

# **ST. CLOUD PRINCIPALS ASSOCIATION**

## **MASTER AGREEMENT**

**2023-2025**

**Between**

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

**and**

**St. Cloud Principals Association**

**ST. CLOUD PRINCIPALS ASSOCIATION MASTER AGREEMENT**

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

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**AN AGREEMENT BETWEEN ST. CLOUD AREA SCHOOL DISTRICT 742 AND THE  
ST. CLOUD PRINCIPALS' ASSOCIATION**

**ARTICLE I – PURPOSE**

This Agreement is entered into between St. Cloud Area School District 742, St. Cloud, Minnesota, hereinafter referred to as the School District or District and the St. Cloud Principals' Association (certified by the Director of the Bureau of Mediation Services as the exclusive representative) hereinafter referred to as the Principals' Association or Association, pursuant to and in compliance with the Minnesota Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions of employment for Principals and Assistant Principals for the term of this Agreement and to promote orderly and constructive relationships between the School District and the principals of this unit.

**ARTICLE II – RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

**Section 2.1. Recognition.** In accordance with the P.E.L.R.A., the School District recognizes the Principals' Association, as the exclusive representative of Principals and Assistant Principals employed by the School District, which exclusive representative, shall have those rights and duties as prescribed by P.E.L.R.A. and as described in the provisions of this agreement.

**Section 2.2. Unit Dispute.** Disputes, which may occur over the inclusion or exclusion of proposed new or revised positions in the unit, shall be subject to the meet and confer process. If the dispute is not resolved, the issue shall be referred to the Bureau of Mediation Services for determination.

**ARTICLE III – DEFINITIONS**

**Section 3.1. 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, staffing ratios, and the School District's personnel policies affecting the working conditions of the employees. In the case of professional employees the term does not mean educational policies of a school district. "Terms and conditions of employment" is subject to the provisions of PELRA. In the case of school employees, the "terms and conditions of

employment” includes adult-to-student ratios in classrooms, student testing and student-to-personnel ratios.

**Section 3.2. Principals and Assistant Principals.** Shall mean any person employed by the School District as a Principal, or Assistant Principal in a position requiring a license by the Minnesota Department of Education, and who devotes more than fifty percent of his/her time to administrative and supervisory duties in the position of Principal, Assistant Principal, or Principal on Special assignment. The term Principal shall normally not include: Superintendent, Assistant Superintendent, Directors, Licensed Supervisors, or other supervisory employees who are not required to be licensed by the State Board of Education. This unit shall include all Principals, Assistant Principals, and Principals on Special Assignment employed by the School District, whose employment service exceeds the lesser of 14 hours per week or 35 percent of the normal work week and more than 100 work days per year, excluding all other principals.

**Subd. 3.2.1. Part Time.** A part time Principal is one who is assigned the duties of a Principal or Assistant Principal for less than fifty percent of the normal workweek.

**Section 3.3. School District.** For purposes of administering this Agreement, the term "School District" shall mean the School Board or its designated representative.

**Section 3.4. 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 4.1. 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, the selection of personnel and direction of personnel.

**Section 4.2. 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 4.3. Effect of Laws, Rules and Regulations.** The exclusive representative recognizes that all Principals covered by this Agreement shall perform the teaching and nonteaching services prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and by School Board 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 Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement and recognizes that the School Board, all Principals covered by this Agreement and all provisions of this Agreement are subject to the laws of the State of Minnesota, Federal laws, rules and regulations of the State Board of Education, and valid rules, regulations and orders of State and Federal governmental agencies. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void without force and effect.

**Section 4.4. Reservation of Managerial Rights.** The foregoing enumeration of 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 – PRINCIPALS' RIGHTS**

**Section 5.1. P.E.L.R.A. Rights.** The School District recognizes all Principals' rights as provided for in the P.E.L.R.A.

**Section 5.2. Dues Deductions.** The School District shall deduct from the wages (by payroll deduction) the yearly dues of the Association for all principals who authorize such deductions in writing. Provided, that the deduction of such dues, and the proceeds thereof, shall be waived in the event the principal loses the right to dues deduction pursuant to the P.E.L.R.A.

1. The deduction shall be made by payroll deduction based on the number of checks received by the Principal.
2. The total amount of yearly dues for one Local, State and National Organization and the amount to be deducted shall be specified by the Principal on the authorization card furnished by the Association.

3. The Association shall indemnify and save harmless the School District for the deductions made under this authorization.
4. All dues deducted by the School District, pursuant to the authorization of the principal, shall be promptly remitted to the Association.

**Section 5.3. Pursuant to the P.E.L.R.A.** Nothing contained in this Agreement shall be construed to limit the expression or communication of a view, grievance, complaint, or opinion on any matter related to contract administration and the condition 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 5.4. Pursuant to M.S. 122A.40, Subd. 19.** As amended, all evaluations and files wherever generated related to each individual Principal shall be available during regular school business hours to each Principal upon his/her written request. A representative of this Association may, at the Principal's request, accompany the Principal in this review. The Principal shall have the right to reproduce any of the contents of the files at the Principal's expense and to submit for inclusion in the file written information in response to any material contained therein. However, the School District may destroy such files as provided by law.

## **ARTICLE VI – LEAVES OF ABSENCE - SHORT TERM**

**Section 6.1. Short Term Leaves.** Short term leaves of absence will be available to Principals in accordance with the provisions of this Article.

### **Section 6.2. General Provisions.**

**Subd. 6.2.1.** Upon returning from any absence from contractual responsibilities, the Principal shall document the absence in the District's electronic principal attendance system.

**Subd. 6.2.2.** For illness and bereavement, the Principal shall notify the Superintendent and/or Assistant Superintendent, and the building administrators and/or lead secretary as soon as practical in order to ensure proper coverage of the building. For all other short term leaves, the Principal shall submit a request through the School District's electronic principal attendance system for approval in advance of the requested date and shall outline the purpose for the leave.



