

CLERICAL AGREEMENT

2021 – 2023

Between

**St. Cloud Area School District 742
St. Cloud, Minnesota**

and

**School Services Employees
Local No. 284**

**CLERICAL AGREEMENT
2021-2023**

TABLE OF CONTENTS

ARTICLE I	PURPOSE	1
ARTICLE II	RECOGNITION OF EXCLUSIVE REPRESENTATION.....	1
ARTICLE III	DEFINITIONS	1
ARTICLE IV	SCHOOL DISTRICT RIGHTS	1
ARTICLE V	EMPLOYEE RIGHTS.....	2
ARTICLE VI	HOURS OF SERVICE AND DUTY YEAR.....	3
ARTICLE VII	COMPENSATION.....	5
ARTICLE VIII	GROUP INSURANCE.....	7
ARTICLE IX	HOLIDAYS AND VACATIONS.....	11
ARTICLE X	LEAVES OF ABSENCE	13
ARTICLE XI	PROBATION, DISCIPLINE AND DISCHARGE.....	19
ARTICLE XII	SENIORITY AND LAYOFF	19
ARTICLE XIII	VACANCIES AND POSTING.....	21
ARTICLE XIV	SEVERANCE PAY/WELLNESS PAY/403B	22
ARTICLE XV	MISCELLANEOUS	23
ARTICLE XVI	GRIEVANCE PROCEDURE	24
ARTICLE XVII	DURATION	28
SIGNATURE PAGE.....		29
APENDIX A		30
APENDIX B		31
MEMORANDUM OF AGREEMENT.....		32
MEMORANDUM OF UNDERSTANDING.....		33

ARTICLE I PURPOSE

THIS AGREEMENT, entered into between the School Board of St. Cloud Area School District 742, St. Cloud, Minnesota hereinafter referred to as the School District, and the School Services Employees Local 284, hereinafter referred to as Exclusive Representative, pursuant to and in compliance with the Public Employment Labor Relations Act, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions of employment for the Clerical personnel during the duration of this Agreement.

ARTICLE II RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition. In accordance with the P.E.L.R.A., the School District recognizes the School Service Employees Local 284, as the Exclusive Representative for all Clerical employees employed by the School District, which Exclusive Representative, shall have those rights and duties as prescribed by the P.E.L.R.A., and as described in the provisions of this Agreement.

Section 2. Appropriate Unit. The Exclusive Representative shall represent all such employees of the district contained in the appropriate unit as defined in Article III, Section 2 of the Agreement and the P.E.L.R.A. and in certification by the Commissioner of Mediation Services, if any.

ARTICLE III DEFINITIONS

Section 1. Terms and Conditions of Employment. Shall mean the hours of employment, the compensation therefore including fringe benefits, except retirement contributions or benefits other than School District employer payment of, or contributions to, premiums for group insurance coverage for retired employees or severance pay, and the School District's personnel policies affecting the working conditions of the employee. "Terms and conditions of employment" is subject to the provisions of PELRA.

Section 2. Description of Appropriate Unit. For purposes of this Agreement, the term "Clerical employees" shall mean all clerical office employees employed by the School District in such classifications excluding the following: confidential employees, supervisory employees, essential employees, part-time employees whose services do not exceed the lesser of fourteen (14) hours per week, or thirty-five percent (35%) of the normal work week in the employees appropriate unit, employees who hold positions of a temporary or seasonal character for a period not in excess of sixty-seven (67) working days in any year, and emergency employees.

Section 3. Other Terms. Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

ARTICLE IV SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights. The Exclusive Representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the

functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and the selection, direction and number of personnel.

Section 2. Management Responsibilities. The Exclusive Representative recognizes the right and obligation of the School District to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations. The Exclusive Representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School District and shall be governed by the laws of the State of Minnesota and by School District rules, regulations, directives and orders, issued by properly designated officials of the School District. The Exclusive Representative also recognizes the right, obligation and duty of the School District and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School District insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement, and recognizes that the School District, all employees covered by this agreement, and all provisions of this Agreement are subject to State and Federal law. Any provisions of this Agreement found to be in violation of any such laws, rules, regulation directives or orders shall be null and void and without force and effect.

Section 4. Reservation of Managerial Rights. The foregoing enumeration of District rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

ARTICLE V EMPLOYEE RIGHTS

Section 1. Rights to Views. Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or his/her Representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the Exclusive Representative.

Section 2. Right to Join. Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an Exclusive Representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the School District.

Section 3. Request for Dues Check Off. With the written authorization of the employee, each employee shall have the right to request and be allowed dues check off for the Union. The employee request shall be in the form of a written authorization, online sign-up, or audio-recorded phone authorization submitted to the Union. The Union shall provide the District with the appropriate form of authorization (examples of appropriate forms are: paper, electronic file, audio file) for dues/premier member dues deduction. The District agrees to honor and implement all the terms of dues-check-off authorizations submitted by the Union and agreed to by the employee. The District shall adhere to the specific provisions in each dues check-off authorization regarding the duration, renewal, procedure for revocation, amount of dues deducted (including premier member), and all

other provisions agreed to by the employee as stated in the authorization. Such dues shall be remitted to the Union monthly.

Section 4. Union Access to Information. The District shall make available to the Union a bargaining unit list of employees including name, address, phone number, work hours, position, classification, wage schedule placement, date of employment and electronic mail addresses.

ARTICLE VI HOURS OF SERVICE AND DUTY YEAR

Section 1. Basic Work Week. The regular work-week shall be five consecutive days, Monday through Friday, for eight hours per day exclusive of lunch.

Section 2. Basic Work Year. The regular work year for each employee shall be prescribed by the School District. Employees in this unit shall be designated as twelve month or school year employees. School year employees are those scheduled to work at least the number of student contact days each school year but less than twelve months.

Subd. 1. Change in Work Year. The School District has the right to determine the work year and hours of service for any position in the unit. If the district proposes to change a position from a ten-month school year position to a twelve-month position, the employee currently holding the ten-month position will be notified at least sixty (60) calendar days in advance of the change in the position and may elect to remain in the twelve-month position without posting. If the employee elects to continue in the twelve-month position, they will be awarded vacation pursuant to Article IX, Section 2, based on their years of service in the unit. If the employee elects not to accept the change in the position, they will be offered any vacant ten-month position in the same or lower classification during the sixty-day window and for eighteen (18) months after the effective date of change if they remain continuously employed in the position. The twelve-month position will be posted at the time it first becomes vacant if the employee accepts another position.

Section 3. Part-Time Employees. The School District reserves the right to employ such personnel as it deems desirable or necessary on a part-time or temporary basis.

Section 4. Daily Work Schedule. All employees shall be assigned a daily work schedule as determined by the School District. Employees shall work the same schedule as the previous year unless otherwise notified. Except in the case of an emergency, employees shall be notified in writing five (5) days in advance of a change in schedule if the change results in a reduction of hours.

Section 5. Rest Breaks and Lunch Period. Employees working eight (8) hours per day shall be provided an unpaid duty-free lunch period of at least 30 minutes, and two fifteen (15) minute breaks during each four (4) hour period of service. Employees working less than eight (8) hours per day shall be provided with reasonable break periods during every

four (4) hours of service, which may include an unpaid duty-free lunch period of at least 30 minutes.

Section 6. School Closing. In the event that school is closed for any reason and the School District does not require employees to perform services, the employees shall be compensated as follows:

Subd. 1. Twelve Month Employees: In the event school is closed for a full day, the School Board will have the authority to determine if, how, and when such time will be made up. If make-up time is required by the School Board, employees of this unit who did not work on the closed day shall have their pay reduced accordingly. If make-up time is not required by the School Board, there shall be no reduction in pay for the day that school was closed.

