

**INDEPENDENT SCHOOL DISTRICT NO. 1
AITKIN, MINNESOTA 56431**

**JASON ROOS AS
TECHNOLOGY COORDINATOR**

Terms and Conditions of Employment – July 1, 2025 to June 30, 2027

**ARTICLE I
SALARY**

Salary:

The following annual salary shall be in effect for the fiscal year indicated. Payments will be made semi-monthly on a prorated basis during the term of employment.

	<u>2025-2026</u>	<u>2026-2027</u>
Annual Salary	\$98,637	\$101,596

**ARTICLE II
SEVERANCE**

Section 1. Severance/HCSF: The Technologist shall participate in the Minnesota Post Employment Health Care Savings Plan (HCSF) authorized under Minnesota Statutes, section 352.98 (Minn. Supp. 2001). All funds collected and/or contributed by the School District on behalf of the employee will be deposited into the employee's post employment health care savings plan account as outlined below.

The Technology Integrationist shall be eligible for a matching contribution from the School District to the above-named plan according to Policy #430. District contributions will be made in equal installments per pay period. (Pro rata for less than full time.)

Section 2. Health Insurance Continuation: If the Technology Integrationist separates due to retirement, he is eligible to remain in the existing group health and hospitalization plan indefinitely provided he has met the age and service requirements necessary to receive an annuity from a Minnesota pension plan.

**ARTICLE III
GROUP INSURANCE**

Section 1. Health and Hospitalization:

Subd. 1. Selection: The selection of the insurance carrier and policy shall be made by the School District as provided by law. The aggregate value of benefits provided shall not be less than those currently provided except as provided by M.S. 471.616.

Subd. 2. Contribution: The School District shall pay 100% (up to a maximum of \$908 per month for July-December 2025, \$1,026 per month January – December 2026 and \$1,077 beginning January 2027) of the monthly premium cost of individual (or family) coverage for the group health and hospitalization plan. Any excess premium will be paid by the employee.

Subd. 3. Claims Against the School District: It is understood that the School District's only obligation is to purchase an insurance policy and 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 an insurance carrier.

Subd. 4. Duration of Insurance Contribution: The Technology Integrationist is eligible for School District contribution as provided in this article as long as he is a full time employee employed by the School District. Upon termination of employment, all School District contribution shall cease. A terminated Technology Integrationist, whose termination was for reasons other than the employee's disability or retirement, may elect to continue insurance coverage according to COBRA laws or subsequent eligibility for coverage under another group plan, whichever is shorter. The terminated Technology Integrationist must pay full costs for continued coverage, in advance, on a monthly basis.

Section 2. Dental Insurance:

Subd. 1. Selection: The selection of the insurance carrier and policy shall be made by the School District as provided by law. The aggregate value of benefits provided shall not be less than those currently provided except as provided by M.S. 471.616.

Subd. 2. Contribution: The School District shall pay up to a maximum of thirty dollars (\$30) of the monthly premium cost of individual or family dental insurance coverage.

Subd. 3. Claims Against the School District: It is understood that the School District's only obligation is to purchase an insurance policy and 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 an insurance carrier.

Subd. 4. Termination: A Technology Integrationist is eligible for dental coverage and School District contribution as provided in this article as long as he is employed by the School District. Upon termination of employment, all School District contribution shall cease.

Section 3. Long Term Disability Insurance:

Subd. 1. Selection: The selection of the long-term disability insurance carrier and policy shall be made by the School District. The aggregate value of benefits provided shall not be less than those currently provided.

Subd. 2. Payment: The Technology Integrationist shall pay the entire long-term disability insurance premium through payroll deduction. The School District will reimburse the employee for this premium in each pay period by payroll adjustment.

Subd. 3. Claims Against the School District: It is understood that the School District's only obligation is to purchase an insurance policy and 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 an insurance carrier.

Subd. 4. Termination: A Technology Integrationist is eligible for long term disability coverage and School District contribution as provided in this article as long as he is employed by the School District. Upon termination of employment, all School District contribution shall cease.

Section 4. \$50,000 Life Insurance:

Subd. 1. Selection: The selection of the life insurance carrier and policy shall be made by the School District. The aggregate value of benefits provided shall not be less than those currently provided. Benefit amounts are subject to the terms, conditions and applicable limits defined by the policies.

Subd. 2. Payment: The School District shall pay the entire \$50,000 life insurance premium for the Technology Integrationist. The Technology Integrationist may at his option purchase additional life insurance in increments of \$10,000 up to an additional \$50,000 at his own expense.

Subd. 3. Claims Against the School District: It is understood that the School District's only obligation is to purchase an insurance policy and 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 an insurance carrier.

Subd. 4. Termination: The Technology Integrationist is eligible for \$50,000 life insurance coverage and School District contribution as provided in this article as long as he is employed by the School District. Upon termination of employment, all district contribution shall cease.

Section 5. Eligibility: The School District agrees to make the contributions provided for in Section 1.

Subd. 1. Payments During Leaves: In the event of absence of the Technology Integrationist from work because of injury, illness or sickness, the School District shall continue to make the required contributions during the time he is using the accumulated sick leave days. In the event of leave of absence or military leave or in the event the Technology Integrationist is laid off or is off because of illness, sickness or injury beyond the accumulated sick leave period or eligibility for long term disability, he shall be permitted to continue coverage as a member of the group by paying in advance the regular monthly premium as paid by the School District after the respective date the contributions by the School District cease pursuant to the provisions hereof. Provided that such coverage may be continued during the time of the disability as established by the long term disability insurance carrier as provided in the insurance policy.

