

Martin County West Public Schools

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

MEMORANDUM OF EMPLOYMENT

Jacob Helmstetter

Name of Employee

Technology Coordinator

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, 2025 to June 30, 2027 for \$25 per hour for 40 hours per week, 11 months per year, 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

FRINGE BENEFITS 2025-2027

SCHEDULE:

40 hours per week, 11 months per year, except by special arrangement preapproved by the superintendent or principal. All work above and beyond this schedule will be paid to the employee as overtime at a rate of 1.5. The four weeks of non-contract time will be used on a schedule developed with the superintendent or principal.

PAID TIME OFF:

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. 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, 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. 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 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. 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.

LTD, LIFE, DENTAL & VISION INSURANCE:

Option to buy group Long-Term Disability, Life, Dental and 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:

July 1, 2025 - June 30, 2027: 11 months, 240 days @ 8 hours per day = 1,920 hours x \$25 per hour = \$48,000

HISTORY:

July 1, 2024 - June 30, 2025: 11 months, 240 days @ 8 hours per day = 1,920 hours x \$20 per hour = \$38,400