

**FLOODWOOD SCHOOL
115 WEST 4TH AVENUE
FLOODWOOD, MN 55736**

Grounds Assistant Assignment Sheet

The School Board of Independent School District No. 698, Floodwood, Minnesota (hereinafter “District”) determines this assignment pursuant to Minnesota Statutes, for **Steve “Andy” Anderson** (hereinafter “Operator”). The Operator will perform the duties assigned by the District.

The School District and Operator further agree as follows:

- I. **Duty Term:**
The duty year will be Summer of 2026. The calendar may be altered by mutual agreement of the School District and the Operator.

- II. **Work Day:**
The Operator is expected to maintain outdoor grounds per Grounds assistant job description with instructions from the facilities manager.

- III. **Employment Duration, Expiration, Termination and Mutual Consent:**
This assignment’s duration shall be subject to the provisions of Minnesota Statutes. The Operator’s employment may be non-renewed, modified, discharged, or terminated either during or at the end of this contract as provided in that statute, including the placing of the Operator on unrequested leave of absence. This contract also may be terminated or modified at any time by the parties by mutual consent.

- IV. **Pay**
For services performed, the Operator shall be paid **\$20.00 per hour for the summer of 2026 up to 14 hours per week**. Bi-Weekly time cards must be turned in to the payroll office every other Monday morning.

This assignment sheet shall be effective only upon the signature of the Operator and of the officers of the School Board after authorization for such signatures was taken by the School Board in appropriate action recorded in its minutes. This is not intended to act as a contract or agreement. It is intended act as a clarification of the Operator’s remuneration for service rendered and the district’s financial obligation for those services provided.

(Operator’s Signature)

(Date of Operator’s Signature)

(School Board Chairperson’s Signature)

(Date of Chairperson’s Signature)

(School Board Clerk’s Signature)

(Date of Clerk’s Signature)