

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

2023-2025 TERMS AND CONDITIONS OF EMPLOYMENT

The School Board of Independent School District #2143, Waterville, MN, enters into this agreement with **Cathy Hermel**, who agrees to perform the duties of Superintendent Administrative Assistant of the School District.

ARTICLE I
GROUP INSURANCE

- 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 the full premium for basic individual coverage. Any additional cost of the premium of single plus one or dependent coverage shall be borne by the employee and paid by payroll deduction.
- 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. 4 Term Life Insurance: Term life insurance in the amount of \$15,000 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. 5 Income Protection Insurance: The School District shall provide all full time employees with an income protection plan. The plan shall provide seventy percent (70%) of the base wage upon disability with a thirty (30) calendar day waiting period from the onset of the disability. The maximum benefit shall be \$1,600 per month to age sixty-two (62). In the event an employee's sick leave balance is not used at that time insurance benefits commence, sick leave benefits will be coordinated with the insurance benefits to equal one hundred percent (100%) of the contracted daily wage. Coordinated benefits will continue until sick leave balance is exhausted. Sick leave accrual will not be allowed for the insurance portion of the aforementioned formula.

Sect. 6 Duration of Insurance Contribution: An employee is eligible for School District contribution as provided in this Article as long as the employee is employed by the School District. Upon termination of employment, all District contribution shall cease.

ARTICLE II
LEAVES OF ABSENCE

Sect. 1 Sick Leave:

- Subd. 1 The employee shall earn sick leave at the rate of nine (9) hours per month of service in the employ of the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year.
- Subd. 2 Unused sick leave shall accumulate to a maximum of 123.5 days during the school year. At the end of the school year all qualified clerical will return to 115 days maximum carry over. With at least fifteen (15) years of experience in the WEM School District at the time of retirement may turn in up to thirteen (13) days. The hours will be multiplied at the hourly rate of pay and the total amount shall be paid out in one (1) lump sum.
- Subd. 3 Sick leave with pay shall be allowed by the School Board whenever an employee's absence is found to have been due to disability which prevented his/her attendance at school and performance duties on that day or days.
- Subd. 4 The School District may require an employee to furnish a medical certificate from the school health officer or from a qualified medical doctor as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School Board.
- Subd. 5 In the event that a medical certificate will be required, the employee shall be so advised. The School District shall pay the medical cost of the required certificate.
- Subd. 6 Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee, partial days will be deducted in 1/7 increments.
- Subd. 7 Sick leave pay shall be approved only upon submission of a signed request form.
- Subd. 8 Notification of earned sick leave will be electronically.

Sect. 2 Bereavement and Family Illness Leave: Five (5) days, non-accumulative, deducted from sick leave, will be granted each year for non-personal illness or bereavement. Additional days may be granted at the discretion of the Superintendent.

Sect. 3 Personal Leave: Each year, an employee shall be granted four (4) non-accumulative personal leave days with pay and deducted from sick leave.

Personal days are granted on a use-it-or lose-it basis.

Subd. 1 Requests for personal leave must be made to the Superintendent or his/her designee at least two (2) days in advance and do not need to state reasons. In emergencies, leaves may be requested via telephone.

Sect. 4 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 insurance, may draw sick leave and receive full salary from the School District, the 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 the sick leave balance. That fraction of the days covered by insurance is not eligible for accrual of sick leave.

Sect. 5 Insurance Application: An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave, and shall pay to the School District the monthly premium in advance. Those employees qualifying for leave per FMLA and who duly request such leave on a timely basis shall be excluded from this provision.

Sect. 6 Jury Duty: Per state law.

ARTICLE III LOCAL TRAVEL ALLOWANCE

Sect. 1 Travel Allowance: All pre-approved automobile usage which is incurred in connection with School District business shall be reimbursed at the current district mileage rate.

ARTICLE IV HOURS OF SERVICE

Sect 1 Basic Work Week: A regular work week shall consist of a total of forty (40) hours, exclusive of lunch.

Sect 2 Basic Work Year: The regular work year shall be prescribed by the School District each year for all employees.

Sect 3 School Closings: In the event that school is closed for any emergency, if employees are not required to perform services, the employee(s) shall not

incur a loss of pay for that day.

Subd 1 Late Starts and Early Closures: Employee shall not incur a loss in pay due to late start/early closing.

Subd 2 The maximum number of days paid for closing shall not exceed one (1) day in each school year. Vacation time may be used for snow days used in excess of the one (1) day maximum.

ARTICLE V HOLIDAYS

- Sect 1 Paid Holidays: All full-time employees shall be granted the following paid holidays: New Year's Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve Day, and Christmas Day. If any of the above holidays falls on either a Saturday or Sunday, that day will be a holiday and the preceding Friday or the following Monday may be granted as a day off if school is not in session. President's Day is included as a paid holiday if school is not in session. If school is in session on President's Day, this holiday shall become a floating holiday to be taken at a mutually agreed upon time
- Sect 2 School In Session: The School District reserves the right, if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof. Any legal holiday or holiday which falls within an employee's vacation period shall not be counted as a vacation day.
- Sect 3 Application: In order to be eligible for holiday pay, an employee must have worked a regular work day before and after the holiday unless on an excused illness, leave, or on vacation under these provisions.

ARTICLE VI VACATIONS

- Sect 1 Eligibility: This Article shall apply only to employees who are regularly employed on a twelve (12) month basis and forty (40) hour week.
- Sect 2 Earned Vacation: Full-time employees under these provisions shall accrue vacation as follows:
- 14 days vacation per year.
- Sect 3 Application:
- Subd 1 Vacations shall be determined as of July 1 of each year.

Subd 2 The scheduling of all vacation time shall be determined by the School District. Vacation must be used within eighteen (18) months from effective date vacation is earned. Vacation days not used within this eighteen (18) month time period will be forfeited.

ARTICLE VII
RATES OF PAY

Sect. 1 Salary: Superintendent's Administrative Assistant

2023-2024	\$48,000 or \$23.08/hour
2024-2025	\$50,000 or \$24.04/hour

ARTICLE VIII
RESIGNATION AND TERMINATION

The School District's employment of the employees is on an at-will basis. This means that the School District may terminate the employment at any time and for any reason or no reason at all. In addition, an employee may resign from employment for any reason or no reason at all. In the event of a resignation, the employee will provide the School District with two (2) weeks written notice before the resignation becomes effective.

IN WITNESS THEREOF, I have subscribed my signature this ____ day of _____, 2024

Assistant Superintendent Administrative

IN WITNESS THEREOF, we have subscribed our signatures this ____ day of _____, 2024.

INDEPENDENT SCHOOL DISTRICT #2143

Chairperson

Clerk