EMPLOYMENT AGREEMENT

JULY 1, 2025 - JUNE 30, 2027

SHARON HAAKINSON

ADMINISTRATIVE ASSISTANT

AND

INDEPENDENT SCHOOL DISTRICT #0743

SAUK CENTRE, MINNESOTA

ARTICLE I
ARTICLES/PORTION OF THE CONTRACT

The articles here attached constitute an integral portion of the contract agreement between Independent School District #0743, Sauk Centre, Minnesota, and Sharon Haakinson.

ARTICLE II
DEFINITIONS

1. EMPLOYER - In all articles, Independent School District #0743 shall be referred to as the District.

2. EMPLOYEE - In all articles, Sharon Haakinson shall be referred to as the Administrative Assistant.

ARTICLE III
BASIC SERVICES

The Administrative Assistant shall faithfully and confidentially perform the services prescribed by the job description and the Superintendent of Schools whether or not such services are specifically described in the job description, abide by the rules, regulations, policies as established by the School Board and the Minnesota Department of Education, and any additions or amendments thereto, for the salary and benefits indicated herein, and all state and federal laws relevant thereto.

ARTICLE IV
DURATION

This contract shall remain in full force and effect, except if modified by mutual consent of the School Board and the Administrative Assistant or unless terminated as provided by law.

This contract shall be in full force and effect through June 30, 2027. At the conclusion of its term or any agreed to extension thereof neither party shall have any further claim against the other party, and the District's employment of the Administrative Assistant shall cease.

ARTICLE V
SEVERABILITY

Should any portion of this contract be found to be in violation of state law, both parties agree to immediately negotiate appropriate modifications. Unless otherwise mutually agreed, all other provisions of the contract shall remain in full force and effect.

ARTICLE VI
TERMINATION DURING TERM

The Administrative Assistant's employment may be terminated during the term of this contract only for cause defined in M.S. 122A.40 Subds. 9 or 13. Except for the purposes

of describing the grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable. If the School Board proposes to terminate the Administrative Assistant during the contract term for cause as defined in M.S. 122A.40, it shall notify the Administrative Assistant in writing of the proposed grounds for termination. The Administrative Assistant shall be entitled to a hearing before an arbitrator provided the Administrative Assistant makes such a request in writing within fifteen (15) calendar days after receipt of the written notice of the proposed termination. In such event, the parties shall jointly petition the Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the normal striking process as provided by BMS rules. The arbitrator shall conduct a hearing under normal arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding upon the parties, subject to normal judicial review of arbitration decisions as provided by law. The Administrative Assistant may be suspended with pay pending final determination by the arbitrator. If the Administrative Assistant fails to request a hearing as provided herein within the fifteen (15) calendar day period, it shall be deemed acquiescence by the Administrative Assistant to the School Board's proposed action and the proposed action shall become final on such date as determined by the School Board, and the Administrative Assistant shall have no further claim or recourse.

ARTICLE VII
DUTY YEAR/DUTY DAYS

The Administrative Assistant's duty days shall be 260 days, per fiscal year as scheduled with the superintendent, from which leaves, holidays, and vacation shall be subtracted as appropriate.

ARTICLE VIII
VACATION/HOLIDAYS

The Administrative Assistant shall be granted eighteen (18) days of annual paid vacation. The Administrative Assistant may carry over five (5) unused vacation days to the following year up to a maximum of twenty-three (23) days. Additional days may be carried over to following year with written consent of the Superintendent.

Employees who leave the district from a vacation eligible position will be compensated for unused, accrued vacation. Accrued vacation will be prorated to the date of separation. If employees leaving the district have used more than their prorated vacation total, a deduction will be made from their final pay.

The Administrative Assistant is entitled to the following paid holidays: New Year's Day, Good Friday, Memorial Day, Juneteenth, 4th of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve. Martin Luther King Day and President's Day will also be holidays if school is not in session. If school is in session, these will be normal working days.

ARTICLE IX
LEAVES

Leaves will be granted the Administrative Assistant as follows:

Sick & Safe Leave: Twelve (12) days per year, cumulative to one hundred ten

(110) days. Annual sick and safe leave shall accrue at the start of the fiscal year. State Statue 181.9447 (ESST) defines what this leave can be used for and which family members are included.

Family & Medical Leave Act: As prescribed by law.

Bereavement Leave: Maximum of five (5) days per occurrence for immediate family will be granted without deduction in compensation or sick leave, in the event of death in the Administrative Assistant's immediate family. Immediate family is defined as the employee's child (including step, adopted foster), adult child, spouse, sibling, parent, parent-in-law, grandchild, grandparent, or stepparent or other relative living in the same household as the Administrative Assistant.

Jury Duty Leave: If the Administrative Assistant is called to serve jury duty, she shall be provided leave with pay for each of required jury duty service. The Administrative Assistant shall notify the School District of dates of pending absences within 72 hours following notice of jury duty. The Administrative Assistant shall reimburse the School District any per diem paid to a juror by the Court for jury duty service except she shall retain any mileage or meal allowance paid by the court.

