

FARIBAULT PUBLIC SCHOOLS
Administrative Support Contract

It is hereby agreed by and between the School Board of Independent School District No. 656, located in Rice County, State of Minnesota (hereinafter called the Board) and Kathy Matejcek (hereinafter called Administrative Support Person) that said Board in accordance with its action taken on January 22, 2018 does hereby employ said Administrative Support Person for the period beginning July 1, 2017 and ending June 30, 2019. Both parties agree that said employee shall perform the duties of Administrative Assistant to the Superintendent & Curriculum Director/Clerk of the School Board in Faribault, Minnesota and by the policies and regulations made there under by the Board of said district. The number of days shall be 260.

TERMS AND CONDITIONS

1. The above named Administrative Support Person agrees to perform faithfully the duties of the position identified during contract year 2017-18 for an annual salary of \$69,857. The annual salary for the 2018-19 year will be \$72,309. The annual salary shall be paid in equal installments in accordance with Board policies and practices
2. Said Administrator shall receive 20 days of vacation annually exclusive of the following holidays: Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day, New Years Eve Day, New Years Day, Spring Break Day, Memorial Day and one floating holiday, and shall be entitled to 12 days of sick leave annually, accumulative to a maximum credit of the number of days in this contract, 260. Vacation time shall be taken when the Administrator's absence does not impair the effectiveness of the operation of the area for which she is responsible.
3. It is agreed that the Board may require a physical and health examination.
4. The Board, at the request of said Administrative Support Person and in accordance with state law, shall withhold and transfer an amount of salary determined by the Administrative Support Person, permitting same to participate, if she so desires, in a tax-deferred annuity program of her choosing.

INSURANCE AND BENEFITS

For the 2017-18 year the School District will pay up to fifteen thousand eight hundred seventy six dollars (\$15,876) per year at the rate of one thousand three hundred twenty three dollars (\$1,323) per month for each month, or major portion thereof, employed, toward the purchase of dependent or single coverage or the actual cost, whichever is less, for the group Hospitalization and Medical-Surgical Insurance selected by the School District The balance of the cost will be deducted monthly from salary payments.

For the 2018-19 year the School District will pay up to fifteen thousand three hundred ninety six dollars (\$16,296) per year at the rate of one thousand three hundred fifty eight dollars (\$1,358) per month for each month, or major portion thereof, employed, toward the purchase of dependent or single coverage or the actual cost, whichever is less, for the group Hospitalization and Medical-Surgical Insurance selected by the School District The balance of the cost will be deducted monthly from salary payments.

Subd 1. Consumer Directed Health Plan and Voluntary Employee Beneficiary Association (VEBA): The District

shall offer Consumer Directed Health Plan coupled with a VEBA. Each employee who chooses to enroll in the Consumer Directed Health Plan will receive a District contribution for premiums and a contribution into a Health Deductible/VEBA Plan offered by the District as follows:

- a. **Single Coverage with a VEBA:** The School District shall make available the group health plan described as CDHP 1200 with a VEBA. For the 2017-18 contract year the School District will pay up to fourteen thousand six hundred seventy six dollars (\$14,676) per year at the rate of one thousand two hundred twenty three dollars (\$1,223) per month for each month, or major portion thereof employed, toward the annual premium for single group health coverage under this plan. The District will also contribute \$1,200 towards the deductible into each qualified employee's VEBA account in equal payments with each pay period.

For the 2018-19 contract year the School District will pay up to fifteen thousand ninety six dollars (\$15,096) per year at the rate of one thousand two hundred fifty eight dollars (\$1,258) per month for each month, or major portion thereof employed, toward the annual premium for single group health coverage under this plan.

The District will also contribute \$1,200 towards the deductible into each qualified employee's VEBA account in equal payments with each pay period.

- b. **Family Coverage with a VEBA:** For the 2017-18 year the School District shall make available the group health plan described as a Family High Deductible VEBA plan. The School District will pay up to thirteen thousand four hundred seventy six dollars (\$13,476) per year at the rate of one thousand one hundred twenty three

dollars (\$1,123) per month for each month, or major portion thereof employed, toward the annual premium for family group health coverage under this plan. The District will also contribute two thousand four hundred dollars (\$2,400) towards the deductible into each qualified employee's VEBA account in equal payments with each pay period.

