

**Northland Community Schools  
Independent School District #118  
Remer, Minnesota**

**MEMORANDUM OF EMPLOYMENT  
2023-2025**

An Agreement is made this 20<sup>th</sup> day of June, 2023, between Independent School District No. 118, Remer, Minnesota, hereafter called the party of the first part and **Tina Anderson**, hereafter called the party of the second part.

The party of the second part agrees to perform the prescribed duties of **Executive Secretary to the Superintendent (Executive Secretary)** as directed by the Superintendent of Schools, or his/her designated representative and the Board of Education for the period beginning July 1, 2023 through June 30, 2025 unless the party of the second part is terminated before June 30, 2025. The position of Executive Secretary is subject to the provisions of the Northland Community Schools Employee Handbook and School Board policy.

**2023-2024**

(\$19.38 per hour) 8 hours per day (2080 hours)	\$40,310.40
Insurance Benefit (For Health and Dental Insurance through the District)	\$7400
LTD (up to \$15.11 per month)	\$105.77
457 District Match	\$600
HSA Contribution*	\$1000

**2024-2025**

(\$19.76 per hour) 8 hours per day (2080 hours)	\$41,100.80
Insurance Benefit (For Health and Dental Insurance through the District)	\$7400
LTD (up to \$15.11 per month)	\$105.77
457 District Match	\$600
HSA Contribution*	\$1000

Hours of Service: 8 hours per day, 5 days per week including a working lunch. This position includes additional duties outside the normal work day that are required by the position, including attendance at School Board meetings for the purpose of taking minutes. The Executive Secretary will clock in and out for all work done for the district. A regular schedule will be approved by the Superintendent.

Overtime: Time and a half will be paid for all hours worked over 40 hours in any work week. The Executive Secretary will get permission from the Superintendent before working overtime.

Snow days: When the district is closed due to inclement weather during the school year the Executive Secretary shall be allowed to work from home or at school upon permission from the Superintendent or use a vacation or personal day.

Vacation

- 8 days of paid vacation per year
- Up to 3 vacation days can be carried over each year but must be used within 6 months after the end of the year or the executive secretary may request payment for those unused vacation days.

Leave

- 15 days per year sick leave, accumulated to 110 days.
- Illness of family members: Employee may use sick days for the illness or injury of a family member for reasonable periods of time as the employee's attendance may be necessary. Definition of immediate family is: spouse, children, grandchildren, mother, father, mother-in-law, father-in-law, and siblings. Such days are to be deducted from sick leave
- Up to 4 days per year for emergency leave, at the discretion of Superintendent, to be deducted from sick leave.
- Up to 3 days per year of bereavement leave for each death in the immediate family. Definition of immediate family is: spouse, children, grandchildren, mother, father, mother-in-law, father-in-law, and siblings. These days must be used within 4 weeks of the death, but do not need to be used consecutively. Such days are deducted from sick leave.
- Up to 4 personal days per year, not deducted from sick leave.

Other Benefits

- Staff Development – the district shall pay for expenses associated with staff development programs such as in-services, conferences, conventions and workshops in Minnesota with prior approval by the Superintendent. Expenses covered include registration fees, parking, meals, materials, mileage and lodging.
- 11 paid holidays (8 hours per day): July 4, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Years Eve Day, New Years Day, Good Friday, Memorial Day, Juneteenth

\_\_\_\_\_  
Tina Anderson

\_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Clerk