

**INDIVIDUAL  
AGREEMENT  
BETWEEN**

THE SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT #316  
COLERAINE, MINNESOTA

AND

HUMAN RESOURCES/PAYROLL COORDINATOR

TANYA ELICH

July 1st, 2026– JUNE 30, 2028

## **ARTICLE 1 – PURPOSE**

### **SECTION 1: PARTIES**

The School Board of Independent School District No. 316, Coleraine, Minnesota enters into this agreement with Tanya Elich, who agrees to perform the duties of Human Resources/Payroll Coordinator commencing on July 1st, 2026 through June 30, 2028

## **ARTICLE II – BASIC PROVISIONS**

### **SECTION 1: BASIC SERVICE**

The Human Resources/Payroll Coordinator shall faithfully perform the services prescribed by the School Board whether such services are specifically described in this contract or in a general job description, and abide by the rules, regulations and policies as established by the School Board.

### **SECTION 2: DUTY YEAR**

The Human Resources/Payroll Coordinator is a full time (1.0 FTE) with duty year defined as a twelve-month contract year (July to June) as provided herein. Any reduction of this position to less than 1.0 will result in all benefits prorated accordingly.

The Human Resource/Payroll Coordinator shall perform services on those legal holidays on which the School District is authorized to conduct school if the Superintendent so determines. The Human Resource/Payroll Coordinator shall be on duty during any emergency, natural or unnatural, unless excused by the Superintendent.

### **SECTION 3: VACATION**

The Human Resources/Payroll Coordinator shall earn vacation as follows: 120 hours per year.

Employee will be allowed to carryover a maximum of 10 days' vacation which must be consumed by within six months or December 31, following the end of the then fiscal year (June 30).

### **SECTION 4: HOLIDAYS**

The Human Resources/Payroll Coordinator shall be entitled to thirteen (13) paid holidays each contract year as follows:

Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, President's Day, Good Friday, Easter Monday, Memorial Day and Juneteenth.

### **SECTION 5: SALARY**

The Human Resources/Payroll Coordinator be paid an annual contract salary as follows:

FY27 - \$82,430

FY28 - \$84,100

Payroll will be semi-monthly throughout the period of this contract. Services shall be performed as prescribed by the Superintendent whether or not such services are specifically described in this contract. The salary is inclusive of attendance and duties at all meetings of the Board and/or committees.

## **ARTICLE III BENEFITS**

### **SECTION 1: HEALTH, HOSPITALIZATION AND DENTAL**

Hospital and Medical Insurance: Employee agrees to shared 80%/20% Health Insurance Premium contributions with the District Health Insurance Plan (currently the VEBA 831). The employee agrees to pay 20% of the health insurance premium with the district's share at 80% for both Single and Family coverage.

VEBA CONTRIBUTION: The District agrees to pay 80% of the VEBA Contribution with the Employee's responsibility of 20% each year.

Dental Insurance: The employee agrees to pay 20% of the dental insurance premium with the district's share at 80% for both Single and Family coverage.

### **SECTION 2: LIFE INSURANCE**

Group Life Insurance: The Board shall pay the entire premium for the present group life insurance for \$50,000 and an equal accidental death and dismemberment benefit.

### **SECTION 3: LONG TERM DISABILITY INSURANCE**

The school district shall provide a long-term disability insurance plan for the Human Resources/Payroll Coordinator. District shall contribute a sum equal to 100% of the premium cost for the disability coverage. The Human Resources/Payroll Coordinator position is covered under the class as defined in the District's LTD policy. Coverage is provided at 2/3rds of covered salary with elimination period of 60 consecutive calendar days.

### **SECTION 4: CLAIMS AGAINST THE SCHOOL DISTRICT**

The parties agree that any description of insurance benefits contained in this section are intended to be informational only and eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this section. It is understood that the School District's only obligation is to purchase the insurance policy and pay such amounts as agreed herein and no claims shall be made against the school district as a result of a denial of insurance benefits by insurance carrier.

### **SECTION 5: TAX SHELTERED ANNUITIES**

The Human Resources/Payroll Coordinator shall be eligible to participate in a tax sheltered annuity plan established pursuant to United State Public Law 87-370, M.SS 123.35 Sub 12. The Human Resources/Payroll Coordinator shall be eligible to enroll in the Greenway 403B at up to \$3000\* matching annually. The enrollee will become vested upon completion of the three years of service.

### **SECTION 6: CONFERENCES AND MEETINGS**

The School District shall pay all legally valid expenses and fees for attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by the Superintendent.