**Section 6.3. Accumulated Leave Days.**

- A. Principals shall receive 12 days of accumulative leave at the start of each school year. A principal working a partial year will receive a prorated number of accumulative leave days.
- B. The School District shall maintain a record of all accumulative leave transactions in the School District's electronic principal attendance system and principals shall enter time off requests in a timely manner.

**Section 6.4. Leaves with Accumulated Leave Deduction.**

- A. One day of accumulated leave shall be deducted for each day of absence in accordance with Subdivisions 6.41 and 6.42 of this Section.

**Subd. 6.4.1. Illness and Bereavement Leave.**

- 1. A Principal may be absent from contractual duties for bereavement or illness of a member of the immediate family or for personal illness.
- 2. The immediate family is limited to the following: grandparents, parents, siblings, spouse, minor or adult children, grandchildren, spouse's grandparents, spouse's parents, personal guardians, brothers-in-law, and sisters-in-law. For bereavement only, any person domiciled in the Principal's household is a member of the immediate family.
- 3. The maximum number of days that may be used for such absences are:
  - a. Bereavement: Up to ten (10) days per year, but no more than five (5) days per incident.
  - b. Illness of Immediate Family Member: Up to the total number of unused leave days.
  - c. Personal Illness: Up to the total number of unused accumulated leave days. If a Principal is unable to return to work for medical reasons after exhausting accumulated leave, said Principal shall be placed on health leave.

**Subd. 6.4.2. Special Leave.**

1. Special leave, not to exceed two days per year, may be granted to Principals. The leave is to be used for compelling personal business or obligations over which the Principal has no control and which cannot be consummated outside the school day without undue hardship.
2. Examples of legitimate claims for special leave will include, but are not limited to the following:
  - a) Matters relating to settlement of an estate in which person has a legal interest.
  - b) Urgent legal matters.
  - c) Special examinations administered by universities in connection with degree programs.
  - d) Pallbearer or attendance at funeral services for a person for whom the staff member feels a moral obligation and which is not covered by other leaves of absence.
  - e) Weddings in the family or an attendant at a wedding.
  - f) Compelling reasons resulting from a natural disaster.
  - g) Family crisis not covered by other leaves of absences.
  - h) Other emergencies beyond principal's control.
  - i) Attendance at a game or event at MSHSL regional or state tournament or MSHSL final competition in which the principal's child is competing.

**Section 6.5. Leaves with No Deduction.**

**Subd. 6.5.1. Civic Responsibility Leave.**

1. The School District may grant a leave of absence to a Principal who has achieved a leadership position in civic activities. No Principal will be granted more than five (5) days per year.

**Subd. 6.5.2. Jury Duty.**

1. A leave of absence for jury duty shall be granted to Principals who are summoned to serve in such capacity.
2. Principals serving on jury duty shall be paid their full salary less the amount received for jury duty, excluding mileage, for each day they would normally be on their job at school.
3. Principals on jury duty shall retain or accrue such benefits as they may have earned had they been in continuous employment.

**Section 6.6. Injuries.**

1. Principals who are injured during a school related activity may be absent up to five (5) school days if needed.
2. Principals who are injured during an assault at a school related activity may be absent up to ten (10) school days if needed.

**Section 6.7. Unpaid Leave of Absence.** An unpaid leave of absence may be authorized by the School District when leave allowances have been exceeded or for unusual personal reasons, which justify the absence of the principal from contractual obligations.

**ARTICLE VII – LEAVES OF ABSENCE - LONG TERM**

**Section 7.1. Leaves of Absence - Long Term.** Long term leaves of absences will be available to contract principals in accordance with the provisions of this Article.

**Section 7.2. General Provisions.**

**Subd 7.2.1.** Leaves of absences, which are granted pursuant to the provisions of this article, shall not constitute a break in the continued employment (seniority) status of the principal.

**Subd. 7.2.2.** Upon completion of an approved leave, the principal shall be returned to his/her position or to an equivalent contractual position, and unused accumulated leave days shall be restored. However, a principal on an approved leave may be placed on unrequested leave pursuant to the provisions of that article.

**Subd. 7.2.3.** All requests for long term leave must be submitted in writing to the Superintendent of Schools. The request shall indicate the proposed commencement and termination dates.

**Subd. 7.2.4.** The proposed return date shall be by mutual agreement.

**Subd. 7.2.5.** Leaves will not exceed twelve (12) months.

**Subd. 7.2.6.** Neither experience credit for step/longevity advancement nor accumulated leave is earned during the time the Principal is on leave.

**Subd. 7.2.7.** Principals on leave shall maintain their eligibility to participate in the School District's group life, health and dental insurance programs and long term disability insurance, if eligible. Unless otherwise provided, the principal shall pay the premium(s) to the School District on or before the 20th of the month preceding the desired month of coverage.

### **Section 7.3. Leaves of Absence Without Pay.**

#### **Subd. 7.3.1. Health Leave.**

1. A principal may be granted a leave of absence for health reasons. Written requests shall be submitted in advance and shall be accompanied by a recommendation from a physician competent in the field.
2. Leave of absence for health reasons may be required by the School District in accordance with M.S. 122A.40, Subd. 12.

#### **Subd. 7.3.2. Child Care Leave.**

A principal shall be granted a child care leave subject to the following conditions:

1. Written requests for such leave should be made at least 90 days prior to the estimated date of delivery or, in the case of adoption, the date of home placement.
2. Leave will begin 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 between the principal and the School District.

#### **Subd. 7.3.3. Alternative Leave.**

1. A leave of absence for a full contract year may be granted by the School District for purposes of engaging in an alternative experience.
2. The School District shall have the sole authority to approve or deny such written requests based on any criteria the School District deems appropriate. The School District in making its decision shall consider the availability of an adequate replacement for the principal making such a request.

