



MEMORANDUM

TO: Mr. Jamie Bente, Superintendent and School Board Members
FROM: Nicole Yochum, Human Resources Director
DATE: September 28, 2026
SUBJECT: EMPLOYMENT AGREEMENT

Please consider approving the following revisions to the Administrative Assistant Employment Agreement for 2026-2028:

1. Term: Two Years
2. **New Section 1.04 - Alternative Work Schedule NEW LANGUAGE** - *With prior supervisor approval, an employee may elect to work a continuous straight-time shift without an unpaid meal period. Approval is at the District's discretion based on operational needs and may be revoked at any time.*
3. **Section 3.01 - Vacation** - Increase the number of days employees may take as additional salary per year from 5 to 10.
4. **Section 7.03 ~ Health Care Savings Account** - The School District ~~shall~~ **will** contribute on behalf of the administrative support employee, an amount equal to ~~.75%~~ **1.25%** for the 2024-26 years, of employees gross salary to a health care savings account administered by the State of Minnesota Retirement System (MSRS).

Unused personal time for the school year, any unused comp time **in excess of 8 hours**, and/or all vacation hours in excess of 80 hours ~~can~~ **will be** deposited into this account by the July 31st of the following school year of which they were accrued by the employees discretion.

~~Employees must notify Human Resources in writing by 4:00 PM on July 31st, of the following school year,~~

5. Economic Items:

- a. Year One
 - i. Salary schedule improvement of 2.5% effective 7/1/26
 - ii. Increase 403b match option by \$240 per year for an annual match amount of \$600.
 - iii. Health insurance increase of 8% towards single and family contributions.
 - iv. Increase Minnesota State Retirement System contribution from .75% to 1.25%.
 - v. Total year one increase = \$74,961.29
- b. Year Two
 - i. Salary schedule improvement of 2.5% effective 7/1/27
 - ii. Health insurance increase of 8% towards single contribution due to natural estimated roll up cost.
 - iii. Total year two increase = \$68,580.93
- c. Total two year package increase \$143,542.22