ARTICLE X
MEDICAL INSURANCE

The employer shall provide the Administrative Assistant and his eligible dependents with medical insurance selected from the menu of insurance coverage options offered by the District. Monthly payments towards medical insurance shall be as follows:

July 1, 2025 – June 30, 2026	$1025.00 per month
July 1, 2026 – June 30, 2027	$1075.00 per month

In the event this Contract will cause or does cause penalties, fees, or fines to be assessed against the District, the parties agree to reopen negotiations that result in a revised Contract between the parties that eliminates or reduces penalties, fees, or fines to be assessed against the School District. The amount of any reduction in the School District's contribution toward the Administrative Assistant's healthcare benefits as a result of addressing the 'highly compensated' component of the ACA will be placed into another School District-provided benefit(s) (i.e., a retirement HRA, salary etc) as agreed upon between the parties. Any remaining insurance contribution dollars, after the high deductible plan premium has been paid, will be contributed to the Administrative Assistant's HSA account.

ARTICLE XI
BASIC SERVICES COMPENSATION

Compensation for "basic services" rendered in the capacity of " Administrative Assistant" shall be as follows:

July 1, 2025 – June 30, 2026	$29.50/hour

July 1, 2026 – June 30, 2027 $31.50/hour

Said compensation shall be in addition to compensation or fringe benefit provisions.

Additional Compensation/Provisions:

1. The Administrative Assistant shall be provided with a school vehicle when traveling on school business at the District's expense. In the event that the superintendent approves the use of the Administrative Assistant's private vehicle; she will be reimbursed as per School Board policy.

2. The Administrative Assistant shall be reimbursed for all legally valid expenses and fees for attendance at professional meetings and conferences when attendance is required, directed, or previously approved by the superintendent.

3. The Administrative Assistant shall be a member of the Public Employee's Retirement Association and the District and the Administrative Assistant shall contribute to said program as required by law.

4. The District shall provide the Administrative Assistant with Long-Term Disability Insurance, which shall not be less than what is provided for licensed staff under the policy the District contracts for with the selected vendor.

5. The School District will pay the annual membership dues for the Administrative Assistant for the Minnesota Superintendents' Office Personnel Association (MSOPA)

ARTICLE XII
MATCHING 403b PLAN

The employer will make available to the Administrative Assistant a matching 403b plan. The employer will make matching contributions to the plan based on the following schedule:

Years of Service	Matching Amount
1st – 2nd	$200
3rd - 5th	$400
6th - 8th	$800
9th - 11th	$1,200
12th –14th	$1,600
15+ years	$2,000

Requirements to Participate: The following subdivisions shall be applicable to this section:

1. Prior to July 1 of any year, Administrative Assistant shall declare her intent to participate in a 403b matching program contribution plan by submitting a signed Intent to Participate form to the payroll department.

Responsibility for filing said form is solely the responsibility of the Administrative Assistant. Failure to file said form shall exclude the employee from participation during that year. An Intent to Participate form shall be binding until a written and signed withdrawal of participation is provided to the payroll department.

In order for the Intent to Participate form to be valid, it is the Administrative Assistant's responsibility to have all vendor accounts established and all vendor forms appropriately completed and signed. Failure on the part of the employee to do so will void any School District match for said year.

2. The Administrative Assistant may, through payroll deduction, as indicated on the Intent to Participate form, contribute any dollar amount up to or in excess of the School District contribution, provided that they are responsible for and comply with all applicable rules and statutes.

3. The School District and the Administrative Assistant will direct their contributions to the same vendor. The School District's contribution will match the Administrative Assistant's contribution dollar-for-dollar, up to the yearly maximum.

4. Contributions (Employee and Employer) as defined on the annual Intent to Participate form shall be remitted twice monthly, July through June.

5. The Administrative Assistant shall choose a vendor from the School District established list in order to participate.

6. Management of both the portfolio of individual investments and the School District contributions shall be solely the responsibility of the Administrative Assistant in whose name these investments have been made. The School District absolutely assumes no current or future liability for contributions made to these plans or for investment earnings (losses), which may accrue to these portfolios as a result of investment decisions, which are made by the Administrative Assistant.

7. The Administrative Assistant is not to construe any plan or the district contributions to any plan or the opportunity of the employee to match such contributions as legal, tax, or investment advice by the School District.

8. The management of both the individual and School District contributions shall be solely the responsibility of the Administrative Assistant in whose name the contributions have been made. The Administrative Assistant should consult her own attorney, accountant, and investment advisor as to legal, tax, and investment issues relating to contributions in any plan.

9. The School District has neither reviewed nor approved any investment programs, which the Administrative Assistant may obtain by way of contributions under any plan.

10. The Administrative Assistant agrees to indemnify and hold harmless the School District from any adverse investment experience arising from or connected with contributions to any plan.

11. There shall be no School District contribution for employee on a leave of absence.

The maximum lifetime contribution to the plan for the Administrative Assistant will be $25,000.

Contributions will be made twice each month.

ARTICLE XV
ENDORSEMENT

The preceding Articles I-XII, as stipulated, are hereby mutually approved, endorsed and incorporated as an integral portion of the continuing contract between Independent School District #0743, Sauk Centre, Minnesota, the employer, and Sharon Haakinson, Administrative Assistant.

Ann Hess

Chair, Board of Education
Independent School District #0743
Sauk Centre, Minnesota

Sharon Haakinson

Administrative Assistant
Independent School District #0743
Sauk Centre, Minnesota

06/16/2025

Clerk, Board of Education
Independent School District #0743
Sauk Centre, Minnesota

Dated: _____

Dated: 05/27/2025