For the 2018-19 year the School District shall make available the group health plan described as a Family High Deductible VEBA plan. The School District will pay up to thirteen thousand eight hundred ninety-six dollars (\$13,896) per year at the rate of one thousand one hundred fifty eight dollars (\$1,158) per month for each month, or major portion thereof employed, toward the annual premium for family group health coverage under this plan. The District will also contribute two thousand four hundred dollars (\$2,400) towards the deductible into each qualified employee's VEBA account in equal payments with each pay period.

- c. If a qualified bargaining unit member enters the VEBA plan as a participant on a date after the first day of the VEBA plan year, the District shall prorate the amount of the District contribution to reflect the late entry. This prorated amount will be determined by the number of days the employee is contracted compared to the total days of a full time employee (260 days).
- d. All contributions on behalf of the VEBA plan participant shall cease on the date the participant is no longer covered under the High Deductible Health Care Plan or employed by Faribault Public Schools.

Subd 2. Consumer Directed Health Plan (CHDP) and Health Savings Account (HSA): The District shall offer Consumer Directed Health Plan coupled with an HSA. Each employee who chooses to enroll in the Consumer Directed Health Plan will receive a District Contribution for premiums and a contribution in to an HSA offered by the District as follows:

- a. **Single Coverage with an HSA:** The School District shall make available the group health plan described as CDHP with HSA. For the 2017-18 contract year the School District will pay up to twelve thousand seven hundred fifty one dollars (\$12,751) per year at the rate of one thousand sixty three dollars (\$1,063) per month for each month, or major portion thereof employed, toward the annual premium for single group health coverage under this plan. The District will also contribute three thousand one hundred twenty-five dollars (\$3,125) towards the deductible into each qualified employee's HSA account in equal payments with each pay period.

For the 2018-19 contract year the School District will pay up to thirteen thousand one hundred seventy one dollars (\$13,171) per year at the rate of one thousand ninety eight dollars (\$1,098) per month for each month, or major portion thereof employed, toward the annual premium for single group health coverage under this plan. The District will also contribute three thousand one hundred twenty five dollars (\$3,125) towards the deductible into each qualified employee's HSA account in equal payments with each pay period.

- b. **Single Coverage without an HSA:** The School District shall make available the group health plan described as CDHP without an HSA. For the 2017-18 contract year the School District will pay up to fifteen thousand eight hundred seventy six dollars (\$15,876) per year at the rate of one thousand three hundred twenty three dollars (\$1,323) per month for each month, or major portion thereof employed, toward the premium. No contribution will be made toward the deductible or into an HSA account.

For the 2018-19 contract year the School District will pay up to sixteen thousand two hundred ninety six dollars (\$16,296) per year at the rate of one thousand three hundred fifty eight dollars (\$1,358) per month for each month, or major portion thereof employed, toward the premium. No contribution will be made toward the deductible or into an HSA account.

- c. **Family Coverage with an HSA:** The School District shall make available the group health plan described as CDHP with HSA. For the 2017-18 contract year the School District will pay up to twelve thousand seven hundred fifty one dollars (\$12,751) per year at the rate of one thousand sixty three dollars (\$1,063) per month for each month, or major portion thereof employed, toward the annual premium for single group health coverage under this plan. The District will also contribute three thousand one hundred twenty five dollars (\$3,125) towards the deductible into each qualified employee's HSA account in equal payments with each pay period.

For the 2018-19 contract year the School District will pay up to twelve thousand two hundred seventy one dollars (\$13,171) per year at the rate of one thousand ninety eight dollars (\$1,098) per month for each month,

or major portion thereof employed, toward the annual premium for family group health coverage under this plan. The District will also contribute three thousand one hundred twenty five dollars (\$3,125) towards the deductible into each qualified employee's HSA account in equal payments with each pay period.

- d. **Family Coverage without an HSA:** The School District shall make available the group health plan described as CDHP without an HSA. For the 2017-18 contract year the School District will pay up to fifteen thousand eight hundred seventy six dollars (\$15,876) per year at the rate of one thousand three hundred twenty three dollars (\$1,323) per month for each month, or major portion thereof employed, toward the annual premium. No contribution will be made towards the deductible or into an HSA account.

For the 2018-19 contract year the School District will pay up to sixteen thousand two hundred ninety six dollars (\$16,296) per year at the rate of one thousand three hundred fifty eight dollars (\$1,358) per month for each month, or major portion thereof employed, toward the annual premium. No contribution will be made towards the deductible or into an HSA account.