3. Such request shall be submitted in writing and the principal shall state in detail 1) a full explanation of his/her reasons for requesting such a leave, 2) the total period of time the principal expects to be gone including beginning and returning dates, and 3) a full and complete address where the principal may be reached for any necessary communications.
4. The leave of absence may be preapproved at the sole discretion of the School District for a subsequent year under circumstances deemed appropriate by the School District.
5. Any additional benefits negotiated by the Association will not become available to the principal until he/she returns to full employment in the School District. This shall not affect the current insurance programs or revisions thereof.
6. The School District maintains its managerial authority with respect to transfer and reassignment and the decision to transfer or reassign is not subject to the grievance procedure. The placement of a principal returning from leave will be dependent on what the School District determines is in the best interest of the School District; however, the wishes of the principal regarding the assignment upon return from leave will be given consideration.

## **ARTICLE VIII – UNREQUESTED LEAVE GENERAL PROVISIONS**

**Section 8.1. Purpose.** The purpose of this Article is to implement the provisions of Minn. Stat. 122A.40, subdivision 10.

**Section 8.2. Unrequested Leave.** The School District may place a principal on unrequested leave of absence (“ULA”), based upon seniority and licensure, because of discontinuance of position, lack of pupils, financial limitations, or merger of classes.

**Section 8.3. Seniority.** “Seniority” shall mean the principal’s first date of continuous service with the School District in a position covered by this bargaining unit.

**Subd. 8.3.1.** Tiebreaker. Ties in seniority shall be broken as follows:

The principal with the smallest file folder number assigned by the Licensing Department of the Minnesota Department of Education shall be deemed the most senior.

**Section 8.4. Separate Seniority.** Each lane of the salary schedule shall be deemed separate for seniority purposes, meaning that the higher lane (e.g., AA) shall be considered a promotion for a principal on a lower lane (e.g., AB). A principal does not have the right to use seniority to bump into or claim a position that is a promotion from his/her current position.

**Section 8.5. Notice.** Principals placed on ULA shall receive notice of such placement on or before June 30<sup>th</sup> of the school year prior to the commencement of the ULA.

**Section 8.6. Duration.** The ULA shall continue for two (2) years, after which the right to reinstatement shall terminate; provided, the principal's right to reinstatement shall also terminate if he/she fails to file with the School District, by April 1<sup>st</sup> of each year, a written statement requesting reinstatement.

**Section 8.7. Reinstatement.**

**Subd. 8.7.1.** A principal placed on ULA shall be reinstated to a vacant bargaining unit position that is in the same or lower salary schedule lane as the principal was in as of the time of his/her placement on ULA, subject to Section 8.4, above.

**Subd. 8.7.2.** When placed on ULA, a principal must file his/her name and address with the School District's human resources department so that any notice of a vacant position can be mailed to the principal. The School District will comply with its obligation to notify the principal of a vacancy by placing such notice in the mail addressed to the principal's last known address. The principal is responsible for providing for forwarding of mail or for address changes. Failure of the notice to reach the principal is not the School District's responsibility if it has been mailed as provided in this Article.

**Subd. 8.7.3.** The principal shall have ten (10) days from the date of the notice to accept re-employment. Failure to accept within such ten (10) day period shall constitute a waiver and forfeiture by the principal of any further rights of employment or reinstatement.

**Subd. 8.7.4.** Reinstatement rights automatically expire two (2) years from the date the principal was notified of his/her placement on ULA.

## **ARTICLE IX – DUTY YEAR**

**Section 9.1. Intent.** It is the intention of the School District and the Association to establish in this section the Duty Year requirements for principals to fulfill their contractual obligation to the School District.

The parties acknowledge that principals serve a critical function in the leadership and management of the School District and must commit whatever time is necessary to accomplish their managerial duties and responsibilities. In fulfilling their professional responsibilities principals will often be required to work more than a traditional eight-hour day and more than the minimum Duty Year established for their positions. The following provisions are intended to balance professional responsibility and accountability with administrative discretion and flexibility in the fulfillment of the contractual expectations of the School District.

**Section 9.2. Duty Year.** The Duty Year for principals will run from July 1 to June 30 of each year, pursuant to the duty day provisions set forth below.

**Section 9.3. Duty Days.** Duty days shall include the total number of paid service days, paid holidays and paid leave days recorded in a duty year. Except in the case of compensatory flex days (See Section 9.7), duty days shall only include weekdays during the duty year. The number of duty days/weeks shall not be modified unless mutually agreed upon between the Association and the District.

Principals shall serve the minimum number of duty days required for their position as follows:

<b>Position</b>	<b>Minimum Duty Days</b>
Principals:	
Senior High	235
Junior High\Middle School\McKinley	230
Elementary	225
Assistant Principals:	
Senior High	230
Junior High\Middle School\McKinley	225
Elementary	220

**Section 9.4. Duty Day Schedule.** The specific duty days for each duty year shall be established by each Principal subject to the approval of the Superintendent. Principals will submit a proposed duty year calendar for review and approval by the Superintendent or his/her designee on or before July 1 of each year. Principals are generally expected to be in service during student instructional days, subject

to the other provisions of this Article. Non-substantive changes to the approved duty day schedule after July 1 that are consistent with the other provisions of this section may be made by a principal as set forth below.

**Section 9.5. Non-Duty Days.** Non-duty days may be used flexibly throughout the duty year. Principals may schedule no more than ten (10) non-duty days during days that teachers are in service pursuant to contract, and no more than five (5) consecutive non-duty days may be scheduled at one time. Up to five (5) non-duty days may be carried over from year-to-year. Changes to these limits may be approved at the discretion of the Superintendent or his/her designee.

<b>Position</b>	<b>Non-Duty Days</b>
Principals:	
Senior High	25
Junior High I Middle School/ McKinley	30
Elementary	35
Assistant Principals:	
Senior High	30
Junior High I Middle School / McKinley	35
Elementary	40

**Section 9.6. Compensatory Non-Duty Days.** As acknowledgement for the additional time that principals work beyond their normal duty day and week, including events that require principals to be on duty into the evenings and weekends, principals will be provided compensatory Non-Duty Days for a portion of the additional time principals work. Compensatory Days under this provision are to be considered full and complete payment for all additional work beyond the principal's normal work schedule.

