

Southern Plains Education Cooperative  
District 0915  
Worker's Agreement for Business Manager  
Dawn Becker

This worker's agreement covers the Business Manager in the Southern Plains Education Cooperative office. This position is for 12 months, 260 working days each fiscal year.

A work calendar of 260 days will be submitted to the Director by July 1 of each year.

In the event school must be held on days normally considered to be non-contract days because of an emergency to meet the required attendance days, the days worked would be considered contract days. If additional work days are required, the employee will be paid at the regular hourly rate.

**BASIC WORK DAY**

1. July 1, 2015 through June 30, 2017

The employee will work 8 hours per day for 260 days.

**FRINGE BENEFITS**

1. Health and Hospitalization District Contribution: For the 2015-2016 and 2016-2017 school years the Cooperative shall contribute \$0.00 for premium coverage of single or family health/hospitalization insurance. The employee and eligible dependents may qualify and be enrolled in the Cooperative group health hospitalization plan in the future.
2. Income Protection insurance: The S.P.E.C. will carry income protection insurance for any employee who works thirty (30) hours or more per week during the regular school year.
3. Liability insurance: The employee will be covered by the Cooperative's liability insurance and blanket bond of faithful performance while conducting school business.
4. Life Insurance: The Cooperative shall contribute up to \$100 per year toward the premium of \$50,000 group term life insurance for employees working a minimum of twenty (20) hours per week.

**TERMINATION, SEPARATION, SEVERANCE**

1. Termination: Employees in this position are at will. If positions are eliminated by the Board, the employees in the positions will be notified and advised of their rights for continued employment within ten days of final Board action.
2. Separation: If an employee is separated from the Cooperative before the end of the current contract year, three weeks' notice will be given the employee in advance of dismissal unless discharged for cause. Employee will give three (3) weeks' notice in advance of the effective date of resignation.
3. Severance Pay: Severance pay shall be paid based on the following schedule:

15-19 Years of Service	30 Days' Salary
20+ Years of Service	40 Days' Salary

The amount paid shall be based on the last full contract year of employment and prorated for any year in which the employee worked partial days. Severance pay shall be paid by the Cooperative in a lump sum at the end of the contract or equal installments not to exceed five years from the effective date of the resignation, at the employee's option. If the employee dies before the severance payment has been made, the balance due shall be paid to the named beneficiary, or lacking the same, to the estate of the deceased.

Employees who retire between the ages of 55-65 may remain in the health and hospitalization group until age 65 by paying premium costs to the district. Termination from the group will occur if payment of premium is not made within 30 days of the due date as notified by the business office.

## ABSENCES, LEAVES, VACATIONS, HOLIDAYS

1. When the employee is absent a substitute may be employed, subject to the recommendation of the Director.
2. While on jury duty, for any day paid by the school district, the employee shall reimburse the Cooperative the stipend paid for performing jury services. Travel and other expenses paid do not have to be reimbursed to the Cooperative.
3. Sick Leave: 15 days of sick leave will be credited to the employee at the beginning of a full given year, accumulative to 115 workdays (including accrued sick leave from former district employer). Partial work years will be prorated.
4. Family Leave: Up to five (5) days per year, non-accumulative with loss of sick leave, shall be granted in case of absence because of serious illness or injury (one that requires a doctor's examination) or death in the immediate family (parents, brothers, sisters, husband, wife, children) of the employee or his/her spouse (exception: absence as a result of serious illness of children under age 18 is covered under Minnesota Statute and will result in loss of accumulated sick leave).

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

A request for more than five (5) days may be presented to the Director who shall have the authority to grant additional benefits, if in his/her judgment such a request is valid. These additional days are non-accumulative and will be deducted from accrued sick leave days.

5. Child Care Leave: The Board shall grant a child care leave up to one (1) school year without pay or fringe benefits to the employee for the purpose of providing full-time parental care to his or her natural born or adopted child or children. This is limited to one parent unless an emergency situation occurs.

A written request for a pregnancy related child care leave should be submitted no less than three (3) months prior to the beginning of the child care leave. The Board may require a statement from the employee's physician for use in determining the date for initiating the leave. In the event of an adoption, the employee shall submit a written application for child care leave upon learning the date of home placement. Leave will begin on a date to be agreed upon between the employee and the Director.

In the case of pregnancy, sick leave may be used in conjunction with a child care leave. A physician's statement will be required as part of the request for use of sick leave. Under normal conditions, sick leave should not exceed six (6) weeks in duration or should not exceed the amount of sick leave accumulated. An employee shall not be eligible for sick leave during a period of time covered by child care leave.

Following the granted leave and upon signifying intent to return to work, the employee shall return to the original job or a position of like classification and pay. The employee shall notify the district four (4) weeks in advance of returning to work.

6. 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 school district. One-third (1/3) day of sick leave will be deducted for each day the employee continues on full salary, not to exceed the total amount of accumulated sick leave.
7. The employee may attend local funerals without deduction from pay or leave when such absences will involve only an hour or so and the employee's duties can be arranged within the staff.

8. Two (2) days of personal leave without salary deduction may be granted per year upon recommendation of the Director. After 10 years of service, three (3) days may be granted per year. Personal leave will be granted on the basis of the employee's inability to conduct personal business during off-school hours. Personal Leave days not used during a fiscal year do not carry over or accrue.
9. The employee will be eligible for additional paid vacation days at the beginning of the fourth year of employment as follows:
 

Employment years 1-3=	3 weeks (15 working days)
Employment years 4+=	4 weeks (20 working days).
10. Holidays: Employee shall receive ten (10) paid holidays as listed: New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve Day and Christmas Day.
11. In the event of delayed start to the school day, the employee will report to work no later than thirty (30) minutes prior to the delayed starting time of school. **If** school is canceled prior to the normal starting time, the employee will report to work when possible. **If** the employee determines he/she is unable to report to work, the day will not be counted as a contract day and will be worked at a later time. **If** the employee is directed not to report to work, the day will be counted as a contract day. **If** unable to report to work because of inclement weather on a day when school is in session, the employee will incur loss of wages or being given the option to use a personal or vacation day.

**DURATION**

This agreement shall remain in force for a period commencing on July 1, 2015 through June 30, 2017 and thereafter until modified by mutual agreement between the parties to the agreement.

**Salary Schedule**

Exempt position

2015-2016	\$58,195
2016-2017	\$59,940

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Dawn Becker, Business Manager

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Date

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Sarah Mittelstadt, Director

\_\_\_\_\_  
Date