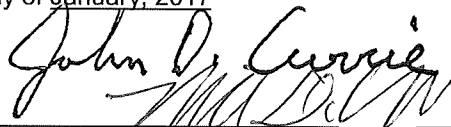
- e. The employee will be responsible for the tax consequences of the contributions should they exceed the applicable contribution limit.
- f. If an employee enters the HSA plan as a participant on a date after the first day of the HSA plan year, the District shall prorate the amount of the District contribution to reflect the late entry. This prorated amount will be determined by the number of days the employee is contracted compared to the total employed days of a full time employee (260).
- g. All contributions on behalf of the HSA plan participant shall cease on the date the participant is no longer covered under the CDHP or employed by Faribault Public Schools.

Subd. 3 : Where the School District has available other group health plans, with respect to employees:

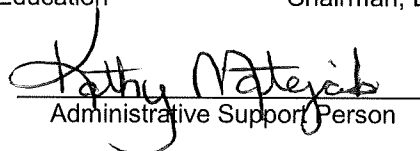
- a. the School District shall contribute an annual amount not to exceed \$15,876 for the 2017-18 years and \$16,296 for the 18-19 year towards the premium for single or family group health coverage
and
 - b. the employees shall not be entitled to participate in the HSA or VEBA for active employees. Thus, they will not become members of the voluntary employees beneficiary association and they will not receive contributions to individual accounts in the HSA/VEBA Plans.
6. Said Administrative Support Person shall receive term life insurance coverage at district expense, in the amount of two and one-half times the annual salary.
 7. Said Administrative Support Person shall receive a district contribution of \$42.00 per month for single or family dental insurance.
 8. Said Administrative Support Person shall qualify for and be subject to district Policy No. 412 concerning reimbursement for travel and other approved expenses assumed as part of her employment.
 9. Said Administrative Support Person shall be eligible for the leave provisions as state in Policy No. 410.
 10. Said Administrative Support Person shall be eligible to participate in the Early Retirement Program as determined by School Board policy code 304.11, revised to reflect eligibility for district contribution toward single coverage in the group health and hospitalization until the end of the month employee qualifies for Medicare. Severance shall be at a rate of one hundred twenty (\$120) dollars per day of unused sick leave. The amount paid shall be based on the number of unused sick leave days the Administrative Support Person has accumulated during his/her service to the District. The maximum payment shall not exceed eleven thousand five hundred (\$11,500) dollars.
 11. Said Administrative Support Person shall be eligible after one full year of service for deferred compensation at a rate of a \$3,000 annual district match, to a maximum of \$30,000. To be eligible for such a match the Administrative Support Person must have earned at least one year in the District and be offered a second contract.
 12. Said Administrative Support Person shall have available 3 days each year Personal Leave. Such leave to be used to conduct business that can only be conducted during normal working hours. Arrangements for use of Personal Leave will be through the employee's immediate supervisor.

13. The School District will grant up to five (5) days of Bereavement Leave for a death in the immediate family. Immediate family shall include spouse, domestic partner, children, siblings, parents, grandparents, grandchildren, mother-in-law, father-in-law, nieces, nephews, aunts, uncles and any relative living in the same home. The Superintendent may grant Bereavement Leave for individuals not listed above or extend the leave when deemed necessary.
14. The Administrative Support Person will participate in professional development activities which are directly related to his or her areas of responsibility and other areas approved by the superintendent. The School District shall pay up to \$2,650 annually for all legally valid travel, lodging, and meal expenses and fees for attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by the superintendent. This amount can also be used towards the annual membership dues for the administrator for relevant professional organizations approved by the District and also the annual membership dues for other community organizations as are required, directed or permitted, by the superintendent of schools.
15. The School District shall pay all legally valid expenses and fees for attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by the School Board. Said employee will have the option to either receive compensation at a rate of \$60 per meeting, or to earn compensatory time for each meeting held by the Board or Administration as required when over and above 40 working hours per week. This additional compensation will be in lieu of compensatory time or overtime as permitted by the FLSA.
16. The School District shall contribute on behalf of the administrative support person, an amount equal to 1.00% of his/her gross salary to a health care savings account administered by the State of Minnesota Retirement System.

Dated this 22nd day of January, 2017



Clerk, Board of Education Chairman, Board of Education



Administrative Support Person