

MASTER AGREEMENT

Between

INDEPENDENT SCHOOL DISTRICT 518

WORTHINGTON, MINNESOTA

And

EDUCATION MINNESOTA – WORTHINGTON (EMW)

LOCAL 7291

2023-2024

2024-2025

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ARTICLE I

PURPOSE

This Agreement is entered into between Independent School District 518, Worthington, Minnesota, hereinafter referred to as the School District, and the Education Minnesota - Worthington Local 7291(EMW), hereinafter referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the P.E.L.R.A. to provide the terms and conditions of employment for teachers during the duration of this Agreement.

ARTICLE II

RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with the P.E.L.R.A., the School District recognizes Education Minnesota - Worthington as the exclusive representative of teachers employed by the School District, which exclusive representative shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this Agreement.

Section 2. Appropriate Unit: The exclusive representative shall represent all the teachers of the School District as defined in this Agreement and in the P.E.L.R.A. The School District shall not meet and negotiate with any teacher or group of teachers who are at the time designated as a member or part of an appropriate employee unit except through the exclusive representative if one is certified for that unit by law.

ARTICLE III

DEFINITIONS

Section 1. Terms and Conditions of Employment: The term, “terms and conditions of employment,” means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits other than School District payment of, or contributions to, premiums for group insurance coverage of retired teachers or severance pay, and the School District’s personnel policies affecting the working conditions of the teachers. In the case of teachers, the term does not mean educational policies of the School District. “Terms and conditions of employment” is subject to the provisions of P.E.L.R.A.

Section 2. Teacher: The word “teacher” shall mean all persons in the appropriate unit employed by the School District in a position for which the person must be licensed by the State Board of Education; but shall not include superintendent, assistant superintendent, principals, and assistant principals who devote more the fifty percent (50%) of their time to administrative or supervisory duties, confidential employees, supervisor employees, essential employees, and such other employees excluded by law.

Section 3. School District: For purposes of administering this Agreement, the term, “School District,” shall mean the School Board or its designated representative(s).

Section 4. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

ARTICLE IV

SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: The exclusive representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

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

Section 3. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all teachers covered by this Agreement shall perform the teaching and non-teaching services prescribed by the School Board and shall be subject to School Board rules, regulations, directives, and orders issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation, and duty of the School Board and its duly designated officials to make known rules, regulations, directives, and orders, from time to time, as deemed necessary by the School Board insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement.

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

ARTICLE V

TEACHER RIGHTS

Section 1. Right to Views: Pursuant to the P.E.L.R.A., nothing contained in this Agreement shall be construed to limit, impair or affect the right of any teacher or his/her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 2. Right to Join: Pursuant to the P.E.L.R.A., teachers shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Teachers 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 teachers.

Section 3. Request for Dues Check off: Teachers shall have the right to request and be allowed dues check off for the teacher's organization of their selection, provided that dues check off and the proceeds thereof shall not be allowed any teacher organization that has lost its right to dues check off pursuant to the P.E.L.R.A. Upon receipt of a properly executed authorization card of the teacher involved, the School District will deduct from the teacher's paycheck the dues that the teacher has agreed to pay to the teacher organization during the period provided in said authorization of twelve (12) to fourteen (14) semi-monthly deductions, October through May.

Section 4. Personnel Files: Pursuant to M.S. 122A.40, Subd. 19, all evaluations and electronic/hard copy files relating to individual teachers shall be available during regular District business hours to the particular teacher upon written request. The teacher shall have the right to reproduce any of the contents of the files at the teacher's expense and to submit for inclusion in the file written information in response to any material contained in it. However, the School District may destroy such files as provided by law.

Section 5. Exclusive Representative Rights: In the event that the P.E.L.R.A. is repealed or altered, the exclusive representative shall retain the following rights.

Subd. 1. Request for Dues Check off. Teachers shall be allowed dues check off for their teacher's organization. Upon receipt of a properly executed authorization card of the teacher involved, the School District will deduct from the teacher's paycheck the dues that the teacher has agreed to pay to the teacher's organization during the period provided in said authorization of twelve (12) to fourteen (14) semi-monthly deductions, October through May.

Subd. 2. Access. Duly authorized representatives of the exclusive representative shall be permitted to transact official teacher association business on school property, provided that this business shall not interfere with or interrupt normal school operations and notification is provided to the School District prior to the activity.

Subd. 3. Communications. The exclusive representative may use school intra-district mail service, email, and mailboxes for communication to members.

ARTICLE VI

BASIC SCHEDULES AND RATES OF PAY K-12 and ALC

Section 1. 2023-24 Salary Schedule: The salaries and career increment in APPENDIX A, shall be a part of the Agreement for the 2023-24 school year.

Section 2. 2024-25 Salary Schedule: The salaries and career increment reflected in APPENDIX B, shall be a part of the Agreement for 2024-25 school year.

Section 3. Status of Salary Schedule: The salary schedules are not to be construed as part of a teacher's continuing contract. A teacher's advancement is subject to the right of the School District to withhold increment advancement for just cause. The School District shall give the teacher and the exclusive representative thirty (30) days prior written notice of such withholding and the reason

for such proposed action. An action withholding a salary increase shall be subject to the grievance procedure.

Section 4. Placement on Salary Schedule: The following rules shall be applicable in determining placement of a teacher on the appropriate lane of the salary schedule:

Subd. 1. Germane: All graduate semester credits counted for salary schedule credit must be germane to the licensure or teaching assignment as determined by the School District and have the prior written approval of the Superintendent or his or her designee with right of appeal to the Superintendent.

Subd. 2. Grade and Graduate Credits: To apply on the salary schedule, all semester credits beyond the bachelor's degree must be graduate semester credits and carry a grade equivalent of "B" or higher. A teacher may receive prior administrative approval for a pass/fail grade if a letter grade is not an option. A teacher shall not advance more than one (1) lane progression in any one (1) school year, with the exception of obtaining a master's or Specialist/Doctorate degree.