Subd. 2. School Year Employees: In the event school is closed for a full day, the School Board will have the authority to determine if, how, and when such time will be made up. If make-up time is required by the School Board but is not completed by the employee, the employee's compensation shall be reduced by the number of hours the employee was paid for the closed day. If the School Board does not require make-up time, there shall be no reduction in pay for the day that school was closed.

Subd. 3. If any employee reports to work prior to a full day closing announcement, the employee shall be paid for time worked or two hours of compensation, whichever is greater.

Subd. 4. In the event of a late start, employees are expected to report at the regular time or when conditions permit. Employees may report up to two hours later than their regular report time as needed to accommodate safety or child-care concerns without any accumulative leave or pay deduction. Employees who report after the two-hour late start time will receive the appropriate accumulative leave or pay deduction for time missed.

Subd. 5. If school is closed early and employees are sent home, employees will receive pay for their regularly scheduled shift on that day.

Subd. 6. An employee scheduled for a pre-approved vacation or discretionary day on a day of school closing, shall not be charged with the use of a vacation or discretionary day.

Subd. 7. In the event that the School District is closed for a full or partial day, Employees may use accumulative or other paid leave time to make up for any hours lost under this section. If an employee does not have paid leave time available, the employee will receive a pay deduction for the hours lost.

Note: See Memorandum of Understanding Regarding Flexible Learning Days Pursuant to Minn. Stat. §120A.414.

Section 7. Emergency Schedule. In the event of an energy shortage, severe weather, pandemic or other emergency, the School District reserves the right to modify the length of the school day, employee schedules and/or building assignments as the School District shall determine, but with the understanding that the total number of hours per week shall not be increased or decreased for employees available and reporting for work.

ARTICLE VII COMPENSATION

Section 1. Rates of Pay. Employees shall be compensated for the 2021-2023 contract period pursuant to the schedules found at Appendix A.

Subd 1. New Employees. New employees shall be hired at such step on the salary schedule as agreed to between the employee and the School District. Credit on the salary schedule for previous applicable experience will typically not exceed one step and may be given only at the time of initial placement in the discretion of the School District.

An employee shall be eligible for step advancement on July 1 if employed prior to January 1 of that year. An employee hired after January 1 shall be eligible for any increase in starting salary on July 1, but shall not be eligible for step advancement until the following July 1.

Subd 2. Current Employees.

For the 2021-2022 contract year only, employees hired on or before January 2, 2020, shall be eligible for step advancement. Employees on steps 1 and 4 of the wage schedule will receive a pay increase of 2.00% and employees on step 2 will receive a wage increase of 1.00%, as set forth in the wage schedule at Appendix A.

For the 2022-2023 contract year, employees hired before January 1, 2022, shall be eligible for step advancement. Employees shall receive a pay increase of 1.50% on all steps of the wage schedule as set forth at Appendix A.

Section 3. Successor Agreement. In the event a successor agreement is not entered into prior to July 1, 2023, an employee shall remain at the same step as compensated during the 2022-2023 contract year until a successor Agreement is reached.

Section 4. Time Records. Employees are responsible to submit accurate time records to the appropriate unit administrator for all hours worked during a pay period according to the required schedule in order to receive pay on scheduled pay dates. Falsification of time records may be cause for discipline up to and including termination.

Section 5. Longevity Pay. Longevity pay shall be per hour and added to the top step of the appropriate schedule as follows:

<u>Additional Amount Per Hour</u>	<u>2021-2022</u>	<u>2022-2023</u>
After 5 years of continuous service	\$.80	.85
After 10 years of continuous service	\$ 1.60	1.65
After 15 years of continuous service	\$ 1.90	1.95
After 20 years of continuous service	\$ 2.40	2.45
After 25 years of continuous service	\$ 2.75	2.80

Longevity pay shall be effective on July 1 or January 1 of each year following completion of the prescribed years of continuous service.

Section 6. Overtime.

Subd. 1. Employees shall be compensated at the overtime rate of time and one-half for all hours worked over 40 hours during the calendar week. For purposes of this paragraph, paid holiday hours will be included in the calculation of hours worked for the week.

Subd. 2. The School District reserves the right to assign overtime in the event no qualified volunteer is available.

Section 7. Call-Back Pay. An employee who is called back to work on an unscheduled basis shall be paid for time worked or for two (2) hours of compensation, whichever is greater. An employee who is contacted by text or phone by a supervisor for support outside their scheduled work shift or during weekend hours shall be compensated for time worked or for a minimum of thirty (30) minutes, whichever is greater, and will adjust their time record the following working day to reflect the additional time worked.

Section 8. Temporary Reassignment. An employee who is temporarily assigned to a higher pay classification for three (3) or more consecutive days shall receive the higher classification pay rate retroactive to the first day of the assignment.

Section 9. Job Related Injury. Employees who are injured while on the job and who are authorized by the unit administrator to seek medical attention or respite shall receive full pay for the day of the injury.

Section 10. In-service Days. Employees who are required to attend workshops outside of their regular scheduled day shall be paid their regular rate of pay for actual hours in attendance at such workshops, exclusive of breakfast, lunch, dinner and travel time.

Section 11. Reclassification. Any employee or group of employees whose position is reclassified for pay equity purposes shall receive the higher rate of pay beginning on July 1 following the effective reclassification.

ARTICLE VIII GROUP INSURANCE

Section 1. Selection of Carrier. The selection of the insurance carrier and policy shall be made by the School District after reviewing the recommendations of the Labor Management Committee composed of bargaining group and other employee representatives.

Section 2. Eligibility.

Subd. 1. To be eligible for benefits under this Article, an employee must be regularly employed at least 30 hours per week.

Subd. 2. Determination of Eligibility. An employee's eligibility for participation in insurance benefits under this Article will be based on their assigned schedule during the first month of the school year, or at the time of hire if hired later in the school year. A reduction in hours resulting from a change in an employee's assignment by the School District based on shortage of work or funding, shall not affect the employee's eligibility for insurance contributions from the School District for the remainder of the School Year.

Subd. 3. Ineligible Employees. An employee who is regularly employed less than 30 hours per week shall not be eligible for the benefits of this Article. Upon termination of employment, an employee is no longer eligible for participation in School District insurance plans effective the last day of the month following the date of termination.

Section 3. Medical Insurance Plan.

Subd. 1. The District will provide group health insurance pursuant to the provisions established below. It is understood that the District's only obligation is to pay such amounts as provided by the plan documents and agreed to herein and no claim will be made against the District as a result of a denial of insurance benefits pursuant to the provisions of the plan.

Subd. 2. Pursuant to the plan documents, the District will provide a high deductible health insurance plan for single and family plans. Plan coverage summaries will be provided to all participating employees.

Subd. 3. HRA Contribution: The district will provide a Health Reimbursement Account for all eligible and participating employees that will be available to fund expenses relating to deductibles or co-pays under the plan. The plan year shall run from October 1 through September 30 of each year and HRA contributions will be funded on October 1 at the levels set forth below:

- 1) The District shall contribute \$1,000 per employee carrying single coverage, and \$2,000 per participating employee carrying dependent coverage.

- 2) New employees starting service after the beginning of the plan year in October will receive an HRA contribution prorated by month based on the month of their first date of service. Substitute or temporary employees will not be eligible for an HRA contribution.
- 3) Employees eligible for Employee Married to Employee (EME) coverage pursuant to Subd. 6., below, will receive an HRA contribution of \$1,500 for each employee if in single coverage plans or \$3,000 to the employee carrying a dependent coverage plan.
- 4) Employees will be allowed to roll over unused HRA dollars year-to-year up to a cap of two times the deductible for the selected single or dependent plan. At no time will an employee have access to HRA dollars in excess of the cap.
- 5) An employee eligible for retirement benefits at the time of separation from the District shall have one year to spend down any balance in the employee's HRA account pursuant to the provisions of the plan.

Subd. 4. Single Coverage.

