

**AGREEMENT BETWEEN  
INDEPENDENT SCHOOL DISTRICT #363  
And  
SECRETARY/COMMUNITY ED COORDINATOR - INDUS  
July 1, 2020 through June 30, 2022**

This agreement is entered into between Independent School District #363 and the School Secretary/Community Education Coordinator - Indus. Terms of this agreement begin on July 1, 2020 and terminate on June 30, 2022. The purpose of this agreement is to set forth the basic agreement covering rate of pay, hours of work, and conditions of employment so as to promote harmonious relations and to achieve the highest level of employee performance possible. This agreement may be amended with the approval of the School Board of ISD #363 and the Secretary.

**Amendment: This agreement will remain in effect AS IS through the MSEA negotiation process. This position will be absorbed into the MSEA bargaining unit effective with the approval of the 2022-2024 MSEA contract.**

**ARTICLE I. DEFINITION OF EMPLOYEE**

The Secretary/Community Education Coordinator - Indus shall be a full-time (12 month) position, 40 hours per week, except during the summers when hours will be approved by the Superintendent. Normal hours of work will be Monday through Friday from 7:45 am to 4:15 pm.

**ARTICLE II. POSITION DESCRIPTION**

The School Secretary/Community Ed Coordinator - Indus- coordinates tasks of a school office personnel, is responsible for registration materials, assists with bus schedules, handbooks, and attendance, assists substitutes in their duties, types correspondence and other materials, schedules meetings, and conference arrangements, completes projects, reports, and activities as directed by the school principal, and assist certified staff as needed. Handle all basic purchases for Indus School, and all activity accounts, as well as other accounting duties, for Indus school. May be asked to do basic nursing duties when a nurse is not available.

The Community Education Coordinator shall faithfully perform the services as specified Plan and coordinate extra-curricular classes, trips, and activities. Schedule and get the approval of facility use after hours. Prepare and submit a yearly budget. Abide by the rules, regulations, and policies established by the School Board and any additions or amendments hereafter.

**ARTICLE III. Hours of Work**

The Superintendent shall establish the regular hours of work. This position shall be considered an hourly position with the normal hours of work per week as set in Article I of this agreement. A Holiday worked shall be considered as hours worked for the purpose of computing overtime. For purposes of computing Personal Leave, Vacation, Holiday, and Sick Leave, a workday will be considered as an 8-hour day.

**ARTICLE IV. HOLIDAY PROVISIONS**

The Secretary shall receive the following paid holidays:

New Years Day  
Presidents' Day  
Good Friday  
Easter Monday - when school is not in session for either students or licensed staff.  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day

Friday After Thanksgiving  
Christmas Day

The Secretary/Community Ed Director - Indus shall be able to leave at 12:00 noon on December 24th and December 31st and not lose pay; or, as an option, he/she may work one of the days (December 24th or December 31st) and not work the other day, without loss of pay.

When New Year's Day, Independence Day, or Christmas Day falls on a Sunday, the following Monday shall be observed as a paid holiday. When New Year's Day, Independence Day, or Christmas Day falls on a Saturday, the preceding Friday shall be observed as a paid holiday.

When a holiday falls during the employee's vacation, one additional day will be granted at the end of the vacation period with pay for said holiday.

In order to be eligible to receive holiday pay, an employee must work the scheduled day before the holiday and the scheduled day after the holiday. This requirement may be waived for excused absences only.

**ARTICLE V. SICK LEAVE**

The Secretary/Community Education Coordinator - Indus shall be granted 15 days of sick leave annually. Unused sick leave shall accumulate to a maximum of ninety (90) days. Sick leave days will be determined on a prorated scale by the beginning date of employment in the first year of employment after which sick leave will be earned on an annual basis. Sick leave may be used for illness, injury, medical or dental appointments. The employee may, with the approval of the Superintendent, use sick leave for a seriously ill spouse or child in the family. The employee may use up to forty (40) sick leave hours for a parent's (mother/father/step-parent) illness. This provision does not pertain to mothers-or fathers-in law. Written proof of illness or medical certification may be requested for an absence of (3) days or more.

Upon retirement, the Secretary/Community Education Coordinator - Indus shall be offered an escrow amount in his/her name only to pay for health and hospital insurance, the amount to be figured by multiplying unused sick leave days by the rate of pay per day. This amount shall be used for payment of the policy until the amount of the fund is exhausted.

An employee who received the maximum accumulation of sick leave and does not use all of his/her allotted days for that year shall receive fifteen dollars (\$15.00) a day for those unused days. The employee will voucher for this pay at the end of the employee's work year.

**ARTICLE VI. FUNERAL LEAVE**

Leave of up to two (2) days, plus up to one (1) day for necessary travel time, will be granted with pay in the event of a death in the immediate family. "Immediate family" shall mean the employee's father, mother, stepchild, spouse, children, grandchildren, father-in-law, mother-in-law, brother, sister, or grandparents.

**ARTICLE VII. JURY DUTY**

Leave shall be granted for service on a jury. Compensation shall be at the employee's regular base rate of pay less the fee received for jury duty exclusive of expense. When not impaneled for active service and only on call, the employee shall report to work for his/her regularly scheduled work shift.

**ARTICLE VIII. CHILD CARE LEAVE**

Subd. 1. Child care leave may be granted by the School District, subject to the provisions of this section, to one (1) parent of a natural or adopted child, provided such parent is caring for the child on a full-time basis.

Subd. 2. An employee making an application for child care leave shall inform the Superintendent in writing of intention to take the leave at least three (3) calendar months before commencement of the intended leave.

