

AGREEMENT

between

INTERMEDIATE SCHOOL DISTRICT NO. 917

and

DISTRICT 917
EDUCATION SUPPORT PROFESSIONALS' FEDERATION
LOCAL #4242 AFT, NEA, EDUCATION MINNESOTA, AFLCIO

Effective July 1, 2024, through June 30, 2026

Board Approved: July 9, 2024

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ARTICLE I PURPOSE

Section 1. Parties: This Agreement is entered into between the School Board of Intermediate School District No. 917, Rosemount, Minnesota, (hereinafter referred to as the School Board or School District) and the District No. 917 Education Support Professionals' Federation, Local 4242 AFT, NEA, Education Minnesota, AFLCIO, (hereinafter referred to as the Union) pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, (hereinafter referred to as the PELRA) to provide the terms and conditions of employment for employees represented by the District 917 Education Support Professionals' Federation (hereinafter referred to as employees) during the duration of this Agreement.

ARTICLE II RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with the PELRA, the School District recognizes the District #917 Education Support Professionals' Federation Local #4242 AFT, NEA, Education Minnesota, AFLCIO as the exclusive representative of special education assistants employed by the School District, which exclusive representative shall have those rights and duties as prescribed by the PELRA and as described in the provisions of this Agreement.

Section 2. Appropriate Unit: The union shall represent all the special education assistants of the district as defined in this Agreement and in the PELRA.

Section 3. Exclusive Representative Leave Time:

Subd. 1. When negotiating sessions are scheduled between the exclusive representative and the school district or with a state mediator, or arbitrator, during school hours, two (2) members of the union's negotiation team will be released from their regular responsibilities for this purpose without any loss of pay. An additional three (3) union negotiation team members will be released from duty without loss of pay with reimbursement to the district by Local #4242 for the total amount of the cost of substitutes (including FICA) for the additional team members. Union negotiation team members up to five (5) may be approved by the Superintendent to be released from duty without loss of pay with reimbursement to the district by local #4242 for the total cost of substitutes (including FICA) for the additional union team members.

Subd. 2. When an employee involved in an investigation is being interviewed as a witness, warned, reprimanded or disciplined for any infraction of rules or failure to make adequate progress on a performance improvement plan, leave for the union representation will be on an as needed basis at the expense of the school district for one member as union representative. No representation shall be allowed for normal counseling or performance evaluation situations.

Subd. 3. During all new hire orientation training, which involve potential members hired under the Local 4242 contract, the District will allow one (1) hour of time for Local 4242 to conduct business with these potential members. The one (1) hour of time, the location, and a list of new hires will be provided to the Local 4242 president one (1) week prior to the date on which the orientation will be held. If the meeting is held on a non-workday, upon scheduling the meeting, the District will communicate the information to the Local 4242 president. The District will allow one current member of Local 4242 to use union leave time to attend these meetings, if they are to be held during the regular workday.

Subd. 4. At the beginning of each school year, Local #4242 shall be credited with 50 hours to be used at the discretion of the Local for the purpose of conducting its duties as exclusive representative. Local #4242 has the option of purchasing additional hours at the regular hourly rate (including FICA) for a substitute employee. In all cases, Local #4242 shall have the responsibility to arrange for a substitute employee following district procedures for reporting an absence and the need for a substitute employee. It is agreed that if, for whatever reason, a substitute is not available on the day for which exclusive bargaining leave is requested, Local #4242 will reimburse the district for all costs related to the absence.

Subd.5. The School District shall, upon written request by the union, afford reasonable time off without pay to elected officers or appointed representatives of the union for the purposes of conducting the duties of the union. The three (3) days' notice may be waived by the Superintendent.

Subd. 6. In all cases, exclusive bargaining leave described in Subd. 4 must be approved by the superintendent at least three (3) days in advance of the proposed day of absence. The superintendent's decision will be based upon the availability of a substitute and the needs of the district.

ARTICLE III DEFINITIONS

Section 1. Education Support Professionals: Education Support Professionals (ESPs) shall mean all employees employed by the School District and assigned responsibilities of special education assistant, but excluding the following: superintendent, business manager, directors, and coordinators, who devote more than fifty percent (50%) of their time to administrative or supervisory duties, confidential employees, supervisory employees, nurses, 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 employee's bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year, and emergency employees.

Section 2. Education Support Professionals Assignment Descriptions:

Subd. 1. Education Support Professionals (ESPs): Under the direction of licensed staff, an ESP supports the daily functions of the assigned program, classroom, and work site. The assignment may be a classroom or classrooms or other program support function. The assignment may also include individual student assignments.

Subd. 2. Intervener Support Professional (ISPs): An ISP is assigned to a specific classroom and a specific student, who is DeafBlind. Under the direction of licensed staff and based on training as an intervener, an ISP provides specialized communication support and paraprofessional assistance to DeafBlind students in a variety of educational settings. ISPs may perform the duties of ESPs but require specialized training to work with students who are DeafBlind. While the assignment and needs will be determined by student need, on occasion the assignment may be a classroom or classrooms or other program support function. The assignment may also include individual student assignments.

Subd. 3. Behavior Support Professionals (BSPs): Under the direction of board-certified behavior analysts, a BSP supports the daily functions of the assigned program and work site. BSPs may perform the duties of ESPs but require certification as a Registered Behavior Technician. While the assignment and needs will be determined by student need, on

occasion the assignment may be a classroom or classrooms or other program support function. The assignment may also include individual student assignments.

Section 3. Terms and Conditions of Employment: The term "terms and conditions of employment" means the hours of employment, the compensation therefor, including fringe benefits, except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees, subject to the provisions of M.S. 179A.07 regarding the rights of public employers and the scope of negotiations.

Section 4. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

ARTICLE IV EMPLOYEE RIGHTS

Section 1. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or their 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, as 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 such employees with the School District.

Section 3. Use of Communications Facilities: The union shall have the right to post notices of activities and matters of union concern on designated bulletin boards in each school building site, in areas not normally accessible to students or the public.

Section 4. Use of School Buildings, Facilities, Equipment, E-mail and InterSchool Mail: The union shall have the right to usage of such School District buildings, equipment, facilities, e-mail and interschool mail as is permitted pursuant to School District policy, and under such conditions as set forth in School District policy.

Section 5. Disciplinary Meetings: The district will provide the employee notice prior to the meeting that it may or will lead to disciplinary action. All meetings will be scheduled during the employee's normal workday. Should a meeting to be scheduled outside of the normal workday for the employee or the employee's union representative, the district will make every attempt to move the meeting to the next scheduled workday for both the employee and the union representative or a different, available union representative may attend. An employee and/or their union representative may attend meetings outside their normal workday, however there shall be no retribution for an employee's inability to attend a meeting scheduled outside the normal workday.

Section 6. Right to Dues Check Off: The union has the right under PELRA to request dues deductions be withheld for each eligible employee working during a given school year. Such requests shall be in writing on a form provided by the Union and delivered to the payroll office no later than ten (10) days prior to each payroll deduction date. The first payroll deduction of the school year will occur on September 15 and the last on June 15. Pursuant to such authorization, the School District shall deduct the amount requested by the union from each regular semi-monthly check.

Section 7. Personnel Files:

Subd. 1. All evaluations and files generated with the School District relating to each employee shall be available upon written request. The employee shall have the right to request any contents of their own personnel file and to submit for inclusion the employee's response to any material contained within. Upon written request of contents from an employee's file, by the employee, the District will email a scan of the requested item(s) to the employee. At the employee's request, the District will supply the employee with a printed copy the requested item(s), which the employee can pick up at the District office during business hours. An employee may grieve a written document placed in the employee's file by the School District on the grounds that the material is false or substantially inaccurate. If it is found that the written document is false, or substantially inaccurate, such false or inaccurate statements shall be deleted from the employee's file.

Subd. 2. A written evaluation must be reviewed with the employee prior to placement in the employee's personnel file. The employee may include a written response to the evaluation which will also be placed in the employee's personnel file.

Subd. 3. Employees shall be evaluated according to School Board policy. The use and function of the evaluation form will be thoroughly explained to the employees and the supervisors.

Subd. 4. Formal observations shall be conducted openly with full knowledge of the employee. Formal observations, conferences and evaluations shall be conducted by supervisors. Formal evaluations shall be written on the district approved evaluation forms. Non-probationary employees shall receive a performance appraisal at a minimum of once per academic year and it will be reviewed with the employee prior to April 1.

Subd. 5. Additionally, the School District may include the School District's documentation of employee conduct that may be contrary to School District policies, rules or directions. Such conduct could be positive or negative. The School District maintains its right to comply with its obligations under all laws, rules or regulations pertaining to employee conduct and requirements.

Section 8. Meet and Confer: Upon written request by the Union, the School District shall meet and confer on items not covered by this agreement, pursuant to PELRA.

Subd. 1. Meet and Confer meetings will be held with reasonable notice at the request of Local 4242 or District and at least once during each school year.

Subd. 2. One meeting each year may include the review of the Calendar Development Committee's recommended calendar prior to presentation to the School Board and Assistants' potential dates for in-service or training days.

Subd. 3. The District will provide the facility and set date and time for meeting after conferring with the Local 4242.

**ARTICLE V
SCHOOL DISTRICT RESPONSIBILITIES**

Section 1. Management Responsibilities: The union 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 obligations to provide vocational and special educational opportunities for students of the School District and the State of Minnesota.

