

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

Name: Casi Zimny
Title: Accounts Payable Clerk

DUTY YEAR AND LEAVES

A. Work Year

The basic work year shall be from July 1, 2026, to June 30, 2027

B. Holidays

The Accounts Payable Clerk 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 Accounts Payable Clerk, 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.

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.

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

Up to five (5) days of the above twelve (12) days with full salary may be used in each year in case the employee is absent because of illness in the immediate family.

D. Emergency Leave

The Accounts Payable Clerk may be granted paid emergency leave during the contract year at the discretion of the Superintendent.

E. Vacation

Vacation will be accrued at a rate of 10 days per year and will be prorated based on 2080 hours per year in the event that the employee chooses to reduce his/her hours or if the employee does not complete the full year contract.

For each completed year of employment, the employee will accrue one additional vacation day up 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 Accounts Payable Clerk will be eligible to participate in a tax sheltered annuity plan through payroll deduction established pursuant to Section 403(b). After the third full year of employment, the School District will match up to three (3) percent of the Accounts Payable Clerk's salary up to the maximum allowed by law.

SALARY: \$57,298 - 260 days

Casi Zimny

Date

INDEPENDENT SCHOOL DISTRICT #595

Lynn Brott, Board Chair

Date

Josh Perkerewicz, Board Clerk

Date