Principals will be granted ten (10) compensatory Non-Duty Days each duty year for all the additional hours and/or days worked beyond their normal work schedule. Compensatory Days can be used only on non-teacher contact days. Compensatory days cannot be carried over from year-to-year and will not impact the calculation of the Daily Rate of Pay under Article XII.

**Section 9.7. Compensatory Flex Days.** Weekend days and holidays will not be counted as duty days unless the principal receives Superintendent approval in advance of the requested duty day for special circumstances that require the principal to be on duty.

Compensatory Flex Days may be granted for attendance at conferences or workshops, for necessary travel days related to conference attendance, for special



school activity or athletic related functions, or for other special circumstances, subject to the discretion and approval of the Superintendent or his/her designee.

**Section 9.8. Holidays.**

Principals shall be entitled to the following 11 holidays during the Duty Year:

Independence Day	December 24	Spring Break Friday
Labor Day	December 25	Memorial Day
Thanksgiving	New Years Eve	Juneteenth Day
Thanksgiving Friday	New Years Day	

In addition, Principals are entitled to two (2) floating holidays per year, which are to be taken during non-student days unless otherwise approved by the Superintendent or designee.

**Section 9.9. Mandatory Duty Days.** The Superintendent reserves the right to designate specific calendar dates during the duty year as mandatory duty days when all principals will be expected to be in service. The Superintendent or his/her designee will consult with the executive team of the Association in advance of finalizing the mandatory duty day schedule. A schedule of mandatory duty days will be provided to principals by June 1 for the following duty year. No mandatory duty days will be scheduled from June 15 through July 31, or on teacher non-duty days during the school year without the written consent of the Association.

**Section 9.10. Duty Status.** To be considered in "duty" status a principal must be performing official functions of their position at a work site in the District, or at an approved work location out of the District with the approval of the Superintendent or his/her designee.

**Section 9.11. Reporting of Absences.** Principals shall timely enter absences into the District's electronic principal attendance system for non-duty days, compensatory non-duty days or accumulative leave days. Absences should be entered in advance of the absence whenever possible, but in the event of emergency circumstances should be entered within 48 hours of the absence. Absences of three (3) or more consecutive days during student contact time require the advance approval of the Superintendent or his/her designee, and should be submitted as far in advance as possible. Failure to comply with the reporting requirements of this section may lead to disciplinary action.

## **ARTICLE X – VACANCIES, POSTINGS, PROBATION AND ASSIGNMENT**

**Section 10.1. Notification and Posting of Vacant Positions.** When a vacancy exists for which no principal on layoff or demotion has full rights, or when a new principal position is created, insofar as the exigencies of the situation permit, the School District shall notify the President of the Association in writing of the existence of such vacancy or new position. The School District reserves the right to determine the number and classification of regular principal positions necessary to conduct the business of the school district, and to establish temporary principal positions or principal on special assignment positions for up to one contract year.

In an effort to recognize the interests of current members of the Association in pursuing new opportunities within the School District, it is agreed as follows:

**Subd. 10.1.1 Vacancy After July 15.** The Superintendent shall have full discretion to fill a regular or temporary vacancy occurring on or after July 15 of a contract year. The School District will notify the Association of the vacancy via district email so that members of the bargaining unit may inform the Superintendent of their interest in the position. The Superintendent retains the discretion fill the temporary vacancy as he/she deems appropriate.

**Subd. 10.1.2 Temporary Vacancy Before July 15.** When a temporary vacancy occurs before July 15 that is contemplated to extend for more than thirty (30) calendar days, the Superintendent shall provide notice to all members of the Association via district email and invite interested principals to submit a letter of interest in the position within five (5) working days of said notice. The Superintendent shall give full consideration to all principals interested in filling the position, balancing the needs of the School District, the qualifications of interested principals, and the special circumstances surrounding each vacancy.

**Subd. 10.1.3 Regular Positions.** Regular positions will be posted for at least fifteen (15) working days to allow members of the Association the opportunity to apply for such positions.

**Section 10.2. Probationary Period.** For a newly employed principal/assistant principal who has not achieved continuing contract status in Minnesota school district, the probationary period shall be three (3) years.

For a newly employed principal/assistant principal who has achieved continuing contract status in the District or another Minnesota school district, the probationary period shall be two (2) years.

There shall be a one (1) year probationary period for an assistant principal of the School District who is promoted from a position within the Unit to the position of principal.

Service in an interim or temporary position for more than 120 days shall be counted toward the Principal's probationary period if they are continued in an equivalent position for a subsequent year. Service in an interim or temporary position for less than 120 days does not satisfy the requirements of the probationary period. Instead, the probationary period begins to run when the principal/assistant principal begins service in a regular principal/assistant principal position for the School District.

Probationary principals or assistant principals who have teacher tenure in the School District at the time of their hire, who are not confirmed in the promotional position, have continuing contract rights in the teacher bargaining unit and have the right to return to a teaching position in the School District the following school year subject to the seniority provisions of the Master Contract between the School District and the St. Cloud Educational Association.

**Section 10.3. Administrative Hiring Procedures.** Administrative Hiring Procedures consistent with this Article will be developed by the School District. The School District agrees that modifications to the Administrative Hiring Procedures will be presented to the executive committee of the Principals' Association for review and discussion prior to implementation.

**Section 10.4. Transfers and Reassignments.**

**Sud. 10.4.1 Notice of Transfer and Reassignment.** Transfer and reassignment will be done only after consultation with the affected principal, at which time an explanation of how the move is in the best interest of the District will be shared. When a transfer is made during the school year, the district will make every effort to provide at least five (5) days notice in advance of the transfer. Notwithstanding this provision, the District maintains its managerial authority with respect to transfer and reassignment and the decision to transfer or reassign is not subject to the grievance procedure. However, upon notice from the Association of the District's failure to follow the procedure set forth above, the District shall have five days to hold a remedial meeting with the principal and a representative from the Association to provide the explanation, the required notice and to consider any information from the principal regarding concerns about the transfer or

reassignment. If the district fails to follow this remedial procedure within five (5) days of receiving notice from the Association, the Association may file a grievance beginning at Step 2.