Section 2. Effect of Law, Rules, and Regulations: The union recognizes that all employees covered by this Agreement shall perform the non-teaching services prescribed by the School District and shall be governed by the laws of the State of Minnesota, and by School Board rules, policy, regulations, directives, and orders issued by properly designated officials of the School District. The union also recognizes the right, obligation, and duty of the School Board and its duly designated officials to promulgate rules, policy, regulations, directives, and orders from time to time as deemed necessary by the School Board insofar as such rules, policy, regulations, directives, and orders are not inconsistent with the terms of this Agreement and recognizes that the School Board, all employees 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 and orders of the State and Federal governmental agencies. Any provisions of this Agreement found to be in violation of any such laws, rules, regulations, directives, or orders shall be null and void and without force and effect.

Section 3. Inherent Managerial Rights: The parties recognize 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 selection and direction and number of personnel, and that all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

Section 4. New Employee Placement: Initial placement on the salary schedule as recommended by the administration shall be disclosed in writing to the employee at the time of initial employment, along with a copy of the current master agreement.

ARTICLE VI HOURS OF SERVICE LENGTH OF SCHOOL YEAR

Section 1. Basic Day: The basic day, exclusive of lunch, for a fulltime employee, shall be six (6) to eight (8) hours per day as annually determined by the School District prior to July 1. However, the School District may employ such part-time employees as it deems appropriate. The hours indicated in the July 1 document shall not be changed during the contract year except as mutually agreed between the employee and the district. The notice of assignment document will be available on the district website and shall be emailed to each employee via District email.

For employees employed after July 1, the "Employee Status Change Form" shall specify the number of hours per day that the employee is scheduled to work. No changes in this hourly work schedule shall be made without mutual agreement even when the work location or specific assignment change involves a change in hours. In the event that an employee is transferred to a position that requires fewer hours per day or week than the previous position, an additional assignment will be determined so that the employee is not reduced in hours for the remainder of the school year.

Subd. 1. Employees working six (6) or more hours per day shall receive a fifteen (15) minute break in the morning and a fifteen (15) minute break in the afternoon, or one 30-minute break at a time determined by the supervisor, with the morning break beginning no sooner than one and a half hours (1.5) after the start of the student contact day. Employees working at least four (4) hours, but less than six (6) hours shall receive one 15-minute break, at a time determined by the supervisor with no break beginning sooner than one and a half hours (1.5) after the start of the student contact day.

In typical circumstances, the employee has the right to refuse the loss of a break. In extreme circumstances as assigned by their administrator, related to safety, the employee may be required to forego a break. The employee will be compensated for each fifteen (15) minute break at a rate of \$10.00 per fifteen (15) minutes.

Section 2. Duty Year: For the 2024-2025 school year, the duty year for full-time employees under this Agreement shall be as annually determined by the School District prior to July 1 and will be the number of student days plus three (3) additional days as described in Subd. 1, below. For the 2025-2026 school year, the duty year for full-time employees under this Agreement shall be 178 days. The School District may employ such part-time employees as it deems appropriate.

Subd. 1. Professional Development Days: At least three (3) days will be scheduled in whole or in part by administration to provide any number of preparation, training, or team meeting opportunities. Both Union and School District designees will have input into the content of the training for the day scheduled in the school year calendar. For professional development days, the following will apply:

1. Additional professional development/class prep time will be provided for the Education Support Professionals. The focus of this professional development/class prep time will be decided after consultation with the Education Support Professionals at that site. An agenda of these additional days will be sent to employees at least a week in advance.
2. If no professional development is planned on a non-student contact workday, these educational support professionals will be used in daily transfers to cover positions at other sites that are short-staffed.

Section 3. Modifications in Calendar, Length of School Day:

Subd. 1. In the event of energy shortage, severe weather, or other exigency, the School District reserves the right to modify the duty year, and, if school is closed on a normal duty day(s), the employee shall perform duties on such other day(s) in lieu thereof as the School District or its designated representative shall determine, if any.

Subd. 2. In the event of energy shortage, severe weather, or other exigency, the School District further reserves the right to modify the length of the school day, as the School District shall determine, but with the understanding that the total number of hours shall not be increased, i.e., a four (4) day week with increased hours per day but the total weekly hours not more than the regular five (5) day week.

Subd. 3. Prior to modifying the scheduled length of the school day pursuant to Subd. 2 hereof or scheduling more than two (2) makeup days pursuant to Subd. 1 hereof, the School District shall afford to the federation the opportunity to meet and confer on such matters.

Subd. 4. School closings and the payroll implications of such closings shall be determined by the provisions of District Policy 820 "Provisions for the Closing of Schools Due to Inclement Weather or Other Exigency."

Section 4. Certain Absences: Employees shall not be paid for any days on which they do not perform services in accordance with their contract and this Agreement except for absences authorized pursuant to their contracts and this Agreement, and the School Board will in each case make appropriate deductions from pay for any such absences.

**ARTICLE VII
BASIC SALARIES**

Section 1. Basic Salaries: Employees shall be compensated during the two (2) years of this agreement as provided herein.

Subd. 1. Effective July 1, 2024, all employees will advance one step on Salary Schedule A over their placement as of June 30, 2024.

Subd. 2. Effective July 1, 2025, all employees will advance one step on Salary Schedule B over their placement as of June 30, 2025.

Subd. 3. In the event a successor agreement is not entered into prior to July 1, 2026, an employee shall remain at the same step as compensated during the 2025-2026 contract year until a successor agreement is reached, which agreement shall govern step advancement, if any. However, the School District reserves the right to withhold step advancement or other salary increase in individual cases for just cause, subject to the grievance procedure.

Subd. 4. Longevity: Effective July 1, 2024, employees shall receive a longevity salary increase beyond the rates delineated in Schedules A as follows:

Continuous Years of Service	Hourly Salary Increase
In Years 6-9	\$0.30
In Years 10-14	\$1.00
In Years 15-19	\$2.00
In Years 20-24	\$4.00
In years 25 and beyond	\$7.00

Effective July 1, 2025, employees shall receive a longevity salary increase beyond the rates delineated in Schedule B as follows:

Continuous Years of Service	Hourly Salary Increase
In Years 6-9	\$0.30
In Years 10-14	\$1.00
In Years 15-19	\$2.00
In Years 20-24	\$4.00
In years 25 and beyond	\$7.00

The first year of employment shall be defined as any days of employment prior to the last student day of the regular school calendar in the first employment agreement. The next regular school calendar becomes the second year of employment with each successive school calendar year adding to the years of employment.

Section 2. New Employees and Step Advancement: A new employee shall be placed on the salary schedule as agreed between the employer and the employee and shall be eligible for step advancement on the following July 1, if they work any days prior to the last day of the regular school calendar in their employment agreement.

Section 3. Absence of Regularly Assigned Teacher: In the event the regularly assigned classroom teacher is not present in their regular assigned classroom for one and one-half (1.5) or more consecutive clock hours the most senior Education Support Professional normally assigned and working with the absent teacher shall receive their current rate of pay plus an additional \$3.00 per hour. When the teacher's absence is for one and a half or more hours, all consecutive hours will qualify for the additional \$3.00 dollar per hour.

Subd. 1. In the absence of both the teacher and most senior Education Support Professional, all Education Support Professionals normally assigned in this classroom will alternate the days or hours equally for submitting absence of classroom teacher pay. The ESPs alternating pay will keep track of their extra duty assignment pay.

Subd. 2. On a community outing/field trip when the regular ISD 917 classroom teacher or a hired ISD 917 substitute teacher is not in attendance for two and one-half (2.5) consecutive hours or more, one School District designated employee shall receive their current rate of pay plus an additional \$4.00 per hour for student contact hours.

Subd. 3. The \$4.00 per hour increase does not refer to or include the time employees are out of the classroom or in the community in a job coaching assignment or job training assignment (ex: Cub foods/bagging groceries, school office sorting mail, attending a workshop through a future employer).

Section 4. Extracurricular Pay:

Subd. 1. Definition: For purposes of this Section, an extracurricular assignment is a work assignment outside of the regularly scheduled workday that is assigned in writing by the employee's assistant director or the director.

Subd. 2. Applicability: Extracurricular work assignments under this section may be for a variety of purposes, but do not include summer school, staff development activities or extended work year. The exception would be enrichment activities that entail overnights.

Subd. 3. Rate of Pay: Extracurricular work assignments shall be at the employee's normal hourly rate of pay for any hours worked except when the accumulated weekly work hours including regularly assigned work hours plus the extracurricular work hours exceed forty (40) hours per week. If the accumulated weekly work hours exceed forty (40), any time worked beyond forty (40) hours per week shall be paid at the rate of 1-1/2 times the normal rate of pay, in accordance with current district overtime procedures for non-exempt employees.

Subd. 4. Volunteer Participation: In the event an employee who is not assigned to work at an extracurricular event attends the extracurricular event and chooses to participate as a volunteer, such participation must be limited to activities that are not the same as or closely related to the employee's normal work activities. For example: selling tickets, food or other items would not be closely related to the work assignment of an employee who assists teachers in the classroom. However, supervising students, officiating at a sports event involving students, or driving district vehicles to transport students or district equipment would be closely related and would not be permitted activities for these employee volunteers.

Section 5: Train the Trainer Pay: An employee who agrees to attend training, for the purpose of meeting the requirements to be qualified to be a trainer of employees, on a regular duty day or on a non-duty day or days shall be paid at their hourly rate of pay for the time spent in the training sessions. If the location of the training sessions requires travel, expense reimbursement is regulated

by Board Policy 412. All such training agreements must be approved in writing by the program administrator and the Executive Director of Student Services.