Subd. 3. Effective Date: Individual contracts will be modified to reflect qualified lane changes once every year effective at the beginning of the school year provided a transcript, letter or verification signed by the professor, grade report, or other evidence of qualified graduate semester credits is submitted to the Superintendent's Office no later than 4:00 P.M. on August 25th of each year. To finalize the approval of graduate semester credits, an official transcript must be filed in the Superintendent's Office no later than January 1st of any school year. Failure to do so would result in the loss of any additional pay already received. Graduate semester credits submitted after 4:00 P.M. on August 25th, even though otherwise qualifying, shall not be considered until the following school year.

Subd. 4. Application: Graduate semester credits to apply to lanes beyond a particular lane, must be earned subsequent to the earning of the degree, and must be received from a college or university accredited by the State Department of Education. A university or college program of graduate semester credits leading to a masters or other graduate degree offered via correspondence, internet, or television will count toward lane changes if the entire program has been pre-approved by the Superintendent or his/her designee. This pre-approval requirement would apply to any such programs that are submitted for pre-approval on or after July 1, 2002.

Subd. 5. Payment of Present Salary: The rules contained in this article relating to the application of credits on the salary schedule shall not deprive any teacher of any salary schedule placement already recognized. A teacher must have on file in the Superintendent's Office a current teaching license in order to receive a salary payment.

Subd. 6. Part-time Step Advancement: Any teacher whose annual contract for services is equivalent to .75 F.T.E. and 90 days of work in a school year or more shall earn a full step on the salary schedule each year subject to the School District's authority under Section 3 above. Any teacher whose annual contract for services is equivalent to less than .75 F.T.E. and less than 90 days of work in a school year, shall advance on the salary schedule only when his/her accrued service equals .75 F.T.E. and 90 days of work in a school year or more

as of the beginning of the contract year. Only accrued time earned after the step advancement will be applicable to each future step advancement.

Subd. 7. Experience: A teacher who has had experience in other school systems or in other fields of endeavor will be placed on the salary schedule as agreed between the School District and the teacher. The School District reserves the discretionary authority to negotiate a hiring incentive with any individual applicant it may choose, provided, however, that this discretionary authority will not be subject to review through the grievance procedure provided in the Master Agreement.

Subd. 8. Part-time Benefits: Any teacher who is less than full time would be entitled to fringe benefits proportional to the percentage of time he/she is employed or defined in other sections of the agreement, in accordance with the Master Agreement.

Section 5. Pay Schedule: All teachers shall be paid their annual salary in twenty-four (24) equal payments.

Section 6. Teacher Residency: Teachers operating under MS 122A.68 shall be paid according to Appendix A and B.

Section 7. Title I: Title teachers at parochial schools shall be paid at the Appendix E Edge rate.

ARTICLE VII

EXTRA COMPENSATION

Section 1. Hiring Practice: Teachers who are on the staff and are qualified to coach or to administer an extra-curricular activity will be considered preferential in the hiring process.

Section 2. 2023-24 Extra Curricular Salary Schedule: The salaries reflected in APPENDIX C, PART I, attached hereto, shall be a part of the Agreement for the 2023-24 school year.

Section 3. 2023-24 Special Assignments Salary Schedule: The salaries reflected in APPENDIX D, PART 1, attached hereto, shall be a part of the Agreement for the 2023-24 school year.

Section 4. 2024-25 Extra Curricular Salary Schedule: The salaries reflected in APPENDIX C, PART II, attached hereto, shall be a part of the 2024-25 school year.

Section 5. 2024-25 Special Assignments Salary Schedule: The salaries reflected in APPENDIX D, PART II, attached hereto, shall be a part of the Agreement for the 2024-25 school year.

Note: Refer to Extracurricular pay schedules in APPENDICES C, D, and E for extra curricular and special assignments.

Section 6. Mileage and Travel Time:

Subd. 1. Mileage: The School District will pay mileage in accordance with School District policy for the use of personal automobile as approved by the building administrator.

Subd. 2. Travel Time: Following a discussion between the parties, teachers who have been assigned duties in multiple school buildings will be assigned up to fifteen (15) minutes to travel between the school buildings to which assigned.

Section 7. Activity Passes: The School District will require all teachers to work one (1) High School event during the course of the school year. In return, each teacher will receive a school year pass to attend events. Teachers may be required to work up to one additional event, if volunteers cannot be found, for a thirty dollar (\$30.00) payment.

Section 8. National Board Certification: The National Board Teacher Certification is an expectation related to quality teaching that will support the success of students. This certification is specific to the National Board for Professional Teaching Standards (NBPTS).

Subd. 1. Increment: A teacher(s) who has achieved and maintains National Board Teacher Certification will receive an additional educational increment of \$2,000. This increment would be implemented once a year with all documents of completion provided by January 15th. If certification is not maintained the educational increment would be removed from the teacher's salary. The increment shall be paid over the calendar year following certification.

Subd. 2. Expenses: All teachers who incur expenses in the pursuit of National Board Teacher Certification shall be reimbursed up to \$1,500 (\$300 for first section, \$400 for second section, \$500 for third section and \$300 on certification) total over the course of the program as a one (1)-time per teacher reimbursement, upon completion of each stage of the National Board Teacher application and certification process. A teacher would need to provide validation of expenses.

Subd. 3. Mentor: Any teacher who has National Board Teacher Certification and is approved by the District to mentor other teachers through the National Board Teacher Certification process, will be compensated as per the special assignments schedule at the curriculum writing rate up to a maximum amount of \$900.

Subd. 4. Maximum: A total of ten (10) teachers may be approved for compensation per year and a maximum of twenty (20) teachers may be approved for certification, reimbursement or mentoring at any one (1) time as approved by the District.

