

Agreement Between  
Independent School District #363 and Business Manager / Administrative Assistant  
April 4, 2022 through June 30, 2024  
July 1, 2024 through June 30, 2026

Term of this contract is for two years plus three months beginning April 4, 2022 and terminating on June 30, 2024.  
July 1, 2024 and terminating on June 30, 2026.

The purpose of this agreement is to set forth the basic agreement; covering rate of pay, hours of work, and conditions of employment so as to promote harmonious relations and to achieve the highest level of employee performance possible.

Article I. Definition of Employee

The Business Manager / Administrative Assistant shall be considered a full-time employee and work 40 hours per week when school is in session and 40 hours per week during the summer months.

Article II. Position Description

The Business Manager / Administrative Assistant shall be directly responsible to the Superintendent of Schools (see job description for list of duties).

Article III. Hours of Work

The regular hours of work shall be 7:00 am to 3:30 pm. If the Business Manager / Administrative Assistant is required to work beyond the normal work week of five consecutive 8 hour days, the Business Manager / Administrative Assistant may take time off from work equal to the overtime hours worked with the approval of the Superintendent. A holiday worked shall be considered as hours worked for the purpose of computing overtime.

Article IV. Holiday Provisions

The Business Manager / Administrative Assistant shall receive the following paid holidays.

New Year's Day	Thanksgiving Day
Presidents' Day	Friday after Thanksgiving Day
Good Friday	Easter Monday – when school is not in session
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve Day
	<u>MLK Jr. Day – when school is not in session</u>
	<u>Juneteenth</u>

When New Year's Day, Independence Day or Christmas Day fall on a Sunday, the following Monday shall be observed as a paid holiday. When New Year's Day, Independence Day or Christmas Day fall on a Saturday, the preceding Friday shall be observed as a paid holiday.

When a holiday falls during the employee's vacation, one additional day will be granted at the end of the vacation period with pay for said holiday.

In order to be eligible to receive holiday pay, an employee must work the scheduled day before the holiday and the scheduled day after the holiday. This requirement may be waived for excused absences only.

Article V. Vacations

The Business Manager / Administrative Assistant shall receive 160 hours vacation time each contract year. ~~The Business Manager/Administrative Assistant may transfer all unused vacation time she has accrued as of June 30, 2023 into the July 1, 2023-June 30, 2024 work year. The Business Manager/Administrative Assistant may transfer all unused vacation time she has accrued as of June 30, 2023 into the July 1, 2023-June 30, 2024 work year.~~ Following the July 1, 2022-June 30, 2023 work year, the Business Manager/Administrative Assistant may carry up to 80 hours of vacation time over into the next contract year. Following the July 1, 2024-June 30, 2025 work year, the Business Manager/Administrative Assistant may carry up to 80 hours of vacation time over into the next contract year. Following the July 1, 2025-June 30, 2026 work year, the Business Manager/Administrative Assistant may carry up to 80 hours of vacation time over into the next contract year.

Pro-rata vacation shall be granted upon termination of employee by reason of resignation, lay-off, retirement or death. Such employee or the estate shall be paid for all unused vacation.

#### Article VI. Sick Leave

The Business Manager / Administrative Assistant shall earn 15 days of sick leave credit per year with credit per year on a prorated basis. Sick leave may be used according to M.S. 181.9413. Unused sick leave can be accumulated to a maximum of ninety days. Sick leave days will be determined by the beginning date of employment.

Upon retirement and after having worked a minimum of 10 years for the District, the Business Manager / Administrative Assistant shall be offered Effective July 1, 2017, South Koochiching Rainy River School District shall make available a Postretirement Health Care Savings Agreement within the VEBA Plan and Trust described in the VEBA Fact Sheet. It is intended that this arrangement constitutes a voluntary employees' beneficiary association under Section 501(c)(9) of the Internal Revenue Code. Payment of Administration and Investment Fees and Expenses. Administration and Investment fees allocable to the individual accounts of retirees shall be deducted from individual accounts. Administration and investment fees are subject to change from time to time. Current administration and investment fees are described on the VEBA Fact Sheet. Employer Contributions to the Postretirement Health Care Savings Arrangement. Within sixty (60) days of the effective date of retirement, Employer shall make a contribution on behalf of each eligible retiree to the Postretirement Health Care Savings Arrangement within the VEBA Plan and Trust. Employees or retirees will not be entitled to receive this amount in the form of taxable cash compensation or other benefits. Postretirement payment shall be based on South Koochiching Rainy River School Board Policy 433 Retiree Insurance rates for those teachers that are employed with the district prior to June 30, 2016. Rates in subsequent years will be those in policy at the time of hire. An employee who received the maximum accumulation of sick leave and does not use all of her allotted days for that year, shall receive \$15.00 a day (or current classified contract) for those unused days. The employee will voucher for this pay at the end of the employee's work year.