Section 6: Trainer Pay: On non-duty days, when an employee is not regularly scheduled to work, an employee who agrees to conduct training for other staff members shall be compensated at their hourly rate of pay, plus an additional \$10.00 per hour. On a scheduled workday during the school year, when the employee would otherwise be working in their assigned position, an employee who agrees to conduct training shall be compensated at their hourly, plus the additional \$10.00 per hour, which shall both be in addition to the employee's contracted pay. All such training assignments must be made in writing by the appropriate director, assistant director, principal, or by the superintendent. The employee will be compensated at the hourly rate of the employee's contract for preparation for the initial training only. For each training presented, an employee may be compensated up to one (1) hour of prep time for each one (1) hour of the length of the training session per fiscal year. The employee must provide documentation for time spent in preparation outside of the employee's duty day.

Section 7. Extra Duty Pay:

Subd 1. In the absence of a licensed school nurse at a site where the LSN is assigned full time in which a designated paraprofessional fills in for the licensed school nurse and performs duties outside of their regular assignment, the designated paraprofessional shall receive their current rate of pay plus an additional \$3 per hour.

Subd 2. Supine Training: The District will seek interested paraprofessionals to undergo supine training. The District will reserve the right to assign individuals to be supine trained to meet the needs of students.”

A paraprofessional that is certified as a Practitioner 2(S) will receive a stipend of \$250 annually following certification or recertification. They may receive this stipend once per school year.

Section 8. Intervener National Certification Stipend: An employee who completes National Certification as an intervener support professional (ISP) will receive a onetime stipend of \$1500 upon submission of verification to human resources.

Section 9. Registered Behavior Technician with the Behavior Analysts Certification Board Stipend: An employee who completes Registered Behavior Technician with the Behavior Analysts Certification Board as a behavior support professional (BSP) will receive a one-time stipend of \$1500 upon submission of verification to human resources.

Section 10. Mentor Stipend: By an employee's orientation date, each first-year employee will be assigned by the School District a non-probationary Education Support Professional who will serve as a mentor. If no non-probationary ESP is available to serve as a mentor, a probationary employee may be assigned.

Subd. 1. Those employees who agree to participate as a mentor shall commit to one school year in the program. They will typically be assigned 1 to 4 or 5 to 8 mentees. The mentor will receive a \$400 for mentoring 1 to 4 mentees or a \$800 stipend for mentoring 5-8 mentees annually.

Subd. 2. The mentor and mentee shall fulfill the responsibilities described in the ISD 917 Education Support Professional Mentor Program Guide. The intention shall be to promote

professional growth and development, which is intended to provide assistants with increased knowledge for student success and staff retention.

ARTICLE VIII GROUP INSURANCE

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School District.

Section 2. Health and Hospitalization Insurance:

Subd. 1. Individual Coverage: Effective July 1, 2024, the School District shall contribute a sum not to exceed \$857 per month for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, 2025, the School District shall contribute a sum not to exceed \$857 per month for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Effective January 1, 2026, the School District shall contribute a sum not to exceed \$857 per month for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3.

Subd. 2. Dependent Coverage: Effective July 1, 2024, the School District shall contribute a sum not to exceed \$1646 per month for dependent coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan and who qualifies for dependent coverage. Effective January 1, 2025, the School District shall contribute a sum not to exceed \$1646 per month for dependent coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan and who qualifies for dependent coverage. Effective January 1, 2026, the School District shall contribute a sum not to exceed \$1646 per month for dependent coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan and who qualifies for dependent coverage. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction. In the event that the School District's contribution for family coverage is discriminatory or illegal, the union will hold the School District harmless and indemnify the School District from any and all action, suits, claims, damages, judgments and other forms of liability which any person may have or claim to have arising out of or by reason of the School District's contribution toward family coverage. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4.

Subd. 3. Individual High Deductible Medical Coverage:

Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan. Effective July 1, 2024, the total monthly contribution by

the School District shall not exceed \$804. Effective January 1, 2025, the total monthly contribution by the School District shall not exceed \$804. Effective January 1, 2026, the total monthly contribution by the School District shall not exceed \$804.

The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.

The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contribution to an HSA.

Subd. 4. Family High Deductible Medical Coverage:

(a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). Effective July 1, 2024, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$1784. Effective January 1, 2025, the total monthly contribution by the School District shall not exceed \$1900. Effective January 1, 2026, the total monthly contribution by the School District shall not exceed \$1975.

(b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.

(c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan.

Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law. Such employees also shall be eligible to participate in a Limited Scope Health Care Reimbursement Plan through the Flex Choice Plan, which shall allow reimbursement of medical expenses to the fullest extent permitted by law for an individual receiving contribution to an HSA.

Subd. 5. Changes in Coverage under High Deductible Coverage: If an eligible employee who qualifies for and is enrolled in coverage under the high deductible coverage option of the school district's health and hospitalization plan changes the type of coverage during a calendar year (e.g., from individual coverage under the high deductible coverage option to family coverage under the high deductible coverage option; from family coverage under the high deductible coverage option to individual coverage under the high deductible coverage option; from family or individual coverage under the high deductible coverage option to no coverage under the high deductible coverage option), the school district's contribution to the employee's HSA shall change accordingly. The change in the amount of HSA contributions shall be effective coincident with the change in the type of coverage under the high deductible coverage option.

Section 3. Dental Insurance:

Subd. 1. Individual Coverage: Effective July 1, 2024, School District shall contribute a sum not to exceed \$75 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

Subd. 2. Dependent Coverage: Effective July 1, 2024, the School District shall contribute a sum not to exceed \$135 per month toward the cost of the premium for dependent coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Section 4. Group Long-Term Disability Protection: The School District will pay each month 100 percent of the current premium for income protection insurance for each full-time employee. The income protection plan shall include the following:

Subd. 1. Benefits begin after ninety (90) calendar days of total disability.

Subd. 2. The monthly income benefit shall be 662/3 percent of basic monthly earnings (exclusive of any additional compensation from this district or any other source).

Section 5. Life Insurance: The School District will pay each month 100 percent of the life insurance premium for a \$60,000 term-life insurance policy for each full-time employee with the individual employee effective July 1, 2024.

Section 6. Claims Against the School District: The parties agree that any description of insurance benefits contained in this Article is intended to be informational only and the eligibility of any

employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Article. It is further understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed herein and no claims shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 7. Duration of Insurance Contribution: An employee is eligible for contributions as provided in this Article as long as they are a full-time employee of District No. 917. Upon termination of employment, all district contribution shall cease, effective on the last working day, except as specified in Subdivisions 1, 2, and 3 hereof.

Subd. 1. The School District shall continue its contribution to health and dental insurance costs for disabled employees until long term disability coverage becomes effective to a maximum of three (3) calendar months following the employee's last day of work.

Subd. 2. The School District shall continue its contribution to health and dental insurance costs for employees who retire pursuant to Article XVI of this agreement for three (3) calendar months following the employee's last day of work.

Subd. 3. An employee who resigns on or before the end of the academic school year, where the employee's resignation date is the last student contact day or during the extended school year (ESY) program shall be eligible during July and August for insurance benefits coverage as defined in Article VIII, provided they have met the 1020-hour requirement defined in Section 8., Subd.1 of this article.

Section 8. Eligibility:

Subd. 1. To be eligible for the full benefits of this Article, employees must be a regular full-time employee employed at least 1020 hours per year. Employees employed for less than 1020 hours per year but at least 510 hours per year shall be eligible for the benefits of this Article on a pro rata basis. Employees whose start of work date would preclude compliance with the hour requirement during the remainder of the regular academic year shall, nevertheless, be deemed to meet the hour requirement provided that their work schedule is such that hours of employment would have been attained had the employee begun work at the beginning of the academic year. Short-term or intermittent employees shall not be eligible for the benefits of this Article.

Subd. 2. Employees shall be eligible during the summer months insurance benefits coverage where the employee will continue to pay the employee contribution of the benefits costs while the District will continue to pay the District contribution as defined in Article VIII, if they have met the eligibility listed in Section 8, Subd. 1 of this article.

**ARTICLE IX
LEAVES OF ABSENCE**

Section 1. Earned Sick and Safe Leave (ESSL) and Sick Leave:

Subd. 1. All full-time employees working 7.5 hours per day or more shall have eleven (11) days of Earned Sick and Safe Leave (ESSL) frontloaded at the beginning of the school year, which may all be used in accordance with Minnesota State Statute 181.9445 through 181.9448 that outlines mandatory Earned Sick & Safe Time for Minnesota employers. Additional sick leave hours shall be awarded to employees working extended duty day assignments (exceeding 178 days/year), proportional to the number of additional days worked, rounded to the nearest hour. Employees who take medical or parental leave of

absence, under this article, shall not have their Earned Sick and Safe Leave (ESSL) prorated.

Subd. 2. All full-time employees working 6.0 to 7.25 hours per day shall have 80 hours of Earned Sick and Safe Leave (ESSL) frontloaded at the beginning of the school year, which may all be used in accordance with Minnesota State Statute 181.9445 through 181.9448 that outlines mandatory Earned Sick & Safe Time for Minnesota employers. Additional sick leave hours shall be awarded to employees working extended duty day assignments (exceeding 178 days/year), proportional to the number of additional days worked, rounded to the nearest hour. Employees who take medical or parental leave of absence, under this article, shall not have their Earned Sick and Safe Leave (ESSL) prorated.

Subd. 3. Part-time employees will accrue Earned Sick and Safe Leave (ESSL) days on a pro-rata basis based on the employee's total hours worked compared to a full-time employee, which may all be used in accordance with Minnesota State Statute 181.9445 through 181.9448 that outlines mandatory Earned Sick & Safe Time for Minnesota employers. Employees who take medical or parental leave of absence, under this article, shall not have their Earned Sick and Safe Leave (ESSL) prorated.

Subd. 4. For the purposes of consistency of contracts and policies referring to paid time off, such as time off allotted for illness or medical/dental appointments, as "leave" types, time off aligned with Minnesota's Earned Sick and Safe Time statutes shall be referred to as "Earned Sick and Safe Leave" or "ESSL."