Subd. 2. Payments During Leaves Without Pay: In the event of any absence without pay, the Technology Integrationist shall pay the pro rata share of the School District contribution.

Subd. 3. Beginning Payments: A new Technology Integrationist hired shall have payment made on his behalf by the School District commencing on the first of the month following the date of his employment.

Section 6. 403B Match The Technology Integrationist will be eligible for a \$2,000 employer match to a state approved 403B plan. Payments will be made in equal installments in each pay period. (Pro rata for less than full time.)

ARTICLE IV

Absence From Work

Section 1. Sick Leave:

Subd. 1. Earn: The Technology Integrationist shall earn sick leave at the rate of 10 hours per month to a maximum of 120 hours annually. Rate of pay for sick leave shall be the rate on schedule for which the Technology Integrationist is otherwise eligible.

Subd. 2. Accumulation: Unused sick leave days may accumulate to a maximum credit of 140 days.

Subd. 3. Use: Sick leave with pay shall be allowed by the School District whenever the Technology Integrationist's absence is due to his own illness which prevented attendance at work and performance of duties on that day or days. The maximum sick leave the Technology Integrationist can use for a disability shall be the minimum amount necessary to qualify for disability benefits provided under Article III.

Subd. 4. Medical Certificate: The School District may, where insufficient reason is suspected, require the Technology Integrationist to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. In the event that a medical certificate will be required the Technology Integrationist will be so advised.

Subd. 5. Accrual: Sick leave allowed shall be deducted from the accrued sick leave earned by the Technology Integrationist.

Subd. 6. Form Requirement: Sick leave pay shall be approved only upon approval of a request through the process determined by the District.

Section 2. Bereavement Leave: The Technology Integrationist shall be granted up to five (5) days bereavement leave, per occurrence, in the event of the death of a sibling, son in law, daughter in law, brother or sister in law, parent, grandparent or parent in law, step sibling or step parent. The Technology Integrationist shall be allowed ten (10) days bereavement leave per occurrence in the event of the death of a spouse, child or stepchild. The first three (3) days will not be deducted from sick leave. All days over three (3) will be deducted from sick leave.

Section 3. Leave of Absence Without Pay (Less than one year):

Subd. 1. Granting: Leave of absence without pay may be granted by the Superintendent for personal reasons up to a maximum of ten days per year, non-cumulative. The School Board may grant leaves for more than ten days.

Subd. 2. Form Requirement: Requests for leave of absence without pay must be submitted to the Superintendent no less than two weeks and no more than one month in advance.

Subd. 3. Administration: The School Board and the administration reserve the right to refuse to grant leave.

Subd. 4. Prior Approval: Leave of absence without pay that does not have prior approval shall not be allowed. If the Technology Integrationist is absent from work without prior approval, he shall lose all pay and fringe benefits for the time absent.

Subd. 5. Hearing: There will automatically be a hearing scheduled with the School Board and the Board may impose any penalties it deems appropriate.

Section 4. Legal Leave:

Subd. 1. Witness: In cases where the Technology Integrationist must appear as a witness at the request of the School District, the Technology Integrationist shall not lose any pay or fringe benefits for the time absent.

Subd. 2. Job Related Appearance: In cases where the Technology Integrationist must make an appearance at a job related liability legal proceeding, the Technology Integrationist shall not lose any pay or fringe benefits for the time absent.

Section 5. Jury Duty: When the Technology Integrationist is called for jury duty or subpoena and must lose duty days as a result thereof, he shall receive his regular rate of pay after submitting to the School District the pay received for serving on jury duty, less what has been paid for meals and mileage.

Section 6. Holidays:

Subd. 1. Holidays within the terms of this Agreement shall constitute the following: Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, President's Day or MidWinter Holiday dependent on school calendar, Good Friday, Memorial Day, Juneteenth.

Subd. 2. When a paid holiday falls on the Technology Integrationist's scheduled day off, or during his vacation period, he shall receive an additional day of paid vacation.

Subd. 3. When any holiday falls on a Sunday, the following Monday shall be considered the holiday. When a holiday falls on Saturday, the preceding Friday shall be considered a holiday. All holidays will be administratively scheduled in the event of a conflict.

Section 7. Vacations: The Technology Integrationist shall earn paid vacation as follows:

20 days yearly for up to ten years of service
25 days yearly after ten years of service

Subd. 1. Vacation days earned in one fiscal year may be totally or partially carried over to the following fiscal year but must be totally utilized in that second fiscal year. No carryover is allowed beyond that second year.

Subd. 2. When leaving the service of the School District, except where discharge was for cause, the Technology Integrationist will be entitled to prorated vacation pay. If the employee has used vacation time in excess of what was earned, the employee will have the corresponding number of days' pay deducted from his final check.

Section 8. Emergency Closings: On days when school is called off for an emergency, the Technology Integrationist shall be on duty unless other arrangements are made with the Superintendent.

Section 9. Sport Passes: The Technology Integrationist may purchase season sports passes for himself and his household at 50% face value until September 30. Any passes purchased after September 30 will be at full price. If sports passes are lost, new passes can be purchased according to school district policy. A household shall consist of a husband, wife, and children less than 22 years of age as long as they are still in school.

Section 10. Cell Phone Stipend: The Technology Integrationist will receive a monthly cell phone stipend of \$50.00, to be reimbursed up to four times per year. The cell number must be provided to the District and be used for school business.

ARTICLE V **General**

Section 1. Effective Dates: This schedule was adopted by the School Board and shall be in effect from on or about July 1, 2025 through June 30, 2027.

Jason Roos, Technology Integrationist

School District Representative

Date

Date