

**INDEPENDENT SCHOOL DISTRICT #2143
WATERVILLE-ELYSIAN-MORRISTOWN PUBLIC SCHOOLS
Waterville, MN. 56096**

2026-2027 TERMS AND CONDITIONS OF EMPLOYMENT FOR COMMUNITY
EDUCATION/ACTIVITIES DIRECTOR

The School Board of Independent School District #2143, Waterville MN., enters into this agreement with **Crystal Lamont** who agrees to perform the duties of Community Education / Activities Director of the School District.

BENEFIT PROVISIONS

- Sect. 1 Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School District as provided by law. (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 denial of insurance benefits by an insurance carrier).
- Sect. 2 Health and Hospitalization Insurance: The School District shall contribute a sum not to exceed \$18,301.92 per year for basic individual coverage. This includes \$3,000 added into a District approved VEBA account.
- Sect. 3 Dental Insurance: A single dental insurance plan will be provided by the School District subject to provisions set forth by the insurance carrier. The School District shall contribute a monthly amount up to \$25 toward the cost of the premium for each full-time employee for single, dependent, or family coverage.
- Sect. 3 Term Life Insurance: Term life insurance in the amount of \$20,000 shall be provided by the School District. The employee may elect to personally purchase additional term insurance in an amount approved by the life insurance carrier. The optional insurance may be purchased once each year prior to June 1 of the preceding year.
- Sect. 4 Long-term Disability Insurance: The School District shall pay the premium for a plan which provides a monthly benefit equal to 70% of the current salary with the ability to utilize sick leave until exhausted. Insurance is effective thirty (30) days following disability (defined by the carrier).
- Sect. 5 Claims Against the School District: The School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to in Sections 1-4, above, and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.
- Sect. 6 State Approved Tax-Deferred Matching Program - 403B:
- Subd. 1. The School District shall Contribute according to the following Matching schedule:

Hired Before September 2, 2024

Years of Service in ISD #2143	Match
0-3	\$600
4-9	\$800
10-14	\$920
15-19	\$1100
20-24	\$1400
25+	\$1700

Hired after September 2, 2024

Years of Service in ISD #2143	Match
0-3	\$600
4-9	\$950
10-14	\$1070
15-19	\$1250
20-24	\$1550
25+	\$1850

Subd. 2. The match must be dollar for dollar, however, the individual may contribute more than the School District. The match will be in equal dollar amounts over 24 pay periods beginning September 15th.

Sect. 7 Professional Organization Dues: The School District shall pay the cost of membership to NIAAA/MNIAAA and State Community Education Directors Association..

Sect. 8 Local Travel Allowance: Employee shall be reimbursed at the current district rate for private automobile usage which is incurred in connection with school district business.

Sect. 9 Paid Time Off (PTO)

Subd. 1. Employee shall earn 104 hours (13 days) Paid Time Off (PTO) per year. Hours shall be credited on July 1. One day is equal to eight (8) hours for the purpose of reimbursement from PTO bank.

Subd. 2. Unused PTO shall accumulate to a maximum of 800 hours . PTO shall be accrued at the rate of 104 hours per year to an end of the maximum of 904 hours. At the end of the school year, the employee will return to 800 hours maximum credit. Unused hours, above 805 hours, will be paid into the post-retirement health care savings plan in the employee's name at a rate of \$50 per eight (8) hours, in full day increments, up to 104 hours.

Subd. 3. PTO allowed shall be deducted from the accrued PTO days earned by the employee, partial days will be deducted in 1/8 increments by hour.

Subd. 4. Leaves of three (3) or more consecutive days must be submitted for approval at least seven (7) days in advance. If notice is less than seven (7) days, approval may be made at the Superintendent's discretion. Preapproved PTO cannot be used the last ten (10) work days of the school year. Exceptions may be made at the Superintendent's discretion.

Subd. 5. Notification of earned PTO will be electronically.

Subd. 6. Under extraordinary circumstances, staff may donate PTO or comp time to a staff person who has no PTO or comp left, with Superintendent's approval. Requests for approval of donations must be made to the Superintendent prior to the depletion of PTO and comp.

Sect. 10 Worker's Compensation: Pursuant to M.S. 176, an employee injured on the job in the service of the School District and collecting worker's compensation, may draw sick leave and receive full salary from the School District, his/her salary to be reduced by an amount equal to the insurance payments, and only that fraction of

the days not covered by insurance will be deducted from his/her accrued sick leave balance.

Sect. 11 Jury Duty and Subpoena Leave: an employee who serves on jury duty or is subpoenaed shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service or subpoena appearance shall be remitted to the School District.

Sect. 12 Personnel Files: All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

Sect. 13 Professional Development: The District shall pay the cost of the MNIAAA and MCEA state conferences yearly and once every 3rd year for a National conference.