Section 9. ECSE Summer Program: ECSE teachers provide a continuation of service over the summer months and will be compensated pro rata up to one hundred sixty (160) hours. Any additional time needed beyond one hundred sixty (160) hours, will be based on Superintendent approval. Only teachers assigned to service students birth through three (3), as required, will qualify for pro rata pay.

Section 10. Licensed Community Education Teachers Summer Program: Licensed Community Education teachers provide a continuation of service over the summer months and will be compensated as follows: Adult Basic Education (ABE) teachers who teach outside of the 186 contract days will be compensated on a pro rata basis. Early Childhood Family Education (ECFE) teachers who teach summer school will be compensated at the Summer School rate in Appendix E.

Section 11. Internal Substitute Teacher Coverage:

Subd. 1 In the event a teacher gives up their contractually bargained teacher preparation time and/or duty free lunch (voluntary or assigned) to substitute where external substitutes are unavailable, said teacher shall be paid pro rata (annual salary/1488) for their teacher preparation/duty free lunch time missed. One (1) hour of pro rata pay will be considered as one (1) full unit. A teacher may only qualify for one (1) full unit of pay per day.

Subd. 2. In the event a teacher absorbs students from another class or a specialist is reassigned from their normal duties to substitute in a classroom because external substitutes are not available, said teacher will be given one hour of pro rata pay (one (1) full unit). Teachers in grades 6-12 will not receive compensation for additional students during advisory or study halls.

Subd.3. Internal substitutes and absorption will be based on ½ or one full unit. Any internal coverage or absorption for less than ½ hour will be rounded up to ½ unit. Any coverage or absorption for more than ½ hour or less than 1 hour will round up to 1 unit.

ARTICLE VIII

GROUP HEALTH INSURANCE

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

Section 2. Eligibility: Eligibility and qualification shall be in accordance with the provisions of the Health Plan Document and this Agreement.

Section 3. Contribution: The School District shall contribute toward the group health insurance plan the following allowance for all eligible teachers who are enrolled in the plan. The District shall make available a single High Deductible HSA health plan to all regularly scheduled eligible employees who work 50% or more per week that elect to participate in said plan at no cost to the employee. To be eligible for any District plan a regular part-time employee must work 50% or more per week to be eligible for the District contributions. Any cost of the premium shall be borne by the regular part-time or full time employee and paid by payroll deduction. Employees that elect to participate in one of the District’s other health insurance plans will receive the following amount towards insurance coverage, but not to exceed the premium for the full-time regularly assigned eligible employee that qualifies for and are enrolled in the District’s group health insurance plan.

<u>District Contribution</u>	<u>2023-2024</u>	<u>2024-2025</u>
50% to 74.99% (part-time status)	\$ 7,500.00	\$ 7,950.00
75% to 100% (full-time status)	\$10,000.00	\$10,600.00

Section 4. Claims Against the School District: The School District’s only obligation is to purchase an insurance policy and pay such amounts as agreed to in this Agreement, and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 5. Duration of Insurance Contribution: A teacher is eligible for School District contribution as provided in this article as long as the teacher is employed by the District and enrolled in the School District’s group health and hospitalization insurance plan. Upon termination of employment, all School District contribution shall cease except that a teacher who has completed a full year shall be eligible for twelve (12) months of contribution.

Section 6. Additional Costs: Any additional costs of premium shall be borne by the teacher and paid as a semi-monthly payroll deduction. If both the husband and wife in a family are eligible teachers, they may choose to apply the agreed amount towards a single or dependent benefit with each receiving the agreed upon insurance benefit.

Section 7. School District HSA Contributions: In the event that a teacher chooses the School District HSA health insurance plan, and the premium cost for the HSA plan is less than the negotiated School District health insurance contribution, the School District will deposit the difference between the negotiated School District health insurance contribution and the premium cost (up to the IRS single maximum base contribution, not including any catch-up provisions) into the teacher’s Health Savings Account on a per paycheck basis. In the event that a mid agreement renewal should put an employee’s HSA contribution over the IRS limit, the School District shall work with the employee during the open enrollment window to pro rate or adjust the contribution to the next calendar year.

Section 8. Retirement: Upon retirement, teachers who are enrolled in the group health insurance plan may continue to remain a part of the health insurance group at their own expense. Retired teachers may continue health insurance coverage as provided by the group Medicare Supplemental program at their own expense. Retired teachers who are not eligible for Medicare may continue health insurance coverage at their own expense as part of the regular group. Teachers who retire with family coverage may continue to insure their spouse until they reach age 65 and/or dependent children until age 26, even after the teacher becomes eligible for Medicare. Teachers who retired prior to September 1, 1987, and who are eligible for Medicare may remain in the base plan or elect the group Medicare Supplemental program on a single election opportunity to be designated by the carrier. Those teachers retiring after September 1, 1987, may be eligible for retirement in accordance with federal and/or state laws and the plan document.

Section 9. Eye Glass Benefit: The School District will pay up to \$350.00 for the replacement of eye glasses or contact lenses of comparable value broken or damaged when caused by student contact and reported to and approved by the supervisor at the time of the incident.

ARTICLE IX

TERM LIFE INSURANCE

The School District shall contribute toward the School District-selected group term life insurance plan the following allowance for all eligible teachers enrolled in the plan.

Life Insurance and Accidental Death and Dismemberment

Premium Allowance – 2023-24 \$75.00 per year

2024-25 \$75.00 per year

ARTICLE X

LONG-TERM DISABILITY (L.T.D.) INSURANCE

Section 1. Contribution: The School District shall contribute toward the School District-selected L.T.D. insurance plan the following allowance for all eligible teachers.

Section 2. Effective: L.T.D. benefits will be effective ninety (90) calendar days after last day worked or at the end of accrued sick leave, whichever is greater. Teachers are not eligible to receive both sick leave payments and L.T.D. payments for the same period.

