #2687

Chairman _____

Employee _____

Clerk _____