

SAUK RAPIDS-RICE INDEPENDENT SCHOOL DISTRICT NO. 47

COMPENSATION AGREEMENT
TECHNOLOGY SERVER ADMINISTRATOR

The School Board of Independent School District No. 47, Sauk Rapids Minnesota enters into this agreement with Jason Ahlgren who agrees to perform the duties of Technology Server Administrator from July 1, 2016 through June 30, 2019. This agreement shall be subject to the personnel policies adopted by Independent School District No. 47 School Board.

ARTICLE I
RATES OF PAY

Section 1. Rate of Pay:

The wage shall be \$60,000 for the period from July 1, 2016, through June 30, 2017; \$61,800 for the period from July 1, 2017 through June 30, 2018; and \$63,650 for the period from July 1, 2018 through June 30, 2019.

ARTICLE II
GROUP INSURANCE

Section 1. Selection of Carrier:

The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Section 2. Health and Hospitalization Insurance:

The school district shall contribute a sum of not to exceed \$5,700.00 per year toward the premium for individual or family coverage if qualified for and is enrolled in the School District group health and hospitalization plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Section 3. Group Life Insurance:

The School District shall pay the premium of a \$50,000.00 group life insurance program. For employees over age 65, the School District will continue the same Group Life Insurance premium contributions as for any other employee but available benefits may be reduced per life insurance policy. The employee shall contribute the cost of the accidental death and dismemberment coverage at his/her discretion.

Section 4. Group Income Protection Insurance:

The School District shall provide the premium for an annual income protection insurance purchased through the district's carrier to a maximum of two-thirds of \$60,000.00. Said insurance shall be subject to the waiting period of sixty (60) calendar days or the exhaustion of accumulated sick leave whichever is longer. Said insurance shall be subject to all other provisions of the carrier.

Section 5. Claims Against the School District:

It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as established herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 6. Duration of Insurance Contribution:

The 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 III
LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. The employee shall earn sick leave at the rate of one (1) day for each 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. The entire year's sick leave will be credited at the beginning of the year and the employee may take any amount of sick leave credited at any time during the year. Should employment terminate when the employee has used more sick days than earned under the monthly earnings system, any amount of sick leave used over the amount earned shall be deducted from the employee's final paycheck.

Subd. 2. Sick leave with pay shall be allowed whenever the employee's absence is found to have been due to the employee's illness and/or disability which prevented attendance and performance of duties on that day or days. Such leave must be taken in fifteen (15) minute increments.

Subd. 3. The School District may require the employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness in order to qualify for sick leave pay. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 4. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Subd. 5. Sick leave may be utilized during a period of physical disability resulting from a condition of pregnancy. The employee shall provide the district with a physician's statement certifying the dates of disability.

Subd. 6. The employer agrees to grant up to five (5) days paid leave per illness to be deducted from accrued sick leave in the event of serious illness in the immediate family. Immediate family means spouse, parent of either, children, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent of either, grandchild, and dependent living in immediate household. However, the illness must be of such severity that it would be considered an emergency by the attending physician. Additional leave may be granted at the discretion of the business manager.

Subd. 7. Sick leave shall be allowed for the purposes of caring for a sick qualifying family member in accordance with applicable Federal and State statutes as defined by Minn. Stat. 181.9413. currently family members covered include; child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

Subd. 8. Sick leave shall be allowed for the care of a sick or disabled child under 18 years of age or under 20 years of age and attending secondary school. The sick leave limitations will be governed by the employee's accumulated sick leave.

Section 2. Personal Leave:

Two (2) days of paid personal leave shall be granted per year upon request. Request for personal leave shall be submitted at least 48 hours in advance.

Section 3. Workers Compensation:

Pursuant to statute, the 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 accrued sick leave.

Section 4. Jury Duty:

A leave of absence for jury duty shall be granted to the employee who is summoned to serve in such a capacity. Such leave shall not be deducted from the employee's accumulative leave. The employee serving jury duty shall be paid the full salary less the amount received for jury duty, for each day the employee would be on their job at school. Travel pay for jury duty shall not be deducted from the employee's check.

Section 5. Bereavement:

The employer agrees to grant up to three (3) days bereavement leave with pay at the time of death in the immediate family. Immediate family means spouse, children, brother, sister, parent of either, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent of either, grandchild, and dependent living in the immediate household. This benefit is not to be accumulated and is not to be taken from sick leave. Bereavement leave can also be used for death in the extended family. Extended family means aunt, uncle, niece, nephew, and cousins. Time off with pay for extended family is for a maximum of three (3) hours.

Section 6. Medical Leave:

Subd. 1. The employee who is unable to perform duties because of illness or injury and who has exhausted all sick leave credit available, or has become eligible for long term disability compensation, may, upon request, be granted a medical leave of absence, without pay or benefit, up to six (6) months. This leave may be renewed at the discretion of the School District.

Subd. 2. A request for leave of absence, or renewal thereof, under this section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities.

Section 7. Child Care Leave: For a period of up to six (6) months, leave may be used by the employee to provide care for newly born or adopted children and serious illness of children under age 18 or under 20 years of age and attending school. The employee shall notify in writing the superintendent and supervisor as soon as possible of the request to take childcare leave. Extension of such leave may be granted by mutual agreement. The employee who uses childcare leave retains all status and may continue insurance benefits at his/her own expense.

