

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

Office Clerk Assignment Sheet

The School Board of Independent School District No. 698, Floodwood, Minnesota (hereinafter "District") enters into this assignment pursuant to Minnesota Statute 122A.40, with **Haley Walsh** (hereinafter "Office Clerk"). The Office Clerk will perform the duties assigned by the District.

The School District and Office Clerk further agree as follows:

- I. **Duty year:**
The duty year will begin effective July 1st and end June 30th. The regular duty year will be **176 days**. **An additional 5 days are added to the FY22 school year for training purposes.** On school years with school elections, **an additional 8 days** are added. The work year calendar will be developed by mutual agreement of the Office Clerk and the Superintendent. The Office Clerk is expected to work on all student days, with the remaining days to be directed by the Superintendent.
- II. **Work Day:**
The Office Clerk is expected to maintain office hours of a minimum of **5 hours per work day**. In addition, the Office Clerk is expected to attend before, after school and weekend duties as needed.
- III. **Benefits:**
 - A. **Health Insurance:** The School District shall contribute \$500 toward the cost of the monthly premium for 9 months. If the Office Clerk chooses to join either the single or family plan then the Office Clerk will be responsible for the cost of the monthly premium in excess of \$500 and the full premium during the summer months.
 - B. **Long-Term Disability Insurance:** If the Office Clerk 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 Office Clerk.
 - C. **Life Insurance:** The School District shall provide a \$30,000.00 term life insurance policy for the Office Clerk. The School District shall contribute the entire premium for this policy.
 - D. **Insurance Obligation and Limitation:** The Office Clerk 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 Office Clerk and the group insurance provider.
 - E. **Paid Time Off:** The Office Clerk shall be granted a pool of ten (7) days of paid time off for sick leave, personal leave, vacation leave, and bereavement leave. Three (3) PTO days may be carried over to the following year without accumulation from year to year.
 - F. **Jury Duty Leave:** If the Office Clerk is absent from duty because he/she has been scheduled for jury duty or subpoena shall be paid by the District the differential between his/her 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.
 - G. **Tax-Deferred Compensation:** The School District shall make available to the Office Clerk the ability to contribute to a 403(b)/457(b) tax-deferred compensation program. This must be a school district approved program and the school district will not contribute a matching amount. All cost will be borne by the Office Clerk.

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

This assignment covers a term from July 1, 2021 through June 30, 2023. The Office Clerk'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 Office Clerk on an unrequested leave of absence. This assignment also may be terminated or modified at any time by the parties by mutual consent.

V. Salary:

The salary for the 2021-2022 school year is \$17,600. (*not including Election, training, and School Secretary substitute hours)

The salary for the 2022-2023 school year is \$17,864. (*not including Election, training, and School Secretary substitute hours)

These salaries shall be paid in equal installments during the fiscal year. The salary shall be prorated if the year is not completed by the Office Clerk.

***When additional hours are worked for Election, training, and School Secretary substitute, a time card must be turned in.**

This assignment sheet shall be effective only upon the signature of Office Clerk 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 Office Clerk's remuneration for service rendered and the district's financial obligation for those services provided.

Halcy Walsh
(Office Clerk's Signature)

6-29-21
(Date of Office Clerk's Signature)

(School Board Chairperson's Signature)

(Date of Chairperson's Signature)

(School Board Clerk's Signature)

(Date of Clerk's Signature)