Subd. 3. If the reason for child care leave is occasioned by pregnancy, an employee may utilize sick leave pursuant to the sick leave provisions of the Agreement during a period of physical disability. However, an employee shall not be eligible for sick leave during the period of time covered by child care leave. A pregnant employee will also provide at the time of the leave application, a statement from her physician indicating the expected date of delivery.

Subd. 4. In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:

- a) Grant any leave more than twelve (12) months in duration.
- b) Permit the employee to return to his or her employment prior to the date designated in the request for child care leave.

Subd. 5. The employee returning from child care leave shall be re-employed in a position for which qualified unless previously discharged or placed on unrequested leave.

Subd. 6. Failure of the employee to return pursuant to the date determined under this section shall constitute grounds for termination unless the School District and the employee mutually agree to an extension in the leave.

Subd. 7. An employee who returns from child care leave within the provisions of this section shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave.

Subd. 8. Leave under this section shall be without pay or fringe benefits.

#### **ARTICLE IX. FAMILY AND MEDICAL LEAVE**

Subd. 1. Pursuant to the Family and Medical Leave Act, 29 U.S.C. 2601 et. seq., All full-time employees shall be granted, upon written request, up to a total of twelve (12) weeks of unpaid leave per year in connection with:

1. The birth and first year care of a child;
2. The adoption or foster placement of a child;
3. The serious health condition of an employee's spouse, child or parent, and an employee's own serious health condition.

Subd. 2. Such leave shall be unpaid, except an eligible employee during such a leave shall be eligible for regular School District group health insurance contributions as provided in this Agreement for a period of the leave, but not to exceed twelve (12) weeks per year, notwithstanding any other provisions of this Agreement.

Subd. 3. To be eligible for the benefits of this section and insurance contribution, an employee must have been employed by the School District for the previous twelve (12) months and must have been employed for at least 1,250 hours during such previous twelve-month period.

Subd. 4. The employee may elect, or the School District may require the employee, to substitute paid vacation, paid sick leave, or paid personal leave for leave otherwise provided

under this section. However, nothing herein, nor any other provision of this Agreement, shall require the School District to combine leaves for a period of time that exceeds 12 weeks.

Subd. 5. The employee will provide at least a thirty (30) days written notice of request for leave when the reason for the leave is foreseeable. The employee shall further make a reasonable effort to schedule any treatment so as to minimize disruption of the work of the employer.

#### **ARTICLE X. UNPAID LEAVE**

The employee may be granted an unpaid leave of absence up to one (1) year, at the discretion of the School District. Seniority shall be reinstated provided the employee returns to work under the above conditions and at the end of such leave. Seniority shall not accrue during such leave. Employees shall be allowed to maintain insurance benefits by paying the entire cost of premiums

#### **ARTICLE XI. RATE OF PAY FOR CANCELLATION OF SCHOOL DAY**

If an employee reports for duty on his/her regularly scheduled job and school is then canceled for students by the School District, the employee will be paid for the balance of his/her scheduled day and work as scheduled or at the discretion of the School District. Employees who have been notified not to report for work shall be entitled to payment for hours missed, not to exceed one day per year.

#### **ARTICLE XII. HEALTH INSURANCE**

The District shall pay 100% of the cost of Single coverage or six hundred fifty five dollars (\$655.00) per month towards the cost of Family coverage (or adjusted as per Classified Agreement)

#### **ARTICLE XIII. LIFE INSURANCE**

The District shall provide a group life insurance program and shall pay the premium for thirty thousand dollars (\$30,000) of coverage, not to exceed sixty-two dollars (\$62.00) per year, for each eligible employee. To be eligible for this coverage an employee must be a full-time employee and enrolled in the School District's group life insurance plan. Additional insurance coverage may be purchased if allowed by the plan and in accordance with the policy at the employee's expense through payroll deduction.

#### **ARTICLE XIV. LONG-TERM DISABILITY INSURANCE**

The District shall provide a long-term disability insurance program and shall pay the premium for each employee, not to exceed one hundred fifty dollars (\$150.00) each year. Benefits provided by the long-term disability plan are governed by the terms of the policy. To be eligible for this coverage an employee must be a full-time employee and enrolled in the plan.

#### **ARTICLE XV. DENTAL INSURANCE**

Employee shall receive dental insurance when the District approves dental insurance for other employees at the same contribution rate that the other employees receive.

#### **ARTICLE XVI. COMPENSATION FOR EXPENSES**

Upon prior approval of the Superintendent and when required to conduct assigned job responsibilities at locations outside of the School District boundaries, the Administrative Secretary - Indus will be compensated for such incurred expenses as mileage, meals and lodging at the rates set by the School Board each year.

## **ARTICLE XVII. SALARY**

The School Secretary/Community Education Coordinator - Indus shall be compensated at a rate of:

July 1, 2020-June 30, 2021	\$17.77 per hour
July 1, 2021-June 30, 2022	\$18.21 per hour

## **ARTICLE XVIII. VACATIONS**

The Secretary/Community Education Coordinator shall earn five (5) days of vacation per year. If the Secretary/Community Education Coordinator resigns or is terminated for any reason, vacation shall be computed and paid for on a pro-rata basis, according to the time worked in the year under consideration

Up to five (5) vacation days may be carried over into the next calendar year.

## **ARTICLE XX. HEALTH CARE SAVINGS PLAN**

The Secretary/Community Education Coordinator shall be allowed to participate in a Health Care Savings Plan per District Policy # 436: Health Care Savings Plan Personnel Policy.

This agreement shall be effective only upon signatures by officers of the School Board of Independent School District #363, Northome, MN after authorization for such signatures has been taken by the School Board and appropriate action recorded in its minutes.

  
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School Secretary/Community Education Coordinator

3/29/22  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Clerk, ISD #363

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair, ISD #363

\_\_\_\_\_  
Date