

**BUSINESS MANAGER'S CONTRACT
HOLDINGFORD PUBLIC SCHOOLS**

The School Board of Independent School District No. 738, Holdingford, Minnesota, enters into this agreement with Garrity Gerber who agrees to perform the duties of Business Manager of Holdingford Public Schools 2023-2024 and 2024-2025 school years.

The following provisions apply and are part of this At Will Contract:

1. Duty Year

The Business Manager's basic work year shall consist of 260 business days less the holidays described in Leaves. A maximum of 2 days will be allowed per school year for all day cancellations; the Business Manager will not be required to use vacation leave for these days. In the event school is delayed or closed early because of inclement weather or other building related emergencies, the Business Manager will be excused at the time the Superintendent says employees may be permitted to leave without a payroll deduction.

2. Leaves:

1. Vacation:

The Business Manager shall earn twenty (20) working days of annual paid vacation each year. Vacation will be credited on July 1 of the fiscal year. Ten (10) vacation days may be carried over into the next fiscal year for a maximum of thirty (30) days.

In the 10th year of employment the Business Manager shall earn twenty-five (25) days of vacation each year. Ten (10) vacation days may be carried over into the next fiscal year for a maximum of thirty-five (35) days.

The scheduling of all vacation time shall be determined by the Business Manager and Superintendent of the District. When a holiday falls within the Business Manager's vacation, another day will be allowed for vacation. Any accrued vacation days will be paid upon termination. If the Business Manager leaves employment before the end of a fiscal year, any used but unearned days will be paid back to the district.

2. Holidays:

The following are paid holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Day after Thanksgiving	Fourth of July
Good Friday	Christmas Eve Day
Christmas Day	Juneteenth
2 Floating Holidays	

Holidays falling on a Saturday or Sunday may be taken on the nearest available work day.

3. Sick Leave:

The Business Manager shall earn sick leave at the rate of twelve (12) days for each year of service in the employ of the District accumulated to one hundred fifty-six (156) days. Accrual of Sick Leave shall be per pay period throughout the work agreement year. Sick leave with pay shall be allowed whenever the Business Manager absence is found to have been due to illness and/or disability to the Business Manager or their immediate family which prevented the Business Manager attendance and performance of their duties on that day or days.

4. Emergency Leave:

An employee shall be granted ten (10) non-accumulative paid emergency leave days each fiscal year to be used with an employee request and the Superintendent's approval for such emergencies as deaths, funerals, family illness not covered by sick leave, court appearances, estate settlements and acts of God. Emergency leave will be granted as a full day leave or a portion of a full day depending on the situation. Five (5) of these days will be paid and the other five (5) will be deducted from sick leave.

5. Medical Leave:

The Business Manager, if unable to perform duties because of illness or disability, shall upon request, be granted medical leave of absence up to one (1) year in duration without pay. The School Board may, in its discretion, extend such a leave upon written request. A request for medical leave of absence or extension thereof pursuant to this section shall be accompanied by a doctor's written statement outlining the conditions of health and estimated time at which the Business Manager is expected to be able to resume normal responsibilities. The Business Manager, when on medical leave of absence, is eligible to continue to participate in group insurance programs as permitted under the insurance policy provisions, but shall pay the entire premium for the program as the Business Manager wishes to retain, commencing with the beginning of the leave.

6. Disability:

If the Business Manager is unable to perform regular duties because of personal illness or disability and has exhausted all accumulated sick leave, the School District shall provide additional paid sick leave at a salary equal to 66.7% percent of the regular salary until the expiration of the waiting period for long term disability insurance.

3. Insurances:

Term Life Insurance:

The School District shall provide the Business Manager one (1) years' salary of Term Life Insurance coverage each year.

Group Health Insurance:

For the 2023-2024 contract year the District will contribute up to \$26,250 for single or dependent health insurance coverage on the District's group health and hospitalization plan. Any benefit amount above the cost of premiums will be contributed into a VEBA.

For the 2024-2025 contract year the District will contribute up to \$27,563 for single or dependent health insurance coverage on the District's group health and hospitalization plan. Any benefit amount above the cost of premiums will be contributed into a VEBA.

VEBA option for Non-Insurance Participants:

Any employee who is not enrolled or a dependent in the district health insurance plan and provides the District with proof of other group health coverage, will receive up to \$10,000 in 23-24 and \$10,000 in 24-25 deposited into a VEBA. VEBA contributions will be made monthly and will be 1/12 of the total.

In the event this Contract will cause or does cause penalties, fees, or fines to be assessed against the School District, the parties agree to reopen negotiations that result in a revised Contract between the parties that eliminate or reduce penalties, fees, or fines to be assessed against the School District. The amount of any reduction in the School District's contribution toward the employee's healthcare benefits as a result of addressing the 'highly compensated employee' component of the ACA will be placed into another School District-provided benefits(s) (i.e., a retirement VEBA, salary, combination, etc.) as agreed upon between the parties.

Long Term Disability Insurance:

The School District shall provide the Business Manager coverage of a L.T.D. Insurance policy equal to one (1) years' salary.

4. Other Benefits:

1. Dues: The Business Manager will receive membership in MASBO.
2. Tax-Sheltered Annuities: The Business Manager shall be eligible to participate in a tax-sheltered annuity plan through payroll deduction. The District will provide a match of \$1,500 in fiscal year 2023-2024 and \$1,500 in fiscal year 2024-2025.
3. Severance: \$2,000 per year will be deposited into a Retiree VEBA account. Payments will be made monthly.
4. State Conventions: The Business Manager will have permission to attend State conventions every year.

The School District is to pay for the following convention expenses:

- a. Transportation to and from the convention site and during convention;
- b. Room at the single occupancy rate and,
- c. Meals when not included in the registration fee and or hotel/motel package.

5. Compensation:

The Business Manager shall be paid an annual salary of \$81,375 for the 2023-2024 school year and \$84,630 for the 2024-2025 school year.

The District will agree to add the following amounts to the agreed upon annual salary upon proof of completion:

1. MASBO Certification: \$500

IN WITNESS THEREOF: I have
subscribed my signature this

23rd day of October, 2023



(Business Manager)

IN WITNESS THEREOF: I have
subscribed my signature this

16th day of Nov, 2023



(School District)