**Subd. 10.4.2 Reassignment to a Position with a Lower Salary Classification.** The Association recognizes that the School District has the right to transfer or assign principals to any regular administrative position in the same or lower position classification for which they are licensed. After the process in Section 10.4.1 has been completed, a principal assigned to a position with a lower salary classification will have his/her annual salary frozen at his/her current daily rate multiplied by the number of duty days required in the new assignment, until such time as the annual salary of the new position surpasses that level. Salary will be determined by the actual number of days contracted in the new position.

**Subd. 10.4.3 Reassignment to a Position with a Higher Salary Classification.** It is recognized that unique circumstances may exist where it is desirable to assign principals to positions at a higher classification on an interim (temporary) or special assignment basis (new positions and classifications). If this is done, it shall be done in writing with ten days prior notice to the Association and for a period of not more than one year. At the end of that time, if the principal continues employment in the district, he/she shall return to his/her original position classification.

**Subd. 10.4.4 Interim or Special Assignment Positions.** Interim or special assignment positions created by the School District will either be discontinued at the end of the contract year, or posted according to Board Policy, negotiated agreement, and/or State/Federal statutes.

## **ARTICLE XI – INSURANCE**

### **Section 11.1. Medical Insurance Plan.**

- A. Effective October 1, 2013, 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.
- B. 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 principals.

C. **HRA Contribution:** The district will provide a Health Reimbursement Account for all participating principals 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 principal carrying single coverage, and \$2,000 per participating principal carrying dependent coverage.
- 2) New principals 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.
- 3) Principals eligible for Employee Married to Employee (EME) coverage pursuant to 11.1 G. below, will receive an HRA contribution of \$1,500 for each principal if in single coverage plans or \$3,000 to the principal carrying a dependent coverage plan.
- 4) Principals 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 a principal have access to HRA dollars in excess of the cap.
- 5) A principal eligible for retirement benefits at the time of separation from the District shall have one year to spend down any balance in the principal's HRA account pursuant to the provisions of the plan.

D. **Full-Time Principal Single Coverage:**

The School District shall contribute a sum not to exceed \$615 per month toward the premium for individual coverage for each full-time salaried principal who qualifies for and is enrolled in the School District's single group health and hospitalization plan. Any additional cost of the premium shall be borne by the principal and paid by payroll deduction.

E. **Full-Time Family Coverage:**

The School District shall contribute a sum of not to exceed \$1,193.00 per month toward the premium for dependent coverage for each full-time salaried principal who qualifies for and is enrolled in a School District group health and hospitalization plan.

F. **Part-Time Principal:**

The School District shall contribute toward a single or dependent plan premium for a part-time principal in a sum equal to the principal's percentage of contract multiplied by the contribution caps set forth above for full-time principals. The HRA contribution under paragraph C., above, will also be prorated based on the principal's percentage of contract.

G. **Employee Married to Employee:**

For any full-time principal 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 as a full-time principal for nine months or more of the year, 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 principals with eligible dependents, for the full contract year.

**Section 11.2. Long-Term Disability.** The School District shall pay the full premium for the standard group long-term disability program of the School District for all Principals who are eligible for benefits under this Article.

**Section 11.3. Life Insurance.** The School District shall pay the full premium for \$50,000 life insurance coverage for all full-time Principals for the standard group life insurance program of the School District. 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 11.4. Dental Insurance.** The School District shall pay a sum not to exceed \$78.75 per month toward the premium for dental insurance for all full-time Principals and for part-time Principals on a prorated basis.

**Section 11.5. District Insurance Contributions.** Employees electing district insurance coverages will be eligible for insurance contributions from the District as follows:

**Subd. 11.5.1. 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. 11.5.2. 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. 11.5.3. 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 service 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. 11.5.4. 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 15<sup>th</sup> 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. 11.5.5. 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 11.6. Liability, Indemnification and Defense Insurance.**

- A. The School District shall provide, at School District expense, liability insurance and errors and omissions insurance, covering bargaining unit Principals, in an amount not less than that which is required by law for the School District.
- B. In the event that an action is brought or a claim is made against a bargaining unit Principal (including civil rights actions) arising out of or in connection with the Principal's employment, and the Principal is acting within the scope of employment or official duties, the School District shall defend and indemnify pursuant to Minnesota Statutes, Chapter 466. The obligation of the School District herein shall be subject to the limitations as provided in Minnesota Statutes, Chapter 466. Reimbursement requests related to criminal proceedings shall be subject to Minn. Stat. § 123B.02, Subd. 20.

**Section 11.7. Vandalism Coverage.** The School District will budget \$2,000 annually for administrative job related malicious mischief claims or damages against personal property which were uninsured, by deductible homeowners or automobile insurance, or repeated claims that may jeopardize an existing policy or rates of the policy. Maximum School District payment per incident per Principal will be \$300.

**ARTICLE XII – RATES OF PAY**

**Section 12.1. Salary Schedule.** Principal rates of pay are reflected on the Salary Schedule, which is attached to this Agreement. The schedule is effective only for the 2023-2025 contract years. The schedule is not to be construed as part of the continuing contract.



**Section 12.2. Salary Advancement.** An employee shall be eligible for salary advancement on July 1 if employed in a unit position prior to January 1 of that year. An employee hired after January 1 shall not be eligible for salary advancement until the following July 1. Salary advancement is subject to the right of the School District to withhold increments or other salary increases for good and sufficient grounds. (Moved from 12.1)

**Section 12.3. Step Placement.** The steps on the Salary Schedule are for administrative experience credited by the School District. The District shall have the discretion to place a new principal from inside or outside the unit on a step commensurate with their years of administrative experience.