In the event of the employee's pregnancy, the employee may continue to work until such time that she is determined disabled by her physician. During the period of time that she is certified disabled, such employee may utilize disability/sick leave benefits for which such employee is eligible in accordance with applicable law. The pregnant employee may choose to request a childcare leave whose starting date commences before the estimated delivery and extends beyond the normal recovery date. Accumulated sick leave shall be allowed to be utilized only for the period of disability. A pregnant employee shall notify in writing the Superintendent and Supervisor not later than the fifth (5) month of pregnancy of her request to take childcare leave. Such notice shall include the proposed time period for such leave and a physician's statement indicating the estimated date of delivery.

Section 8. Insurance Application:

The 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.

Section 9. Credit:

The employee who returns from an unpaid leave shall retain benefits, which had accrued at the time leave commenced. No credit shall accrue for the period of time that the employee was on an unpaid leave.

ARTICLE IV
HOURS OF SERVICE AND DUTY YEAR

Section 1. Basic Work Week:

This contract is for full-time employment, with a duty year of 52 weeks. As with most salaried positions, forty hours is considered the minimum work week, with the responsibility to provide the number of hours needed to handle the work.

Section 2. Basic Work Hours:

The hours the employee works shall be established by the School District or its designee

Section 3. School Closing:

Subd. 1. In the event a school or schools are closed by the superintendent prior to the start of the schedule work day, the employee will be expected to report to work unless notified otherwise by the supervisor. The employee who is unable to report at the scheduled starting time shall have the personal responsibility to notify the supervisor of the inability to report to work.

Subd. 2. In the event a school or schools are closed by the superintendent during the scheduled work day, the employee shall complete the scheduled work day.

ARTICLE V
HOLIDAYS

Section 1. Paid Holidays:

New Years Day
Good Friday
Memorial Day
Fourth of July
Labor Day
President's Day

Thanksgiving Day
Day after Thanksgiving**
Day before Christmas
Christmas Day
Day before New Years Day

**If school is not in session

Section 2. Weekends:

Holidays that fall on weekends will be observed on a day established by the School District within the employee's work calendar.

Section 3. 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 within the employees work calendar. Any legal holiday or holiday which falls within the employee's vacation period shall not be counted as a vacation day.

Section 4. Application:

In order to be eligible for holiday pay, the 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

Section 1. Earned Vacation:

- 5 days after one full year of employment
- 10 days after two full years of employment
- 15 days after five full years of employment
- 20 days after ten full years of employment

Section 2. Application:

Subd 1. Vacations shall be determined as of July 1 each year. The employee hired between January 1 and July 1 are not eligible for vacation as a matter of right until July 1 of the following year.

Subd. 2. The employee who has completed at least one (1) year of service shall be entitled to receive the prorata pay for unused vacation time provided such employee provides the district with at least two (2) weeks advance notice of the resignation time.

Subd. 3. The scheduling of all vacation time shall be determined by the school district. A request for vacation shall be submitted to the immediate supervisor 30 days in advance of the vacation date except in emergencies. The employee will be notified of the approval or denial of his/her vacation request within five (5) days.

Subd. 4. Vacation cannot be banked from one year to another. The employee earning two (2) weeks or more of vacation may take up to five (5) days on a daily basis rather than in stretches of a week or more. Approval from the immediate supervisor must be obtained at least two (2) days in advance.

ARTICLE VII SEVERABILITY

Section 1. Discipline:

The employer shall have the right to impose disciplinary actions on the employee for cause. Disciplinary actions by the employer shall include the following actions and will normally take the order of 1,2,3, and 4 except in case of a serious magnitude, which could seriously jeopardize the safety of students, fellow employees, or the physical assets of the school district or other cause.

1. Oral reprimand
2. Written reprimand
3. Suspension without pay
4. Discharge

Section 2. Resignation: The employee may resign from the position by giving a two week notice.

ARTICLE IX

MISCELLANEOUS

Section 1. Pay:

Salary checks will be issued twice a month.

Section 2. Mileage:

Personnel using their own car for authorized business purposes shall be compensated at the current IRS rate.

Section 3. Deferred Compensation:

The School District shall contribute a sum not to exceed \$1,800 toward an approved state deferred compensation program, which shall be matched with a sum of up to the School District's contribution or greater by the Technology Server Administrator, or as provided by law.

Section 4. Technology:

The District shall provide the Technology Server Administrator a \$50 per month allowance for technology-related expenses, which shall include the maintenance of a cell phone and plan of his/her choice. The cell phone number will be made available to the District. This allowance will be taxed according to applicable laws and School Board policies.

ARTICLE XI DURATION

Section 1. Term and Reopening Discussions:

This agreement shall remain in full force and effect for a period commencing July 1, 2016 through June 30, 2019 and thereafter. If either party desires to modify or amend this agreement commencing at its expiration, it shall give written notice of such intent no later than 90 days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence discussions more than 90 days prior to the expiration of this agreement.

Section 2. Effect:

This agreement constitutes the full and complete agreement between the school district and the Technology Server Administrator.

Section 3. Finality:

Any matters relating to the terms and conditions of employment, whether or not referred to in this agreement, shall not be open for discussion during the term of this agreement.

Section 4. Severability:

The provisions of this agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provision of this agreement or the application of any provision thereof.

IN WITNESS THEREOF, I have
subscribed my signature this
13 day of June, 2016


TECHNOLOGY SERVER ADMINISTRATOR

IN WITNESS THEREOF, we have
subscribed our signatures this
20th day of June, 2016


SCHOOL BOARD CHAIRPERSON


SCHOOL BOARD CLERK