OTHER PROVISIONS

Sect. 1 Work Year and Salary: The duty year for Community Ed / Activities Director shall be as follows:

<u>Days</u>	<u>2026-2027</u>
220	\$99,000

a. Submission of Duty Day Calendar:

i. On or before October 15, 2025, the Community Ed/Activities Director shall submit a calendar for the 2026-27 school year showing the 220 duty days proposed for that school year. For each year thereafter, the Community Ed/Activities Director shall submit such a calendar to the superintendent on or before July 1.

ii. The proposed calendar is subject to the superintendent's approval in all respects. The superintendent shall approve or deny the Community Ed/Activities Director proposed duty day calendar within seven (7) calendar days of its receipt.

b. Changes to Original Duty Day Calendar

i. In the event the Community Ed/Activities Director wants to change the initial calendar without changing the number of regular duty days, the Community Ed/Activities Director shall submit such a request in writing to the superintendent stating the reason for and specific change(s) being requested. An example of such a situation is when the Community Ed/Activities Director wants to perform a duty day on a date different from that stated on the original duty day calendar. The

superintendent shall approve or deny the request within seven (7) calendar days of receipt.

c. Request for Additional Duty Days

In the event an additional duty day is proposed by the employee

i. The employee will submit for pre-approval by the superintendent a written description of the work to be performed on the additional duty day(s) and the anticipated time needed to perform the work. Within seven (7) days of receipt of the Community Ed/Activities Director's request, the superintendent will approve or deny the request in writing. Superintendent will recommend approval of requested additional duty days to the board at the next regularly scheduled board meeting

ii. Completion of Additional Duty Days:

Within seven (7) calendar days following the additional duty day, the employee will submit to the superintendent a written description of the work that was performed on that day, as well as the amount of time required to complete the work.

d. Payment for Additional Duty Days

i. Only additional duty days that have been approved, worked, and verified pursuant to the above requirements will be eligible for compensation. Such days will be compensated at the Community Ed/Activities Director's then current daily rate of the contract.

ii. In the event the superintendent does not approve or deny the request within an applicable time period as stated above, the proposal will be considered to be denied; provided, however, that the superintendent and School Board may approve the request in writing at a later time.

Sect. 2 Method of Payment: Employee shall be paid in twenty-four (24) equal payments, such payments to be made twice each month. In the event that the pay date falls on a weekend or a holiday, the pay date shall be the preceding work day.

Sect. 3 Deduction: In the event a Community Ed/Activities Director is absent without leave and a pay deduction is to be made for such absence, the amount for the deduction for each day's absence shall be determined by the following formula: Annual Salary/220 Duty Days

Sect. 4 Lump Sum Distribution of Sick Leave: A full time Community Education Director /

Activities Director who has at least twenty (20) years of service with the School District and is at least fifty-five (55) years of age shall be eligible for a lump sum distribution upon retirement. The employee shall be eligible to receive pay upon severance in the amount obtained by multiplying 25% of the unused number of sick days (8 hours =1 day), but in any event not to exceed twenty (20) days, times his/her daily rate of pay. In no event is the daily rate of pay to exceed \$180 per day. Lump sum distribution of sick leave shall be paid by the School District in one lump sum on July 15th following the effective date of the employee's retirement and shall not be granted to any employee discharged by the school district.

If the employee dies before the lump sum distribution of sick leave, the amount due shall be paid to a named beneficiary, or lacking same, to the deceased's estate.

The application deadline shall be May 1st. The lump sum distribution of sick leave shall be effective at the end of the school year in which the person qualifies, unless otherwise agreed to between the employees and the School District.

Sect. 5 Retirement Insurance: \$6000 a year toward health insurance premium cost under the District's group plan at least fifty-five (55) years of age and twenty (20) years of service to the district for 7 years for retiree at the end the \$6000 is for the retiree to purchase and remain a part of the District's health insurance plan. The \$6000 will be divided into 12 equal parts, and if a balance is due, the retiree will pay the difference monthly.

Sect. 6 The employee's employment may be non-renewed, placed on unrequested leave of absence, discharged or terminated subject to the provisions and requirements of Minnesota Statutes section 122A.40, as amended.

IN WITNESS THEREOF, I have
subscribed by signature this
9 day of April, 2026



Community Education/Activities Director

IN WITNESS THERE, I have
subscribed by signature this
_____ day of _____, 2026

Chairperson of the Board

Clerk of the Board

In the event this Agreement will cause or does cause penalties, fees, fines, or taxes to be assessed against the District, the parties agree to reopen negotiations that result in a revised Agreement between the parties that eliminates or reduces penalties, fees, fines, or taxes to be assessed against the district. The District and the employees agree that all material terms of compensation, hours, and fringe benefits (including health benefits and other coverage) may be subject to modification in order to comply with the Affordable Care Act ("ACA"), to minimize penalties, fees, fines, or taxes under the ACA, and to address any increase or decrease in cost that the ACA may require. In the event the parties cannot reach an agreement within thirty (30) days of the notice of reopening, the District will have the right to provide coverage in addition to the coverage described herein in order to manage the potential penalties to which the District may be subject under the ACA. Such coverage, in addition to the coverage described herein, will be considered bargained but specifically will not be considered part of the aggregate value of the benefits and will not be subject to any applicable aggregate reduction in value limitations.