

Appendix A

**Cascade Public Schools – District 3 & B
EMPLOYMENT CONTRACT
DISTRICT CLERK and BUSINESS MANAGER
July 1, 2020 to June 30, 2021**

IT IS HEREBY AGREED by and between the **BOARD OF TRUSTEES OF SCHOOL DISTRICT NO. 3 & B**, Cascade County, hereinafter called the “**BOARD**” and **KARSEN DRURY**, hereinafter called the “**DISTRICT CLERK AND BUSINESS MANAGER**”, and that the **BOARD**, in accordance with the Board’s action which was taken on May 12th, 2020, has and hereby does appoint **KARSEN DRURY** as “**DISTRICT CLERK**”, and on April 21st, 2020, has and does hereby employ **KARSEN DRURY** as “**BUSINESS MANAGER**” for a period commencing on July 1, 2020 and ending on June 30, 2021. It is understood that the “**DISTRICT CLERK AND BUSINESS MANAGER**” serves at the direction of the **SUPERINTENDENT** and **BOARD**.

WITNESSETH:

In consideration of annual **salary rate of \$52,000 (Fifty-Two Thousand, and no/100)**, plus fringe benefits shown in Appendix A, **KARSEN DRURY** agrees to perform faithfully the duties of “**DISTRICT CLERK AND BUSINESS MANAGER**”. Upon termination of employment, the final salary payment will be pro-rated as necessary and paid as provided in Article 5.

The “**DISTRICT CLERK AND BUSINESS MANAGER**” shall diligently and conscientiously devote her full and exclusive time and attention, and her best efforts to the discharge of her duties as “**DISTRICT CLERK AND BUSINESS MANAGER**”.

The “**DISTRICT CLERK AND BUSINESS MANAGER**” shall perform the duties in and for said School District No. 3 & B as prescribed by the laws of the State of Montana, and the rules and regulations made thereunder by the **BOARD**, as now or hereafter amended and as assigned by the **BOARD OR SUPERINTENDENT**.

The “**DISTRICT CLERK AND BUSINESS MANAGER**” shall be employed as a non-union employee and will be exempt from the overtime guidelines of the Fair Labor Standards Act. It is mutually agreed that appointment of the “**DISTRICT CLERK AND BUSINESS MANAGER**” may include and require duties to be performed outside an eight hour workday. A normal work day will consist of eight (8) hours.

The “**DISTRICT CLERK AND BUSINESS MANAGER**” shall receive sick leave as provided in Section 2-18-618, MCA, and annual vacation leave as provided in Section 2-18-611, MCA. The “**DISTRICT CLERK AND BUSINESS MANAGER**” will be paid on termination of employment for unused but accumulated vacation leave hours and 25% of unused sick leave hours, provided she has fulfilled the terms of the contract. For the purpose of calculating said termination pay excluding any and all insurance and fringe benefits, vacation and sick leave shall be compensated at an **hourly rate of \$25.00**.

The “**DISTRICT CLERK AND BUSINESS MANAGER**” shall fulfill all aspects of this contract, any exception hereto being by mutual written consent of the **BOARD** and the **SUPERINTENDENT**. Failure to fulfill the obligations agreed to in this contract will be good and just cause for discharge as noted above.

Dated this 29th day of June, 2020.

District Clerk and Business Manager

Date

Board Chair, School District 3 & B

Date

ATTEST:

Superintendent, School District 3 & B

Date

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ADDENDUM “A”

This addendum spells out the specifics of the fringe benefits provided to the **“DISTRICT CLERK AND BUSINESS MANAGER”**. These benefits are in force until superseded by a new listing of the benefits. It is understood by both parties that these paid benefits cease upon termination, resignation, or retirement of the **“DISTRICT CLERK AND BUSINESS MANAGER”** based upon the last date the **“DISTRICT CLERK AND BUSINESS MANAGER”** is under contract with the District.

By its attachment to the Employment Contract form, the listed benefits become part of the Contract between the **BOARD** and the **“DISTRICT CLERK AND BUSINESS MANAGER”**.

1. Sick leave accumulated, used and paid upon termination as provided in Section 2-18-618, MCA.
2. Vacation leave accumulated, used and paid upon termination as provided in Section 2-18-611, MCA. Option of vacation hours paid out at the end of the fiscal year, not to exceed 100 hours.
3. Membership in the Public Employees Retirement System (PERS). Employer contribution as provided by PERS yearly rates.
4. In addition to the Statutory holidays (New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day) The following days off with pay shall be provided:
 - Day After Thanksgiving
 - Christmas Eve
 - New Year’s Eve
5. Reimbursement for travel expenses as approved by the Superintendent.
6. Professional Organization Dues as approved by the Superintendent.
7. Employer paid health insurance. Monthly employer contribution varies from \$661 per month to \$1,997 per month depending upon plan choice.
8. Employer paid Life Insurance (\$10,000).