

Martin County West Public Schools

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

MEMORANDUM OF EMPLOYMENT

Alicia Swanson

Name of Employee

Central Office Executive 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 June 30, 2025 for \$22.33 per hour for 40 hours per week, paid monthly
- From July 1, 2025 to June 30, 2026 for \$23.20 per hour for 40 hours per week, paid monthly
- From July 1, 2026 to June 30, 2027 for \$23.65 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 2024-2027

SCHEDULE:

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

PAID TIME OFF:

The employee will be granted 130 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.

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 \$7,200 towards premium on a single policy or \$13,400 towards premium on a family policy for 2025-2026. District contribution of \$7,500 towards premium on a single policy or \$13,500 towards premium on a family policy for 2026-2027.

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 starting 2025-2026.

RESIGNATION:

A minimum of 2 week notice for resignation is required.

WORK YEAR:

Date hired: 1/10/2023

Full-time, 12 months, 2080 hours