

# Martin County West Public Schools

Independent School District No. 2448  
105 East 5<sup>th</sup> Street, Sherburn, MN 56171  
507-764-2330

## MEMORANDUM OF EMPLOYMENT

**Kimberly Wubbena**

Name of Employee

**District Operations Assistant**

Assignment

It is hereby agreed by and between the Board of Education of District No. 2448 of Sherburn, Minnesota and the above named employee that said person shall perform all duties usually assigned to such employees in the Martin County West School District for the following period of time and wages.

- From July 1, 2024 to July 31, 2024 for \$25 per hour for up to 20 hours per week, paid monthly
- From August 1, 2024 to June 30, 2025 for \$25 per hour for up to 35 hours per week, paid monthly
- From July 1, 2025 to June 30, 2026 for \$25.50 per hour for up to 35 hours per week, paid monthly

It is further agreed that such employment may be terminated by either party subject to two weeks notice, and this agreement is subject to the laws of the State of Minnesota and the rules and regulations of the Martin County West Board of Education.

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**FRINGE BENEFITS****2024-25****2025-26****SCHEDULE:**

Year-round, up to 35 hours per week, except by special arrangement preapproved by the superintendent, scheduled by mutual agreement of the employee and superintendent.

**PAID TIME OFF:**

Beginning January 1, 2025, the employee will be granted 120 hours of paid time off to be used for illness, vacation, emergencies, and other circumstances that require the employee to manage during work hours. This will be pro-rated for the first year. Leave must be taken in minimum increments of 1 hour. Any unused leave will accumulate as sick leave up to a maximum of 135 days and may only be used for sick leave purposes once all other annual leave has been exhausted.

**PAID HOLIDAYS:**

The 11 holidays per year are: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, President's Day & Juneteenth. President's Day becomes a floating holiday if school is held on that date. Only holidays that fall on a regularly scheduled work day will be paid and pay will be for the number of regularly scheduled hours that day only.

**SNOW DAYS:**

Any scheduled school day when school is canceled due to snow, employees do not need to report to work. This is a day with pay. When school is dismissed early, employees may leave after school is closed and after checking with the superintendent. This is with pay. Only snow days that fall on a regularly scheduled work day will be paid and pay will be for the number of regularly scheduled hours that day only.

**HEALTH INSURANCE:**

District contribution of \$7,000 towards premium on a single policy or \$13,000 towards premium on a family policy. For the first year, this will be prorated to August 1, 2024.

**DENTAL & VISION INSURANCE:**

Option to buy group Dental & Vision Insurance that is offered by the district with the premium to be paid by the employee.

**403(B) CONTRIBUTION:**

403(b) contribution match from the district of up to \$600 per year.

**RESIGNATION:**

A minimum of 2 week notice for resignation is required.

**WORK YEAR:**

Date hired: 5/9/2024

12 months, 260 days