- a. **Twelve Month Employees:** Effective October 1, 2021, the School District shall contribute a sum of not to exceed \$568.00 per month toward the premium for individual coverage for each eligible employee who qualifies for and is enrolled in a School District single group health and hospitalization plan. The district reserves the right to make additional premium contributions for any individual employee to meet the health care affordability requirements of state or federal law.
- b. **School Year Employees:** Effective October 1, 2021, the School District shall contribute a sum of not to exceed \$568.00 per month toward the premium for individual coverage for each eligible employee who qualifies for and is enrolled in a School District single group health and hospitalization plan. The district reserves the right to make additional premium contributions for any individual employee to meet the health care affordability requirements of state or federal law.

Subd. 5. Family Coverage.

- a. **Twelve Month Employees:** Effective October 1, 2021, the School District shall contribute a sum of not to exceed \$1,039.00 per month toward the premium for dependent coverage for each eligible employee who qualifies for and is enrolled in a School District family health and hospitalization plan.
- b. **School Year Employees:** Effective October 1, 2021, the School District shall contribute a sum of not to exceed \$1,039.00 per month for employees working at least thirty (30) hours per week, toward the premium for

dependent coverage for each eligible employee who qualifies for and is enrolled in a School District family health and hospitalization plan.

Subd. 6. Employee Married to Employee. For any member of this bargaining group qualifying for health and hospitalization coverage under this Article, whose spouse is also a School District employee qualifying for health and hospitalization coverage, the School District shall contribute a sum not to exceed the premium for two fully paid single insurance plans, or one fully paid dependent insurance plan for employees with eligible dependents, for the full contract year.

Section 4. Dental Insurance. The School District shall contribute a sum of not to exceed \$23.85 per month toward the premium for single coverage, and \$66.70 per month toward the premium for dependent coverage, for each eligible employee who qualifies for and is enrolled in a single or family School District group dental plan.

Section 5. Long Term Disability. The School District shall provide a group long-term disability insurance program and shall pay the cost of the premium for each employee eligible for benefits under this Article. The School District shall pay up to \$500.00 per month toward the health and hospitalization insurance premium for an employee enrolled in a district health insurance plan and qualifying for long term disability benefits for a period not to exceed 17 months. An employee is not eligible for paid sick leave while receiving long term disability insurance benefits.

Section 6. Life Insurance. The School District shall provide \$50,000.00 in life insurance coverage for each employee eligible for benefits under this article and pursuant to the terms of the School District insurance policy. Employees may purchase additional insurance in units of \$10,000 up to a maximum of \$100,000. Premium payments shall be the responsibility of the employee and made by salary reduction.

Section 7. Insurance Work Year.

Subd. 1. Twelve Month Employees. Insurance contributions for twelve (12) month employees eligible for benefits under this article shall be paid monthly for twelve months of the year.

Subd. 2. School Year Employees. Employees working as School Year Employees as defined in Article VI shall receive insurance contributions for medical insurance, life insurance, long-term disability insurance, and dental insurance from September 1st through August 31st of each year. Employee premium payments and School District premium contributions will be pro-rated over 17 pay periods during the employee's regular work year on a schedule to be determined by the School District.

Employees electing district insurance coverages will be eligible for insurance contributions from the District as follows:

Subd 3. Starting Date of Insurance. An employee whose first day of continuous employment with the District begins on or before the 15th day of the month will be

eligible for insurance on the first day of continuous employment. The Employee will be responsible for the full employee portion of the premium for that month and the District will be responsible for the full employer contribution for that month.

An employee whose first day of continuous employment with the District begins after the 15th day of the month will be eligible for insurance and District contributions to premiums on the first day of the following month. An employee wishing to be immediately eligible for insurance coverage on their first day of continuous employment with the District may elect to begin coverage as of their first day of continuous employment and shall be responsible for 50% of the total monthly insurance premium without contribution from the District.

Subd. 4. Summer Insurance Contributions for School Year Employees. A regular employee who is in active service for at least sixty (60) continuous working days of the school year and is in paid status or on an approved medical leave for an FMLA qualifying event as of the last contract day of the school year, will be eligible for continuing insurance coverage during June, July and August following the school year, with the District and employee making the full scheduled premium contribution for those months.

An employee who terminates employment before the end of the school year (i.e. their last scheduled workday) shall not be eligible for District contributions to insurance premiums during June, July or August, and will be responsible for the full insurance premium if they elect to continue coverage in any insurance plans.

Subd. 5. Insurance Contributions During Unpaid Leave. Employees who are absent from work and in unpaid status in any month of the school year (September through May) will be responsible for both the District and the Employee contribution toward the monthly insurance premium for any month that they are not in active status for at least ten (10) paid days. Employees that are absent for a qualifying medical event under the Family Medical Leave Act (FMLA), and who are considered an eligible employee under the FMLA, shall receive the District contribution to their health insurance plan during an approved medical leave as required by the FMLA.

Subd. 6. Collection of Employee Share of Premium Contributions. The employee share of any premium costs will be paid through payroll deduction. Eligible employees who are required to pay any portion of their premium for group insurance benefits other than through payroll deductions, will submit a check payable to the District, pursuant to District procedures and timelines. If payment is not received as required, coverage will terminate at the end of the month. An employee starting after the 15th of the month that elects immediate coverage shall have the option to have the 50% of the total monthly premium prorated over the remaining pay periods that year and paid by payroll deduction or may pay by check.

Subd. 7. Duration of Insurance Contribution. An employee is eligible for School District contributions as provided in this Article as long as an employee is employed

by the School District. Employees whose employment terminates during the school year will be eligible for insurance and district contributions to insurance through the end of the month in which they terminate provided they pay the employee portion of the insurance premium for that month. Otherwise, the employee's insurance will terminate as of the last day of employment.

Section 8. Retention of Benefits. If after November 30th of any year an employee's position is reduced in hours by the School District below the number of hours required to be eligible for benefits under this Article, the employee shall continue to receive benefits based on their assignment prior to the reduction of hours for the remainder of the school year.

Section 9. Claims Against the School District. The School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein, and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 10. Medical Insurance for Retirees. Employees in this unit who are covered by a School District health and hospitalization plan at the time of retirement may continue in the plan at their own expense up to the age of 65, or longer as provided by Minnesota Law. Premium payments must be received by the 1st day of the month of coverage.

ARTICLE IX HOLIDAYS AND VACATIONS

Section 1. Paid Holidays.

Subd. 1. Eligibility. Benefits defined in this Article shall apply to all full-time and part-time employees regularly employed at least fourteen (14) hours per week and at least nine months per contract year. Substitute or temporary employees shall not be eligible for any benefits under this Article.

Subd. 2. Paid Holidays. Eligible employees shall be granted the following paid holidays that occur during their duty year:

1. Labor Day
2. Friday of MEA
3. Thanksgiving Day
4. December 25
5. Martin Luther King Day
6. Spring Break Friday
7. Memorial Day

In addition, employees are entitled to two (2) floating holidays per year which are to be used on non-student contact days unless otherwise approved by the employee's Supervisor, Principal or Director.

In addition to these holidays, twelve-month employees shall be granted the following additional holidays:

- 10. Independence Day
- 11. Day after Thanksgiving
- 12. December 24
- 13. New Year's Eve Day
- 14. New Year's Day

Subd. 3. Weekends. Any holiday that falls during a weekend shall be observed on a day established by the School District.

Subd. 4. School in Session. The School District reserves the right, if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof. Employees will be paid at the rate of one and one-half (1-1/2) times their regular rate of pay for work performed on any designated holiday when school is not in session.

Subd. 5. Holidays during Leave. A holiday that falls within a period of approved leave shall not be counted as a vacation, discretionary or accumulative leave day.

Subd. 6. Application. In order to be eligible for holiday pay, an employee must have worked the regular work day before and the day after the holiday unless on an excused illness or an approved paid leave.