Subd. 5. At the end of each school year, unused ESSL will be rolled into a personal sick leave bank to the extent permitted by law. Sick leave days may accumulate without limit.

Subd. 6. Upon the fourth (4th) day of absence due to illness, or when there is probable cause to support the belief that an employee is misrepresenting the use of leave for illness, the District may require an employee to furnish a medical certificate from a qualified medical provider indicating the absence was due to illness or disability in order to qualify for sick leave pay. Requests for documentation following the use of ESSL will adhere to state statute. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 7. ESSL and sick leave allowed shall be deducted from the leave days earned by the employee. Should an employee's reason for absence qualify for both sick leave and ESSL, the employee shall have the option to use either leave type by selecting that leave during their entry into the district's absence management system.

Subd. 8. Sick leave pay shall be approved upon request.

Subd. 9. An employee may request use of hours from their current year's ESSL allocation for up to one (1) day of paid leave to be absent due to an unavoidable emergency situation. Emergency situations include events like transportation issues, unexpected home maintenance, unexpected lack of childcare not covered under ESSL leave/the state statute for ESST. The use of such leave will be granted at the sole discretion of the superintendent or their designee and is not subject to the grievance procedures.

Subd. 10. An employee who is entitled to ESSL/sick leave pay, who is then receiving Worker's Compensation, may not be paid ESSL/sick leave pay in an amount greater than the difference between such Worker's Compensation and their basic salary.

Subd. 11. The work-related injury workers' compensation sick leave bank shall be used for requests from unit members for up to three (3) days of pay if the injury is of such duration

that it does not provide for a Minnesota Workers' compensation wage loss benefit. The leave bank shall be administered by the President or Vice President of the Association and the Superintendent. Eligibility decisions are not subject to the grievance procedures. Once the work-related workers' compensation sick leave bank is exhausted, it will no longer be available for use by employees.

Section 2. Medical Leave:

Subd. 1. Personal Medical Leave of Absence: An employee who is unable to work because of a personal illness or disability may, upon written request to human resources per procedure outlined on the School District's website, be granted a medical leave of absence. Such leave shall run concurrently, that is at the same time, with Family Medical Leave Act (FMLA) provisions, if the employee is eligible under FMLA as noted in subdivision two (2) of this section. The employee's accrued paid leave must be exhausted before the employee transitions to an unpaid personal medical leave of absence.

Pregnancy Leave: The start of a personal physical disability absence for prenatal care, pregnancy, delivery, and recovery from childbirth shall be determined by the employee's physician. The end of a personal physical disability absence for childbirth shall also be determined by the employee's physician. This must be communicated to the School District in writing. Leaves extending beyond the physician's documentation shall fall under parental leave and may be eligible under the Family Medical Leave Act as noted in subdivision two (2) of this section or may be eligible for continued District contributions to insurance costs as noted in section six (6), subdivision two (2).

Subd. 2. Family Medical Leave of Absence: In accordance with the Family Medical Leave Act (FMLA), eligible employees are entitled to twelve (12) workweeks of unpaid leave within a rolling twelve (12)-month period. Non-contract days, such as non-duty days, shall not count toward the twelve (12) workweeks and accrued paid leave shall not be deducted.

a) FMLA Eligibility: Over the twelve (12) months prior to leave, employees must have been employed with the School District for at least twelve (12) months and worked 1,250 hours within the twelve (12)-month period preceding the leave. Any use of personal leave, sick leave, or unpaid time off (non-duty days) are not counted toward the 1,250-hour benchmark.

b) Pursuant to law, FMLA Leave shall be granted for any of the following reasons:

i. The employee's own serious health condition, as defined by the FMLA.

ii. The employee's need to care for an immediate family member (spouse, child, parent) with a serious health condition, as defined by the FMLA.

iii. The placement (adoption or foster care) or birth of a child up to one year after the child's birth or placement.

c) FMLA Leave will run concurrently, that is at the same time, with any paid leave and any and all of the employee's accrued paid leave must be exhausted before the employee transitions to an unpaid leave of absence.

d) Spouses who work for the School District shall be allowed a combined total of twelve (12) weeks unpaid FMLA leave during any twelve (12)-month period for the birth or adoption of a child, or to care for a parent's serious health condition. However,

the combined limitation does not apply to FMLA leave taken by one spouse in the School District to care for the other spouse in the School District.

Subd. 3. Notification and Request for Medical Leave: An employee must give written notice to human resources requesting a medical leave of absence at least three (3) calendar months before the beginning of the requested medical leave or within 24 hours of receipt of notice of arrival of an adopted child, if notice is received less than three (3) calendar months before the leave start date, or as soon as possible following the onset of a serious health condition. The request for medical leave shall adhere to procedure outlined on the School District's website.

Subd. 4. Medical Verification: The employee shall be required to provide the School District with medical verification from a qualified healthcare provider for their own or the family member's serious health condition when requesting the leave of absence.

Subd. 5. Returning from Medical Leave: An employee on a medical leave of absence under this Section must notify human resources or their administrative designee in writing, five typically scheduled days of employment of their intention to return from leave.

a) If the employee is returning from a personal medical leave of absence, the employee must also provide medical verification from a qualified healthcare provider of the employee's release from medical restrictions allowing them to return to full capacity at work.

The employee may provide medical verification from a qualified healthcare provider of the employee's work restrictions due to the employee's serious medical condition, and the School District will attempt to accommodate those restrictions if possible.

b) Upon return from a medical leave, the employee shall be returned to the former position held from which the employee was granted the leave, or an equivalent position should that position no longer be available or the School District determines the timing of the employee's return would interfere with student achievement.

Subd. 6. Probationary Period: Periods of time for which the employee is on medical leave may extend the employee's probationary period.

Section 3. Parental Leave:

Subd. 1. An employee shall be afforded a parental leave of absence of no more than twelve (12) months in duration for the care of a newborn child or an adopted child, provided that the employee is caring for the child on a full-time basis. The parental leave will run concurrently, that is at the same time, as family medical leave should the leave be an FMLA-qualified leave of absence, though the employee may be eligible for continued District contributions to insurance costs as noted in section six (6), subdivision two (2).

Subd. 2. Notification and Request for Parental Leave: An employee shall give written notice to human resources, per procedure outlined on the School District's website, requesting a parental leave of absence at least three (3) calendar months before the beginning of the requested leave or within 24 hours of receipt of notice of the arrival of an adopted child, if notice is received less than three (3) calendar months before the leave start date.

Subd. 3. Returning from Parental Leave: For partial school year leaves, an employee on a parental leave of absence under this Section must confirm with human resources their intention to return from parental leave at least two (2) weeks prior to their approved leave

end date. For full-year leaves, an employee on a parental leave of absence under this Section must confirm with human resources or their administrative designee in writing, their intention to return from parental leave at least six (6) weeks prior to the end of their leave.

Upon return from a parental leave, the employee shall be returned to the former position held from which the employee was granted the leave, or an equivalent position should that position no longer be available or the School District determines the timing of the employee's return would interfere with student achievement.

Subd. 4. Failure of the employee to return from a parental leave pursuant to the agreed upon return date with the School District, may constitute job abandonment and be grounds for termination.

Subd. 5. Probationary Period: Periods of time for which the employee is on parental leave will extend the employee's probationary period.

Section 4. Civic Duty/Military Leave:

Subd. 1. Jury Duty: An employee summoned to serve on a jury may request to be excused from such jury service. Employees who are not excused will be permitted time off without the loss of pay contingent upon the employee reimbursing the School District any fees / per diem received from the court for said jury duty. If/when an employee is dismissed from jury duty, the employee must return to work. Any allowable expenses reimbursed by the court, such as mileage, parking, and meals, may be retained and are the sole responsibility of the employee to seek through the court. The District shall assume no responsibility to seek reimbursement, nor pay reimbursement for said expenses.

Subd. 2. Subpoenaed Witness: An employee subpoenaed in cases involving the School District or students (e.g., a parent custody case) served within the School District, will be permitted time off without the loss of pay and will be allowed to retain any allowable expenses reimbursed by the court. An employee subpoenaed in cases unrelated to the School District, will be permitted time off and use of paid or unpaid leave will be at the discretion of the Superintendent. Any allowable expenses reimbursed by the court, such as mileage, parking, and meals, may be retained and are the sole responsibility of the employee to seek through the court. The District shall assume no responsibility to seek reimbursement, nor pay reimbursement for said expenses.

Subd. 3. Military: Military leave shall be granted pursuant to State and Federal laws.

Section 5. General Unpaid Personal Leave:

Subd. 1. An employee shall be afforded a general unpaid personal leave of absence, subject to the provisions in this section and District policy 464, through written request from the employee to the Superintendent. Any leave within this section must also be approved by the School Board if it extends beyond five (5) days. The granting of such leave shall be at the sole discretion of the School Board.

A general leave may be granted by the School Board for extended personal illness, extended illness of the employee's immediate family member, additional educational requirements, or other reasons acceptable to the School Board.

Subd. 2. A general leave of absence pursuant to this section shall be leave without pay and the employee will not be permitted to use accrued leave to subsidize their general leave of absence.

Subd. 3. An employee on an approved general leave of absence for a full school year or the spring semester of the school year, shall notify the Superintendent in writing of their intention to return for the upcoming fiscal year no later than April 1 of the leave fiscal year. For partial school year leaves, an employee on a general leave of absence under this Section must notify the Superintendent in writing, of their intention to return from general leave at least one (1) month prior to their approved leave end date.

Section 6. Insurance Implications:

Subd. 1. Qualified FMLA Leaves: An employee on a leave under this article that qualifies per the Family Medical Leave Act (FMLA) is eligible to continue to participate in group insurance programs, if permitted under the insurance policy provisions, and shall continue to pay the employee contribution to the insurance premium for any month during which the FMLA-qualified leave falls.

