

**INDEPENDENT SCHOOL DISTRICT #2143
WATERVILLE-ELYSIAN-MORRISTOWN PUBLIC SCHOOLS
Waterville, MN 56096**

2023-2024- TERMS AND CONDITIONS OF EMPLOYMENT

The School Board of Independent School District #2143, Waterville MN, enters into this agreement with Molly Conway, who agrees to perform the duties of Communication Coordinator in the School District.

BENEFIT PROVISIONS

Sect. 1 Local Travel Allowance: Employee shall be reimbursed at the current district rate for private automobile usage which is incurred in connection with school district business.

OTHER PROVISIONS

Sect. 1 Salary: Effective July 1, 2022 \$25.00/Hour*
Membership to MinnSPRA (Minnesota School Public Relations Association).

This position is a part-time, **60 hours per month for 10 months**, with exempt status under the Fair Labor Standards Act.

*While this Agreement is in effect, the Employee will earn a gross salary of **\$15,000.00** in consideration for faithfully performing the duties of a Communication Coordinator for the School. In accordance with its regular payroll schedule, the School will pay the Employee this monthly salary in twenty equal installments, less applicable withholdings and deductions. Each semi-monthly installment will be made after the period in which salary was earned. The Employee authorizes the School to make payroll deductions for paying the Employee's PERA contribution. The School's obligation to make any payments under the Agreement will cease immediately in the event that the Employee resigns or his/her employment is terminated for any reason. If this Agreement is terminated before the end of the school year, if the Employee does not work the total number of duty days, and/or if the Employee has an unpaid leave of absence, the salary paid to the Employee will be prorated and/or decreased to reflect the number of days actually worked.

IN WITNESS THEREOF, I have subscribed my signature this ____ day of _____, 2023

Communication Coordinator

IN WITNESS THEREOF, we have subscribed our signatures this _____ day of _____, 2023.

INDEPENDENT SCHOOL DISTRICT #2143

_____ Chairperson

_____ Clerk