

**INDEPENDENT SCHOOL DISTRICT NO. 1
AITKIN, MINNESOTA 56431**

**STEVE SNYDER AS
BUILDING AND GROUNDS SUPERVISOR**

Terms and Conditions of Employment School Years 2026-27, 2027-28

**ARTICLE I
SALARY**

Salary:

The following annual salary shall be in effect for the fiscal year indicated. Payments will be made semi-monthly over the 24-month period. Payment of wages (and benefits) will be pro-rated based on the time worked.

Annual Salary	<u>2026-2027</u>	<u>2027-2028</u>
	\$74,931	\$77,179

**ARTICLE II
BENEFITS**

Section 1. Sport Passes: The Supervisor may purchase season sports passes for himself and his household at 50% face value until September 30. Any passes purchased after September 30 will be at full price. If sports passes are lost, new passes can be purchased according to school district policy. A household shall consist of an employee, spouse, and children less than 22 years of age as long as they are still in school.

Section 2. Health Care Savings Plan: The Buildings and Grounds Supervisor shall participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) authorized under Minnesota Statutes, section 352.98 (Minn. Supp. 2001) according to Policy 430 – Health Care Savings Plan Contribution.

Section 3. Tax Sheltered Annuities: The Supervisor may request to take part in a tax-sheltered annuity programs in accordance with School District policies relating to same. If the Supervisor chooses to participate, he will be eligible for a \$2,500 per year match to a District approved plan. The Supervisor will be required to participate in a 403B plan in order to take advantage of the 403B match program.

**ARTICLE III
GROUP INSURANCE**

Section 1. Health and Hospitalization:

Subd. 1. Selection: The selection of the insurance carrier and policy shall be made by the School District as provided by law. The aggregate value of benefits provided shall not be less than those currently provided except as provided by M.S. 471.616.

Subd. 2. Contribution: The School District shall pay the monthly premium cost for individual health and hospitalization coverage for the Supervisor (up to a maximum of \$1,026 per month beginning July 1, 2026) under the group health and hospitalization plan. If the Supervisor opts for family coverage, the premium cost exceeding the District contribution will be the employee's responsibility.

Subd. 3. Claims Against the School District: 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 a denial of insurance benefits by an insurance carrier.

Subd. 4. Duration of Insurance Contribution: The Supervisor is eligible for School District contribution as provided in this article as long as he is a fulltime employee employed by the School District. Upon termination of employment, all district contribution shall cease. A terminated Supervisor, whose termination was for reasons other than the employee's disability or retirement, may elect to continue insurance coverage according to COBRA or subsequent eligibility for coverage under another group plan, whichever is shorter. The terminated Supervisor must pay full costs for continued coverage, in advance, on a monthly basis.

Section 2. Long Term Disability Insurance:

Subd. 1. Selection: The selection of the long-term disability insurance carrier and policy shall be made by the School District. The aggregate value of benefits provided shall not be less than those currently provided.

Subd. 2. The Supervisor shall pay the entire long-term disability insurance premium. The School District will reimburse the Supervisor for this premium each pay period.

Subd. 3. Claims Against the School District: 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 a denial of insurance benefits by an insurance carrier.

Subd. 4. The Supervisor is eligible for long term disability coverage and School District contribution as provided in this article as long as he is employed by the School District. Upon termination of employment, all district contribution shall cease.

Section 3. \$50,000 Life Insurance:

Subd. 1. Selection: The selection of the life insurance carrier and policy shall be made by the School District. The aggregate value of benefits provided shall not be less than those currently provided.

Subd. 2. The School District shall pay the entire \$50,000 life insurance premium for the Supervisor. The Supervisor may at his option purchase additional life insurance in increments of \$10,000 up to an additional \$50,000 at his own expense.

Subd. 3. Claims Against the School District: 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 a denial of insurance benefits by an insurance carrier.

Subd. 4. The Supervisor is eligible for \$50,000 life insurance coverage and 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.

Section 4. Eligibility: The School District agrees to make the contributions provided for in Sections 1, 2, and 3.

Subd. 1. In the event of absence of the Supervisor from work because of injury, illness or sickness, the School District shall continue to make the required contributions during the time he is using the accumulated sick leave days. In event of leave of absence or military leave or in the event the Supervisor is laid off or is off because of illness, sickness or injury beyond the accumulated sick leave period or eligibility for long term disability, he shall be permitted to continue coverage as a member of the group by paying in advance the regular monthly premium as paid by the School District after the respective date the contributions by the School District cease pursuant to the provisions hereof. Provided, that such coverage may be continued during the time of the disability as established by the long-term disability insurance carrier as provided in the insurance policy.