Section 3. Benefits: L.T.D. benefits will be provided as specified in the plan document.

ARTICLE XI

LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. Granting: Sick leave shall be granted at the rate of twenty (20) days per year to all teachers. A new teacher may access the full complement of sick leave defined in this article prior to the completion of the contract not to exceed the maximum amount of leave granted in this subdivision. A new teacher must fulfill the teacher contract for the year to receive twenty (20) days. If the contract is not fulfilled, the sick leave is proportional to the amount of the contract which has been completed. All full-time teachers shall earn Earned Sick and Safe Time ("ESST") at the rate of up to six (6) days per school year of service in employment of the School District and accumulated (as defined in statute). Part-time teachers earn ESST on a pro-rated basis. Annual ESST shall accrue monthly as it is earned on a proportionate basis to the teacher's work year.

Subd. 2. Accumulation: Unused sick leave days may accumulate to a maximum total of one hundred twenty (120) days of sick leave with ESST days capped by statute per teacher. Teachers can earn up to a maximum of six (6) days per year with a maximum accumulation of eighty (80) hours or ten (10) days.

Subd. 3. Use: Sick leave with pay shall be allowed by the School District whenever a teacher's absence is found to have been due to illness or disability which prevented attendance at school and performance of duties on that day or days, all subject to Subd. 4 below. Pursuant to M.S. 181.9413, a teacher may use his/her accumulated sick leave and the School Board limits as permissible. All regular medical appointments are encouraged to be made at the beginning or end of a regular work day to minimize absence time. ESST days shall be allowed by the District for any reason permitted in M.S. Statutes Section 181.9447.

Subd. 4. Earned Sick and Safe Time: ESST as governed by M.S. 181.9446 et. Seu. Pursuant to M.S. 181.9445 and 181.9447 et. Seq. will run concurrently with existing leave granted from Subd. 1. and Subd. 2.

Subd. 5. Medical Certification: The School District may require a teacher to furnish a medical certificate from the school health office or from a qualified physician as evidence of illness or disability indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of a teacher for sick leave is reserved to the School Board.

Subd. 6. Cost: In the event that a medical certificate will be required the teacher will be so advised prior to returning to school, and the School District will assume the cost of medical expenses incurred to furnish this certificate, unless the cost will be covered by health and hospitalization insurance.

Subd. 7. Deduction: Sick leave allowed shall be deducted from the accrued sick leave days earned by the teacher. The School District shall make available to each teacher, access to a personal account in the electronic system at the beginning of each year setting forth the total of sick leave days available.

Subd. 8. Benefits: A teacher shall receive up to one hundred sixty (160) hours (total per year) of sick leave benefits with full pay up to the accrued leave available during a serious illness or death of an immediate family member (defined as adult child, spouse, sibling, parent, grandparent, grandchild, or step parent of the teacher or spouse). Sick child care shall be provided for absence due to the illness of a dependent child in accordance to M. S. 181.9413.

After a period of twenty (20) days, or four (4) weeks, a teacher may be granted a temporary leave of absence and removed from the payroll until returning to duty.

Section 2. Emergency Leave:

Subd. 1. Granting: A full-time teacher may be granted a leave at the discretion of the School District of no more than two (2) days per year, non-accumulative, the days used to be deducted from sick leave, for situations that arise requiring the teacher's personal attention which cannot be attended to when school is not in session and which are not covered under other provisions of this Agreement.

Subd. 2. Use: Deaths, funerals, court appearances as approved by the Superintendent, estate settlements, a spouse or child's military function (function defined as deployment, return from deployment or military graduation), ~~or~~ State or Federal IRS audits, inclement weather when unsafe road conditions outside district boundaries (road closed) prevent a teacher from getting to work, or accidents define emergency leave that may be granted by the School District upon recommendation of the Superintendent. An emergency leave that is not defined under existing language will be at the discretion of the Superintendent.

Subd. 3. Request: Requests for emergency leave must be made through the building principal to the Superintendent and must state the reason for the proposed leave. The School District reserves the right to refuse to grant such leave if, under the circumstances involved, the School District determines that the leave should not be granted. All decisions related to approval or denial of emergency leave requests are not subject to the grievance procedure under this Agreement. All leaves must have prior approval.

Section 3. Personal Leave:

Subd. 1. Allowance: All teachers will be permitted a maximum of two (2) full days of personal leave for each contract year. This leave is non-accumulative. Teachers who have completed three (3) years of continuous service to the school district will be permitted three (3) full days of personal leave for each contract year. This leave is non-accumulative. Personal leave may be taken in one (1) hour increments versus half day or full day increments. In addition, teachers who have completed ten (10) years of service, the School District will allow for teachers to take a pay deduct, at the School District's discretion, that is limited to three (3) days in any school year. A request can be made to the Superintendent to allow for additional days to accommodate extraordinary circumstances.

Subd. 2. Requests: Requests for personal leave must be made in the electronic leave system directly to the building principal. The request must be submitted at least five (5) days in advance.

Subd. 3. Maximum: A maximum of five percent (5%) of the teachers in any building will be granted personal leave on a first-come, first-served basis; however, in no case will this maximum be less than one person. On certain occasions, such as the State Basketball Tournament, personal leave may be limited to less than five percent (5%) in accordance with the number of substitute teachers available.

Subd. 4. Prior Approval: Personal leave on the following days must have prior approval by the Superintendent or designee. These days consist of registration days, in-service days, conference days and child screening days.

Subd. 5. Unused Days: All teachers who elect not to request to use his/her personal leave day or days shall be paid two hundred-seventy dollars (\$270) for each unused personal leave day at the end of the contract year. The personal leave day payment must be applied for by each individual teacher by June 1 each year. Payment will be made to the teacher in June following the last contract day in which the personal leave day was earned.