**Section 12.4. Longevity Pay.** Effective July 1, 2019, in addition to a principal's pay on the regular salary schedule, principals will earn longevity pay consistent with section 6.5 above, based on his or her current year of continuous service in the SCPA or SCAA as follows:

<u>Current Year of Service</u>	<u>Longevity Pay</u>
7 – 9 (6-9 Year 2)	\$1,500
10 – 12	\$2,500
13 – 15	\$3,500
16 +	\$5,000

Effective July 1, 2020, Longevity will be paid separately in two (2) equal payments with the November 15 payroll and the March 31 payroll. Principals must be in payroll status on those dates to be eligible for payment.

**Section 12.5.** The daily rate of pay for Principals represented in this Agreement shall be the quotient of an annual contract salary divided by paid days. Paid days as used in this article shall include all duty days, as set forth in Section 9.3 above.

**Section 12.6. Doctorates.** A Principal with a Doctorate degree shall receive an additional \$1,000 per annum beyond the rate specified on the Salary Schedule. Doctorate pay shall not be included in calculating the daily rate of pay.

**Section 12.7. Mileage.** Principals who may be required to use their own automobile in the performance of their duties shall be reimbursed for all such travel at the I.R.S. approved rate. When the rate is changed, the new rate will be paid effective January 1, subsequent to the change. All travel reimbursements shall be subject to the School District's approval and shall be only for driving done between assigned locations. Noon hour travel, except to reach an assigned location, is not reimbursable.

**Section 12.8. Summer School.** Principals or Assistant Principals who serve as Directors of Summer School based on program needs and with Superintendent approval, shall be compensated on a pro-rated basis based on their daily rate of pay. Days compensated for summer school pursuant to this provision shall not be counted as part of the Principal's or Assistant Principal's Duty Days under section 9.32.

**Section 12.9. Special Duty Pay.** The Superintendent shall have the discretion to provide up to ten days of additional compensation to a principal or assistant principal for duties required by the Superintendent that are outside the scope of his/her regular assignment.

### **ARTICLE XIII – ADMINISTRATIVE RESPONSIBILITY**

**Section 13.1.** The parties mutually recognize that their first obligation is to the public and that the right of students and residents of the School District to the continuous and uninterrupted operation of the school is of paramount importance.

**Section 13.2.** Administrators of this unit have a unique responsibility to represent the School District in times of emergency and/or stress situations and to carry out the directives of the School District.

**Section 13.3.** Administrators may have their work schedule modified during a work stoppage. Contract weeks will not be reduced during the contract year that a strike or work stoppage occurs.

### **ARTICLE XIV – CONFERENCES, CONVENTIONS AND IN-SERVICE**

**Section 14.1. Budget.** The School District agrees to budget annually a sum of not less than \$30,000 to fund activities by principals of the bargaining unit for conferences, conventions and other in-service activities. A maximum of \$5,000 of unspent in-service and convention funds will be allowed to carry over from one budget year to the next.

**Section 14.2. Expenditure.** Such budget funds will be spent to fund approved conferences, conventions and other in-service activities for Principals in the bargaining unit.

### **Section 14.3. Convention and Conference Attendance.**

**Subd. 14.3.1.** Principals who belong to their respective state organizations shall have the opportunity to attend the state convention annually, at School District expense.

**Subd. 14.3.2.** Principals who belong to their respective national organizations shall have the opportunity to attend such national conventions or alternate national conferences at least every other year at School District expense.

**Subd. 14.3.3.** School District expenses as provided herein shall be subject to the budget limitations as provided in Section 14.1 hereof.

**Subd. 14.3.4.** Budgeted funds may also be utilized to attend other approved conferences or workshops, or to purchase professional resources or School District approved technology, in lieu of convention or conference attendance, subject to budget limitations as provided in Section 14.1 hereof.

**Subd. 14.3.5.** Principals enrolled in an approved doctoral program may request up to \$1,500 per year as tuition reimbursement in lieu of attendance at other conventions or conferences during the contract year.

**Subd. 14.3.6.** Nothing herein shall preclude the School District from approving in-service activities beyond the budgeted amount as provided in Section 14.1 hereof, subject to the discretion of the School District.

**Subd. 14.3.7.** Attendance at any activities as described herein shall be subject to providing adequate supervision during any particular time.

### **Section 14.4. In-service Committee.**

**Subd. 14.4.1.** An in-service committee is hereby established to work with the Superintendent to establish a yearly in-service schedule and associated duty day requirements, and to allocate budgeted funds contemplated by this article. The committee membership will be composed of three (3) persons appointed by the Superintendent and three (3) persons appointed by the Principals Association. The Principals Association members shall include a representative from the elementary and secondary groups. The role of committee chair shall alternate on a yearly basis between the Association and District representatives.

**Subd 14.4.2.** The in-service committee will vote to approve the requests of principals for use of funds under this Article to attend conferences,

conventions or other in-service activities. The committee will also provide consultation and feedback to the Superintendent on the planning and scheduling of annual professional development and in-service activities involving the Association as a whole.

**Section 14.5.** Approved travel and attendance at seminars, conferences, workshops or other activities during the week (Monday through Friday) will count as part of the principal's regular contact time with no deduction from non-duty days for attendance and necessary travel.

## **ARTICLE XV – WELLNESS PAY / TAX SHELTERED ANNUITIES**

**Section. 15.1. Wellness Pay.** Beginning July 1, 2019, a Principal who accrues accumulative leave in excess of sixty (60) days will receive annual Wellness Pay for those excess days. On June 30 of each year the School District will calculate the number of excess days available for payout and contribute an amount equal to the total number of excess days, up to a maximum of twelve days, multiplied by the Principal's daily rate of pay times .60 into the PRHCSP of the Principal by August 31 of each year.

### **Section 15.2. 403b Plan.**

**Subd. 15.2.1 Participation.** Principals of this bargaining unit shall be eligible to participate in a 403b plan pursuant to Minnesota Statutes § 356.24. Principals hired into this bargaining unit on or after June 30, 2013 are eligible for the School District match described below. Principals hired into this bargaining unit before June 30, 2013 are not eligible for the School District match.

