

Executive Assistant to the Superintendent 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 **Mary Law**.

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, 2010, through June 30, 2013.

II. Salary

The annual base salary for the 2010-11 school year shall be \$59,000. The annual base salary for the 2011-12 school year shall be \$60,250. The annual base salary for the 2012-13 school year shall be \$61,500.

III. Insurance

Section 1. Life Insurance

The School Board shall provide, to the Executive Assistant to the Superintendent, 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 Executive Assistant to the Superintendent, income protection. There shall be a waiting period of ninety consecutive calendar days from the start of illness before benefits will begin. Benefits will be 66.67% of the gross annual salary to age sixty-five and follow the language in the district's long term disability plan.

Section 3. Health and Hospitalization Insurance

For the duration of this Contract the School District shall provide a hospitalization plan with surgical, major medical and clinical coverage. The School District shall offer a high deductible health insurance plan coupled with a VEBA Trust, in addition to its other health insurance plans. If the Executive Assistant to the Superintendent chooses to enroll in the high deductible/VEBA plan she shall receive a School District contribution to a VEBA account set up for her.

The following provisions shall apply to the high deductible/VEBA plan offered by the School District:

- a. **Single coverage:** For the years of this Contract the School District shall contribute the same amount agreed to for those years with the St. Anthony-Village Education Association. In addition, the School District shall make a \$400 annual contribution to the Executive Assistant to the Superintendent's VEBA account.
- b. **Dependent coverage:** For the years of this Contract the School District shall contribute the same amount agreed to for those years with the St. Anthony-Village Education Association. In addition, the School District shall make an \$800 annual contribution to the Executive Assistant to the Superintendent's VEBA account.
- c. **Timing of Deposits:** Deposits to the VEBA account shall 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 the Executive Assistant to the Superintendent's VEBA account.

Section 4. Dental Insurance

A single or family dental insurance plan will be provided with the school district paying 90% of the cost of single coverage or family coverage, based on the coverage selected by the director. Any rate increase or decrease occurring during this contract period will be shared equally between the School District and eligible employee.

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.

Section 2. Vacation

The employee shall earn twenty-five (25) working days of annual paid vacation. Vacation may not accumulate in excess of fifty (50) days. If the employee is separated from the District by layoff, resignation, termination, death, or otherwise, he/she shall be paid for all unused vacation leave accumulated up to a maximum of 50 days.

Section 3. Sick Leave

The employee shall be granted 15 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.

Section 5. Other Leave

The Superintendent 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 \$2,500. The maximum career district matching contribution is \$24,000.

VI. Other Provisions

6.1 School Closing

In the event school is closed the employee will be expected to work unless otherwise arranged by the Superintendent.

6.2 Performance Appraisal

The Superintendent shall establish and implement an employee performance appraisal system. This system shall include the establishment of goals and objectives, the delegation of specific review responsibilities, the development of specific written appraisals, and appropriate participatory meetings. Performance appraisals shall be completed at least annually, be in writing, and state the level and adequacy of performance by the employee in all areas of his activity and responsibility. At the time of the appraisal, the Superintendent shall provide a copy of the written evaluation and present an explanation.

6.3 At-Will Employment

The Executive Assistant to the Superintendent is considered an "at-will" employee. This means that she is free to voluntarily resign at any time for any reason. Similarly, the School District has the right to terminate an employees' employment at any time for any lawful reason.

6.4 Professional Dues

The District shall pay dues for organizational memberships as required, directed, or permitted by the Superintendent.

6.5. Tuition Reimbursement

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

6.6 Car Allowance

When the Executive Assistant to the Superintendent uses a personal automobile in the performance of assigned duties for travel out of the metropolitan area, she shall be reimbursed for all such travel in accordance with the school board policies.

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 June 1, 2010

Date May 13, 2010

for Independent School District 282

Bob K. Thompson
Superintendent

Mary [Signature]
Employee

Bamy Kinsey
Chair

Don Siggett
Clerk