Subd. 2. Pregnancy/Parental Leaves: For any employee who takes an approved pregnancy or parental leave under this article that does not qualify for Family Medical Leave Act (FMLA) and who has worked for the District for at least one calendar year, the District will continue to pay the District's contribution towards health insurance for up to eight (8) weeks of the leave, if the employee is on the District's health insurance plan, no matter if the employee is using paid or unpaid days. If the employee fails to return to work following the leave, the employee must refund the District the costs of the full insurance premium for any month in which the employee did not work at least one day.

Subd. 3. Other Leaves: For leaves under this article that do not qualify per the FMLA, the employee shall pay the full insurance premium (School District and employee contributions) for any month in which the employee does not work at least one (1) day.

Subd. 3. Payment: The employee is responsible for paying the School District business office the monthly amounts due for any insurance programs the employee wishes to retain in advance of the end of the corresponding month on such a date determined by the School District. However, the employee may elect to discontinue insurance programs. The right to continue participation in such group insurance programs shall automatically discontinue upon termination of employment, except as otherwise provided by law.

Subd. 4. If the injury is related to the work assignment, an employer and active employee's insurance contribution will continue during a qualified workers compensation injury.

Section 7. Accrued Benefits:

Subd. 1. Employees on Medical or Parental Leaves: An employee on a medical or parental leave under this article shall retain their number of personal and sick leave days, and other accrued benefits, if any, up to the date that the employee went on leave for use during the employee's leave of absence, as noted in sections two (2) and three (3) of this article, and accrual will continue so long as the employee is using paid leave. No additional paid leave days, or other benefits shall accrue for the period of time that the employee is on unpaid leave.

Subd. 2. Employees on General Leaves: An employee on a general leave under this article shall retain their number of personal and sick leave days, and other accrued benefits, if any, up to the date that the employee went on leave for use upon the employee's return from leave. No additional paid leave days or other benefits shall accrue for the period that the employee is on unpaid leave.

Section 8. Failure to Return to Work from a Leave of Absence: Failure of the employee to return to work from a leave of absence pursuant to this Article shall constitute grounds for termination by the School District.

Section 9. Bereavement/Death and Illness:

Subd. 1. An employee may be granted up to five (5) days absence with pay due to the death of the employee's spouse, child, step-child, parent, brother, sister, parent-in-law, son-in law, daughter-in-law, or grandchild. Up to three (3) days absence may be granted with pay for the death of the employee's grandparent, brother-in-law or sister-in-law, or significant person. The leave set forth in this section is non-accumulative and shall not be deducted from sick leave.

Subd. 2. Upon approval of the superintendent or their designee, an employee may be granted up to 160 hours per calendar year of accumulated sick leave for illness or injury, for the following: an employee's spouse, child, child over 18, step-child, grandchild, parent, grandparent, step-parent, sibling or significant person for which care is required for such reasonable period as the employee's attendance may be necessary. This leave will be granted under the same terms the employee is able to use sick leave benefits for their own illness. Time will be deducted from sick leave.

Subd. 3. Additional absence for severe illness or death for persons identified in Subd. 1 and Subd. 2 may be granted at the sole discretion of the superintendent whose decision is final and binding and is not subject to the grievance procedure.

Subd. 4. Absence for the severe illness or death of persons not designated in Subd. 1 or Subd. 2 may be granted at the sole discretion of the Superintendent, whose decision is final and binding and is not subject to the grievance procedure. Time used in this subdivision will be deducted from the employee's sick leave.

Section 10. Personal Leave:

Subd. 1. Eligibility:

(a) Employees will receive personal leave days per the following schedule:

In Year 1-3 of continuous employment: 1 day
In Year 4-7 of continuous employment: 2 days
In Year 8+ of continuous employment: 3 days

Personal leave shall be allowed to accumulate to a total of five (5) days.

The first year of employment shall be defined as any days of employment prior to the last student day of the regular school calendar in the first employment agreement. The next regular school calendar becomes the second year of employment with each successive school calendar year adding to the years of employment.

(b) Denial of requests for the use of personal leave by the immediate supervisor may be appealed to the Superintendent.

(c) An employee may be granted leave without pay at the sole discretion of the superintendent, in accordance with school board policy.

Subd. 2. The use of a personal leave day is subject to the approval of the School District to ensure a minimum of disruption for the educational program. Accordingly, the following restrictions shall apply:

(a) A personal leave day normally shall not be granted for the day preceding or the day following Minnesota Educators' Academy (MEA) break, the long weekend that includes the fourth (4th) Thursday in November, winter break, or spring break, or any in-service/professional development days, and the first ten (10) and last ten (10) student contact days of the school year. When the licensed staff duty day calendar includes a staff inservice or conference day that is not required for employees in this contract, the day preceding, or the day following are eligible for use of personal leave.

(b) Personal leave requests may be denied on a particular day, if other employees in the same bargaining unit have already been granted personal or emergency leave which would be disruptive to the functioning of the particular program. In addition, personal leave requests will not be approved on any day which would exceed five percent (5%) of the total bargaining unit.

(c) Requests for exceptions to the expectations herein require the approval of the superintendent or their designee through a review process. Employees seeking exceptions to use personal leave during the restricted periods listed above must reach out to the Director of Human Resources.

Subd. 3. At the beginning of each contract year, employees will be credited with the number of days of personal leave specified in Subd. 1, herein. Those employees who have accumulated three (3) days of personal leave or more prior to the beginning of any contract year shall receive a lump sum payment of \$75.00 for each day beyond five for which they become eligible in lieu of being granted additional days beyond five. Part-time employees as defined in Section 11 of this Article IX shall be paid a pro rata portion of the \$75.00 per day based upon the number of hours worked per year with 1020 hours per year constituting full-time.

Subd. 4. Employees who are assigned to extended duty days as defined in Section 1, Subd.1, of this Article IX, shall earn additional personal leave days on a pro rata basis consistent with the number of additional days of assignment. The calculation of additional days will be based upon the actual days worked in the preceding school year (July 1 through June 30) and the number of years of service. The additional personal leave days earned will accrue to the employee in the following year. Additional time will be calculated to the nearest hour.

Subd. 5. Personal leave must normally be requested three (3) business days in advance or as soon as known. All requests with less than a three (3) business day notice will need to include the reason for the request of personal leave. Personal leave may be granted in increments of less than one full workday if approved by District designee.

Subd. 6. Personal leave accrued on the books at the time of an employee's separation from the district due to a reduction in force that is caused by an elimination of programs or reduction in enrollment shall be reimbursed to the employee at the current substitute Education Support Professional rate of pay.

Section 11. Attendance Incentive Pay: Employees, employed from the first staff workday of the school year through December 31, who use three (3) or less paid sick leave days (ESSL and/or sick) during this period will receive a \$250 stipend on their February 15 paycheck. Employees, employed from January 1 through the last staff workday of the school year, who use four (4) or

less paid sick leave days (ESSL and/or sick) during this period will receive a \$750 stipend on their September 15 paycheck, upon returning to work for the next school year. Retirees who use four (4) or less paid sick leave days (ESSL and/or sick) between January 1 and the last staff workday of the school year will receive a \$750 stipend on their June 30 paycheck.

ARTICLE X PROBATIONARY PERIOD

Section 1. Probationary Period: An employee, under the provisions of this Agreement, shall serve a probationary period of one (1) calendar year from the date of continuous hire, during which time the School District shall have the unqualified right to suspend without pay, discharge, or otherwise discipline such an employee. During the probationary period, the employee will receive two (2) performance appraisals during each continuous year of employment using the District's procedures. The first appraisal shall occur prior to December 15 and the second will occur prior to April 15. Probationary employees hired mid-year will receive two (2) performance appraisals prior to their one-year employment anniversary, as close to the December 15 and April 15 dates as practicable and no later than 30 calendar days before their one-year employment anniversary.

Section 2. Completion of Probationary Period: An employee who has completed the probationary period may be suspended without pay, discharged, or disciplined only for just cause by the School District subject to the grievance procedure.

ARTICLE XI EMPLOYEE SUPERVISION

Section 1. Employee Improvement:

Subd. 1. Prior to formal or informal disciplinary procedures being employed in cases of minor misconduct or in cases where the behavior or poor performance does not constitute a serious infraction of the contract, district policies, rules or directives of superiors, the school district may, in its discretion, attempt to improve an employee's performance and/or correct an employee's behavior by implementing a non-disciplinary Letter of Expectation/Non-Disciplinary Written Directive or a Performance Improvement Plan (PIP).

Subd. 2. The purpose of a non-disciplinary Letter of Expectation/Non-Disciplinary Written Directive or a performance improvement plan is to improve the employee's performance up to the standards and expectations of the school district. This could include additional training or other supports. Should the employee fail to raise their level of performance to the school district's expectations, or the behavior issues continue the school district may resort to the disciplinary measures delineated in Section 2 of this Article.

Subd. 3. All employee improvement plans will be placed in the employee's personnel file along with any notations as to the employee's progress in improving performance. If requested by the employee, and by agreement with the supervisor, a letter of acceptable performance on the concerns in the improvement plan will be placed in the employee's file.

Section 2. Employee Discipline:

Subd. 1. Employee discipline is the school district's process for assuring compliance with the terms and conditions of the collective bargaining agreement, Board policies and rules, directives issued by the employee's supervisors or other administrators, and generally accepted norms of behavior. Discipline is intended to correct unacceptable behavior and

improve performance. The school district shall render disciplinary measures only for just cause and shall ensure that employee rights to “due process” are protected.

