EMPLOYMENT AGREEMENT

JULY 1, 2025 - JUNE 30, 2027

AMY THIESCHAFER

PAYROLL & HUMAN RESOURCE MANAGER

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 Amy Thieschafer.

ARTICLE II
DEFINITIONS

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

2. EMPLOYEE - In all articles, Amy Thieschafer shall be referred to as the Payroll & Human Resource Manager.

ARTICLE III
BASIC SERVICES

The Payroll & Human Resource Manager 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 Payroll & Human Resource Manager 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 Payroll & Human Resource Manager 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 Payroll & Human Resource Manager'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 Payroll & Human Resource Manager during the contract term for cause as defined in M.S. 122A.40, it shall notify the Payroll & Human Resource Manager in writing of the proposed grounds for termination. The Payroll & Human Resource Manager shall be entitled to a hearing before an arbitrator provided the Payroll & Human Resource Manager 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 Payroll & Human Resource Manager may be suspended with pay pending final determination by the arbitrator. If the Payroll & Human Resource Manager fails to request a hearing as provided herein within the fifteen (15) calendar day period, it shall be deemed acquiescence by the Payroll & Human Resource Manager 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 Payroll & Human Resource Manager shall have no further claim or recourse.

ARTICLE VII
DUTY YEAR/DUTY DAYS

The Payroll & Human Resource Manager'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 Payroll & Human Resource Manager shall be granted twenty (20) days of annual paid vacation. The Payroll & Human Resource Manager may carry over five (5) unused vacation days to the following year up to a maximum of twenty-five (25) 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 Payroll & Human Resource Manager shall be 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 Payroll & Human Resource Manager as follows:

Sick & Safe Leave: Fifteen (15) 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 in the event of death in the Payroll & Human Resource Manager immediate family, and one (1) day for a person outside of the immediate family will be granted without deduction in compensation or sick leave. 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 Payroll & Human Resource Manager.

Jury Duty Leave: If the Payroll & Human Resource Manager is called to serve jury duty, she shall be provided leave with pay for each of required jury duty service. The Payroll & Human Resource Manager shall notify the School District of dates of pending absences within 72 hours following notice of jury duty. The Payroll & Human Resource Manager 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 District shall provide the Payroll & Human Resource Manager and her 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	$1050.00 per month
July 1, 2026 – June 30, 2027	$1125.00 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 Payroll & Human Resource Manager'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 Payroll & Human Resource Manager's HSA account.

ARTICLE XI
BASIC SERVICES COMPENSATION

Compensation for "basic services" rendered in the capacity of "Payroll & Human Resource Manager" shall be as follows:

July 1, 2025 – June 30, 2026	$40.00/hour
July 1, 2026 – June 30, 2027	$43.00/hour

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

Additional Compensation/Provisions:

1. The Payroll & Human Resource Manager will 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 Payroll & Human Resource Manager's private vehicle, she will be reimbursed as per School Board policy.

2. The Payroll & Human Resource Manager 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 School District will pay the annual membership dues for the Payroll & Human Resource Manager for the Minnesota Association of School Business Officials (MASBO).

4. The Payroll & Human Resource Manager shall be a member of the Public Employee's Retirement Association and the District and employee shall contribute to said program as required by law.

5. The Payroll & Human Resource Manager shall be allowed to utilize the District's Flexible Benefit Program.

6. The District shall provide the Payroll & Human Resource Manager with Long-Term Disability Insurance with full coverage, which shall not be less than what is provided for licensed staff under the policy the District contract for with the selected vendor.

7. The School District shall contribute up to $400 per year towards the cost of life insurance.

ARTICLE XII
MATCHING 403b PLAN

The District will make available to the Payroll & Human Resource Manager a matching 403b plan. The District will make matching contribution of $2,000.00 for each year of the contract.

The maximum lifetime contribution to the plan for the Payroll & Human Resource Manager will be $25,000.

Contributions will be made twice each month.

ARTICLE XIII
RETIREMENT

Upon completing at least 10 years of service to the School District, the District will pay the Payroll & Human Resource Manager (or her estate) 50% of accumulated sick leave days at her daily rate of pay in compensation upon retirement, subject to qualifying under PERA, or death.

In addition, an employee retiring from the School District who currently qualifies for health insurance and qualifies for PERA benefits shall be eligible to remain in the existing health and hospitalization insurance program. The District shall contribute 70% of the yearly applicable amount specified in Article X of this agreement toward coverage per month for no more than 120 months from the effective date of retirement. Any additional amount of premium would be prepaid by the retiree. Employees hired after January 1, 2019 are not eligible for this benefit.

ARTICLE XIV
ENDORSEMENT

The preceding Articles I-XIII, 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 Amy Thieschafer, Payroll & Human Resource Manager.

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

Payroll & Human Resource Manager
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