

FOOD SERVICE 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 Michelle Johnson who agrees to serve in the public schools of said district in the position of Food Service Director 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. Term of Contract:

Contract shall be for 208 days a year, 8 hours per day.

This contract shall be in effect as July 1, 2020 of through June 30, 2022

3. 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: 10 days

New Year's Eve Day	Thanksgiving Day
New Year's Day	Friday after Thanksgiving
Good Friday	Christmas Eve Day
Labor Day	Christmas Day
Memorial Day	Presidents Day

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

Subd. 1: The employee will be allocated \$13,650 per year in 2020-21 and in 2021-22 for use in purchasing health insurance. Said allocation will commence on first payroll of the contract year and will be made to the employee's account at the beginning of each month during which the employee is entitled to full salary from the district.

Subd. 2: If an employee elects to purchase health insurance under Section B which results in monthly premium changes greater than the amount allocated to the employee's account pursuant to Subd. 1 above; and cost in excess of employee's monthly allocation shall be borne by employee and paid by payroll deduction. The monthly deduction shall be annualized and divided evenly over the pay periods in the contract year.

Subd. 3: If the employee elects not to purchase insurance under Section B, Subdivision 1, the employee will receive an additional salary amount of \$11,708 in each year of the contract.

C. Dental Insurance

<u>20-22</u>	<u>\$350.00</u>
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D. LTD Insurance:

Subd. 1. Income protection insurance of the standard 90 day type with 66 2/3% of the employee's regularly scheduled hours and salary being paid each month. The maximum monthly benefit paid shall

be as outlined in the policy.

Subd. 2. For any employee receiving benefits from the policy and having accumulated less than 90 days, the sick leave payment will cease on the last date of accumulation and the LTD policy become effective on the 91st day.

Subd. 3. District to pay total premium towards LTD Insurance protection.

E. 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.

F. LIFE INSURANCE

The school district will pay in full the premium for a \$100,000 one-year term life insurance policy.

G. 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 90 days. Six – (6) personal days a year. Personal days may be accumulated up to a total of eight (8). Three (3) unused personal days may be cashed in at the end of the contract year for \$125 per day. Five (5) days sick leave for each serious illness or death in the immediate family is allowed, such days to be deducted from sick leave. One (1) day bereavement for non-family annually.

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:

<u>Accumulated Sick Leave</u>	<u>Amount</u>
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 days (\$400)
@ rate of \$100 per day	

I. Flexible Benefit Plan

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Wellness Benefit

Buyback of up to 5 sick days use toward Flexible Spending, HSA, and Veba accounts.

- Employee must contact payroll department by June 30 of the contract year to indicate the number of days they want contributed to this benefit.

J. 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 20-22	
Yrs of Service	Employer Max
1-5	\$ 300
6-10	440
11-15	540
16+	580

The following are the conditions of the Annuity Match Benefit. The Annuity match dollar amount will be prorated per (FTE of 2080 Annual).

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.

K. SALARY AND LONGEVITY

In consideration thereof, the School Board of ISD #2687, Howard Lake-Waverly-Winsted Public Schools, agrees to increase pay to said employee at current step C-4-3(8) to \$42,528 in 2020-21 and at step C-4-3(8) to \$43,336 in 2021-22.

Longevity pay will be provided, as follows:

\$1000 annually	5 years of service
\$1500 annually	10 years of service
\$2000 annually	15 years of service
\$2500 annually	20 years of service

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.

Employee will receive up to \$250 annually for work related clothing/uniform purchases. Employee must submit receipts to the business office for reimbursement.

Employee will receive \$25 per month for use of his/her personal cell phone for business related purposes.

Employee will receive \$2,000 per site, for supervision of the food program at the following facilities:

MAWESECO
St. James
Holy Trinity

In the event that any of the above listed facilities closes or ends its food service contract with HLWW Schools, the stipend will not be paid to the employee.

10th day of August, 2020

IN WITNESS THEREOF, in behalf of the School District, we have subscribed our signatures this

Independent School District #2687

Employee Michelle Jovan

Chairman Michelle Stener

Clerk Deanne Dees