Subd. 2. Warnings and Reprimands: The school district shall typically follow a progressive discipline approach as outlined in this Article depending upon the gravity of the misconduct or the level of performance issues. The school district may, at its sole discretion, move immediately to a higher level of discipline, depending upon the severity of the misconduct or lack of performance.

(a) Non-Disciplinary Warning or Counseling: Oral or verbal warnings or counseling may be issued to employees in the event of relatively minor infractions. Warnings or counseling, regardless of being written or verbal are not disciplinary and are not grievable under Article XIV of this Agreement. An oral warning or counseling may be documented in the employee’s official personnel file, such as with a Non-Disciplinary Letter of Expectation or a Non-Disciplinary Letter of Directive, pursuant to the school district’s sole discretion. Employees may respond in writing to non-disciplinary written letters and such responses shall be placed in the employee’s official personnel file.

(b) Written Reprimand: Written reprimands (Notices of Deficiency) may be issued by the school district for more serious misconduct or when warnings or counseling have not corrected the employee’s behavior or performance. Written reprimands will be placed in the employee’s official personnel file. Employees may respond in writing to written reprimands and such responses shall be placed in the employee’s official personnel file. Written reprimands are disciplinary in nature and may be grieved under Article XIV of this Agreement. The standards of review of a written reprimand is whether or not the written reprimand is false or inaccurate or is without just cause. Any written reprimand found through the grievance procedure to be false or inaccurate or without just cause will be expunged from the employee’s official personnel file.

Subd. 3. Suspension Without Pay: An employee may be suspended without pay for just cause as described in this Article XI, Subd. 1. Suspension without pay is disciplinary in nature and is subject to the grievance procedure under Article XIV of this Agreement. In keeping with the just cause standard, an employee may be suspended without pay when other disciplinary measures have been applied without sufficient positive result, or immediately for violations of District policies or directives that warrant such discipline.

Suspension without pay shall take effect upon written notification from the Superintendent of Schools to the employee stating the grounds for suspension without pay. The employee shall have the right to invoke the grievance procedures set forth in Article XIV of this Agreement at the arbitration level provided written notification requesting arbitration is received by the superintendent within twenty (20) days after receipt of the written notice of suspension.

The suspension without pay shall take effect upon receipt by the employee of the written notice of suspension without pay or shall take effect as otherwise indicated in the written notice of suspension without pay. The suspension without pay shall continue in effect for the time period provided in the written notice of suspension without pay or as otherwise decided by the school board, but not to exceed a period of thirty (30) workdays.

Subd. 4. Termination for Cause: An employee who has passed the probationary period may be terminated for just cause.

A termination of employment is disciplinary in nature and is subject to the grievance procedure under Article XIV of this Agreement. In keeping with the just cause standard, an employee’s employment may be terminated when other disciplinary measures have been applied without sufficient positive result, or immediate violations of District policies or directors that warrant such discipline.

Subd. 5. Paid Administrative Leave: An employee may be put on a paid administrative leave during an investigation at the discretion of the District. A paid administrative leave is not grievable pursuant to Article XIV of this Agreement. If the investigation results in a disciplinary suspension without pay, the employee's unpaid suspension time will not be retroactive to the start of paid administrative leave without mutual agreement. Further, previously scheduled absences will be honored during paid administrative leave.

ARTICLE XII SENIORITY

Section 1. Seniority Date: For purposes of this article, an employee's seniority date shall be the first workday of continuous employment with the School District. An employee shall acquire a seniority date upon completion of the probationary period as defined in this Agreement and upon acquiring seniority. If more than one employee has the same seniority date, the tie in seniority shall be broken by lot. If an employee changes their assignment within this bargaining group their seniority date remains the first workday of continuous employment with the School District for the purpose of seniority date and placement on seniority list.

Subd. 1. An employee covered under this Article in the contract agreement may challenge their placement order (credit) on their District Seniority list. The challenge must be submitted to the office of Human Resources and Local 4242 in writing. The District will respond in writing to the employee, within 10 business days of receiving the challenge, with documented verification of first work day of continuous employment. Subd. 1 is subject to Article XIV Grievance Procedure.

Section 2. Loss of Seniority: An employee shall lose their seniority standing upon written resignation of employment, discharge for cause, or after a twelve (12) month continuous lay off, as defined in Section 1, hereof.

Subd. 1. Employees projected to be affected by a reduction in force (layoff) will be notified by their immediate supervisor as soon as practicable. Official notice of ending date of employment will be sent to employee from the school district by certified mail.

Subd. 2. Employees shall be identified for reduction in force (layoff) in inverse order of seniority.

Subd. 3. An employee terminated for reduction in force (layoff), may provide the office of human resource their name with mailing address to receive notice of availability of positions for recall. The employee is responsible for providing current mailing address for twelve (12) months when requesting job openings through district mailings.

Section 3. Seniority Lists: Seniority lists shall be published no later than February 15 each year. The list shall indicate the employees' seniority date. The list shall be posted at each school facility where possible.

Section 4. Recall:

Subd. 1. No new employees will be employed by the School District while a qualified employee is on recall for a reduction in force (layoff) as defined in Section 1 hereof. The order of recall will be determined by the seniority order of persons on recall who meet qualifications as defined in Section 1, hereof. An employee terminated due to reduction in force (layoff) shall have recall rights until June 30th of the following fiscal year.

Subd. 2. Notice of recall will be sent by certified mail to the most current address the employee has provided on file and will include program, site, hours and assignment title.

Subd. 3. The employee will have 14 calendar days upon receipt of mailing to notify the School District of acceptance of position and reinstatement of employment.

Subd. 4. If recalled by the District within 12 months (365 days) after the date of layoff, seniority date will be the seniority date at time of reduction in force (layoff). Article XII is subject to Article XIV Grievance Procedure.

ARTICLE XIII OTHER BENEFITS

Section 1. The School District agrees to reimburse for tuitions, fees, membership and association fees which are approved in accordance with District Policy 486.

Section 2. Travel Expense: Employees required by the School District to use their own vehicles in the performance of their duties shall be reimbursed for such travel at the rate as prescribed by School Board policy.

ARTICLE XIV GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "grievance" shall mean an allegation by an employee(s) resulting in a dispute or disagreement between the employee(s) 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 employee, administrator or School District may be represented during any step of the procedure by any person or agent designated by such parties to this Agreement to act in their 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 calendar days.

Subd. 3. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service 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 of the Agreement allegedly violated, and the particular relief sought within twenty-five (25) days after the date of notification of the event 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 hereinafter 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.

Section 5. Adjustments of Grievance: The School District and the employee shall attempt to adjust all grievances which may arise during the course of employment of any employee within the School District in the following manner:

Subd. 1. Level 1: If the grievance is not resolved through informal discussions, the School District designee shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

Subd. 2. 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 appeal is made in writing within fifteen (15) days after receipt of the decision in Level I. If a grievance is properly appealed to the superintendent, the superintendent or their designee shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting the superintendent or their designee shall issue a decision in writing to the parties involved.

Section 6. School Board Review: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board, or its representative notifies the parties of its 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 7. Denial of Grievance: Failure by 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 8. 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 II or School Board review, whichever is applicable, of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure 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 Bureau of Mediation Services to appoint an arbitrator pursuant to M.S. § 179.70, Subd. 4, providing such request is made within twenty (20) days after the request for arbitration. The request shall ask that the appointment be made within thirty (30) days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Bureau of Mediation Services 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 a person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to

submit evidence, offer testimony, and make oral or 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 they shall be final and binding upon the parties; subject, however, to the limitations of arbitration decisions as provided in the PELRA. The arbitrator shall issue a written decision and order including findings of fact which shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

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 expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party or if the request is mutual, the cost shall be shared. The parties shall share equally fees and expenses of the arbitrator and any other expenses which 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 procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters limited or excluded by PELRA of 1971.

Section 9. Grievance Form: A form which must be used for filing grievances shall be provided by the School District (Attachment C). Such form shall be readily accessible in all school buildings.

Section 10. Election of Remedies and Waiver: A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum as outlined herein, the employee shall waive their right to initiate a grievance pursuant to this Article, or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

ARTICLE XV TRANSFERS, VACANCIES, AND JOB POSTING

Transfer, in the context of this article, means the change in work location within Intermediate School District #917's various program sites. All transfers shall be documented in writing. A change in work assignment at the same work location is not considered a transfer under this article and is a management prerogative.

Section 1. Daily Job Site Involuntary Transfer Request: For purposes of this section, a daily job site transfer request of an employee is one that is made by an administrator when there is a need on a particular day or days due to employee absences or other extenuating needs in a classroom outside of the building normally assigned. An employee may be requested to provide job coverage at a site other than their regular assigned building. When possible, an employee will be notified the day before a transfer is needed. If an assignment is expected to go beyond a day, the employee will be

informed of the estimated number of days of the assignment, if known. A change of work assignment at the regular assigned building is not considered a daily job site involuntary transfer request.

Subd. 1. The assistant will be provided a stipend of \$25. If the transfer is longer than one day and the assistant is given notice of this in advance of each day of the assignment, the stipend will only be paid for the first day of the transfer.

Subd. 2. The employee's regular assignment work times will remain the same unless the employee and administrator mutually agree to a change in times. Hours worked that exceed the regular assignment work times will be submitted on an employee time sheet.

Subd. 3. In the event the employee's drive time from the temporary job site will exceed the normal end of day drive time and this creates a hardship for the employee, by mutual agreement with the administrator, the employee may be allowed to leave the temporary job site before the temporary job sites normal workday end time.

Subd. 4. Employee's working a daily job site transfer request will be reimbursed for mileage based on the round-trip miles from their regular assignment job site to the temporary job site, unless the distance from their home to their temporary assignment is shorter than their typical commute, in accordance with District Policy 412 and submission on the District Mileage Request Form. If an employee's personal vehicle is not available for travel and alternative transportation options are not possible, there will be no retribution given to the employee.