Section 2. Vacations.

Subd. 1. Eligibility. This section shall apply to full-time, twelve-month employees. Part-time twelve-month employees working at least 30 hours per week shall earn pro-rata vacation pay. Part-time employees working less than 30 hours per week shall not be eligible for benefits under this section. Vacation benefits shall not apply to substitute or temporary employees.

Subd. 2. Earning of Vacation. Vacation time shall be earned by full time employees as follows:

First five years of service	11 days per year (7.33 hours per month)
6 through 15 years of service	16 days per year (10.66 hours per month)
16 year of service and thereafter	22 days per year (14.66 hours per month)

Subd. 3. Accrual. Vacation time begins to accrue as of the first date of employment and is posted in hours each pay period. Earned vacation time is not available for use until posted. Employees may accrue and carry over up to 120

hours of vacation time from year to year. Unused vacation time over 120 hours is lost.

Subd. 4. Scheduling. Vacations may be taken at any time during the contract year, subject to the needs of the School District, provided they are scheduled in advance and approved by the building supervisor. Employees are encouraged to schedule vacation time when school is not in session. Employees eligible for 120 hours of vacation may be required to take vacation in two or more non-consecutive periods.

Subd. 5. Termination of Employment. An employee who has completed at least one (1) full year of service and who voluntarily terminates employment with at least two weeks written notice, or whose employment is terminated due to death or disability, shall receive payment for unused vacation time. An employee who is terminated for cause shall not be eligible for vacation payout.

ARTICLE X LEAVES OF ABSENCE

Section 1. Approval. Approval for the use of discretionary or accumulative leave for absences under this Article shall be consistent with the provisions of the leave policies and procedures of the School District. For the use of discretionary leave, it is the responsibility of the employee to notify her/his supervisor of a requested absence at least three days in advance by submitting a written request on the authorized form of the School District. In the case of absence due to illness or emergency, an employee shall contact her/his supervisor as soon as possible to report the reason for her/his absence. An employee who is absent for three continuous days without notice and approval, shall be considered to have voluntarily terminated her/his employment with the School District.

Section 2. Accumulative Leave.

Subd. 1. Eligibility. Benefits defined in this Article shall apply to all full-time and part-time employees regularly employed at least fourteen (14) hours per week and at least nine months per contract year. Substitute or temporary employees shall not be eligible for any benefits under this Article.

Subd. 2. Accrual. Eligible employees shall earn annual accumulative leave at the rate of one (1) day per month of service. School Year employees shall earn annual accumulative leave of eleven (11) days per year at the rate of one (1) day per month of service for the months of September through July. Accrual of accumulative leave shall be carried over from year to year up to 60 days, and shall be available for leaves under this Article.

Subd. 3. Calculation. A “day” shall be calculated and accrued in hours based on the employee’s regular daily assignment. For employees with variable daily schedules, their monthly hours of accrual shall be based on the average number of hours worked per day based on their regular assignment. Additional hours of

work that are not part of an employee's regular assignment, or hours worked for summer school or outside of the regular school year, shall not affect the accrual of accumulative leave.

Subd. 4. Deduction. Approved absences under this Article shall be deducted from accrued accumulative leave when available or by pay deduction when accumulative leave is not available. The School District shall make deductions from accumulative leave equivalent to the actual time absent to the nearest fifteen (15) minute increment.

Subd. 5. Restricted Unpaid Time-Off. Employees who have exhausted their accrued accumulative leave may be approved for up to two (2) days of time-off without pay by their supervisor. No more than one (1) clerical employee per building shall be granted time-off without pay for the same work day(s), and no employee shall be granted more than two (2) days of time-off without pay per year, except in unusual or emergency circumstances, and then only with approval from their supervisor and the Executive Director of Human Resources or designee. Use of restricted unpaid time off resulting in absenteeism may be grounds for discipline.

Section 3. Discretionary Leave.

Subd. 1. Discretionary Leave. Employees in this unit who work less than 12 months shall earn seven (7) days of discretionary leave per contract year. Discretionary leave is available for short-term absences so long as the employee has accrued accumulative leave available. The use of discretionary day(s) shall result in a corresponding reduction in an employee's accumulative leave balance. Discretionary leave shall not carry over from year to year.

Subd. 2. Limitations. Discretionary leave during student contact days should be used in a manner that minimizes disruption to student services and programming. The following limitations shall apply to the use of discretionary leave:

- a) Employees may use up to five (5) consecutive discretionary days. The use of more than five (5) consecutive days shall result in a 2-for-1 deduction from accumulative leave for each additional day (e.g. six consecutive discretionary leave days = 7 accumulative leave days).
- b) In order to support critical services to students and programs, the School District reserves the right to enforce building wide limits on the number of employees from this unit using discretionary leave per day as follows: 1 member or 20% of unit staff per building, whichever is greater.

Section 4. Sick Leave.

Subd. 1. Sick Leave shall be allowed by the School District whenever an employee is absent due to illness or injury that prevented his/her attendance and performance of duties on that day.

Subd. 2. Medical Certification. The School District may require an employee to furnish a medical certificate from the school health officer or from a qualified physician as evidence of illness or injury, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District.

Subd. 3. Illness of a Child. Sick leave may be used for the illness of an employee's child (includes step-child), subject to the provisions of Minn. Stat. §181.9413.

Subd. 4. Family Illness Leave. Sick leave may be used for serious illness of an employee's spouse, adult child, parent, step-parent, sibling, grandparent, grandchild (includes step-grandchild), father-in-law, mother-in-law, son-in-law or daughter-in-law. Employees who exceed 5 days of absence for serious illness in the immediate family may be required to furnish a medical certificate indicating that a member of their family had a serious illness.

Subd. 5. Long Term Disability. Employees eligible for long-term disability will not receive sick leave pay beyond 90 calendar days.

Subd. 6. Sick Leave Bank. The School District shall permit members of this bargaining unit with more than forty-five (45) accumulative leave days to donate up to three (3) accumulative leave days per year to a colleague who has exhausted sick leave and vacation time due to a long-term illness or disability.

Each donated day shall have a value of one-for-one of a sick leave day. The bargaining unit member donating days under this subdivision may not donate a number of days that reduces the employee's accumulative leave balance below forty-five (45) days.

The number of donated sick leave days which a member of this bargaining unit may receive is limited to the number of days donated, but may not continue beyond the receiving member's eligibility for long term disability.

The bargaining unit will administer the donation/collection of days pursuant to the sick leave bank procedural guidelines. All employees who are eligible to donate will have the opportunity to contribute days pursuant to this subdivision to a generic sick leave donation bank. All days donated will be deducted from the contributors' accumulative leave totals.

Employees requesting donated days will apply in writing for those additional days to the SEIU Clerical Union Steward(s).

The District will administer the crediting of days to the recipient.

Section 5. Bereavement.

Subd. 1. Up to five (5) days of bereavement leave per incident shall be allowed for death in the employee's immediate family. The immediate family includes: spouse, parent, child, grandchild, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, spouse's grandparents, uncles, aunts, nephews, nieces, corresponding step-persons, and persons for whom they are legally responsible to make decisions. All absences for bereavement of immediate family will be deducted from accrued accumulative leave. Twelve-month employees requesting bereavement leave for persons outside the immediate family may use vacation or special leave. School Year employees requesting bereavement for persons outside of the immediate family may use discretionary leave. Special leave and discretionary leave will be deducted from accrued accumulative leave.

Subd. 2. In the sole discretion of the Superintendent, an employee may be granted additional days of bereavement leave in the case of extreme circumstances.

Section 6. Special Leave.

Subd. 1. Special leave, not to exceed two days per year, may be granted to twelve-month employees of the bargaining unit. Special leave is to be used for personal business that cannot be consummated outside the school day without undue hardship. Special leave is not granted for purposes of recreation, vacation or outside gainful employment except that which is incidental in the pursuit of a school related activity.