### **Subd. 15.2.2 Matching Contribution Plan.**

- a. For eligible principals pursuant to Subd. 15.21, above, the School District shall match Principals annual contributions based on their current year of service in the School District as follows. The School District matching amount shall not exceed the Annual Maximum Match Amount set forth below:

Years of Service	Maximum Match Amount	
	Annual	Cumulative
One (1) – Three (3) years	\$1,500	\$ 4,500
Four (4) plus years	\$2,500	\$45,500
		\$50,000

**Subd. 15.2.3 Maximum Matching Contribution.** The maximum career matching contribution by the School District shall be \$50,000.

**Subd. 15.2.4** A salary reduction authorization agreement must be completed by the eligible principal by September 1 for the principal to participate in the 403b Matching Contribution Plan for that school year.

**Subd. 15.2.5** The School District shall provide notice to participating principals when they become eligible for an increased level of matching contribution.

**Subd. 15.2.6** Principals on unpaid leaves may not participate in the matching program while on leave.

**Section 15.3. Death Benefit.** If a Principal dies prior to separation, and the Principal meets the eligibility criteria listed in Section 15.11, the Principal's estate shall be eligible for the Retirement Pay benefit as calculated in Section 15.1 including the 403b described in Section 15.3. If a Principal dies subsequent to separation, but prior to full payment of the retirement benefits, any unpaid benefits shall be paid to the Principal's estate if all other conditions of this Article have been met.

**Section 15.4. Termination for Cause.** A Principal whose employment is terminated for cause pursuant to M.S. 122A.40 shall not be eligible for Retirement or Wellness Pay under this Article.

## **ARTICLE XVI – MEET AND CONFER**

**Section 16.1.** The parties agree to meet and confer, pursuant to PELRA, Minn. Stat. § 179A.08, Subd. 2, upon written request of either party, up to four times each contract year. Each party shall designate its representatives, not to exceed four from each party.

**Section 16.2.** The time, date and place arrangements will be subject to mutual agreement.

**Section 16.3.** Either party may submit agenda items. The party requesting the meeting will provide its agenda items ten days prior to the meeting. The other party may add agenda items by submitting such agenda items one week prior to the meeting.

**Section 16.4.** The parties further agree, if requested by either party, to meet and confer on the specific items relating to performance evaluation processes, interim appointments and transfers of bargaining unit principals.

## **ARTICLE XVII – PROFESSIONAL DUES**

The School District will pay the annual dues for state and national professional organizations that pertain to the duty assignment of the Principal, in an amount not to exceed \$950 per contract year. These organizations include, but are not limited to NASSP/NAESP, MASSP/MESPA, or ASCD. Dues for other organizations may be substituted as approved by the Superintendent.

The School District will pay the annual fee of \$100.00 for membership in the Minnesota Board of School Administrators.

## **ARTICLE XVIII – GRIEVANCE PROCEDURE**

The following shall govern the handling of grievances between St. Cloud Area School District 742 and the District Principals' Association.

### **Section 18.1. Definitions.**

- A. Grievant: The Aggrieved Party.
- B. Grievance: Grievance shall be construed to mean any dispute arising between the School District and the Principals' Association as to the interpretation or application of any term or terms in this agreement.
- C. Days: Days shall mean calendar days excluding Saturday and Sunday, and legal holidays as defined by Minnesota Statutes.
- D. Reduced to Writing: Reduced to writing shall mean a concise statement outlining the nature of the grievance, the provision(s) of the agreement in dispute and the relief requested. The electronic submission of grievance-related documents at all levels is acceptable.
- E. Answer: Answer shall mean a concise response outlining the employer's position on the alleged grievance.
- F. Designee: The grievant or School Board 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 18.2. Adjustment of Grievance.**

Level I: **Superintendent or Designee**

- a. Any such grievance shall be reduced to writing and brought to the attention of the Superintendent or his/her designee with a copy to the Human Resources Department within twenty (20) days after the date of the event giving rise to the grievance.
- b. The grievant and the Superintendent or his/her designee shall within five (5) days of receipt of the grievance, schedule a mutually agreeable time to discuss the grievance. The Superintendent or his/her designee shall answer the grievance within five (5) days of that meeting.

Level II: **School Board**

In the event the grievance is not settled in Level I the grievant or his/her designee may appeal in writing to the School Board, with a copy to the Human Resources Department, within ten (10) days after the expiration of the time specified in Level 1. The Board shall consider the grievance and issue its written decision within twenty (20) days of the appeal.

Level III: **Mediation**

In the event the grievance is not settled Level II the parties may mutually agree within five (5) days of the Level II answer to submit the grievance to mediation through the Bureau of Mediation Services.

Level IV: **Arbitration**

In the event the grievance is not settled in Levels II or III the grievant may request arbitration. To do so, the written request must be filed in the Superintendent's Office, with a copy to the Human Resources Department, no later than ten (10) days following the decision at Level II.

**Section 18.3. School Board Review.** The School Board reserves the right to review any decision issued under Level I of this procedure provided the School Board or its representative notify the parties of his intention to review within ten (10) days after the decision has been rendered. In the event the School Board

reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.