Subd. 5. Job duties at a temporary job site that require specialized training will not be expected to be performed by an employee who has not received such training. When an employee has concerns regarding their ability to meet the program needs of a temporary job site assignment, these concerns should be shared with the administrator making the request. There will be no retribution given to an employee who is not trained for the duties of other sites.

Section 2. Long-Term and Permanent Involuntary Transfers: Notice of involuntary transfer shall be given to the employees of the department involved as soon as practicable. A list of open bargaining unit positions in the school district shall be made available to all employees being involuntarily transferred or reassigned. Such employees may apply for positions in order of preference to which they desire to be transferred. A change of work assignment at the regular assigned building is not considered an involuntary transfer.

Section 3. Decision:

Subd. 1. The involuntary transfer will be given to the least senior employee in the site/program, whenever possible subject to the provisions of Subdivisions 2 through 4, below.

Subd. 2. Programmatic considerations, employee qualifications, employee preference, and seniority shall be used by the school district when filling vacancies and rotating or transferring staff.

Subd. 3. Staff not selected for vacant or open positions or staff being involuntarily reassigned shall, upon written request, be afforded an opportunity to meet with the Superintendent regarding such decision.

Subd. 4. Notwithstanding the provisions of this Article, it is understood and agreed that the final choice relating to staffing decisions remains in the discretion of the School District.

Section 4. Voluntary Transfers: Voluntary transfers shall be available to all employees based on the qualifications of the individual and the needs of the district.

Subd. 1. Employees shall have the right to apply for open positions within the District for which they are qualified. Qualification shall be determined by the skills, experience, performance of the individual applying, and the requirements of the position applied for. The District shall determine the qualifications required. When qualifications are equal, seniority shall be the deciding factor between several applicants. The District shall inform the union president by email as soon as the position is filled, stating employee name, program assignment, site location, hours and salary.

Subd. 2. Any employee who wishes to be considered for a transfer to a location or program when an opening is posted must apply through the District's application system. Consideration will be given to these requests based upon criteria described in Subd. 1 above and the needs of the district. When qualifications are equal, seniority shall be considered.

Subd. 3. Notwithstanding the provisions of this Article, it is understood and agreed that the final choice relating to staffing decisions remains in the discretion of the school district.

Section 5. Definition, Vacancies and Job Posting: For purposes of this section, a regular vacancy is defined as one anticipated to last for more than one school year when an employee is to be added in the bargaining unit, the allocation of additional employees, or a regular position becomes available due to an employee leaving. The posting requirement shall not apply when the district is making administrative transfers or reassignments within the bargaining unit.

Vacancies for bargaining unit positions shall be posted on the district website and a notice will be sent to each employee's school email. Positions will be posted for a minimum of five working days before the position is permanently filled. Each posting will include the position, hours, site assignment if known, and program assignment. Employee access to district computers will be provided during the normal workday and conditions for use are set forth in School District Policy.

Section 6. New positions or extended day/hour positions: In instances where positions providing additional hours or additional days of work or continuous employment are to be filled, preference for these positions shall be given first to the most senior qualified person applying within the program area of their normal assignment (ex: TESA within TESA) and then to the most senior qualified person applying within 917.)

Section 7. Application for Vacancies: To be considered for a vacancy posted under this Agreement, an employee must submit an application in writing.

Section 8. Mailed Notice: Employees of the unit desiring to be personally notified of any vacancies occurring within the unit must provide the personnel office with a stamped, self-addressed envelope. If such an envelope is on file when a vacancy is posted, the School District will forward the vacancy notice to the employee.

ARTICLE XVI SEVERANCE/EARLY RETIREMENT

Section 1. Retiree Health Coverage: Health coverage following the termination of employment shall be made available to the extent required under, and in accordance with, Minnesota Statutes Section 471.61, subd. 2b. The District makes no contribution towards the premium cost of such coverage.

Section 2. Cut-off Date: The benefits of this article shall not apply to a member of this group employed after July 1, 2005.

Section 3. Eligibility: Employees who have completed at least fifteen (15) years of continuous (to be defined as including any leave approved under other sections of this contract) employment with the School District, and who are at least fifty-five (55) years of age or have completed thirty (30) years of continuous employment shall be eligible for severance pay pursuant to the provisions of this Article upon submission of a written resignation accepted by the School Board. Severance pay shall not be granted to any employee who is discharged for cause by the School District. This Article shall apply only to employees who retire after the execution of this contract and shall not be retroactive to any employee who retired prior to said execution date.

Section 4. Amount of Severance: Eligible employees, upon retirement, shall receive as severance pay unused sick leave days, not to exceed thirty-five (35) days.

Section 5. Notice: To be eligible for the benefits of this section, unless waived by the School District, an employee must notify the School District not less than 45 calendar days prior to the proposed retirement date.

Section 6. Method of Pay-Out:

(a) Subject to the limitations listed below, the school district will contribute an amount equal to the value of the employee's severance pay directly into the School Board approved 403 (b) vendor account. The retiree will not receive any direct payment from the school district for the severance pay.

(b) The school district's annual contribution into the School Board approved 403 (b) vendor account must not exceed the IRS contribution limit. If the amount calculated in "A" exceeds the available limits in the year of separation, the excess amount will be paid out in cash and not be tax sheltered.

(c) The school district contribution(s) into the approved 403 (b) vendor account will be made according to the same timeline as was provided for the direct payment of the severance pay.

(d) The school district will make the severance pay contributions to the School Board approved 403 (b) vendor. For purposes of calculating the maximum deferral limit, the school district will provide the retiree of approved vendors with contribution information for the previous twelve (12) months of employment. The vendor had agreed to calculate the maximum deferral limit.

(e) If an employee eligible for this benefit dies before terminating employment, the benefit will be paid to the estate of the deceased.

**ARTICLE XVII
403(b) MATCHING CONTRIBUTION PLAN**

Section 1. Eligibility: To be eligible for this contribution, an employee must be regularly employed at least 1020 hours during the contract year, and such benefits shall not apply to employees employed for a lesser time or substitute employees. An employee must be in their second school year and thus will be eligible for an employer contribution in the employee's second year of service. The first year of employment shall be defined as any days of employment prior to the last student day of the regular school calendar in the first employment agreement. The next regular school

calendar becomes the second year of employment with each successive school calendar year adding to the years of employment.

Section 2. Contribution: Effective July 1, 2024, the school district will contribute up to a maximum as listed in the following schedule, according to year of service.

School Year	Employee Matching Contribution	School District Matching Contribution	Maximum School District Contribution	Total Contribution School District and Employee
In continuous School Year 2-3	\$100	\$100	\$100	\$200
In continuous School Year 4-6	\$350	\$350	\$350	\$700
In continuous School Year 7-9	\$450	\$450	\$450	\$900
In continuous School Year 10-12	\$600	\$600	\$600	\$1,200
In continuous School Year 13-14	\$700	\$700	\$700	\$1,400
In continuous School Year 15+	\$1,000	\$1,000	\$1,000	\$2,000

Section 3. Authorization Agreement: A salary reduction authorization agreement must be completed by the eligible employee by October 1 of the current year, for the employee to participate in the 403b matching contribution plan.

Section 4. Unpaid Leaves: Employees on unpaid leaves may not participate in the matching program while on leave.

Section 5. Matching Requirement: The School District's contribution, for the matching portion of Section 2, shall not exceed the employee's matching contribution.

**ARTICLE XVIII
DURATION**

Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing July 1, 2024, through June 30, 2026, and thereafter pursuant to PELRA. If either party desires to modify or amend this Agreement commencing on July 1, 2026, it shall give written notice of such intent no later than May 1, 2026. 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 Union. 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 3. Finality: Any matters relating to the current contract term, 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 circumstances is held 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:

DISTRICT #917 EDUCATION
SUPPORT PROFESSIONALS' FEDERATION,
LOCAL 4242

INTERMEDIATE SCHOOL DISTRICT 917

Amber Kneer
President, Local 4242

Chair

Ryan Henriott
Vice-President, Local 4242

Clerk

Dated: July 9, 2024

Dated: July 9, 2024

SCHEDULE A

SPECIAL EDUCATION ASSISTANTS

2024-2025 SALARY SCHEDULE

2024-2025 School Year		
Step	ESPs HQ	ISPs/BSPs HQ
1	\$22.00	\$25.19
2	\$22.28	\$25.47
3	\$22.53	\$25.71
4	\$22.85	\$26.04
5	\$23.68	\$26.87
6	\$24.17	\$27.36
7	\$24.67	\$27.86
8	\$25.17	\$28.36
9	\$26.22	\$29.41
10	\$26.72	\$29.91
11	\$27.22	\$30.41
12	\$27.72	\$30.90
13	\$28.26	\$31.45

SCHEDULE B

SPECIAL EDUCATION ASSISTANTS

2025-2026 SALARY SCHEDULE

2025-2026 School Year		
Step	ESPs HQ	ISPs/BSPs HQ
1	\$22.55	\$25.82
2	\$22.84	\$26.10
3	\$23.09	\$26.35
4	\$23.43	\$26.69
5	\$24.27	\$27.54
6	\$24.78	\$28.04
7	\$25.29	\$28.55
8	\$25.80	\$29.06
9	\$26.88	\$30.14
10	\$27.39	\$30.65
11	\$27.90	\$31.17
12	\$28.41	\$31.68
13	\$28.97	\$32.23

GRIEVANCE REPORT FORM
INTERMEDIATE SCHOOL DISTRICT 917

Name_____

Building_____

Date Grievance Occurred_____

Statement of Facts:

Specific Provisions of Agreement Allegedly Violated:

Particular Relief Sought:

Date: _____

Signature of Grievant

MEMORANDUM OF UNDERSTANDING
between INTERMEDIATE SCHOOL DISTRICT 917
and EDUCATION MINNESOTA LOCAL 4242
Regarding the Intermediate District Teacher Residency Apprenticeship Collaborative
(ITRAC)

WHEREAS, the District has participated in a collaborative effort with other Intermediate School Districts in Minnesota to create a teacher apprenticeship program in partnership with Minnesota State University - Mankato; and

WHEREAS, the District and its Intermediate School partners have currently secured multiple sources of funding for implementing said program for the 2024-2025 school year; and

WHEREAS, the program is in the final stages of development and is pending approval by the Minnesota Professional Educator Licensing and Standards Board (PELSB) and the Minnesota Department of Labor and Industry (DLI); and

WHEREAS, the parties are committed to creating alternative pathways to becoming a qualified educator in response to significant teacher shortages; and

WHEREAS, the parties are committed to our strategic priorities and core values with the drive toward improved student outcomes; and

WHEREAS, the parties agree that the experience of long-term mentorship to individuals by experienced and licensed teachers will aid in creating competent new educators and will allow for an increased ability to serve our students and community;

WHEREAS, members from this collective bargaining agreement will have the opportunity to obtain a degree and teaching licensure through fulfilling the role of a teacher apprentice;

THEREFORE, the parties hereby agree as follows for the 2024-2025 school year:

1. Intermediate School District 917 will participate in the Intermediate District Teacher Residency Apprenticeship Collaborative (ITRAC) as designed by the representatives of Intermediate School Districts, Minnesota State University - Mankato, and other applicable partners and as a part of this collaborative will establish the roles of both the journeyworker and teacher apprentice.
2. The District will maintain sole discretion in the final selection and number of journeyworkers and teacher apprentices for the program, but agrees to consult with Local 4242 about the implementation of the program and its effect on members of Local 4242.
3. The parties also agree that inter-district level programming recommendations will not govern the associated terms and conditions of employment, including compensation, for the journeyworkers and apprentices of ISD 917. Any agreements related to terms and conditions of employment will be governed by collective bargaining between the District and Local 4242. The employer agrees that its participation in this program will not result in the reduction of the number of personnel in the Local 4242 bargaining unit.
4. The selection of teacher apprentices will be contingent upon successful completion of a District-determined selection process and successful admittance into the applicable degree program at Minnesota State University - Mankato.
5. The selection of teacher apprentices will be contingent upon successful completion of a District-determined selection process and commitment to completing all requirements of the program, including work eight (8) hours per day (7:30 a.m. - 3:30 p.m.) following the 185-day

- ISD 917 teacher calendar, participation for two (2) consecutive years of the program, including two (2) summers working the Extended School Year (ESY) program (ESY 2024 and ESY 2025 for the first cohort), and additional time for orientation and professional development. A failure to meet the requirements of the program in this role, for coursework, mentorship, work experience, or any other expectation for completion, as determined by the District, will result in loss of the additional compensation listed below including any added hours and/or days associated with the apprenticeship;
6. In compliance with DLI requirements, in the second year of the program, teacher apprentices will receive an additional \$3.00 increase per hour to their normal Program Assistant/Classroom Assistant hourly step schedule placement commencing at the start of the second year of the program; July 1 through June 30 of the following year. The additional pay mentioned here will be in addition to any annual salary increases that are otherwise negotiated in the Education Minnesota Local 4242 Master Agreement.
 7. To fulfill the role, the teacher apprentice must:
 - Commit to completing all requirements of the program to obtain teaching licenses in autism spectrum disorders (ASD) and emotional behavioral disorders (EBD), including participation for two (2) consecutive years, including two (2) summers working the Extended School Year (ESY) program.
 - Participate in and complete assigned courses and assignments through the collaborating university.
 - Demonstrate racial consciousness and a commitment to culturally responsive pedagogy.
 - Commitment to additional paid work hours at the employee's hourly rate up to 40 hours for orientation for journeyworkers and apprentices in the first summer of the program.
 - Follow the apprentice gradual release document provided through the teacher apprenticeship program, which includes but is not limited to:
 - Participate in IEP development.
 - Participate in family communication.
 - Participate in teacher professional development opportunities.
 - Participate in instructional design and delivery.
 - Participate in development and oversight of student assessments.
 - Participate in establishing a consistent, organized, and respectful learning environment.
 - Engage in job-embedded assignments aligned to the teacher apprenticeship program.
 - Engage in racial consciousness and culturally relevant pedagogy teaching strategies.
 - In collaboration with journeyworker, engage in instructional design.
 - In collaboration with journeyworker, engage in student assessments.
 8. Tuition due to the partnering university will be covered by the District on the teacher apprentice's behalf for the duration of the program subject to the terms and conditions outlined in this memorandum, so long as the funding exists. Lack of funding would result in the discontinuation of the program.
 9. Both journeyworkers and teacher apprentices will collaborate with ITRAC program navigators and coordinators at the inter- and intra- district level as necessary to meet the requirements of the program.

This MOU does not create a precedent or past practice and memorializes the parties' entire agreement reached concerning this topic(s).

Local 4242 President

School Board Chair

Local 4242 Vice President

School Board Clerk

Date: July 9, 2024

**MEMORANDUM OF UNDERSTANDING:
ATTRACT AND RETAIN STAFF**

Intermediate School District 917 and Education Support Professionals (Local 4242) agree to a Labor-Management Committee (LMC) regarding planning and creating recommendations for attracting and retaining Education Support Professionals (ESPs).

The purpose of this MOU is to clearly communicate program expectations for all participants. The committee's review will include, but is not limited to:

1. Researching opportunities to attract new employees.
2. Review and make recommendations to modify recognition opportunities for employees.
3. Review and, if necessary, make recommendations to modify recruitment incentives for bringing in new employees.
4. Review and make recommendations to modify district procedures to ensure success in job opportunities.
5. Provide opportunities for staff to participate in recruiting strategies, especially members from diverse backgrounds.

The committee will offer recommendations to the district administration team for implementation.

The LMC shall include:

1. Appointed by Local 4242: Three (3) representatives appointed by Local 4242.
2. Appointed by ISD 917: Up to three (3) district employees.

The committee will meet quarterly each year with the dates of these meetings set at the beginning of the school year. The meetings will take place outside of student-contact hours; however, may take place during the ESP's duty day. Any additional compensation for ESP participants for this committee will be addressed through Local 4242. Additional meetings can be held at the committee's agreement. The time limit for each of these meetings will be 1.5 hours and the meeting will take place at the District Office in Dakota County Technical College unless the committee decides to change locations and times.

The work of the LMC will conclude by May 30, 2026, unless through negotiations this committee's work is extended.

Local 4242 President

School Board Chair

Local 4242 Vice President

School Board Clerk

Date: July 9, 2024

**Memorandum of Understanding:
PELSB Short-Call Substitute Pilot Program and Other Short-Call Substitute Teaching**

WHEREAS, the Minnesota Legislature passed a law allowing experienced ESPs to become licensed as short-call substitute teachers on a pilot basis, and

WHEREAS, District 917 Education Support Professionals Local 4242 is the exclusive representative for the Intermediate 917 District's ESPs.

WHEREAS, the District and the Unions have negotiated terms and conditions of employment for the covered employees which are contained in the Collective Bargaining Agreement (CBA); and

WHEREAS, the District and Unions wish to provide for the terms and conditions of employment for those accepting short-call substitute assignments.

NOW, THEREFORE, IT IS HEREBY AGREED by the District and the Unions as follows:

1. Any ESPs who are appropriately licensed and agree to be assigned short-call substitute work may do so while also retaining all rights, seniority, and benefits that they have accrued or possess in the bargaining unit. Dues for members will continue to be withdrawn during any period of casual substitute teaching work.
2. The District cannot and will not require any individual ESP to apply for a short-call substitute license or retaliate against an employee who is unwilling to apply.
 - a) ESPs who apply for and obtain a short-call substitute license through the Professional Educators' Licensing and Standards Board (PELSB) can be reimbursed for the initial cost of the license by submitting a check request to the finance department per district process with proof of their personal payment for the cost of the initial short-call substitute license and with proof of approval of the short-call substitute license by PELSB. The check request must be submitted by the ESP to the finance department within 60 days of the license being issued.
3. Time spent as a short-call substitute teacher will count towards any and all accrual of benefits as an ESP, including but not limited to leave, seniority and pay.
4. In the event that an ESP agrees to substitute, and the District finds another substitute after the assignment has begun, the District may return the ESP to their original position. The employee will receive the greater of their regular rate of pay or their sub rate for the entire day.
5. ESPs working as short-call substitutes under the pilot program or by virtue of holding another substitute teaching license will be compensated according to the School Board approved substitute rates.
6. On days when the ESP is assigned as a short-call substitute teacher, the ESPs who are then required to cover for the subbing ESP will be compensated an additional \$4 per hour unless the District fills that position with a substitute ESP or that position does not need to be filled for that day.

7. No ESP licensed under the pilot project will be assigned to this work until they have received the required substitute teacher training. Such training will be compensated at the substitute teaching rate provided above.
8. All efforts will be put forth to have short call substitute teachers to be subbing in their own site. If the individual is required to be a short call sub in another site, then they would be compensated by:
 - a) The additional \$25 stipend for changing sites.
 - b) Mileage from and returning from the original site.
9. This MOA will be reviewed after the first year of the contract term. It can be modified or discontinued by mutual agreement of both parties.

Local 4242 President

School Board Chair

Local 4242 Vice President

School Board Clerk

Date: July 9, 2024