Section 4. Child Care Leave:

Subd. 1. Use: A child care leave may be granted by the School District, subject to the provisions of this section, to one (1) parent/legal guardian of a child, provided such parent/legal guardian is caring for the child on a full-time basis.

Subd. 2. Request: A teacher making application for child care leave shall inform the Superintendent in writing of his/her intention of taking the leave at least three (3) calendar months before commencement of the intended leave.

Subd. 3. Reason: If the reason for the child care leave is occasioned by pregnancy, a teacher may utilize sick leave pursuant to the sick leave provisions of the Agreement during a period of six (6) calendar weeks from the date of delivery; additional sick leave may be taken if FMLA paperwork is completed by a medical professional (completely) documenting the need. Upon return to work, a note from a medical professional shall be provided detailing accommodations, if needed, and expected date of return. If the pregnancy is terminated by miscarriage or stillbirth, the teacher may return to her

employment at the conclusion of the period of physical disability for which sick leave is utilized. The date of return will be mutually agreed to by the Superintendent or designee and the teacher.

Subd. 4. Date of Leave: The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year - i.e. winter vacation, spring vacation, semester break or quarter break, end of a grading period, end of the school year, or the like. The availability of a substitute teacher may also be considered by the School District in the granting of a child care leave or the duration of the leave.

Subd. 5. Duration: In making a determination concerning the commencement and duration of a child care leave, the School District shall not be required to:

1. Grant any leave more than twelve (12) months in duration.
2. Permit the teacher to return to his or her employment prior to the date designated in the request for child care leave, with the only exception being found in Subd. 3 above.

Subd. 6. Reinstatement: A teacher returning from child care leave shall be reemployed in a position which he or she is licensed unless previously discharged or placed on unrequested leave.

Subd. 7. Failure to Return: Failure of the teacher to return pursuant to the date determined under this section shall constitute grounds for termination unless the School District and the teacher mutually agree to an extension in the leave.

Subd. 8. Probationary Period: The parties agree that the applicable periods of probation for teachers as set forth in Minnesota statutes, are intended to be periods of actual service enabling the School District to have the opportunity to evaluate a teacher's performance. The parties agree, therefore, that periods of time for which the teacher is on child care leave shall not be counted in determining the completion of the probationary period. The School District and the teacher will enter into an individual agreement extending the probationary period by an amount of time at least equal to the length of the child care leave and to the end of a school year. The School District will insert the necessary language for such an agreement on the child care leave application form.

Subd. 9. Return: A teacher who returns from child care leave within the provisions of this Section shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave. The teacher shall not accrue additional experience credit for pay purposes or leave time during the period of absence for child care leave.

Subd. 10. Group Insurance: A teacher on child care leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the teacher wishes to retain, commencing with the beginning of the child care leave. The right to continue participation in such group insurance programs, however, will terminate if the teacher does not return to the School District pursuant to this Section.

Subd. 11. Salary and Fringe Benefits: Leave under this section shall be without pay fringe benefits.

Section 5. Adoption Leave:

Subd. 1. Granting: The School Board may grant adoption leave to any teacher who makes a written application for such leave. Adoption leave may be granted because of the need to prepare legal documents and provide parental care for a child or children of the teacher for an established period of time.

Subd. 2. Use: Adoption leave may include all necessary meetings to fulfill the requirements of the adoption process. Upon learning of the date of home placement, the teacher shall submit a written application for adoption leave to the Superintendent specifying the dates of the requested leave.

Subd. 3. Maximum: Adoption leave may commence prior to home placement and may continue up to a maximum of twenty (20) work days. In the case of an infant adoption, leave would be a maximum of thirty (30) work days from the date of birth. Additional days may be granted by the School District. Adoption leave shall be deducted from accrued sick leave earned by the teacher.

Subd. 4. Extended Leave: Extended adoption leave may continue up to one (1) year without pay. The teacher may not use sick leave for extended adoption leave.

Subd. 5. Return Conditions: A teacher returning from adoption leave shall be re-employed in a position for which he/she is qualified commensurate with a position occupied prior to the leave subject to the following conditions:

1. That he/she is not physically or mentally disabled from performing the duties of such position.
2. That he/she returns on the date designated on the request for leave approved by the School Board.

Subd. 6. Return: A teacher who returns from adoption leave within the provisions of this section shall retain all previous experience credit and any unused sick leave time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave. The teacher shall not accrue additional experience credit or leave time during the period of absence for adoption leave.

Subd. 7. Group Insurance: A teacher on extended adoption leave is eligible to participate in group insurance programs, if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as he/she wishes to retain.

Section 6. Military Leave: Military leave shall be granted pursuant to applicable law.

Section 7. Jury Service: A teacher who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Section 8. Professional Leaves of Absence:

Subd. 1. Definition: A leave of absence without pay may be granted by the School Board for advanced study, scholarship, fellowship, exchange teaching, and teacher corps.

Subd. 2. Qualifications for Leave of Absence:

1. Leaves of absence may be granted to teachers with at least five (5) consecutive years of teaching in the School District.
2. Teachers on such leave will be granted reemployment at the level on the salary schedule for the years of teaching experience accredited to the teacher at the end of the school year the leave is granted.

Subd. 3. Obligations of Teachers on Leaves of Absence: A teacher receiving a leave of absence must agree to sign a contract with the School District to return to the school system for at least one (1) year after the completion of the leave of absence.

Subd. 4. Application and Procedures:

1. Application for a leave of absence must be made in writing to the immediate supervisor and the Superintendent.
2. The teacher must file an application on or before March 1st to enable the administration to recommend and consider such a leave.
3. The Superintendent shall inform the applicant in written form by May 1st that the request has been granted or rejected with the provision of the leave, if granted. In return, the teacher shall notify the Superintendent by June 1st if he or she will accept the leave of absence. The written form should include the following:
 - A. Name of applicant.
 - B. Beginning and ending dates of said leave of absence.
 - C. Salary step of applicant upon return to system.
 - D. Position of applicant upon returning to the school system.
4. The teacher on leave of absence shall receive all rights of tenure and be permitted to remain a part of the group health insurance plan then in effect in the school system if the School District is not restricted by the insurance company from doing so.

