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

Name:	Nancy Misialek
Title:	Human Resources Manager Administrative Assistant to the Superintendent (AA) District MARSS Coordinator

DUTY YEAR

- Work Year
  July 1, 2026 - June 30, 2027; 260 Days; 8 hours per day; 5 days per week. The HR Manager will be expected to attend all school board meetings.

LEAVES

- Holidays
  The HR Manager will be granted the following paid holidays: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Years Day, Good Friday, Memorial Day and Juneteenth. If the holiday falls on a Saturday or Sunday, the preceding Friday or following Monday will be granted as the observed holiday.

  President's Day will also not be considered a working day for the Human Resources Manager/Administrative Assistant/MARSS position, as long as school is not in session. If school is in session, then President's Day will be considered a working day.

- Vacation
  The HR Manager will accrue vacation at the rate of 20 days per year.

- Sick Leave
  The HR Manager will accrue sick leave at the rate of 8 hours per month. Sick leave may accumulate to an unlimited amount. Sick leave may be used for medical or dental appointments. Sick leave may be used for self or immediate family.

  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.

  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.

- Emergency Leave
  Paid emergency/bereavement leave will be granted at the discretion of the Superintendent.

INSURANCE

- Health Insurance
  The School District shall contribute $1,042.42/month towards a single or family health insurance plan. If the cost of the plan is lower than $1,042.42/month, the excess shall be placed in the employee's HSA account.

- Dental Insurance
  The School District shall contribute $122.84/month towards a single or family dental insurance plan. If the cost of the plan is lower than $122.84/month, the School District only assumes the cost of the plan.

- Term LIfe Insurance
  The School District shall provide the same life insurance benefits as stipulated in the EGFEA Master Contract.

- Long-Term Disability Insurance
  The School District shall provide, at its own expense, long-term disability insurance for the HR Manager under the School District’s group long-term disability insurance plan.

- 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-DEFERRED CONTRIBUTIONS

- The Administrative Assistant will be eligible to participate in a tax sheltered annuity plan through payroll deductions as provided by law. The School District will provide a 403b match of up to 3.5% of the Administrative Assistant's salary.

SALARY: $79,165 - 260 days

________________________________ ________________
Nancy Misialek Date

INDEPENDENT SCHOOL DISTRICT #595

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Lynn Brott, Board Chair Date

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Josh Perkerewicz, Board Clerk Date