#### Article VII. Funeral Leave

A leave of up to five days will be granted with pay in the event of death in the immediate family of an employee. "Immediate family" shall mean the employee's parents, stepmother, spouse, son, daughter in law, grandchild, step-grand children, father and mother-in-law, brother-in-law, sisters, sister-in-law. (Plus any additional benefits as provided by classified contract).

#### Article VIII. Jury Duty

Same as Classified Contract.

#### Article IX. Child Care Leave

Same as Classified Contract.

#### Article X. Unpaid Leave

Same as Classified Contract.

#### Article XI. Personal Leave

The Business Manager / Administrative Assistant may be granted 16 hours with pay each year to handle such situations that may arise requiring the employee's personal attention which cannot be attended to when school is in session and which are not covered by other provisions of this Agreement. If these days are not all used, the Business Manager shall receive \$50.00 per 8 hours for those unused days. The employee shall complete a voucher for the pay at the end of the employee's work year. (Plus any additional benefits as provided by classified contract).

#### Article XII. Rate of Pay for Cancellation of School Day

Same as Classified Contract.

#### Article XIII. Health Insurance

The District shall pay 100% of the cost of single coverage. If family coverage is selected the district will provide the same benefit as provided by the classified contract.

#### Article XIV. Life Insurance

District shall pay 100% of present life insurance coverage for employee. At the present time this purchases \$30,000.00 worth of life insurance.

Article XV. Long-term Disability Insurance

The School District shall contribute 100% of the cost for a long-term disability insurance policy.

Article XVI. Dental Insurance

Employee shall receive dental insurance when the District approves dental insurance for other employees at the same contribution rate that the other employees receive.

Article XVII. Compensation for Expenses

Upon prior approval of the Superintendent and when required to conduct assigned job responsibilities at locations outside of the School District boundaries, the Business Manager / Administrative Assistant will be compensated for such incurred expenses as mileage, meals, and lodging at the rates set by the School Board each year.

Article XVIII. Salary

The Business Manager / Administrative Assistance shall be compensated at a yearly salary amount:

~~\$78,750 for April 4, 2022-June 30, 2023~~ \$69,478.00 for July 1, 2024-June 30, 2026

~~\$65,545 for July 1, 2023-June 30, 2024~~

The Business Manager / Administrative Assistant shall receive any bonus that is awarded to the classified employees.

**403b/457 Plan Participation.** The ISD #363 Business Manager shall be eligible to participate in a 403b or 457 plan pursuant to Minnesota Statutes §356.24, upon completion of a salary reduction agreement (SRA). The SRA must be submitted to the payroll office by the 15<sup>th</sup> of the month prior to the effective payroll deduction.

**Approved Plans.** The District will make contributions of employee and/or district funds only to Vendors listed in the ISD 363 Adoption Agreement of the 403(b)/457 Plan Document

No other vendors or products will be available as investment options under the School District 403(b)/457 plan unless mutually agreed upon by the District and the SKRR Teacher Union.

**Matching Contribution Plan.** Beginning with open enrollment during the 2025-2026 school year, the School District shall match annual contributions for the ISD #363 Business Manager when he/she has continuous service years equivalent to **three full years of service.**

The School District matching amount will be on a dollar-for-dollar basis, pursuant to the schedule set forth below and shall not exceed the Annual Maximum Match Amount. Employees may contribute up to the maximum amount as defined by IRS code 403(b)/457.

**Maximum Match Amount**

**Annual District Contribution:** \$1,500

Employees on unpaid leaves may not participate in the matching program while on leave.

Article XIX. Termination of Contract

This contract may be terminated by the Business Manager / Administrative Assistant at any time with a one month and two week-written notice.

This contract shall be effective only upon signatures by officers of the School Board of South Koochiching/Rainy River ISD #363, after authorization for such signatures has been taken by the School Board and appropriate action recorded in the Board minutes.

\_\_\_\_\_  
Business Manager / Administrative Assistant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk ISD #363

\_\_\_\_\_  
Date