Subd. 2. In the event of any absence without pay, the Supervisor shall pay the pro rata share of the School District contribution.

ARTICLE IV **Absence From Work**

Section 1. Sick Leave:

Subd. 1. The Supervisor shall earn sick leave at the rate of 10 hours per month to a maximum of 120 hours annually. Sick leave will be credited on the Supervisor's first scheduled day of employment of the fiscal year. Rate of pay for sick leave shall be the rate on schedule for which the Supervisor is otherwise eligible.

Subd. 2. Unused sick leave days may accumulate to a maximum credit of 200 days of sick leave.

Subd. 3. Sick leave with pay shall be allowed by the School District whenever the Supervisor's absence is due to the illness, injury or disability of the employee or as allowed under Minnesota Statute. The maximum sick leave the Supervisor can use for a disability shall be the minimum amount necessary to qualify for disability benefits provided under Article III.

Subd. 4. The School District may, where insufficient reason is suspected, require the Supervisor to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay.

Subd. 5. In the event that a medical certificate will be required the Supervisor will be so advised.

Subd. 6. Sick leave allowed shall be deducted from the accrued sick leave earned by the Supervisor.

Subd. 7. Sick leave pay shall be approved only upon submission of a request through the District's approved method.

Section 2. Bereavement Leave: The Supervisor shall be granted up to five (5) days bereavement leave, per occurrence, in the event of the death of a sibling, son-in-law, daughter-in-law, brother or sister-in-law, grandparent or parent-in-law, step sibling or step parent. The Supervisor shall be allowed ten (10) days bereavement leave per occurrence in the event of the death of a spouse, child or stepchild, or parent. The first three (3) days will not be deducted from sick leave. All days over three (3) will be deducted from sick leave.

Section 3. Leave of Absence Without Pay (Less than one year):

Subd. 1. Leave of absence without pay may be granted by the Superintendent for personal reasons up to a maximum of ten days per year, non-cumulative. The School Board may grant leaves for more than ten days.

Subd. 2. Requests for leave of absence without pay must be submitted to the Superintendent no less than two weeks in advance, except in an emergency.

Subd. 3. The School Board and the administration reserve the right to refuse to grant leave.

Subd. 4. Leave of absence without pay that does not have prior approval shall not be allowed. The Supervisor who is absent from work without prior approval shall lose all pay and fringe benefits for the time absent.

Subd. 5. There will automatically be a hearing scheduled with the School Board and the Board may impose any penalties it deems appropriate.

Section 5. Legal Leave:

Subd. 1. In cases where the Supervisor must appear as a witness at the request of the School District the Supervisor shall not lose any pay or fringe benefits for the time absent.

Subd. 2. In cases where the Supervisor must make an appearance at a job related liability legal proceeding the Supervisor shall not lose any pay or fringe benefits for the time absent.

Section 6. Jury Duty: When the Supervisor is called for jury duty or subpoena and must lose duty days as a result thereof, the Supervisor shall receive his regular rate of pay after submitting to the School District the pay received for serving on jury duty, less what has been paid for meals and mileage.

Section 7. Holidays:

Subd. 1. Holidays within the terms of this Agreement shall constitute the following: Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, President's Day or Mid-Winter Holiday dependent on school calendar, Good Friday, Memorial Day.

Subd. 2. When any holiday falls upon a Sunday, the following Monday shall be considered the holiday. When a holiday falls on Saturday, the preceding Friday shall be considered a holiday. All holidays will be administratively scheduled in the event of a conflict.

Section 8. Vacations: This Supervisor shall earn paid vacation as follows:

- 20 days yearly for up to ten years of service
- 25 days yearly after ten years of service

Subd. 1. Vacation days earned in one fiscal year may be totally or partially carried over to the following fiscal year but must be totally utilized in that second fiscal year. No carryover is allowed beyond that second year.

Subd. 2. When leaving the service of the School District, except where discharge was for cause, the Supervisor will be entitled to prorated vacation pay.

Section 9. Emergency Closings: On days when school is called off for an emergency, the Supervisor shall be on duty unless other arrangements are made with the Superintendent.

ARTICLE V
General

Section 1. This schedule was adopted by the School Board and shall be in effect from July 1, 2026 through June 30, 2028.

Steve Snyder, Buildings and Grounds Supervisor

School District Representative

Date

Date