

BAGLEY PUBLIC SCHOOLS
Work Agreement for
HR/Finance Assistant
July 1, 2025 – June 30, 2027

1. Annual Salary: **2025-2026** **2026-2027**
 \$57,517 \$58,667

- Overtime pay for emergencies and special projects as pre-approved by the Superintendent.
- For time worked in excess of 40 hours in any week, the employee may elect to take compensatory time off for that amount of time. Compensatory time must be used within the contract year in which it was earned.

2. Contract Length: 260 Days

During the summer months, starting after the second week in June through the third week in August, the District Office shall be closed on Fridays, unless the Superintendent or School Board requests on occasion that the office remain open.

3. Insurance:

- 1.** The School District shall provide an allowance of \$11,000 in 2025-2026 and \$12,000 in 2026-2027 to purchase insurance from the School District providers, covering Health and Hospitalization, and/or Long-Term Disability Insurance. The HR/Finance Assistant must minimally purchase the District's Minimal Value Health Insurance Plan or provide proof of health insurance coverage under a spouse's family plan, prior to assignment of the allowance. Any excess costs for insurance, above the allowance, shall be the sole responsibility of the HR/Finance Assistant. **When the total cost for health and hospitalization and or Long-Term Disability Insurance is less than the district contribution the excess can be applied to an HSA/FSA.**

Affordable Care Act Related Implications note:

In the event this Agreement causes or will cause penalties, fees or fines to be assessed against the School District, the parties agree to reopen negotiations that result in a new Agreement between the parties that eliminates or reduces penalties, fees, or fines to be assessed against the School District.

- 4. 403(b) Allowance:** The District will match equal to the contributions of the employee, up to \$4,500 to a District approved 403(b) plans.
- 5. Sick Leave:** One (1) day per month worked, accumulative to 120 days. Pursuant to M.S. 181.9413, employees may use personal sick leave benefits provided by the employer for absences due to an illness of or injury to the employee's child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. For the purposes of this section, "child" and "grandchild" includes a stepchild, a step-grandchild, and a biological, adopted, and foster child or foster grandchild.
- 6. Bereavement Leave:** Up to five (5) days of bereavement leave shall be granted for a death within the immediate or close family. Days utilized will not be deducted from sick leave.

7. Vacation:

1-9 years of service:	15 days per year
10-19 years of service:	20 days per year
20+ years of service:	25 days per year

Three (3) vacation days may be carried over to the next year.

8. Holidays: Full pay shall be granted for the following:

Labor Day	Christmas Eve Day	President's Day	Juneteenth
Thanksgiving Day	Christmas Day	Good Friday	Independence Day
Day After Thanksgiving	New Year's Day	Memorial Day	New Year's Eve Day

If school is in session on President's Day an alternative date will be established by the School Board.

9. Professional Dues: Professional dues will be paid as approved by the Superintendent.

10. Severance Pay: 40% of accrued sick leave upon resignation or retirement in good standing as determined by the School Board. In the event of the employee's death, the employee's beneficiary shall receive the amount which the employee would have received. The benefit is payable only after 5 years of continuous employment.

11. Problem Resolution: In the event an employee believes there is a basis for a problem, he/she should initially discuss the problem with the Superintendent. If the employee feels that the problem has not been resolved following the discussion with the Superintendent the employee may refer the problem to the Board's Negotiating Committee. If the problem is not solved at that point the employee has the right to address the problem to the full School Board for final resolution.

IN WITNESS WHEREOF, I have sub-

scribed my signature this _____

day of _____, 20_____.

HR/Finance Assistant

IN WITNESS WHEREOF, I have sub-

scribed my signature this _____

day of _____, 20_____.

School Board Clerk