Subd. 2. All absences under this section must be approved in advance. Leave used shall be deducted from the employee's accumulative leave.

Subd. 3. Requests for Special Leave shall be made to the Supervisor or building administrator with reasonable notice in advance of the anticipated absence.

Subd. 4. Examples of legitimate claims for special leave shall include, but are not limited to the following:

- a) Matters relating to settlement of an estate in which person has legal interest.
- b) Urgent legal matters of the employee or of a member of his/her immediate family that require the employee's attention.
- c) Pallbearer or attendance at funeral services for persons for whom the staff member feels a moral obligation and which is not covered in other leaves of absences.
- d) Weddings in the family or an attendant at a wedding.
- e) Compelling reasons resulting from a natural disaster.
- f) Family crisis not covered by other leaves of absence.
- g) Other emergencies beyond the employee's control.

Section 7. Child Care Leave.

Subd. 1. A child-care leave may be granted by the School District, subject to the provisions of this section. Child-care leave may be granted for the birth or adoption of a child or children, or because of the need to provide parental care for a child or children of the employee for an extended time.

Subd. 2. Written Request. All requests for child-care leave must be submitted in writing thirty (30) days prior to the anticipated commencement of the intended leave. The request will indicate the proposed commencement and termination dates for the intended leave. In the event of an emergency, the School District has the right to waive or adjust the prior notification requirement.

Subd. 3. Commencement of Leave. Leave under this section shall commence upon home placement of an adopted child or immediately after disability, or at a natural break in the school year prior to the birth or home placement of the child, or at such other date mutually agreed upon between the employee and the School District.

Subd. 4. Duration of Leave. In making a determination concerning the duration of a child-care leave, the School District shall not, in any event, be required to:

- a) Grant any leave more than twelve (12) months in duration.
- b) Permit the employee to return to his or her employment prior to the date designated in the request for child care leave except by mutual agreement.

Subd. 5. Unpaid Leave. Leave under this section shall be without pay, however, an employee may use any accrued accumulative leave that is available. Insurance benefits may be continued at the option and expense of the employee.

Subd. 6. Return from Leave. An employee returning from child-care leave shall be returned to his/her previous position or to another comparable position for which he or she is qualified. An employee returning from a child-care leave of less than six months will be returned to his or her previous position.

Section 8. Jury Duty Pay. All employees required to serve on jury duty shall be paid by the School District the difference between their regular pay and jury duty pay. In implementing this section, the School District shall continue to pay the employee the regular rate of pay and the employee shall be obligated upon receipt of the jury duty pay from the governmental agency to immediately remit any witness fees received to the School District less any mileage expenses. Absences under this section shall not be deducted from accumulated leave.

Section 9. Workers' Compensation.

Subd. 1. Upon the request of an employee who is absent from work as a result of a compensable injury under the provisions of the Workers' Compensation Act, the

School District shall pay the difference between the compensation received pursuant to the Workers' Compensation Act by the employee and the employee's regular rate of pay, to the extent of the employee's earned accrual of sick leave and/or vacation pay.

Subd. 2. A deduction shall be made from the employee's accumulated vacation or sick pay leave accrual time according to the pro rata portions of days of sick leave or vacation time which is used to supplement Workers' compensation.

Subd. 3. Such payment shall be paid by the School District to the employee only during the period of disability.

Subd. 4. In no event shall the additional compensation paid to the employee by virtue of sick leave or vacation pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

Subd. 5. An employee who is absent from work as a result of an injury compensable under the Workers' Compensation Act who elects to receive sick leave or vacation pay pursuant to this policy shall work cooperatively with Human Resources to have any paid leave amounts coordinated with any payment from Workers Compensation.

Section 10. Unpaid Leave of Absence. At the sole discretion of the School District, an employee of this bargaining unit may be granted a leave of absence without pay for purposes not otherwise addressed under this Article. Requests for such leaves shall be submitted in advance of the leave to the Superintendent. The leave request shall include the proposed commencement and termination dates of the leave. An employee returning from a leave of absence under this section for less than ninety (90) days shall be returned to his or her previous position. An employee returning from a leave of absence after more than ninety (90) days shall be returned to his or her previous position or to another comparable position for which he or she is qualified.

Section 11. Application. The parties agree that the applicable periods of probation for employees are intended to be periods of actual service enabling the School District to have the opportunity to evaluate an employee's performance. The parties agree that periods of time for which the employee is on leave under this Article shall not be counted in determining the completion of the probationary period.

Section 12. Retention of Earned Benefits. Leave of absence under this Article shall not constitute a break in employment for purposes of seniority. An employee who returns to work from an unpaid leave within the provisions of this Article shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave. The employee shall not accrue additional experience credit for pay purposes or leave time during the period of absence for unpaid leave.

Section 13. Insurance Participation. An employee on unpaid leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such program as the employee wishes to retain, commencing with the beginning of the unpaid leave. The right to continue participation in such group insurance programs, however, shall terminate if the employee does not return to the School District pursuant to this section.

ARTICLE XI PROBATION, DISCIPLINE AND DISCHARGE

Section 1. Probationary Period. Each new employee shall serve a probationary period of sixty (60) working days of continuous service in the School District exclusive of leave days under Article X. Probationary periods are intended to be periods of actual service enabling the School District to have the opportunity to evaluate an employee's performance. During the probationary period the School District shall have the unqualified right to discipline or discharge such employee without recourse to the grievance procedure.

Section 2. Completion of Probationary Period. Employees who complete a successful probationary period shall be regarded as regular employees and shall be disciplined or discharged only for cause as outlined below.

Section 3. Probationary Period After Promotion. An employee promoted to a higher classified position shall be on probation for sixty (60) working days during which period the Employer shall have the right to return the employee to his/her former position. The right of the employer to return an employee to their prior position is not subject to the grievance procedure.

Section 4. Employee Discipline. After an employee has completed the probationary period, the Employer may discipline or discharge an employee only for just cause. Disciplinary action shall normally include the following actions and shall normally be taken in the following order, except in cases of serious misconduct:

1. Oral reprimand
2. Written reprimand
3. Suspension without pay
4. Discharge

Employees who are subject to the above actions shall have the right to union representation, if desired, at any meetings with the district's representative(s).

ARTICLE XII SENIORITY AND LAYOFF

Section 1. Application. The parties recognize the principle of seniority in the application of this Article, by class as defined in Section 5 below, provided the employee is fully qualified to perform the duties and responsibility of the position. This section shall be applicable in a reduction of hours only if the reduction causes the employee to lose or

reduce eligibility for benefits under this Agreement or if the employee's hours are reduced by more than 25% of the employee's existing time.

Section 2. Reduction of Positions and Layoff. Reductions of positions under this Section will typically take effect on June 30 of any fiscal year, however the School District reserves the right to reduce positions at any time based on business needs. In the event the School District determines that conditions necessitate a reduction of positions by the elimination of one or more positions, or by the reduction of the number of hours or days of a position pursuant to Section 1 of this Article, the unit stewards shall be notified of the impending reduction at least thirty (30) days prior to the effective date of the reduction. Before any position elimination and/or realignment of employees takes place, the District and Union will meet to review the procedure for implementing the reduction in accordance with this section and in light of the specific circumstances. The following procedure will be used to realign staff:

1. Voluntary separations, if any, will be accepted;
2. Voluntary reductions in hours or contract days will be accepted;
3. In the event a position is to be eliminated or reduced, the employee in that position will receive written notice of the reduction at least 10 working days in advance of the proposed position change.
 - a. If a vacant position of the same classification exists at the time of the reduction, the employee must accept assignment to that vacancy and may not bump other employees. The meaning of the term "classification" is defined in Section 5 of this article.
 - b. If a vacant position of a lower classification or lesser hours exists at the time of the reduction, the employee may accept assignment to that vacancy or proceed to "c" below at the employee's option.
 - c. If no vacancy exists, the employee will have the right to accept layoff or may exercise seniority over the least senior employee in the same classification or a lower classification, provided the employee is fully qualified to perform the duties and responsibilities of such position.
 - d. The least senior employee in a classification who is bumped by a more senior employee, will have the same options as listed above.
4. In the event it is necessary to lay off employees because of the elimination of positions, such lay off shall be by seniority within the respective classification and with the least senior employee laid off first.
5. An employee may not exercise seniority in a higher classification in the event of a layoff. A ten (10) month employee may not exercise seniority over a twelve (12) month employee.
6. The School District shall provide any employee who is to be laid off with written notice of the proposed layoff at least 10 working days in advance of the layoff.

