

Southern Plains Education Cooperative

EMPLOYEE LETTER OF ASSIGNMENT/ADMINISTRATIVE COORDINATOR AGREEMENT

Employee ~~At Will~~. The person referenced herein as the Coordinator of Alternative Programs is an employee ~~at will~~ and serves at the discretion of the Southern Plains Education Cooperative School Board.

The purpose of this document is meant to set forth the wages and benefits for the position held.

Employee: Stephanie Schmitz

Position: Coordinator of Alternative Programs

Job Description: See attached

Salary: The base salary will be \$ ~~67,596.13~~ \$78,961.92 for the 201~~6~~4-201~~7~~5 school year and ~~\$69,375.42~~ \$83,470.65 for the 201~~7~~5-201~~8~~6 school year, and is subject to deductions for taxes and other withholdings as required by law or the policies of the Cooperative.

Work Day & Contract Duration:

This agreement represents a ~~225~~40 day contract. The ~~225~~40 days are inclusive of 175 student contact days with the remaining days flexed as the needs of business dictates. This agreement will commence on July 1, 2014 and continue until modified by mutual agreement between the parties to the agreement.

Benefits:

1. Health and Hospitalization District Contribution: The Cooperative shall contribute 100% of the premium coverage of single health/hospitalization insurance for the 2014-2015 & 2015-2016 school years.

2. Long Term Disability Insurance: The Cooperative shall contribute up to .475% of the employee's basic monthly salary for the 2014-2015 & 2015-2016 school years. Income protection will be 66 2/3 % of basic monthly salary for all employees working over 30 hours per week, ~~not to exceed \$4,000 per month.~~

3. Term Life Insurance-Accidental Death and Dismemberment: The Cooperative shall contribute \$105 per year, for the school district group \$50,000 term life/accidental death and dismemberment plan for employees who are employed 20 or more hours per week in the school district.

4. Liability Insurance: The employee will be covered by the Cooperative's liability insurance and blanket bond of faithful performance while conducting school business.

5. 403(b) Match Plan: Employees employed by the Cooperative are eligible to participate in a 403(b) Math tax-sheltered annuity plan as allowed under Minnesota Statute 356.24 and under the terms listed below.

a. The employee must elect to participate in the 403(b) annuity-matching program pursuant to the plan of his/her choosing at the beginning of the plan year. The maximum contribution shall be \$30,000. The matching contribution for the 201~~6~~4-201~~7~~5 & 201~~7~~5-201~~8~~6 school years shall be ~~\$30~~\$500.00

Absences/Leaves:

1. While on jury duty, for any day paid by the school district, the employee shall reimburse the Cooperative the stipend paid for performing jury service. Travel and other expenses paid are kept by the employee.

2. Sick Leave: 15 days shall be credited at the beginning of the year. Unused sick leave days may be accumulated to a maximum of 135 days.

a. Sick leave with pay shall be allowed whenever absence is found to have been due to the employee's illness and/or disability that prevented attendance and performance of duties on that day or days.

b. The school district may require the employee to furnish a medical certificate from a qualified physician or licensed professional as evidence of illness, indicating such absence was due to illness, in order to qualify for sick pay. However, the final determination is reserved for the Cooperative and the employee will be advised in the event that a medical certificate is needed.

c. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

d. Any employee who becomes pregnant may utilize earned sick leave according to the provisions as outlined above when necessary due to pregnancy, childbirth, and other related medical conditions as verified by a physician.

i. The pregnancy related leave will commence on the date to be determined by the Director and the employee. The district will require statements from a physician to use in determining the date for initiating the leave and the date for concluding the leave.

ii. Upon completion of the sick leave, the employee shall be reinstated to her original job or a position of like status and pay.

iii. At the conclusion of a pregnancy-related sick leave, an employee may take childcare leave under the provisions outlined below.

