

DISTRICT OFFICE STAFF 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 District Office Staff 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 Superintendent 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 8 hours per day and **260 days per year:**

District/Payroll Assistant –

Salary – **2020-21 - \$43,031; 2021-22 - \$43,849**

Superintendent's Secretary –

Salary – **2020-21 - \$50,009; 2021-22 - \$50,960**

Payroll/Benefits Supervisor –

Salary – **2020-21 - \$56,188; 2021-22 - \$57,246**

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.

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: 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)	Friday after Thanksgiving
Good Friday	Christmas Eve Day
Memorial Day	Christmas Day
Independence Day	
July 3 or 5 (determined each year depending on day of week)	

When a recognized holiday falls on a Saturday, the employees shall receive the Friday preceeding 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. Vacation Allowance:

All twelve-month employees will be granted a vacation period on the following basis:

0-20 Years = 20 days

20 Years over = 25 days

Unused vacation must be taken within six (6) months after the end of the contract year in which it is earned. The employee may buy back up to 12 vacation days per year at his/her daily rate of pay. The employee must submit a request for vacation day reimbursement.

C. Health Insurance Benefits:

Section 1: The employee will be allocated **\$10,143** single; **\$16,381** family in **2020-22** for use in purchasing health insurance. Said allocation will commence on July 1 of each 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 1, 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.

D. Dental Insurance

20-22 \$350.00

E. Long Term Disability Insurance The school district will make available a Long Term Disability Insurance Policy at the employee's cost by payroll deduction.

A Long Term Disability Coverage (LTD) policy with a standard 90 calendar day waiting period covering (66 2/3%) of the employee's regular salary, (not including extracurricular or other payments). The (66 2/3%) of the employee's salary amount will be paid each month upon a qualifying disability. Maximum amount paid each month will be determined as per District LTD policy guidelines. Furthermore, any employee with a qualified disability may at his/her option choose to either:

Receive disability payments commencing on the 91st calendar day following the qualified disability, or

Use up any amount of accumulated sick leave before commencing the referenced disability plan as long as that sick leave would extend to at least 90 calendar days.

F. 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.

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

G. Life Insurance

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

H. 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 115 days. Four (4) personal leave days shall be earned per year,

unused personal leave days may accumulate up to a maximum of six (6) days. 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. 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.

I. Sick Leave/HRA Contribution

Beginning with the contract year of 2012-13, the School District will convert sick leave days to cash at a rate of \$100 per day and 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 for the employee. 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
35-54 days accumulated sick leave	1 day (\$100)
Over 55-74 days accumulated sick leave	2 days (\$200)
Over 75-94 days accumulated sick leave	3 days (\$300)
Over 95-115 days accumulated sick leave	4 days (\$400)
	@ \$100 per day

This plan will be subject to state and federal laws, rules, and regulations.

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	\$800
6-10	1,100
11-15	1,300
16-20	1,480
21+	1,700

The following are the conditions of the Annuity Match Benefit. The Annuity Match dollar amount will be prorated per FTE based on

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:

Longevity pay will be provided, per year, for 12-month employees as follows:

- 5 years - \$1500
- 10 years - \$2,500
- 15 years - \$3,500
- 20 years - \$4,500
- 25 years - \$5,500

Cell Phone – Superintendent Secretary and Payroll/Benefits Supervisor will be paid \$100 (one-time payment) for the year, for use of personal cell phone for work.

L. Other Paid District

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.

IN WITNESS THEREOF, in behalf of the School District, we have subscribed our signatures this day of _____, 20__.

Independent School District #2687

Chairman Mitelle Akker

Clerk Roayne Steas

Employee Megan
Sara Ruesen
Maureen Guley