

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

Library/Tech Specialist's Assignment Sheet

The School Board of Independent School District No. 698, Floodwood, Minnesota (hereinafter "District") delegates this assignment pursuant to Minn. Stat. §179A, to **Alexa Ruzynski** (hereinafter "Specialist"). The Specialist will perform the duties assigned by the District.

The School District informs the Specialist of the following:

I. Duty year:

The duty year(s) will begin effective July 1, and end June 30, of each school year. The duty year will be 180 days. The work year calendar will be developed by mutual agreement of the Library/Tech Specialist and the Superintendent.

II. Work Day:

The Specialist is expected to maintain office hours of a minimum of 8 hours per work day. In addition, the Specialist is expected to attend meetings and staff development activities as needed.

III. Benefits:

- A. Health Insurance:** If the Specialist is eligible for and enrolled in the plan, the School District shall contribute \$500 toward the cost of the monthly premium for 11 months August through June. If the manager chooses to join either the single or family plan then the Specialist will be responsible for the cost of the monthly premium in excess of \$500 plus the full cost in July.
- B. Long-Term Disability Insurance:** If the Specialist is eligible for and enrolled in the plan, the School District shall provide and pay the full premium for a group long-term disability insurance plan for the Specialist.
- C. Life Insurance:** The School District shall provide a \$30,000.00 term life insurance policy for the Specialist. The School District shall contribute the entire premium for this policy.
- D. Insurance Obligation and Limitation:** The Specialist acknowledges and agrees that the School District's only obligation is to provide the group plan and pay the premium amounts for the insurances stated above. Any dispute as to the benefits provided under the plans is between the Specialist and the group insurance provider.
- E. Paid Time Off (PTO):** The Specialist shall be granted a pool of ten (10) days of PTO for sick leave, personal leave, vacation leave, and bereavement leave. Four (4) PTO days may be carried over to the following year without accumulation from year to year.
- F. Jury Duty Leave:** If the Specialist is absent from duty because he/she has been scheduled for jury duty or subpoena, the Specialist shall be paid by the District the differential between their regular salary and that paid for jury duty. Such items such as subsistence, travel or other expense allowance shall not be included in determining pay received from the School District. Such time shall not be deducted from sick leave or personal leave accumulation.

IV. Employment Duration, Expiration, Termination and Mutual Consent:

This assignment covers a term from July 1, 2024 through June 30, 2025, but its duration shall be subject to the provisions of Minn. Stat. §179A. The Specialist's employment may be non-renewed, modified, discharged, or terminated either during or at the end of this assignment as provided in Minnesota statute, including the placing of the Specialist on an unrequested leave of absence. This assignment also may be terminated or modified at any time by the district.

V. **Salary:**

For services performed, the Specialist shall be paid an annual salary of **\$30,700.80 for the 2024-2025 school year**. This salary shall be paid in equal installments during the fiscal year. The salary shall be prorated if the year is not completed by the Specialist. The Specialist will submit a monthly timecard to the business office.

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

(Specialists Signature)

(Date of Specialist's Signature)

(School Board Chairperson's Signature)

(Date of Chairperson's Signature)

(School Board Clerk's Signature)

(Date of Clerk's Signature)