

Belle Plaine Public Schools

ISD #716

CONDITIONS OF EMPLOYMENT

**ADMINISTRATIVE ASSISTANT/
ACCOUNTS PAYABLE CLERK/
MARSS COORDINATOR**

July 1, 2025 - June 30, 2027

Approved by School Board on _____

These Conditions of Employment are for the position of Administrative Assistant/Accounts Payable Clerk/MARSS Coordinator for the Belle Plaine Public Schools. This contract can be terminated by either party, for any reason, upon 90 days written notification from one party to the other.

ARTICLE I

Salary

Section I. Salary (12-month position):

Administrative Assistant/Accounts Payable Clerk/MARSS Coordinator:

July 1, 2025-November 30, 2025 Salary	\$26.66/hour
December 1, 2025-June 30, 2026 Salary	\$33.87/hour
2026-2027 Salary	\$34.80/ hour

Longevity payments will be added to each eligible employee’s hourly pay rate. On July 1 of each year, \$.60 will be added for those employees beginning their 9th year of employment, \$1.20 will be added for employees beginning their 14th year of employment, \$1.80 will be added for employees beginning their 19th year of employment and \$2.40 will be added for employees beginning their 24th year of employment.

ARTICLE II

Insurance

Section 1. The District shall pay for health insurance as per the Belle Plaine Education Association Master Agreement that is in place for the appropriate contract year . The District offers a Health Savings Account (HSA) plan.

Section 2. The District will provide \$50,000 of term life insurance coverage at district expense. Employees may purchase an additional \$50,000 of coverage at their own expense.

Section 3. The District will provide a family policy for dental coverage.

Section 4. The School District will pay the premium for income protection insurance under the district insurance plan.

Section 5. The School Board shall provide Errors & Omissions Insurance for public liability.

ARTICLE III

Leaves

Section 1. Sick Leave: The Administrative Assistant/Accounts Payable Clerk/MARSS Coordinator shall be granted twelve (12) contract days of sick leave (disability/illness) per school year to be used any time during the school year upon notification to the Superintendent. Sick Leave may be accumulated to 90 days.

Subd. 1. Accumulated sick leave is to be used for absences from work necessitated by illness or injury.

Subd. 2. Sick and safe leave may be used for the care and support of an employee's: 1. Child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent); 2. Spouse or registered domestic partner; 3. Sibling, stepsibling or foster sibling; 4. Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child; 5. Grandchild, foster grandchild or step-grandchild; 6. Grandparent or step-grandparent; 7. Sibling's child; 8. Parent's sibling; 9. Child-in-law or sibling-in-law; 10. Any of the family members listed in 1 through 9 above of an employee's spouse or registered domestic partner; 11. Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and 12. Up to one individual annually designated by the employee. This list is pursuant to MN Statutes 181.940 et. Seq.

Section 2. Vacation: The Administrative Assistant/Accounts Payable Clerk/MARSS Coordinator will receive twenty-two (22) days of vacation. Vacation shall be approved in advance by the Business Director.

Subd. 1. Unused Vacation Days: In the event the Administrative Assistant/Accounts Payable Clerk/MARSS Coordinator does not use all of their available vacation days, the unused days may be carried over for a period of one contract year. If the employee resigns before completing a full year of service, the employee shall be entitled to paid unused vacation days accrued on a pro rata basis. The employee must provide the School District with at least two (2) weeks' advance notice of the resignation time.

Section 3. Paid Holidays: The Administrative Assistant/Accounts Payable Clerk/MARSS Coordinator will receive eleven paid holidays per year: New Year's Day, Good Friday, Memorial Day, Juneteenth, 4th of July, Labor Day, Thanksgiving Day, Friday following Thanksgiving Day, Christmas Eve Day, Christmas Day, and New Year's Eve.

Section 4. Funeral Leave:

Subd. 1. A maximum of three (3) days of funeral leave will be granted to each employee at the time of death of a member of the employee's immediate family.

Subd. 2. In those cases where more than three (3) days are necessary for a funeral because of distance, arrangements, legal involvements, or extraordinary circumstances an additional day(s) (not to exceed ten (10) days) of funeral leave may be granted and deducted from the employee's accumulated disability/illness leave or vacation. Such leave shall be requested of and approved or denied by the Superintendent.

Subd. 3. Immediate family is defined as the Administrative Assistant/ Accounts Payable Clerk and/or spouse and the following related to either: child and spouse, stepchild and spouse, ward, parent, brother, brother-in-law, sister, sister-in-law, grandparents, and grandchildren.

Subd. 4. Leave may be granted to attend the funeral of other close relatives/or friends as determined in special situations. Such leave is to be requested of and approved or denied by the Superintendent. Such leave will be deducted from the Administrative Assistant/ Accounts Payable Clerk/MARSS Coordinator's disability/illness leave or vacation.

Section 5. Other Leaves:

Subd.1. Leave without pay will be arranged with the Superintendent.

Subd. 2. The School District will comply with federal and state statutes regarding Parental or Family-Medical Leaves and jury duty.

ARTICLE IV

Matching Annuity Program

Section 1. Matching Annuity Program:

Subd. 1. The Administrative Assistant/Accounts Payable Clerk/MARSS Coordinator may participate in the district matching annuity program as provided in M.S. 356.24.

Subd. 2. District Contribution: The District shall match annually up to \$3,000 to an appropriate 403(b) annuity on a dollar-for-dollar basis.

Subd. 3. District procedures with district approved vendors will be followed when participating in the matching annuity program.

Other Benefits

Section 1. Professional Development/Technology: The Administrative Assistant/Accounts Payable Clerk/MARSS Coordinator shall receive an allocation of \$750 per year to be used for professional development/technology during each fiscal year. Professional development/technology funds may be used for the following with the approval of the employee's supervisor.

1. Conventions, seminars and workshops or technology related to the employee's position (Federal per diem guidelines shall apply)

ARTICLE V

Grievance

Section 1. The procedure for filing a grievance is provided by law.

Signatures:

Administrative Assistant/
Accounts Payable Clerk/
MARSS Coordinator

School Board Chair

School Board Clerk
