

# **BUSINESS MANAGER'S CONTRACT HOLDINGFORD PUBLIC SCHOOLS**

The School Board of Independent School District No. 738, Holdingford, Minnesota, enters into this agreement with Beth Heinze who agrees to perform the duties of Business Manager of Holdingford Public Schools commencing July 1, 2015 through June 30, 2017.

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

## **1. Duty Year**

The Business Manager's basic work year shall consist of 260 business days less the holidays described in Leaves. A maximum of 2 days will be allowed per school year for all day cancellations; the Business Manager will not be required to use vacation leave for these days. In the event school is delayed or closed early because of inclement weather or other building related emergencies, the Business Manager will be excused at the time the Superintendent says employees may be permitted to leave without a payroll deduction.

## **2. Leaves:**

### **1. Vacation:**

The Business Manager shall earn twenty (20) working days of annual paid vacation during each full contract year with a maximum accrual of four (4) weeks. Ten (10) days of vacation will be credited on July 1 of the fiscal year, and the remaining ten (10) days shall be accrued per pay period throughout the work agreement year. The scheduling of all vacation time shall be determined by the Business Manager and the District. When a holiday falls within the Business Manager's vacation, another day will be allowed for vacation. Any accrued vacation days will be paid upon termination.

### **2. Holidays:**

The following are paid holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Day after Thanksgiving	Fourth of July
Good Friday	Christmas Eve Day
Christmas Day	2 Floating Holidays

Holiday's falling on a Saturday or Sunday may be taken on the nearest available work day.

### **3. Sick Leave:**

The Business Manager shall earn sick leave at the rate of twelve (12) days for each year of service in the employ of the District accumulated to one hundred fifty six (156) days. Accrual of Sick Leave shall be per pay period throughout the work agreement year. Sick leave with pay shall be allowed whenever the Business Manager absence is found to have been due to illness and/or disability to the Business Manager or their immediate family which prevented the Business Manager attendance and performance of their duties on that day or days.

### **4. Emergency Leave:**

An employee shall be granted ten (10) non-accumulative paid emergency leave days each fiscal year to be used with an employee request and the Superintendent's approval for such emergencies as deaths, funerals, family illness not covered by sick leave, court appearances, estate settlements and acts of God. Emergency leave will be granted as a full day leave or a portion of a full day depending on the situation. Five (5) of these days will be paid and the other five (5) will be deducted from sick leave.

5. Medical Leave:

The Business Manager, if unable to perform duties because of illness or disability, and having exhausted sick leave credit available shall, upon request, be granted medical leave of absence up to one (1) year in duration without pay. The School Board may, in its discretion, extend such a leave upon written request. A request for medical leave of absence or extension thereof pursuant to this section shall be accompanied by a doctor’s written statement outlining the conditions of health and estimated time at which the Business Manager is expected to be able to resume normal responsibilities. The Business Manager, when on medical leave of absence, is eligible to continue to participate in group insurance programs as permitted under the insurance policy provisions, but shall pay the entire premium for such program as the Business Manager wishes to retain, commencing with the beginning of the leave.

3. Insurances:

Term Life Insurance: The School District shall provide the Business Manager \$50,000 of Term Life Insurance coverage.

Group Health Insurance: For the 2015-16 contract year the District will contribute up to \$10,000 for single or \$23,500 for dependent health insurance coverage on the District’s group health and hospitalization plan. For the 2016-17 contract year the dependent contribution will increase to \$24,500 . If a deductible plan is chosen, any benefit amount above the cost of premiums will be contributed into an HRA. HRA contributions will be made on a monthly basis.

Long Term Disability Insurance: The School District shall provide the Business Manager coverage of a L.T.D. Insurance policy.

4. Other Benefits:

1. Dues: The Business Manager will receive membership in MASBO.
2. Tax-Sheltered Annuities: The Business Manager shall be eligible to participate in a tax sheltered annuity plan through payroll deduction. The District will provide a match of \$1,000/year in each year of the contract.
3. State Conventions:The Business Manager will have permission to attend State conventions every year.

The School District is to pay for the following convention expenses:

- a. Transportation to and from the convention site and during convention;
- b. Room at the single occupancy rate and,
- c. Meals when not included in the registration fee and or hotel/motel package.

5. Compensation:

The Business Manager shall be paid an annual salary of \$65,000 for the 2015-16 school year and \$66,500 for the 2016-17 school year.

6. Other:

All compensation and benefit amounts for the 2015-16 school year will be prorated based on a September 8, 2015 starting date.

IN WITNESS THEREOF: I have  
subscribed my signature this

\_\_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
(Business Manager)

IN WITNESS THEREOF: I have  
subscribed my signature this

\_\_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
(School District)