Section 3. Recall. An employee on layoff shall retain seniority and right to recall within classification in seniority order for vacancies which occur in the School District for a period of eighteen (18) calendar months after the date of layoff, provided the employee is qualified to perform the duties and responsibilities of the position. An employee with recall rights shall maintain a current mailing address on file with the School District and failure to accept recall within ten calendar days shall cause forfeiture of the employee's further

recall rights. The School District shall not employ a new person in a vacant position as long as an employee on layoff pursuant to this Article is qualified to perform the duties and responsibilities of the position and accepts recall as provided herein.

Section 4. Seniority Date. Employees shall acquire seniority within their classification category upon completion of the probationary period as defined in Article XI hereof, and upon acquiring seniority, the seniority date shall relate back to the first date of continuous service in the School District in a classification covered by this Agreement. A tie shall be broken by using the last four digits of the employees' social security numbers, recognizing the employee with the higher number as the most senior.

Section 5. Seniority List. On or about November 1 of each year the School District shall post a seniority list for each job classification. An employee who disagrees with the posted seniority list shall have twenty (20) working days from the date of the posting to supply written documentation or other proof to the School District in an effort to resolve any dispute. If the dispute is not resolved within those twenty (20) days, an employee shall have an additional twenty (20) days to challenge their seniority listing through the grievance process. If no challenges are made within twenty (20) days of posting, the seniority list is final. For purposes of this Article, the following classifications shall be recognized from the highest to the lowest:

- a. Pay Classification IV (12 Month)
- b. Pay Classification III (12 Month)
- c. Pay Classification III (10 Month)
- d. Pay Classification II (12 Month)
- e. Pay Classification II (10 Month)
- f. Pay Classification I (12 Month)
- g. Pay Classification I (10 Month)
- h. Pay Classification II (12 Month Hourly)
- i. Pay Classification II (10 Month Hourly)
- j. Pay Classification I (12 Month Hourly)
- k. Pay Classification I (10 Month Hourly)

ARTICLE XIII VACANCIES AND POSTING

Section 1. Postings of Vacancies or New Positions. All vacancies and new positions within the bargaining unit, that are anticipated to be at least 45 days in duration, shall be posted for at least five (5) working days during the school year and ten (10) working days during the summer recess. For purposes of this Article, the term "vacancy" shall mean a position where no employee is holding a claim to the position (i.e., leave of absence), or a current position where an increase in hours will make the position eligible for an increased level of benefits under Article VIII.

Section 2. Application for Vacancies. It is the right of the School District to select the best qualified candidate for an open position. All applications will be considered by the School District and final decision for employment, advancement, transfer or promotion

will be made by the School District after considering the qualifications of all applicants. Qualifications of applicants shall include background, training, seniority, experience, education, aptitude for the position and testing results. First consideration shall be given to applicants from within the bargaining unit who are qualified for the position.

If it is determined by the School District that two or more internal candidates are equally qualified for an opening, the senior qualified employee shall be assigned to the position. Upon request, senior employees not selected shall be provided with a written rationale for the hiring decision by the responsible administrator within ten (10) days of the hiring decision with a copy to the Human Resources Office.

Section 3. Temporary Assignment. The School District may fill a vacancy or new position, temporarily, pending completion of the assignment process. Temporary positions that are expected to last more than thirty (30) days shall be posted internally for at least five (5) working days. Employees from the same building shall be given first consideration in filling a temporary vacancy. If a qualified employee is not available to fill the position, external candidates may be considered to fill the temporary assignment. At the end of the temporary assignment, permanent employees of the bargaining unit shall return to their regular assignments.

Section 4. Reassignment. School District may assign staff within job classification so as to best meet the needs of the District. Except in the case of an emergency, an employee proposed to be reassigned by the School District will normally be given at least ten (10) working days notice of the proposed reassignment. Prior to the reassignment becoming final, the employee will have the right to request a meeting with the Executive Director of Human Resources or designee and a union representative to discuss the reassignment.

ARTICLE XIV SEVERANCE PAY / WELLNESS PAY / 403B

Section 1. Severance Pay.

Subd. 1. Eligibility. Employees meeting the following requirements shall be eligible for severance pay pursuant to the provisions of this section, upon submission of a written resignation accepted by the School District:

- a. Employees who have completed at least fifteen (15) years of continuous service with the School District and who are immediately eligible for a state retirement annuity benefit;
- b. Any year in which an employee is on a full year leave of absence will not be counted as an eligible year of service but will not constitute a break in service.
- c. Any years of service by an employee prior to their current seniority date will not be counted as years of service for purposes of this section.

- d. Employees who become and remain totally and permanently disabled while employed by the School District after meeting the eligibility requirements of this section.
- e. Employees whose death occurs while employed by the School District after meeting the eligibility requirements of this section.
- f. An employee will only be eligible for severance pay benefits under this section one time during their employment with the District.

Subd. 2. Calculation of Severance Pay. An employee meeting the eligibility requirements of Section 1, Subdivision 1, at the time of resignation, retirement, disability or death, shall receive severance pay as follows:

- a. \$300 per year of qualifying service;
- b. Total severance pay under this section will not exceed \$15,000 for any eligible employee.

Subd. 3. Ineligibility. Severance pay under this section shall not be granted to any employee who is discharged for cause by the School District.

Subd. 4. Payment.

- a. Severance Pay under this section shall be paid by the School District into the employee's Minnesota Health Care Savings Plan (MHCSP) within sixty (60) days of retirement.
- b. If an employee completes and qualifies for a waiver of participation based on the health care savings plan criteria, and the waiver is presented to the School District at least two (2) months in advance of the employee's retirement date, payment under this section shall be paid directly to the employee in one lump sum within sixty (60) days of retirement.
- c. If an employee who is eligible for severance pay under this article dies prior to submitting a notice of resignation or retirement, or after submitting notice but prior to the anticipated retirement date, severance pay will be paid to the employee via payroll or to the employee's estate and not to the MHCSP.

Section 2. Wellness Pay. Employees shall receive annual wellness pay for all accrued accumulative leave days in excess of 60 days. The school district shall pay out an amount equal to the total number of excess days multiplied by the employee's daily rate times .6 by August 31st of each year, into the employee's Minnesota Health Care Savings Plan (MHCSP).

Section 3. 403b Plan.

Subd. 1. Participation. Employees of this bargaining unit shall be eligible to participate in a 403b plan pursuant to Minnesota Statutes §356.24.

Subd. 2. Matching Contribution Plan. Beginning with open enrollment during the 2020-2021 school year, the School District will match employees' annual contributions for employees who are benefit eligible under Article VIII based on their current year of employment in the School District. The School District matching amount shall not exceed the Annual Maximum Match Amount set forth below:

<u>Years of Service</u>	<u>Maximum Match Amount</u>	
	<u>Annual</u>	<u>Cumulative</u>
0 years to three (3) years	\$-0-	\$ -0-
Four (4) – Eight (8) years	\$500	\$ 2,500
Nine (9) – Thirteen (13) years	\$600	\$ 3,000
Fourteen (14) – Eighteen (18) years	\$700	\$ 3,500
Nineteen (19) plus years	\$900	<u>\$ 8,000</u>
		\$17,000

Subd. 3. The maximum career matching contribution by the School District shall be \$17,000.

