

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

**AGREEMENT WITH TERRANCE (TERRY) DOX AS
FOOD SERVICE DIRECTOR
AND FOOD SERVICE WORKER III (HIGH SCHOOL HEAD COOK)**

Terms and Conditions of Employment 2025-2026 & 2026-2027 School Years

**ARTICLE I
POSITION DESCRIPTION**

Section 1: Terry Dox, as Food Service Director and Food Service Worker III (High School Head Cook) will manage the food service program for the School District and supervise the High School under the direction of the Superintendent and the Business Manager.

Section 2: Schedule: As the Food Service Director and Food Service Worker III (High School Head Cook), Terry Dox will be required to work student attendance days plus fifteen (15) additional days each school year.

**ARTICLE II
SALARY AND BENEFITS**

Section 1: Salary: The following annual salary shall be in effect for the school year(s) indicated. Payments will be made in 19 equal installments, September 15 through June 15 annually or 24 equal installments, September 15 through August 31 annually.

	<u>2025-2026</u>	<u>2026-2027</u>
Salary	\$52,382	\$53,953

Section 2: Tax-Sheltered Annuities: The Director may request to take part in a tax-sheltered annuity program in accordance with School District policies relating to same. If the Director chooses to participate, he will be eligible for a \$750 per year match to a District approved plan. The Supervisor will be required to participate in a 403B plan in order to take advantage of the 403B match program.

**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.

Subd. 2. Contribution: The School District shall pay up to a maximum of \$600 July 1 – December 31, 2025, \$750 January 1 – December 2026 and \$787.50 beginning January 2027 of an individual or family monthly premium for health and hospitalization coverage in the group health and hospitalization plan.

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 supervisor is eligible for School District contribution as provided in this article as long as he is a full-time employee of the School District. Upon termination of employment, all District contribution shall cease. A terminated employee whose termination was for reasons other than employee's disability or retirement may elect to continue insurance coverage per COBRA continuation laws. The terminated employee must pay full costs for continued coverage, in advance, on a monthly basis.

Section 2. 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. The supervisor will purchase the insurance through payroll deduction. The School District shall pay the employee the cost of the long-term disability insurance premium on a per deduction basis.

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. The supervisor 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 district contribution shall cease.

Section 3. \$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. The School District shall pay the entire \$50,000 life insurance premium for individual employees. The Supervisor has the option to 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. The Supervisor 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 4. Eligibility:

Subd. 1. In the event of absence of the supervisor 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 due to injury, illness or sickness. In event of absence beyond the accumulated sick leave, 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. In the event of any absence without pay, the supervisor shall pay the pro rata share of the School District contribution.

Section 5. Physical Examination: The supervisor shall provide evidence of a physical examination and/or testing done as required for food service employee eligibility.

ARTICLE IV **ABSENCE FROM WORK**

Section 1. Sick Leave:

Subd. 1. The supervisor shall earn sick leave at the rate of 10.66 hours per month (during the school year) to a maximum of 96 hours annually. Rate of pay for sick leave shall be the rate on schedule for which the supervisor is otherwise eligible.

Subd. 2. Unused sick leave may accumulate to a maximum credit of the hours equivalent to 200 days.

Subd. 3. Sick leave with pay shall be allowed by the School District whenever the supervisor's absence is due to illness, injury or disability of the employee or as allowed under Minnesota Statute. The maximum sick leave the supervisor may use for a disability shall be the minimum amount necessary to qualify for disability benefits provided under Article III.

Subd. 4. The School District may, where insufficient reason is suspected, require the supervisor 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.

Subd. 5. In the event that a medical certificate will be required the supervisor will be so advised.

Subd. 6. Sick leave allowed shall be deducted from the accrued sick leave earned by the supervisor.

Subd. 7. Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave pay request form.

Section 2. Personal Leave:

Subd. 1. The supervisor shall be granted personal leave of the hours equivalent to four (4) days per year, non-cumulative, for situations which must be handled during school hours requiring the employee's personal attention. Personal leave taken shall be deducted from sick leave.

Subd. 2. Requests for this leave must be made in writing to the Superintendent at least three days in advance, except in the event of emergencies. The request shall state that the proposed leave is for personal reasons.

Section 3. Bereavement Leave: The supervisor 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 supervisor 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 accumulated sick leave.

Section 4. Leave of Absence Without Pay:

Subd. 1. 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 Board of Education may grant leaves for more than ten days.

Subd. 2. 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, except in the case of an emergency. The Board of Education and the administration reserve the right to refuse to grant leave.

Subd. 3. Leave of absence without pay that does not have prior approval shall not be allowed. If such a leave occurs, there will automatically be a hearing scheduled with the Board of Education with penalties imposed if deemed appropriate.

Section 5. Legal Leave:

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

Subd. 2. In cases where the supervisor must make an appearance at a job-related liability legal proceeding, he shall not lose any pay or fringe benefits for the time absent.

Section 6. Jury Duty: When the supervisor 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 is paid for meals and mileage.

Section 7. Late Starts, Early Dismissals or Emergency Closings: On days when school is called off for an emergency, the supervisor need not report for work, but will be required to report for a “make-up” day as scheduled by administration. If the school day is adjusted for any reason, the supervisor is expected to work a regular day unless dismissed early by administration.

ARTICLE V
OTHER BENEFITS

Section 1. Sport Passes: The Supervisor 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 an employee, spouse and children less than 22 years of age as long as they are still in school.

ARTICLE VI
GENERAL

Section 1. This schedule was adopted by the Board of Education and shall be in effect through June 30, 2027.

Terry Dox, Food Service Director

School District Representative

Date

Date