Subd. 5. Approval of Leave of Absence:

1. The administration and School Board may grant a maximum of three (3) leaves of absence distributed in the following manner:
 - A. One elementary.
 - B. One secondary.
 - C. One which may be either elementary or secondary
2. Official notification of acceptance of leave of absence shall be filed with:
 - A. Minnesota State Department of Education.
 - B. Teacher Retirement Association.
 - C. Necessary insurance groups.
3. A teacher on requested leave may continue for the duration of the approved leave any School District insurance coverage the teacher participates in, granted it has been approved by the carrier and is at the teacher's own expense with the addition of a handling fee of \$10.00 per month; any teacher on leave will only receive the pro-rated district contribution for the number of days worked in a month and all other costs will be the responsibility of the teacher when all FMLA leave has been exhausted. The insurance payment shall be made to the Superintendent's Office by the 10th of each month preceding the month of coverage. Failure to meet these terms results in forfeiture of this right.
4. The granting of such leave of absence is subject to the approval of the School Board upon recommendation of the Superintendent; when, in their considered judgment, the professional competence of the teacher and the general welfare of the public schools will be benefited.

Section 9. Workers' Compensation: Pursuant to M.S. Chapter 176, a teacher injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Upon the request of a teacher who is absent from work as a result of a compensable injury incurred in the service of the School District under the provisions of the Workers' Compensation Act, the School District will pay the difference between the compensation received pursuant to the Workers' Compensation Act by the teacher and the teacher's regular rate of pay to the extent of the teacher's earned accrual of sick leave. When payment is received from Workers' Compensation for lost time due to any injury for which sick pay has been paid, that amount will be deducted from a subsequent payroll period with adjustments made to sick leave accrual or that amount shall be refunded to the School District by the teacher.

The sick leave time for which payment is made will be deducted from the teacher's sick leave accrual on F.T.E. basis. Provided, further, that in no event shall the total payments by the School District exceed the amount of accrued sick leave to which the teacher is entitled.

Section 10. Family and Medical Leave:

Subd. 1. Purpose: Pursuant to the Family and Medical Leave Act (FMLA), 29 U.S.C. 2601 et. seq., an eligible teacher shall be granted, upon written request, up to a total of twelve (12) weeks of unpaid leave per year in connection with:

1. the birth and first-year care of a child;
2. the adoption or foster placement of a child;
3. the serious health condition of a teacher's spouse, child, or parent and
4. the teacher's own serious health condition.

Subd. 2. Salary and Fringe Benefits: Such leave shall be unpaid, except an eligible teacher, during such leave, shall be eligible for regular School District group health insurance contributions as provided in this Agreement for the period of the leave, but not to exceed twelve (12) weeks per year, notwithstanding any other provisions of this Agreement.

Subd. 3. Eligibility: To be eligible for the benefits of this section and insurance contribution, a teacher must have worked for the School District for the previous twelve (12) months and must have been employed for at least 1,250 hours during such twelve (12)-month period. A twelve (12)-month period is defined as July 1 to June 30.

Subd. 4. Paid Leave Under Contract: While FMLA leaves, except for eligible insurance contributions as provided in Subd. 2. above, are unpaid, nothing in this article shall preclude a teacher from utilizing paid leave otherwise provided in this Agreement, provided the teacher qualifies for the paid leave, i.e., sick leave or personal leave, pursuant to the provisions of this Agreement governing such leaves. Moreover, nothing in this article, or any other provision of this Agreement, shall be construed to require the School District to combine leaves for a period of time that exceeds the leave provided by this section or the period of time for leaves provided in other sections of this Agreement.

Subd. 5. Notification: The teacher will provide at least thirty (30) days of written notice of request for leave when the reason for the leave is foreseeable. The teacher shall further make reasonable efforts to schedule any treatment so as to minimize disruption of the work of the School District.

ARTICLE XII

HOURS OF SERVICE

Section 1. Basic Day: The teacher's basic day including lunch, shall be eight (8) hours in length, except that on Fridays and days preceding holidays or vacations, the teacher work day shall end at the close of the pupil's day following the dismissal of students and the departure of regular bus routes. On in-service/workshop days teachers shall work to the end of a regular contract day when a presenter from outside the district is hired.

Section 2. Building Hours: The specific hours at any individual building may vary according to the needs of the educational program of the School District. The specific hours for each building will be designated by the School Board or its designee and may include some flexible scheduling options to enhance the educational opportunities for students.

Section 3. Additional Activities: In addition to the basic school day, teachers should be required to reasonably participate in school activities beyond the teacher's basic day as is required by the School Board or its designated representative. The normal duties for teachers should include a reasonable share of extra-curricular and supervisory activities, as determined by the principal, Superintendent, or School Board.

Section 4. Teacher Preparation Time: Each teacher shall have a minimum of five (5) minutes of preparation time for every twenty-five (25) minutes of instructional time. Preparation time shall be provided in one (1) or two (2) uninterrupted blocks of not less than twenty (20) minutes each during the student day.

Section 5. Assignments:

Subd. 1. Recognition: The exclusive representative recognizes that the School District has reserved to itself authority over assignments as part of ARTICLE IV above. Accordingly, nothing in Section 6 below, may be subject to review through the grievance procedure of this Agreement.

Subd. 2. Applications: Before March 1 of each year, a teacher who desires to change teaching assignments effective at the start of the next school year may submit a letter to the Superintendent and the buildings principals of both the current assignment and the preferred assignment setting forth the description of the preferred assignment and the reason(s) therefore. The application of the teacher will be afforded every consideration of the applicant pool for the position. The School District reserves its discretionary authority to make assignments of teaching duties.

