

Administrative Assistant & Accounting Contract
Between
Independent School District No. 463
And
Lori Teicher

The School Board of Independent School District No. 463, Eden Valley, Minnesota (hereinafter "School District") enters into this agreement with Lori Teicher (hereinafter "Employee") for the purposes of establishing the terms of an employment agreement as set forth hereinafter pursuant to and in compliance with all applicable State and Federal laws, and any amendments thereto.

The School District and the Employee in consideration of the mutual promises set forth herein agree to the following terms:

1. Basic Services:

Said Employee shall faithfully perform the services prescribed by the School Board whether or not such services are specifically described in this contract or in a general job description. The Employee must abide by the rules, regulations and policies as established by the School Board, the State Board of Education, and the Minnesota Department of Education, and any additions or amendments thereto, and all federal and state laws.

2. Duration:

This contract shall commence on July 1, 2017 and terminate on June 30, 2018. This contract shall remain in full force and effect during the contract term, except if modified by mutual consent of the School Board and the Employee or unless terminated as provided by law or written resignation. At the end of the term of this contract, all rights under this employment contract shall cease. Neither party shall have any further claim against the other. All possible employment of the Employee under this contract must cease after June 30, 2018, unless the parties enter into a subsequent contract.

3. Duty Year and Leaves:

3.1 Basic Work Year: The Employee's duty year shall be for 2017-2018 and the entire twelve month contract year in 2017-18 as provided herein. He/she shall be on duty during any emergency, natural or unnatural, unless she/he is otherwise excused by the School Board policy. His/her basic work year shall consist of 260 days @ 8.0 hour working days subject to the holiday and vacation provisions of this contract.

3.2 Vacation: The Employee shall earn 12 days of annual paid vacation for 2017-2018 contract year. The Employee may elect to carry over up to a maximum of 5 days of unused vacation days accumulative to a maximum of 17 days of vacation for the 2018-2019 school year. If the Employee wishes to utilize accumulated vacation days in conjunction with the regular vacation days, the express prior approval of the School Board will be required.

3.3 Holidays: The Employee shall be entitled to eight (8) paid holidays each contract year as designated by the School Board.

3.4 Sick Leave: The Employee will earn paid sick leave at the rate of 13 days each contract year which may be accumulated to a maximum of 135 days.

3.5 Vacation, Sick and Emergency leave are prorated for employment less than a full year (260 days).

3.6 Medical Leave: if the employee is unable to perform her/his duties because of illness or disability and has exhausted all sick leave credit available or has become eligible for long-term disability compensation and has not been suspended or placed on leave of absence, he/she may upon request, be granted at the discretion of the School Board a medical leave of absence up to one (1) year in duration without pay. The School Board may, in its discretion, extend such a leave upon written request. A request for a medical leave of absence or extension thereof pursuant to this section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the Employee is expected to be able to assume his normal responsibilities. The Employee, when on medical leave of absence, is eligible to continue to participate in group insurance programs as permitted under the insurance policy provisions, but the Employee shall pay the entire premium for such programs as he/she wishes to retain commencing with the beginning of the leave.

3.7 The Employee will earn paid emergency leave at the rate of three (3) days each contract year. Such leave cannot be accumulated. The rules governing emergency leave that apply to other employees also apply to the Employee.

4. Insurance and Other Fringe Benefits:

4.1 The Employee shall be entitled to insurance benefits as follows:

- a) Hospitalization insurance - full single premium for School District's group plan to \$3,000.00 maximum for contract.

In the event this Contract will cause or does cause penalties, fees, or fines to be assessed against the School District, the parties agree to reopen negotiations that result in a revised Contract between the parties that eliminate or reduce penalties, fees, or fines to be assessed against the School District. The amount of any reduction in the School District's contribution toward the employee's healthcare benefits as a result of addressing the 'highly compensated employee' component of the ACA will be placed into another School District-provided benefit(s) (i.e., a retirement HRA, salary, combination, etc.) as agreed upon between the parties.

- b) Term life insurance - full payment on school group plan for \$25,000 in coverage

- c) LTD - full payment on School District's group plan

4.2 Liability Insurance: The School District shall provide an errors and omissions liability insurance policy covering the Employee in the amount of the current School District policy.

4.3 Claims Against the School District: The parties agree that any description of insurance benefits contained in this section are intended to be informational only and the eligibility of the Employee, or the Employee's dependents or beneficiaries, for benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this section. It is understood that the school district's only obligation is to purchase the insurance policies described herein and to pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by insurance carriers.

5. Other Benefits:

5.1 Tax Sheltered Annuities: The Employee will be eligible to participate in a tax sheltered annuity plan established pursuant to Section 403 (b) of the Internal Revenue Code, Minn Stat. #123B.02, subd. 15, and School District policy. The employee will also be eligible to participate in a tax sheltered annuity plan established pursuant to Section 457 of the Internal Revenue Code and Minn Stat. # 352.96 with no contribution from the school district.

5.2 Car Expenses: The Employee may use for professional reasons a school district vehicle at school district expense or be compensated for authorized use of his/her private automobile for professional reasons at the maximum allowable IRS rate per mile.

5.3 Conferences and Meetings: The School District shall pay all legally valid expenses and fees for the Employee's attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by the School Board. The Employee shall attempt to advise the Board of all meetings and conferences that he/she will be attending and shall periodically report to the board relative to all meetings and conferences attended. The Employee shall file itemized expense statements to be processed and approved as provided by law.

6. Outside Activities:

While the Employee shall devote full time and due diligence to the affairs and activities of the School District, the Employee may serve as a consultant to other agencies and businesses and engage in other activities if such activities do not impede the Employee's ability to perform the duties of the Accounting Clerk. The Employee shall not engage in other employment, consultant service or other activity for which a salary, fee or honorarium is paid without first informing the Superintendent.

7. Salary:

The employee shall be paid at an hourly rate of \$17.00 for the 2017-2018 school year in equal installments during the period of this contract year.

This contract shall be effective only upon signature of the Employee and of the officers of the school board upon a duly passed resolution approving the contract.

IN WITNESS THEREOF I have
subscribed my signature this
_____ day of August , 2017.

IN WITNESS THEREOF we have
subscribed our signature this
_____ day of August , 2017

Employee

Chairperson

Clerk