INDEPENDENT SCHOOL DISTRICT #595
EAST GRAND FORKS, MINNESOTA
July 1, 2026, through June 30, 2027

Name: Robin Metzgar
Title: Payroll & Benefits Manager

DUTY YEAR AND LEAVES

A. **Work Year**
The basic work year shall be from July 1, 2026, to June 30, 2027

B. **Holidays**
The Payroll/Benefits Manager shall be entitled to the following paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, Good Friday, Memorial Day and Juneteenth.

President's Day will also not be considered a working day for the Payroll/Benefits Manager, as long as school is not in session. If school is in session, then President's Day will be considered a working day. The employee must take either a vacation day or use their floating holiday for this day.

Floating Holiday: A paid holiday to be taken any time throughout the fiscal year with the approval of the employee's immediate supervisor and the Superintendent. The holiday is to be used by June 30th of the current fiscal year or the day will be forfeited.

C. **Sick Leave**
Sick leave will be accumulated at the rate of 8 hours for each month of continuous service for a total of 96 hours/year. Sick leave may accumulate to an unlimited amount.

A cash bonus will be awarded on a yearly basis, after five (5) years of continuous employment at 10% of accumulated sick days. The employee shall have the option of requesting that cash bonus or continuing to accumulate sick days. Example: After 5 years, an employee has accumulated 50 sick days. At that time the employee has the option to either collect a cash bonus for the 12 days (at 10%) or add the 12 days to previously accumulated sick days. This will occur yearly based on the previous year's accumulated sick days; therefore, employees may not go back any further than the current year to collect the cash bonus.

The employee is allowed to use his/her sick leave benefits for the illness of the employee's child as provided in M.S. 181.940.

The employee may use sick leave for all medical and dental appointments.

Earned Sick and Safe Time (ESST)
The parties acknowledge that the paid sick leave benefits provided under this Agreement meet or exceed the requirements of the Minnesota Earned Sick and Safe Time Act (Minn. Stat. §§ 181.9445–181.9448), as amended.

An employee's accrued paid sick leave under this Agreement shall be available for all purposes authorized by the Minnesota Earned Sick and Safe Time Act. Accordingly, no additional Earned Sick and Safe Time benefits shall accrue or be provided beyond the paid leave benefits established by this Agreement.

The District reserves the right to administer paid sick leave in a manner consistent with applicable law. If the Minnesota Earned Sick and Safe Time Act is amended or interpreted in a manner requiring changes to this provision, the District may implement those changes necessary to maintain compliance with applicable law. To the extent permitted by law, the paid sick leave benefits provided under this Agreement shall be applied toward satisfying the District's obligations under the Act.

D. **Emergency Leave**
The Payroll/Benefits Manager may be granted paid emergency leave during the contract year at the discretion of the Superintendent.

E. **Vacation**
Vacation will be accrued to a maximum of 20 days per year

If a paid holiday falls in a vacation period, the holiday shall not count as a day of vacation.

The employee is encouraged to use earned vacation in the fiscal year following that in which it is earned. However, up to 5 days of accrued vacation may be carried over into the next fiscal year. (Example: In 2016-17 you earn 10 days of vacation. It should be used during the 2017-18 term. However, up to a maximum of 5 days may be carried over into the next fiscal year, unless there is an occurrence of extenuating circumstances. The employee may then apply to carry over more than 5 days to the next fiscal year with special permission by the Superintendent upon recommendation by the Business and Finance Officer.

The employee shall not take more than two continuous weeks of vacation at one time, without approval of the Superintendent and Business Manager.

HEALTH AND WELFARE

A. Health and Hospitalization
The School District shall contribute up to $1,042.42 per month, whether single or dependent, in the School district's group health and hospital plan. If the cost of the policy is lower than the above limits, the excess monthly premium shall be placed into the employee's HSA account.

B. Dental Insurance
The School District shall contribute up to $43.12 per month toward the premium costs, whether single or dependent, in the School District's group dental plan. If the cost of the policy is lower than the above limits, the School District assumes only the total cost of the insurance plan.

C. Term Life Insurance
The school district shall provide the same life insurance benefits for the members of this group as are stipulated in the EGFEA Master Contract.

D. Claims Against the School District
It is understood that the School District's only obligation is to purchase an insurance policy and pay such amount as agreed to herein and no claims shall be made against the School District as a result of denial of insurance benefits by an insurance carrier.

E. Duration of Insurance Contribution
An employee is eligible for School District contributions as provided in this Article as long as the employee is employed by the School District. Upon termination of employment, all School District participation and contribution shall cease effective on the last working day.

F. Long Term Disability Insurance
Available at the employee's expense.

G. Paid Family and Medical Leave (PFML) Contributions
Effective with the implementation of Minnesota Paid Family and Medical Leave (PFML), the District shall pay 0.44% of the employee's PFML premium contribution, and the employee shall contribute the remaining 0.44% through payroll deduction, for a total premium contribution of 0.88%, or as otherwise established by law.

If the State of Minnesota changes the required PFML premium rate or the allocation of required contributions, the District shall pay the minimum employer contribution required by Minnesota law, and the employee shall contribute the remaining premium amount through payroll deduction, unless otherwise required by law or modified through a subsequent collective bargaining agreement.

TAX SHELTERED ANNUITIES

The Payroll/Benefits Manager will be eligible to participate in a tax sheltered annuity plan through payroll deduction established pursuant to Section 403(b). The School District will match up to 3% of the Payroll/Benefits Manager's salary up to the maximum allowed by law.

SALARY: $81,898 - 260 days

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Robin Metzgar Date

INDEPENDENT SCHOOL DISTRICT #595

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Lynn Brott, Board Chair Date

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Josh Perkerewicz, Board Clerk Date