Subd. 4. A salary reduction authorization agreement must be completed by the eligible employee by September 1 for the employee to participate in the 403b Matching Contribution Plan for that school year.

Subd. 5. The School District shall provide notice to participating employees when they become eligible for an increased level of matching contribution.

Subd. 6. Employees on unpaid leaves may not participate in the matching program while on leave.

ARTICLE XV MISCELLANEOUS

Section 1. Medical Examination. An employee whose condition of physical or mental health is thought to be adverse to the welfare of students or other employees may be required to undergo a health examination by a licensed physician at the expense of the School District.

Section 2. Mileage Reimbursement. Employees of this unit who are authorized to use their own automobile in the performance of their duties shall be reimbursed for all authorized travel at the rate established by the School District.

Section 3. Copies of the Bargaining Agreement. The School District shall provide the bargaining unit with copies of the Bargaining Agreement for each building and for each union steward within forty-five (45) days of ratification by the School Board. The approved Bargaining Agreement shall also be available on the School District website.

Section 4. Retiree Recognition. The District will initiate an Employee Recognition program designed to acknowledge and commend service to District 742 schools.

ARTICLE XVI GRIEVANCE PROCEDURE

Section 1. Grievance Definition. A “grievance” shall mean an allegation by an employee resulting in a dispute or disagreement between the Union and the School District as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Agreement.

Section 2. Representative. The Union or School District may be represented during any step of the procedure by any person or agent designated by such party to act in his/her behalf.

Section 3. Definitions and Interpretations.

Subd. 1. Extension. Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days. Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays excluding Saturdays and Sunday and legal holidays as designated by state law.

Subd. 3. Computation of Time. In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark. The filing or service of any notice or document herein shall be timely if it bears a postmark of the United States mail within the time period.

Section 4. Time Limitation and Waiver. Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School District’s designee, setting forth the facts and specific provision(s) of the Agreement allegedly violated and the particular relief sought, within twenty (20) days after the event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the School District’s designee. By written mutual agreement, the parties may waive any step and/or extend any time limits of the grievance procedure.

Section 5. Adjustment of Grievance. The School District and the employee shall attempt to adjust all grievances that may arise during the course of employment of any employee within the School District as follows. All grievances at all levels shall be filed with the Executive Director of Human Resources.

Subd. 1. Informal. The Employee(s) and union will attempt to resolve an alleged grievance with the School District through informal means by meeting with the employee's building administrator within ten (10) days of the event giving rise to the concern.

Subd. 2. Level I. If the grievance is not addressed through informal discussion, the grievance shall be filed in writing with the Executive Director of Human Resources or designee. The Executive Director may call a meeting within ten (10) days after receiving the written grievance. Following this meeting the Executive Director shall have five (5) days to provide a written decision on the grievance to the parties involved.

Subd. 3. Level II. In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent of Schools, provided such an appeal is made in writing within ten (10) days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his/her designee shall meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the Superintendent or his/her designee shall issue a decision, in writing, to the parties involved.

Subd. 4. Level III. In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such an appeal is made in writing within ten (10) days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School District shall hear the grievance within twenty (20) days after the receipt of the appeal. Within twenty (20) days after the meeting the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the School District may be designated by the School Board to hear the appeal at this level, and report its findings and recommendations to the School District. The School District shall then render its decision.

Section 6. Denial of Grievance. Failure of the School District or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance, and the employee may appeal it to the next level.

Section 7. Arbitration Procedures. In the event that the employee and the School District are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request. A request to submit a grievance to arbitration must be in writing, signed by the aggrieved party, and such request must be filed in the office of the Superintendent within ten (10) days following the decision in Level III of the grievance procedure.

Subd. 2. Prior Procedure Required. No grievance shall be considered by the arbitrator that has not been duly processed in accordance with these grievance procedures and appeal provisions.

Subd. 3. Selection of Arbitrator. Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Commissioner of the Bureau of Mediation Services to submit a panel of seven arbitrators to the parties, pursuant to PELRA, provided such request is made within twenty (20) days after request for arbitration. The request shall ask that the panel be submitted within ten (10) days after the receipt of said request. Within ten (10) days after receipt of the panel, the parties shall alternately strike names, and the remaining name shall be the arbitrator to hear the grievance. The order of striking shall be determined by lot. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Commissioner within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Hearing. The grievance shall be heard by a single arbitrator, and both parties may be represented by such person or persons as they may choose to designate, and the parties shall have the right to a hearing, at which time both parties shall have the opportunity to submit evidence, offer testimony and make oral and written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 5. Decision. The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by the P.E.L.R.A.

Subd. 6. Expenses. Each party shall bear its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expense that the party incurs in connection with presenting its case for arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally the fees and expenses of the arbitrator, the cost of the transcript or recording, if requested by either or both parties, and any other expense that the parties mutually agree are necessary for the conduct of the arbitration.

Subd. 7. Jurisdiction. The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and

programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public school boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

Section 8. Mediation. By written mutual agreement the parties may waive any step or suspend any timeline in order to submit a grievance to mediation by filing a joint petition with the Commissioner of Mediation Services.

ARTICLE XVII DURATION

Section 1. Term and Reopening Negotiations. This Agreement shall remain in full force and effect for a period commencing on July 1, 2021, through June 30, 2023, and thereafter pursuant to the P.E.L.R.A. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent no later than ninety (90) days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Agreement.

Section 2. Effect. This Agreement constitutes the full and complete Agreement between the School District and the Exclusive Representative representing the employees. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreement, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality. Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

Section 4. Severability. The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any such circumstances is held to be invalid, it shall not affect any other provision of this Agreement or the application of any provision thereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

FOR:

School Employees International Union
Local 284
450 Southview Blvd
So. St. Paul, MN 55075


Union Steward

Union Steward


Union Representative

Dated: 10-25-21

FOR:

St. Cloud Area School District 742
1201 Second Street South
Waite Park, MN 56387


Chair


Clerk


Chief Board Negotiator

Dated: 09-22-2021

APPENDIX A

July 1, 2021 - June 30, 2023

2021-2022

	I	II	III	IV
1	15.42	16.80	18.27	19.66
2	16.18	17.61	19.08	20.42
3	16.91	18.40	19.87	21.17
4	17.80	19.34	20.87	22.15

- **Steps for employees hired on or before 1/2/20**

2022-2023

	I	II	III	IV
1	15.65	17.05	18.54	19.95
2	16.42	17.88	19.37	20.73
3	17.16	18.68	20.17	21.49
4	18.07	19.63	21.18	22.49

- **Steps for Employees hired prior to 1/1/22**

2021-2023

Recruitment and Retention Stipends

In addition to pay changes reflected in Article VII, Section 1, Subd 2., and this wage schedule, employees will be eligible for Recruitment and Retention Stipends in each year in the total amount of \$1,500 per contract year, prorated based on the employees regularly scheduled hours per day as follows:

- 6+ hours per day = \$1,500 each year
- 4.01-5.99 hours per day = \$1,100 each year
- 4 hours or less per day = \$700 each year

Stipends will be paid in three installments following the close of each trimester on the following payroll dates: 12/15 (25%), 3/31 (25%) and 6/15 (50%). Employees must have a start date prior to 9/18 to be eligible for the 12/15 stipend, by 12/6 to be eligible for the 3/31 stipend, and 1/3 to be eligible for the 6/15 stipend. Employees must be active employees and in paid status on the relevant pay dates in order to receive the stipend payment. These stipends are funded with one time money and will expire at the end of this contract period.

