

**Independent School District No. 318  
Individual Employment Agreement**

The School Board of Independent School District No. 318, Grand Rapids, Minnesota (“School District”) enters into this agreement (“Contract”) with **JESSICA BOBROWSKI**, (“Employee”) who agrees to perform the duties of **Indian Education Coordinator**.

**Article I  
Contract Term, Expiration, and Termination**

**Section 1. Duration**

This Contract shall be for the period commencing on **July 1, 2023** and ending on **June 30, 2025**. It shall remain in full force and effect unless modified by mutual consent of the School Board and **Indian Education Coordinator**, or unless terminated as provided in this Contract.

**Section 2. Expiration**

This Contract will automatically expire and terminate at the end of its term on **June 30, 2025**, and the **Indian Education Coordinator’s** employment shall cease, unless a subsequent contract is approved by the School Board and signed by both parties. At the conclusion of the term of this Contract, neither party shall have any further claim against the other.

**Section 3. Termination During the Term of the Contract**

A. The **Indian Education Coordinator** is an “at-will” position, and nothing in the School District’s policies, handbooks, actions or employment contracts governing other employees shall be construed to alter the at-will nature of the **Indian Education Coordinator** status. The **Indian Education Coordinator** understands that the School District may terminate her employment at any time for any reason or for no reason, provided the reason is not in violation of state or federal law. The **Indian Education Coordinator** position does not require a license from the Minnesota Department of Education or applicable state or federal law; therefore, Minnesota Statutes §122A.40 does not apply to this Contract.

**Article II  
Duty Year, Salary, Work Assignment and Evaluation**

**Section 1. Duty Year**

The Duty Year for the **Indian Education Coordinator** shall be **180 days per year**. The Employer shall direct how, when, and in what manner the Employee's duty day, duty month, and duty year shall be structured. Employee's pay shall be based on working 7.5 hours per day, 180 days per year, from July 1, 2023 through June 30, 2025.

## Section 2. Wage

**Indian Education Coordinator** shall be paid \$30.30/hour during 2023-2024 contract year. **Indian Education Coordinator** shall be paid \$30.91/hour during 2024-2025 contract year.

The **Indian Education Coordinator** is eligible for additional pay added to her hourly wage for longevity in the District. Longevity pay will be added in the year after the employee reaches the years of service below:

5-7 years	\$0.25 per hour
8-10	\$0.81
11-13	\$1.07
14-16	\$1.33
17+	\$1.59

Wages will be paid to the **Indian Education Coordinator** for hours worked following the pay period in which they are worked. Annual payroll schedules will be determined by the District and will be available prior to the start of each fiscal year.

## Section 3. Work Assignment

The **Indian Education Coordinator** shall report to the **Indian Education Director**. The **Indian Education Coordinator** will perform the duties as described in the **Indian Education Coordinator** job description, as well as other duties as assigned.

## Section 4. Work Evaluation:

The **Indian Education Director** will evaluate the performance of the **Indian Education Coordinator** on an annual basis. The evaluation may include a review of the **Indian Education Coordinator**'s performance of job description tasks, as well as yearly improvement goals and results achieved.

## Article III Insurance

### Section 1. Health Insurance

The School District shall offer the **Indian Education Coordinator** health insurance, as provided under the School District's group plan. If the **Indian Education Coordinator** qualifies for and is enrolled in the School District's group health insurance plan, the School District shall contribute **100% of the monthly single plan premium rate**. If the employee elects family coverage they will be responsible for the difference between the single and family premium rates.

The health insurance plan is a high deductible health plan with a Health Savings Account (HSA). The single plan will have the minimum required deductible to offer an embedded

deductible plan, currently 3,000 per year. The family deductible will be double the single deductible, currently 6,000 per year. A HSA will be included in the plan. The District will contribute 1,500 per year for each single plan and 3,000 per year for each family plan. The Internal Revenue Service (IRS) requires that the minimum statutory deductibles for plans with HSAs be indexed for inflation. To remain compliant with IRS rules and offering an embedded deductible plan, the yearly deductibles will increase in future years. Increases will be the minimum required on a single plan to offer an embedded deductible, and family deductibles will be double the single.

HSA contributions will be prorated for partial years of service. In the event the District decides to change the medical plan year and a shortened medical plan year is needed to implement the new plan year, the District will contribute the full years HSA contribution for the partial year.

## **Section 2. Life Insurance**

The District will pay a \$50,000.00 Term Life insurance policy for the **Indian Education Coordinator**. Life insurance terminates upon cessation of employment with the District.

## **Article IV Leave**

### **Section 1. Paid Absence Leave**

1. The **Indian Education Coordinator** shall accrue the hour equivalent of 1 day of paid sick leave per month. The **Indian Education Coordinator** shall accrue the hourly equivalent of five (5) personal days per year.
  - a. Pursuant to Minn. Stat. § 181.9413, Paid sick leave shall be allowed for the personal illness or injury of employee which prevents an employee from reporting to work and performing their duties or to care for a member of the employee's immediate family, which includes an employee's spouse, child, parent, sister, brother, parents-in-law, grandchild. Including adult child, grandparent, or step parent.
  - b. Up to 3 days of personal leave may be carried over for a maximum of 8 days per year. Excess personal leave carryover hours will be placed into **Indian Education Coordinator's** sick leave balance.
  - c. The **Indian Education Coordinator** shall comply with all School District policies and procedures regarding the use of sick leave, and she may be required to submit a certification from a physician and/or health care provider if a sick leave absence of twenty-four (24) or more consecutive hours occurs.




- d. The **Indian Education Coordinator** shall not be paid for unused paid absence leave (personal or sick) upon separation from employment with the School District.


**Article V**  
**Complete Agreement and Modification**

This Contract contains all the terms of employment agreed upon by the School District and the **Indian Education Coordinator**. There are no other written or oral agreements, except as set forth herein. This Contract may not be modified except by written agreement of the parties. If any provision of this Contract is held invalid, it shall not affect any other provisions of this Contract.

Independent School District No. 318

Date: 2-15-23 By   
Board Chair

Date: 2/15/23 By   
Board Clerk

Date: 3/22/23  (Employee)