Section 6. ALC, Early Childhood/Adult Basic Education Teachers Hours of Service and Basic Day: Recognizing the unique, changing and irregular nature of the programs, hours of service and basic day shall be as assigned by the School District and modified from time to time based upon the needs of the program.

ARTICLE XIII

LENGTH OF THE SCHOOL YEAR

Section 1. Teacher School Days: Pursuant to M.S. 120A.40 to 120A.42, the School Board shall establish the number of school days. The teacher shall perform services on those days as determined by the School Board, including those legal holidays on which the School Board is authorized to conduct school, and pursuant to such authority has determined to conduct school.

Section 2. Modification of Calendar: In the event of a student day or teacher duty day lost for any reason, the teacher may be required to perform duties on another day in lieu thereof as the School Board or its designated representative shall determine, if any.

Section 3. Length of the School Year: The length of school years 2019-20 and 2020-21 will not exceed 186 days per year. Teachers will have a minimum of one-half (½) day of work time prior to the first student attendance day. Second and third year probationary teachers will work one (1) additional day above the current contract days with a stipend equal to the maximum daily rate as defined in APPENDIX E, in order to continue mentorship and further development of skills.

ARTICLE XIV

TEACHER RETIREMENT PROGRAM

Section 1. 403(b) Matching Contribution Plan: Teachers with the School District shall be eligible to participate in a 403(b) matching contribution plan pursuant to M.S. 356.24.

Subd. 1. Eligibility: The School District will match eligible annual teacher contributions based on the following years of teaching experience within the School District (ie. a teacher who is beginning his/her 4th year of teaching in the School District is considered to be in the four(4) seven(7) current years of service group):

Current Years of Service	School District Matching Contribution
0-3 years	Not Available
4-7 years	\$ 500
8-16 years	\$1,000
17-25 years	\$1,500
26+ years	\$2,000

Subd. 2. Leave of Absence: Any teacher on leave of absence would not be eligible to receive matching contributions from the School District.

Subd. 3. Vendor: Teachers may use any vendor from the identified third party or School District-identified vendor list that is mutually agreed upon by the parties for use in the 403(b) matching contributions.

Subd. 4. Retired Teachers: No retired teachers would be eligible for this plan or School District contributions.

Subd. 5. Matches: All School District matches would be calculated against the settlement package for this round and future rounds of bargaining.

Subd. 6. Maximum: A maximum lifetime match from the School District would be \$50,000 per participant.

Subd. 7. Obligation: The School District's only obligation would be to assure that contributions are properly remitted to the issuer of the contract and that W-2's are properly adjusted.

Subd. 8. Errors: Any errors in the plan or in the contributions may be corrected by the School District to maintain IRC 403(b) compliance.

Subd. 9. Laws: All P.E.L.R.A. related laws are in compliance.

Subd. 10. Part-time Teachers: All part-time teachers would follow other benefits language for eligibility and be pro-rated on the same basis.

Subd. 11. Maximum Contributions: The School District maximum contribution for the 2023-24 school year would be \$214,000 and the maximum contribution for the 2024-25 school year would be \$238,800. If this maximum contribution by the School District is reached all participating teachers would be pro-rated.

Subd. 12. Deadline: The deadline for participation for the 2023-24 school year would be one month after the 23-25 contract is ratified by all parties. Thereafter, the deadline for participation would be July 1st of each school year.

ARTICLE XV

SUSPENSION WITHOUT PAY

Section 1. Without Pay: A teacher may be suspended for up to one (1) week (up to five (5) consecutive work days in one week) without pay for just cause. Grounds for suspension will be based on violation of School District policy and/or state and federal laws upon presentation of evidence. Reference: All School District policies will be available for review on the District website or in the District Office.

Section 2. Notice: Suspension shall take effect upon the teacher's receipt of written notification from the Superintendent or designee to the teacher, documenting the grounds for suspension together with a statement that the teacher may make a written request within five (5) calendar days after receipt of such notification for a hearing before the School Board to review the suspension. If no hearing is requested within such five (5) calendar day period, it shall be deemed acquiescence by the teacher to the suspension.

Section 3. Hearing: If the teacher requests a hearing within the five (5) calendar day period, the hearing shall take place within ten (10) calendar days after receipt of the request for hearing. The hearing may be closed at the request of the teacher. At the option of the School Board, the hearing may be by a committee from the School Board or a designated member from the School Board. The School Board committee or designee may affirm, reduce or reverse the suspension action. In the event the suspension is reversed or reduced, the teacher shall be compensated appropriately for any salary loss during the period of the suspension not affirmed by the School Board. The teacher shall be notified by certified mail of the date, time and place of the hearing and the School Board shall issue its decision within ten (10) calendar days after the conclusion of the hearing.

Section 4. Liability: Any dispute as to the amount of such suspension of pay shall be solely between the School District and the teacher involved. The School District hereby warrants and covenants that it will defend, indemnify and save the exclusive representative from any and all actions, suits, claims, damages, judgments and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the suspension of pay by the School District as provided in this Agreement.

ARTICLE XVI

UNREQUESTED LEAVE OF ABSENCE (ULA) AND SENIORITY AGREEMENT

Section 1. Purpose: The purpose of this agreement is to implement the provisions of M.S. 122A.40, Subd. 10, which agreement, when adopted, shall constitute a plan for ULA because of discontinuance of position, lack of pupils, financial limitations or merger of classes caused by consolidation of districts.

Section 2. Definitions:

Subd. 1. Terms: For purposes of this agreement, the terms defined shall have the meanings respectively ascribed to them.

Subd. 2. Teacher: “Teacher” shall mean those members of the unit as defined by M.S. 122A.40, Subd. 1, as amended.

