

**INDEPENDENT SCHOOL DISTRICT NO.1
AITKIN, MINNESOTA 56431
AGREEMENT WITH:
HEATHER HIPP
AS BUSINESS MANAGER**

Terms and Conditions of Employment - 2025-26 and 2026-27

**ARTICLE I
SALARY**

Base Salary:

The following annual salary shall be in effect for the fiscal year indicated.

Business Manager	2025-26	\$105,032
	2026-27	\$109,233

**ARTICLE II
MATCH PROGRAM**

403B Match: The Business Manager will be eligible for an employer match to a District approved 403B plan in the amount \$4,000. District contributions will be semi-monthly. Prorated for less than a year.

**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.

Subd. 2. Contribution: The School Board shall pay the monthly premium cost of a School District health and hospitalization plan (up to a maximum of \$908 per month July-December 2025, \$1,026 January 1 – December 2026 and \$1,077 per month beginning January 2027).

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 Business Manager is eligible for monthly District contribution as provided in this article as long as they are a full-time employee of the School District. Upon termination of employment, all District contribution shall cease. A terminated Business Manager, whose termination was for reasons other than disability or retirement, may elect to continue insurance coverage per COBRA regulations. The terminated Business Manager 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 life insurance carrier and policy shall be made by the School District.

Subd. 2. The Business Manager shall pay the entire long-term disability insurance premium. The School District will reimburse the employee for this premium.

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 Business Manager is eligible for long term disability coverage and School District contribution as provided in this article as long as they are employed by the School District. Upon termination of employment, all district contributions and insurance coverage 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. Benefit amounts are subject to the terms, conditions and applicable limits defined by the policies.

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

Subd. 3. Claims Against the School District: It is understood that the School Districts 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 Business Manager is eligible for \$50,000 life insurance coverage and School District contribution as provided in this article as long as they are employed by the School District. Upon termination of employment, all District contributions shall cease.

Section 4. Dental Insurance:

Subd. 1. Selection: The selection of the dental insurance carrier and policy shall be made by the School District.

Subd. 2. The School Board shall pay the premium for single dental insurance.

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 Business Manager is eligible for dental insurance coverage and School District contribution as provided in this article as long as they are employed by the School District. Upon termination of employment, all District contributions shall cease.

Section 5. Eligibility:

Subd. 1. In the event of absence of the Business Manager from work because of injury, illness or sickness, the School Board shall continue to make the required contributions during the time they are using the accumulated sick leave days. In the event of leave of absence, military leave, lay off, illness, or injury beyond the accumulated sick leave period, they 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 Board.

Subd. 2. In the event of any absence without pay exceeding ten days, the Business Manager shall pay the pro rata share of the School Board contribution.

Section 6. Tax Sheltered Annuities: The Business Manager may request to take part in a tax sheltered annuity program in accordance with School Board policies relating to the same.

ARTICLE IV

OTHER BENEFITS

Section 1. Dues: The District shall contribute 100% of the cost of dues to MASBO and one (1) civic organization.

Section 2. Travel Expense: The Business Manager shall be reimbursed for legally valid expenses for lodging, meals, mileage, and any other incidental expenses incurred in the performance of their duties out of the School District and at professional conferences and meetings upon presentation of receipts. The Business Manager may attend one ASBO International Annual Conference every 3 years at a maximum cost to the District of \$3,000.

Section 3. Sport Passes: The Business Manager may purchase season sports passes for themselves and their 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 the employee, spouse, and children less than 22 years of age as long as they are still in school.

Section 4. Health Care Savings Plan: The Business Manager 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 5. Cell Phone Stipend: The Business Manager will receive a monthly cell phone stipend of \$50.00, to be reimbursed up to four times per year. The cell number must be provided to the District and be used for school business.

ARTICLE V

ABSENCE FROM WORK

Section 1. Sick Leave:

Subd. 1. The Business Manager 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 first scheduled day of employment of the fiscal year. Rate of pay for sick leave shall be the rate on schedule for which the Business Manager 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 Business Manager's absence is due to the illness, injury or disability of the employee or as allowed under Minnesota Statute. The maximum sick leave the Business Manager can use for a disability shall be the minimum amount necessary to qualify for disability benefits.

Subd. 4. The School District may, where insufficient reason is suspected, require the Business Manager 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 Business Manager will be so advised.

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

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 Business Manager 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, parent, grandparent or parent-in-law, step sibling or step parent. The Business Manager shall be allowed ten (10) days bereavement leave per occurrence in the event of the death of a spouse, child or stepchild. 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. Legal Leave:

Subd. 1. In cases where the Business Manager must appear as a witness at the request of the Board she shall not lose any pay or fringe benefits for the time absent.

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

Section 4. Jury Duty: When the Business Manager is called for jury duty or subpoena and must lose duty days as a result thereof, she shall receive her regular rate of pay after submitting to the School District the pay received for serving on jury duty or subpoena, less what has been paid for meals and mileage.

Section 5. 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, Juneteenth.

Subd. 2. When any holiday falls on 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 6. 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 7. Vacations: The Business Manager 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 Business Manager will be entitled to prorated vacation pay.

Section 8. Emergency Closings: On days when school is canceled due to an emergency, i.e. weather conditions, the Business Manager has two options:

1. Employee may elect to stay away from work. If the day is not made up by the teaching staff, no adjustment will be necessary. If the day is made up by the teaching staff, a vacation day will be used.
2. Employee may report to work as usual. If the day is made up by the teaching staff, no adjustment will be necessary. If the day is not made up by the teaching staff, an additional vacation day would be earned.

Subd.1. On late starts, the Business Manager shall report to work as soon as conditions are such that travel is possible. On early dismissals, she will be allowed to leave at the discretion of the Superintendent.

ARTICLE VI **GENERAL**

Section 1. This Business Manager will be paid semimonthly for the period employed. Employees working less than the full year shall be paid on a prorated basis.

Section 2. This schedule was adopted by the Board of Education and shall be in effect from July 1, 2025 thru June 30, 2027.

Heather Hipp, Business Manager

School District Representative

Date

Date