**Section 18.4. Arbitration Procedure.** Upon the proper submission of a request to arbitrate as specified in the Grievance Procedure, the parties shall adhere to the terms and conditions of this procedure:

- A. Select Arbitrator: Within ten (10) days after the receipt of the list of arbitrators the parties shall select an arbitrator. The arbitrator shall be selected from a list of five (5) names furnished by the BMS. By the process of the parties alternately striking names from the list until only one name remains, the name remaining shall be that of the arbitrator chosen. The decision as to which party shall strike the first name will be decided by the toss of a coin.
- B. Submit Grievance Information: Upon notification of the selection of an arbitrator, the appealing party shall, within five (5) days, forward to the arbitrator (with a copy to the School Board) the complete documentation of the grievance. The School District may make a similar presentation before or at the time of the grievance.
- C. Hearing: The grievance shall be heard by an arbitrator. Both parties may be represented by such person or persons as they designate. The parties shall have the right to have a hearing at which they both will have the opportunity to submit evidence, offer testimony, and make written or oral arguments relating to the issues before the arbitrator. This proceeding shall be de novo.
- D. Decision: The decision shall be rendered within twenty (20) days after the close of the hearing. The decision of the arbitrator shall be final and binding upon both parties, subject to the limitations on such decisions by P.E.L.R.A.
- E. Expenses: Each party shall bear its own expenses relating to the representatives of each party, witnesses, and other expenses incurred in connection with the hearing at the request of either party. The fees and expenses of the arbitrator shall be equally divided by both parties. A transcript of the proceedings will be made on request of either party, but a party requesting a copy must pay for it.
- F. Jurisdiction: Any grievance, which has not been first duly processed in accordance with the grievance procedure, shall be outside the jurisdiction of the arbitrator. The jurisdiction of the arbitrator shall not



extend to proposed changes in terms and conditions of employment; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial rights.

**Section 18.5. Denial of Grievance.** Failure by the representatives of the School District to issue a decision within the time periods provided herein shall constitute a denial of grievance and the principal may appeal it to the next level.

**Section 18.6. Modification of Time Limits.** The parties, by mutual written agreement, may waive any step and extend any time limits in a grievance procedure. However, failure to adhere to the time limits in a grievance procedure may result in a forfeiture of the grievance.

## **ARTICLE XIX – DURATION AND RENEGOTIATION OF CONTRACT**

**Section 19.1. Term and Reopening Negotiations.** This Agreement shall remain in full force and effect for a period commencing on July 1, 2023 through June 30, 2025, and thereafter until modifications are made pursuant to P.E.L.R.A. If either party desires to modify or amend this Agreement commencing on July 1, 2025, it shall give written notice of such intent no later than May 1, 2025. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Agreement.

**Section 19.2. Effect.** This Agreement constitutes the full and complete agreement between the School District and the Association representing the principals of the School District. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

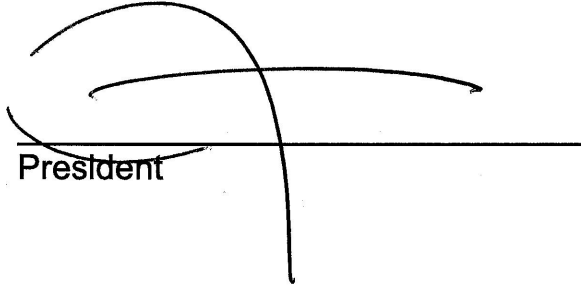
**Section 19.3. Finality.** Any matters relating to the terms and conditions of employment may be open for negotiations during the term of this Agreement by mutual consent only.

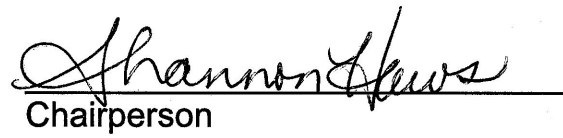
**Section 19.4. Severability.** The provision of this agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

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

For St. Cloud Principals Association

For St. Cloud Area School District  
#742

  
\_\_\_\_\_

  
\_\_\_\_\_

President

Chairperson

\_\_\_\_\_

President Elect

  
\_\_\_\_\_

Clerk

\_\_\_\_\_

Chief Principal Negotiator

  
\_\_\_\_\_

Chief Board Negotiator

Dated: 12/20/2023

Dated: 12/20/2023

## APPENDIX A

### 2023-2024

Pay Level	High School Principal	Middle School/ALC Principal	Elementary Principal	High School Assistant Principal	Middle School/ALC Assistant Principal	Elementary Assistant Principal
	A	B	C	D	E	F
2	125,825	119,825	116,825	108,325	105,325	102,325
3	128,825	122,825	119,825	109,825	106,825	103,825
4	131,825	125,825	122,825	111,325	108,325	105,325
5	134,825	128,825	125,825	112,825	109,825	106,825
6	137,825	131,825	128,825	114,325	111,325	108,325
7	140,825	134,825	131,825	115,825	112,825	109,825

### 2024-2025

Pay Level	High School Principal	Middle School/ALC Principal	Elementary Principal	High School Assistant Principal	Middle School/ALC Assistant Principal	Elementary Assistant Principal
	A	B	C	D	E	F
1	129,825	123,825	120,825	110,825	107,825	104,825
2	132,825	126,825	123,825	112,325	109,325	106,325
3	135,825	129,825	126,825	113,825	110,825	107,825
4	138,825	132,825	129,825	115,325	112,325	109,325
5	141,825	135,825	132,825	116,825	113,825	110,825

- Eliminate Step 2 and Renumber

GRIEVANCE FORM

Was there an attempt to settle informally?            
                                  yes   no

Date of Filing: \_\_\_\_\_

Stage: \_\_\_\_\_

Level I: \_\_\_\_\_

Level II: \_\_\_\_\_

Level III: \_\_\_\_\_

Level IV: \_\_\_\_\_

\_\_\_\_\_  
Administrator Concerned

1. GRIEVANT \_\_\_\_\_

2. POSITION \_\_\_\_\_ BUILDING \_\_\_\_\_

3. AGREEMENT PROVISION ALLEGEDLY VIOLATED \_\_\_\_\_

\_\_\_\_\_

4. TIME, DATE, PLACE OF OCCURRENCE \_\_\_\_\_

\_\_\_\_\_

5. STATEMENT OF THE GRIEVANCE (including events and conditions of the grievance and persons responsible)

\_\_\_\_\_

\_\_\_\_\_

6. REDRESS SOUGHT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed

\_\_\_\_\_

Date

**AGGRIEVED**

7. RESPONSE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed

\_\_\_\_\_

Date