APPENDIX B

Class	I	II	III	IV
	High School Clerk <ul style="list-style-type: none"> • Media • Guidance • Attendance Community Education Clerk Nutritional Services Clerk Junior High/McKinley Clerk Printing Clerk Welcome Center Clerk Student Services Clerk	Assistant Principal Assistant High School Bookkeeping Assistant Junior High/McKinley Assistant Community Ed Assistant Guidance Assistant Business Services Assistant Learning & Teaching Assistant Student Services Assistant DAO Reception Assistant	Principal Secretary Transportation Secretary Buildings & Grounds Secretary Purchasing Secretary Equity/Assessment Secretary Community Education Secretary Early Childhood Secretary Technology Secretary Student Services Secretary Title Programs Secretary Welcome Center Secretary Nutritional Services Secretary Learning & Teaching Secretary ABE Secretary Activities Secretary	Payroll Specialist

This Appendix is included for illustration purposes to show the current job titles in each classification. While job titles are not a subject of collective bargaining, the District and Unit have agreed to meet regularly in a Clerical Labor Management Committee, and that committee will review and recommend revised job titles for clarity and consistency. The committee will also review and discuss concerns of the Unit related to the necessary job knowledge and competencies required for each of the job assignments.

Memorandum of Agreement

Between

School Service Employees Local 284
and
St. Cloud School District No. 742

WHEREAS, the School Service Employees Local is the Exclusive Representative of the Clerical Unit ("Union") in Independent School District No. 742, St. Cloud ("District"); and

WHEREAS, the parties have completed bargaining of the Collective Bargaining Agreement ("CBA") for the 2021-2023 contract period; and

WHEREAS, the CBA for the 2021-2023 contract period includes a change in the method of calculation for severance pay pursuant to Article XIV, Section 1; and

WHEREAS, the parties wish to give longstanding employees who hold accumulative leave days in a severance bank the maximum severance payment available under the language of the 2021-2023 severance provision, or the 2019-2021 severance provision, whichever is greater;

NOW, THEREFORE, the District and the Union agree as follows:

1. Employees of the unit who currently hold a severance bank of accumulative leave days, at the time of retirement, will have their severance payment calculated pursuant to the language of Article XIV, Section 1 of the 2019-2021 CBA, and under Article XIV, Section 1 of the 2021-2023 CBA, and shall receive as severance pay the greater of the two calculations. Employees who are eligible for severance pay under this paragraph are as follows:
 - a. Brenda Enneking
 - b. Janine Gerads
 - c. Eileen Hoppe
 - d. Karen Parker
 - e. Susan Oldakowski
 - f. Linda Schreifels
 - g. Wanda Sis
 - h. Tammy Utecht
2. That Debra Hengel, who has submitted her notice of retirement effective October 1, 2021, shall have her Severance Pay calculated and paid pursuant to Article XIV, Section 1 of the 2019-2021 CBA.
3. These agreements shall not be subject to the grievance provisions of the contract.

By signing below, each party represents that it has read, understands, and agrees to be bound by the terms of this Memorandum of Understanding.

Dated: 10-25-21

**INDEPENDENT SCHOOL DISTRICT
NO. 742, ST. CLOUD**

School Service Employees Local 284

by Carol Hanson

by Susan Oldakowski

Its Union Representative

Its Union Steward

MEMORANDUM OF UNDERSTANDING

School Closing Plan • Flexible Learning Days • 2021-2022

In an effort to continue student learning in the event of weather related school closings, St. Cloud Area Schools will continue using Flexible Learning Days during the 2021-2022 school year pursuant to Minn. Stat. §120A.414 as follows:

Make-Up Plan:

- The first five weather related closings will be shifted to Flexible Learning Days as long as there is no interruption of power and/or internet service that would interfere with distance learning.
- Additional weather related school closing days will be determined by the Superintendent and make-up time for students and/or staff will be determined by the Superintendent in consultation with the School Board.

Licensed Staff Expectations

Licensed staff who are unable to teach on a flexible learning day due to a discretionary day, illness or medical appointment for themselves or a family member, or other absence reason, must request time off in Skyward and post the learning activities for the day on SeeSaw or Schoology in lieu of posting sub plans. In addition, email your principal and lead secretary so they are aware you are not available for student or parent contact.

Licensed staff who are on duty during a flexible learning day must be in service during their regular teacher duty day and will complete the following:

PK-5 Staff

Licensed staff of students in grades PK-5 will post learning activities on SeeSaw by 9:00 AM on the day of a Flexible Learning Day. Licensed staff must be available during the student contact day by email/phone and/or SeeSaw to answer questions and assist students. Time not engaged in posting lessons or in direct contact with students may be used for planning and preparation time. Teachers are responsible for completing attendance on flexible learning days.

Secondary Staff

Licensed staff of students in grades 6 -12 will post learning activities on Schoology by 10:00 AM on the day of a Flexible Learning Day. Licensed staff must be available during the student contact day by email/phone and/or Schoology to answer questions and assist students. Time not engaged in posting lessons or in direct contact with students may be used for planning and preparation time. Teachers are responsible for completing attendance on flexible learning days.

Non-Instructional Licensed Staff

Non-Instructional licensed staff (e.g. counselors, school psychologists, social workers, nurses, SLPs, OT/PTs, autism specialists, media specialists, technology integrationists, SEL/Focus teachers, ADSIS teachers, academic coaches, EL coordinators, etc.) will make a plan for their work on a flexible learning day with their administrator/supervisor.

Part-Time Teaching Staff

Part-time contract teachers will be available during their regularly scheduled duty hours.

Non-Licensed Staff Expectations

10 Month Non-Licensed Staff Expectations:

In the event of a flexible learning day due to snow or ice, 10-month non-licensed staff will not report to work on-site and will work as follows:

1. Staff who can work effectively from home may do so with the pre-approval of their supervisor (e.g. clerical, head cooks, BRS, BSS, BCSS, BTIs, interpreters, instructional paras, clerical, head cooks, health paras, clerical paras).
2. Non-licensed staff who do not support instruction, whose regular work cannot be performed at home, (e.g. bus drivers, nutritional services, transportation paras, door monitors, CSO's) may use accumulative leave or other paid leave time to make up for any hours lost due to a school closing day. In the alternative, the school district will provide make-up days for these staff groups. Make-up days will be scheduled prior to June 15th to include staff training or other duties for non-licensed staff, and will be paid at the time the make-up time is served. Staff electing to make-up lost time will request "*Restricted Unpaid Time Off/Make-Up Time Request*" for the closed weather day.
3. Paid school closing days without make-up time may be authorized for 10-month non-licensed staff members at the direction of the superintendent in consultation with the school board, and in that case, staff would receive full pay for those school closing days. The superintendent will take into consideration the economic impact of multiple school closing days within a pay period when considering this option.

In the event of a flexible learning day due to a cold weather closing, 10-month non-licensed staff may report to work as usual. Employees who choose not to report to work on a cold weather closing day, may use accumulative or other paid leave time to make up for any hours lost.

12 Month Non-Licensed Staff Expectations:

In the event of a flexible learning day due to snow or ice, 12-month non-licensed staff who can report to work safely may do so (e.g. custodians and engineers). 12-month non-licensed staff who can work from home may do so with the approval of their supervisor (e.g. clerical, non-represented 12 month employees). For staff who cannot report and whose work cannot be performed at home, any lost time due to snow closing days may be flexed back into the same work week through extended work days or on Saturday of that week (provided Saturday building access is available) between the hours of 8:00 am and 6:00 pm. Employees who choose not to work from home or perform make-up time on a snow or ice closing day, may use accumulative or other paid leave time to make up for any hours lost.

In the event of a flexible learning day due to a cold weather closing, 12-month non-licensed staff may report as usual. Employees who choose not to report to work on a cold weather closing day, may use accumulative or other paid leave time to make up for any hours lost.