3. Childcare Leave: The board shall grant a child care leave up to one school year without pay or fringe benefits to an employee for the purpose of providing full-time parental care to a natural-born or adopted child or children. This is limited to one parent unless an emergency situation occurs.

a. In the event a pregnant employee chooses child care leave, she shall submit written application no less than three (3) months prior to commencing the leave. Leave will commence on the date to be agreed upon between the Director and the employee. A statement from a physician may be needed in order to determine the date for initiating leave.

b. In the event of adoption, the employee shall submit a written application for childcare leave upon learning the date of the home placement.

c. Requests for childcare leave of emergency nature shall be written and submitted to the Director. Such requests shall be subject to the approval of the school district.

d. The school district may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are consistent with some natural break in the school year.

e. An employee on childcare leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions. The premiums for the programs retained shall be paid by the employee commencing with the beginning of childcare leave.

f. Upon conclusion of the childcare leave, and upon signifying the intent to return to work, the employee shall be reinstated to the original job or to a position of like status and pay. The employee shall retain seniority, salary, and fringe benefits accrued prior to taking childcare leave.

g. An employee shall not be eligible for sick leave while on childcare leave.

3. Family Leave: Up to five (5) days per year, non-accumulative with loss of sick leave, shall be granted in cases which cannot be scheduled outside of the work day, for absence due to serious illness or injury (an illness the medical community would consider as life threatening or life altering) or death in the immediate family – parents, brothers, sisters, husband, wife, children – of the employee or spouse.

a. A request for more than five (5) days may be presented to the Director who shall have the authority to grant additional days if the request is judged to be valid. These additional days will be non-accumulative and will be deducted from accrued sick leave.

b. Up to two (2) days non-accumulative days per year, with loss of sick leave, shall be granted for death or serious illness of relatives as listed: aunt, uncle, grandparents, grandchildren, nieces, nephews, sons-in-law, daughters-in-law, or first cousins of the employee or spouse.

4. Personal Leave: ~~Two-Four~~ (24) paid days, of personal leave each year without loss of pay shall be granted.

5. Workers' Compensation: Time lost because of an accident while on the job will not be deducted from sick leave if the employee accepts the Workers' Compensation in lieu of salary. An employee eligible for workers' compensation may continue to receive full salary if the employee endorses the workers' compensation remuneration over to the Cooperative. One-third (1/3) day of sick leave will be deducted for each day the employee continues on full salary; not to exceed total amount of accumulated sick leave.

6. Other Leaves:

a. Employees may, without deduction from pay or leave, attend local funerals when such absences involve two hours or less and when duties can be arranged for within the staff at no cost to the school district. The number of leaves approved shall be determined by the Director.

7. Emergency School Closings: In the event a work day is compromised or a student day is lost due to an emergency situation such as inclement weather, the employee will perform duties that day or other such day in lieu thereof as the member school district and/or Cooperative shall determine.

8. Mileage Reimbursement: When it becomes necessary for private automobiles to be used for official business of the school district, the rate of reimbursement shall be at the federal government rate of allowable reimbursement.

9. Dues: The employee is encouraged to belong to and participate in appropriate professional educational and civic organizations where such membership will serve the best interests of the Cooperative. Accordingly, the Cooperative will pay up to \$1000 per year for membership in professional or civic organizations pending the submission of appropriate documentation.

10. Cell Phone. The Cooperative shall pay \$40 per month for cell phone use.

~~Your employment with Southern Plains Education Cooperative is at will, and either party can terminate the working relationship at any time with or without just cause.~~

You acknowledge that this ~~at will~~ letter of assignment represents the entire agreement between you and the ~~School District~~ Cooperative and that no verbal or written agreements, promises, or representations that are not specifically stated in this letter of assignment are or will be binding upon the ~~School District~~ Cooperative. This ~~at will~~ letter of assignment shall only be effective after it has been authorized

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| by the [School Cooperative](#) Board in appropriate action, recorded in its minutes, and executed by the parties. If you are in agreement with the above outline, please sign below.

Employee's Signature: _____ Date: _____

Board Chair's Signature: _____ Date: _____

Director's Signature: _____ Date: _____