

Payroll Technician Employment Contract

The School District, St. Anthony-New Brighton Independent School District 282, State of Minnesota (herein called the District), enters into this agreement with **Rhonda Mengelkoch**.

The following provisions shall apply and are part of this contract:

I. General Policies

The conditions of employment shall be based upon a system of personnel administration which is open, fair and systematic and where individual ability shall be the primary consideration in employment, advancement and retention. The system shall be adaptable to change, responsive to new program needs and alert to the needs of the public it serves.

Section 1. Contract Period

This Agreement shall remain, unless otherwise stated within this agreement, in full force and effect for a period commencing July 1, 2007, through June 30, 2010.

II. Salary

The annual base salary for the 2007-08 school year shall be \$45,000. The annual base salary for the 2008-09 school year shall be \$46,350. The annual base salary for the 2009-10 school year shall be \$47,741.

Section 1. Longevity

When the employee has served the District for fifteen (15) years, an additional \$500/year increment will be paid. When the employee has served the District for twenty (20) years, an additional \$3,000/year increment will be paid, and when the employee has served the District for twenty-five (25) years, an additional \$3,500/year increment will be paid.

Section 2. Merit Pay

During the 2007-08, 2008-09, and 2009-10 school years, the Payroll Technician is eligible for merit pay of up to two (2%) of her annual base salary based upon attainment of mutually agreed upon goals and objectives as well as evaluation results satisfactory to the Director of Business Services and Superintendent.

III. Insurance

Section 1. Life Insurance

The School Board shall provide, to the Payroll Technician, a \$50,000 life insurance policy with the addition of double indemnity for accidental death.

Section 2. Income Protection

The School Board shall provide, to the Payroll Technician, income protection coverage which shall have a 90 continuous calendar day waiting period before benefits begin. Benefits will be 2/3 of the employee's monthly salary to a maximum of \$5,000 per month to an age in compliance with the Age Discrimination Employment Act, or to termination of Disability, whichever comes first.

Section 3. Health Insurance

For 2007-08, 2008-09, and 2009-10, the hospitalization plan premiums will follow Article X, Section C of the teachers' contract.

The district shall offer a high-deductible health insurance plan coupled with a VEBA Trust in addition to its other health insurance plans. Each employee who chooses to enroll in the high-deductible/VEBA plan shall receive a District contribution to a VEBA account set up for that employee. The following provisions shall apply to the high-deductible/VEBA plan offered by the District.

a. Single coverage: The School District shall contribute according to Article X, Section C of the teachers' contract toward the cost of the basic single premium for the high-deductible plan. In addition, the School District will make a \$400 annual contribution to the employee's VEBA Account.

- b. **Dependent Coverage:** The School District shall contribute according to Article X, Section C of the teachers' contract for the high-deductible plan. In addition, the School District will make an \$800 annual contribution to the employee's VEBA account.
- c. **Timing of Deposits:** Deposits to the VEBA accounts will be made on a monthly basis.
- d. **Administrative Costs:** The School District shall contribute up to \$4.00 per account per month toward the cost of administering active employee's VEBA accounts.

Section 4. Dental Insurance

The School District will contribute to a maximum of \$25.38 toward monthly premium of single dental insurance, or \$70.90 toward the monthly premium for family coverage. Any amount exceeding the District contribution for the duration of this contract will be shared equally (50/50) between the employee and the School District.

IV. Holidays/Vacation/Sick Leave/Leaves of Absence

Section 1. Holidays

The following days shall be holidays:

New Year's Day	January 1
Martin Luther King Day	(or alternate day as assigned by the Superintendent)
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday following Thanksgiving Day
Christmas Eve Day	December 24
Christmas Day	December 25

Additionally, three (3) floating paid holidays will be awarded, as designated by the Superintendent/Business Manager.

Section 2. Vacation

The employee shall earn thirteen (13) days paid vacation through the 60th month. Fifteen (15) days shall be earned annually from the sixty-first (61st) month through the one hundred and twentieth (120th) month; twenty-one (21) days shall be earned annually from the one hundred twenty-first (121st) month; twenty-seven (27) days shall be earned annually from the two-hundred seventeenth (217th) month and thereafter. Vacation may not accumulate in excess of fifty (50) days. An employee who is separated from the District by lay-off, resignation, termination, death or otherwise, shall be paid for the amount of unused vacation leave accumulated to his/her credit at the rate of pay he/she was receiving at the date of termination.

Section 3. Sick Leave

The employee shall be granted 18 days per year for personal illness, or illness or death in the immediate family, accumulative to 130 days.

Section 4. Personal Leave

The employee shall be granted three (3) days during a duty year, if necessary, to conduct personal business without loss in pay. Personal leave may accumulate to a maximum of ten (10) days.

Section 5. Other Leave

The Superintendent/Business Manager may grant a leave of absence with or without pay for good and sufficient purposes.

V. Early Retirement Trust

Section 1. Eligibility

The employee may participate in a district matching annuity program provided for in the M.S. 356.24. If the employee elects to participate she must notify the school district by October 1st of the school year of participation.

After the employee initially elects to participate in the district matching funds program, she may change the contribution amount once per year. The annual district matching contribution will not exceed \$2,000. The maximum career district matching contribution is \$24,000

Section 2. Health/Medical Insurance

The employee shall be eligible for the early retirement health/medical insurance program established in this agreement after completing fifteen (15) consecutive years of full-time service provided the employee has reached the age of fifty-five (55) and until the age of Medicare eligibility.

The School District shall contribute according to Article III, Section 3 of this contract, single coverage only up to a maximum of seven years or Medicare eligibility, whichever comes first.

- 1.1 Four years of health insurance.
- 1.2 An additional one year of health insurance if the employee has accumulated seventy-five (75) days of sick leave and has 20 years of service.
- 1.3 An additional one year of health insurance if the employee has accumulated one hundred (100) days of sick leave and has 20 years of service.
- 1.4 An additional one year of health insurance if the employee has accumulated one hundred twenty (120) days of sick leave and has 20 years of service.

Thereafter, monthly premiums shall be paid by the retired employee. The retired employee shall pay any premium amount not paid by the district one month in advance at the school district office.

Section 5. Eligibility

For the purpose of Early Retirement, a full time employee will work thirty (30) or more hours per week.

VI. Other Provisions

Section 1. Tuition Reimbursement

The District shall pay reimbursement of tuition for post-secondary course work which pertains to the position held when pre-approved by the Superintendent/Business Manager.

Section 2. School Closings

On days school is canceled due to an unscheduled emergency, the employee will not be expected to report to work, and will be paid an amount equal to the hours paid for the normally scheduled work day. This agreement will cover any emergency up to two (2) days.

IN WITNESS, we hereby affix our signatures on the dates indicated.

This contract shall be effective only upon signature of the officers of the School Board after authorization for such signature was taken by the School Board in appropriate action recorded in its minutes.

Date _____

Date _____

for Independent School District 282

Superintendent

Employee

Chair

Clerk