

# 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

**Jeremiah Anthonisen**

Name of Employee

**Buildings & Grounds Supervisor**

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 August 11, 2025 to June 30, 2026 for \$30 per hour for 40 hours per week, paid monthly
- From July 1, 2026 to June 30, 2027 for \$30.50 per hour for 40 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 2025-2027**

### **SCHEDULE:**

Full-time, year-round, except by special arrangement preapproved by the superintendent, scheduled by mutual agreement of the employee and superintendent.

### **OVERTIME:**

Requires preapproved by the superintendent. Building checks will be paid at the overtime rate, regardless of the number of hours worked during the week in which the building checks occur.

### **PAID TIME OFF:**

The employee will be granted 160 hours of paid time off to be used for illness, vacation, emergencies, and other circumstances that require the employee to manage during work hours. 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 and safe leave purposes once all other annual leave has been exhausted. One-half of any leave accrued as of 6/30/2025 in another position in the school district will be credited to the employee.

### **PAID HOLIDAYS:**

The 11 observed holidays per year are: New Year's Day, President's Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, and Christmas Day. President's Day becomes a floating holiday if school is held on that date.

### **SNOW DAYS:**

Any scheduled school day when school is canceled due to snow, the employee does not need to report to work and may instead work remotely. 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.

### **HEALTH INSURANCE:**

District contribution of \$8,000 towards premium on a single policy or \$14,000 towards premium on a family policy for 2025-2027.

### **LTD, LIFE, DENTAL & VISION INSURANCE:**

Option to buy group LTD, Life, 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 \$650 per year.

### **RESIGNATION:**

A minimum of 2 week notice for resignation is required.

### **WORK YEAR:**

Date hired: August 11, 2025. Full-time, 12 months, 2080 hours