## **SECTION 8: CAR EXPENSE**

The School District shall compensate the Human Resources/Payroll Coordinator for business use of their private automobile at the rate approved by the Internal Revenue Service pursuant to M.S. 471.665, Subd. 1.

## **SECTION 9: CAREER INCREMENTS**

Career Increments will be added to the HR & Payroll Coordinator annual salary each year who has served in the District as a HR & Payroll Coordinator for at least the number of years designated according to the following schedule pay effective starting May 1, 2022. Career Increment Pay is effective after completion of 3,5,7,9,11 years respectively.

3 years \$4,000, 5 years \$5,500, 7 years \$7,000, 9 years \$8,500, 11 years- \$10,000

Tanya Elich's years of service dates:

3 years completed 6/30/25

5 years completed 6/30/27

7 years completed 6/30/29

9 years completed 6/30/31

11 years completed 6/30/33

## **ARTICLE IV – LEAVES OF ABSENCE**

### **SECTION 1: SICK LEAVE**

The Human Resources/Payroll Coordinator shall earn sick leave at the rate of twelve (12) days for each working year (July to June). Sick leave may be accumulated to a maximum of sixty (60) days per fiscal year. Earned sick leave shall be accrued at the rate of 8 hours per month. Days not used as sick time during employment have no cash value (payout) at the time of termination.

### **SECTION 2: EMERGENCY LEAVE**

The Human Resources/Payroll Coordinator may be granted emergency leave during the contract year at the discretion of the Superintendent.

### **SECTION 3: PERSONAL LEAVE**

Upon prior approval of the Superintendent, at the beginning of each year (July-June) three (3) personal leave days will be granted. Leave for personal days do not accumulate or carry-over.

### **SECTION 4: MEDICAL LEAVE**

If the Human Resources/Payroll Coordinator is unable to perform her duties because of illness or disability and has exhausted all sick leave credit available, the Human Resources/Payroll Coordinator may request a medical leave of absence of up to one (1) year in duration without pay. The Human Resources/Payroll Coordinator, when on medical leave of absence, is eligible to continue participation in group insurance programs as permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the Human Resources/Payroll Coordinator wishes to retain, commencing with the beginning of the leave.

#### **Section 5: BEREAVEMENT LEAVE**

Absence of three days or more if needed, without loss of pay shall be allowed in the case of death in the immediate family. Immediate family shall be defined as a brother, sister, son, daughter, father, mother, guardian, wife, husband, father-in-law, mother-in-law, grandchildren, and grandparents of either the employee or his/her spouse, or others with prior approval of the Superintendent.

**Section 6. TERMINATION DURING THE TERM** The HR & Payroll Coordinator's employment may be terminated during the term of this Contract for just cause. The School District shall provide the HR & Payroll Coordinator's written notice of termination, including the reasons for and effective date of the termination. The HR & Payroll Coordinator's employment, pay and benefits shall cease on the effective date of the termination, regardless whether the HR & Payroll Coordinator requests a hearing, as described in this Section.

The HR & Payroll Coordinator's may request a hearing regarding the termination of her employment. Such request must be in writing and received by the Human Resource Director or her/his designee within 10 calendar days of the HR & Payroll Coordinator receipt of the notice of termination. If a request for hearing is not received within the 10-day period, the HR & Payroll Coordinator will be deemed to have waived her right to a hearing and acquiesced to the termination of her employment. If the HR & Payroll Coordinator properly requests a hearing, the School District shall appoint a hearing officer who shall preside over the hearing. The School District will notify the HR & Payroll Coordinator of the name of the hearing officer and the date, time and location of the hearing. The HR & Payroll Coordinator and the School District may be represented by legal counsel at the hearing and shall have an opportunity to present relevant evidence.

The just cause standard shall be applied to the termination; and within 30 calendar days of the close of the hearing, the hearing officer shall submit Findings of Fact, Conclusions and Recommendations to the School Board. The School Board, or a designated committee of the Board, shall consider the hearing officer's submission and the School Board will make a final, binding decision regarding the termination of the HR & Payroll Coordinator's employment. The School District will provide the HR & Payroll Coordinator written notice of the School Board's decision.

#### **EXTENSIONS OR MODIFICATIONS TO AGREEMENT**

Any extensions of, or modifications to, this agreement, or to any provision contained herein, must be in writing, and approved by a vote of the School District's board, and signed and executed by the parties.

**Mutual Consent:** This Contract may be terminated at any time by mutual consent of the School Board and the HR & Payroll Coordinator. This is a continuing contract, subject to negotiation upon its renewal.