Subd. 3. Qualified: “Qualified” shall mean a teacher who holds a state license in the subject matter or field and has successfully taught in that subject matter or field within the last seven (7) years. If the teacher has no successful teaching experience in that field within seven (7) years, he or she must earn six (6) quarter hours of credit in that field within one (1) calendar year of the date of the assignment, or before beginning to teach in that subject matter or field for the second year. Failure to earn the necessary credits within the time frame specified will result in the teacher no longer being qualified which in turn will result in placement on ULA. “Within the last seven (7) years” will be calculated backwards from the effective date of the proposed placement on ULA.

Subd. 4. School Board: “School Board” means the local governing board of the School District.

Subd. 5. Subject Matter of Field: “Subject matter or field” shall mean teachers as licensed by the State of Minnesota.

Subd. 6. Seniority: Seniority will be figured in one (1)-year increments after the seniority has been earned. A teacher can earn a year of seniority based on the contract time over fifty percent (50%). A teacher will only accrue seniority based on the percentage of contractual time employed. The School District will not calculate seniority for those teachers employed on a part-time basis for less than fifty percent (50%). New teachers will start at zero (0) years of seniority and other teachers will be adjusted accordingly.

Section 3. ULA:

Subd. 1. Terms: The School Board may place on ULA such teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes. Notice of ULA must be given by July 1. Such leave of absence shall continue for a period of five (5) years, after which the right to reinstatement shall terminate; provided the teacher’s right to reinstatement shall also terminate if he or she fails to file with the School Board by April 1st of any year a written statement requesting reinstatement.

Subd. 2. Placement: Teachers placed on ULA shall be done in inverse order of seniority in the field and subject matter employed. No teacher shall be placed on ULA if any other qualified teacher with less seniority is employed in the same field and subject matter.

Subd. 3. Tie-Breaker: In the event of a staff reduction, which affects teachers whose first date of employment commenced on the same date, and who have equal seniority, the selection of the teacher for purposes of discontinuance shall be at the discretion of the School District.

Subd. 4. Probationary Teachers: Probationary teachers are not placed on ULA but are non-renewed.

Section 4. Reinstatement:

Subd. 1. Process: No new teacher shall be employed by the School District while any qualified teacher is on ULA in the same field and subject matter. Teachers placed on ULA shall be reinstated to the position from which they have been given leave, or any other available position in the School District in the fields in which they are qualified as such positions become available. The order of reinstatement shall be in inverse order in which teachers were placed on ULA.

Subd. 2. Notice: When placed on ULA, a teacher shall file his/her name and address with the School District personnel office to which any notice of reinstatement or availability of position shall be mailed. Proof of service by the person in the School District depositing such notice to the teacher at the last known address shall be sufficient and the teacher on ULA shall be responsible for providing for forwarding of mail or for address changes. Failure of a notice to reach a teacher shall not be the responsibility of the School District if any notice has been mailed as provided in this article.

Subd. 3. Acceptance of Reemployment: If a position becomes available for a qualified teacher on ULA, the School District shall mail the notice by registered letter to such teacher, who shall have fourteen (14) days from the date of such notice to accept the reemployment. Failure to reply in writing within such fourteen (14) day period shall constitute waiver on the part of any teacher to any further rights of employment or reinstatement, and the teacher shall forfeit any future reinstatement or employment rights.

Subd. 4. Reinstatement Rights: Reinstatement rights shall automatically cease five (5) years from the date ULA was commenced and no further rights to reinstatement shall exist unless extended by written mutual consent with each qualified teacher.

Section 5. Establishment of Seniority List:

Subd. 1. Preparation: Within ninety (90) days of the start of the school year, the School Board shall cause a seniority list (by name, date of employment, qualification and subject matter or field) to be prepared from its records. It shall thereupon post such list in an official place in each school building of the School District.

Subd. 2. Request for Change: Any teacher whose name appears on such list and who may disagree with the findings of the School District and the order of seniority in said list shall

have fourteen (14) days from the date of posting to supply written documentation, proof and request for seniority change to the School District.

Subd. 3. Final List: Within fourteen (14) days thereafter, the School District shall evaluate any and all such written communications regarding the order of seniority contained in said list and may make such changes the School District deems warranted. A final seniority list shall thereupon be prepared by the School District, which list as revised shall be binding on the School District and any teacher. Each year thereafter, the School Board shall cause such seniority list to be updated to reflect any addition or deletion of personnel caused by retirement, death, resignation, other cessation of services, or new teachers. Such yearly revised list shall govern the application of the ULA agreement until thereafter revised.

Section 6. Filing of Licenses: In any year in which a reduction of teaching staff is occurring, and the School District is placing teachers on ULA, only those licenses current and on file in the District Administration Office as of March 1st of such year shall be considered for purposes of determining layoff within areas of licensure for the following school year. A license filed after March 1st shall be considered for purposes of recall, but not to the current reduction.

Section 7. Effect: This article shall be effective at the beginning date of this Master Agreement and shall be governed by its duration clause. This article shall govern all teachers as defined in this section and shall not be construed to limit the rights of any other licensed employee not covered by the Master Agreement or other Master Agreement affecting such licensed employees.

Section 8. Realignment (Stranding): Notwithstanding any other provision of this Master Agreement to the contrary, and consistent with the right of the parties to negotiate their own ULA plan, the parties specifically agree that realignment will not be included as part of the ULA process. Teachers affected by the ULA process will have only bumping rights over a teacher with a lower seniority ranking on the applicable seniority list and will not have the right to force a more senior teacher to “realign” into a new teaching assignment. Teachers employed under a fiscal host/joint powers agreement (fiscal and supervisory responsibilities of District 518) and Community Education certified positions, staffed through District 518 will have bumping rights only in the position for which they were hired.

ARTICLE XVII

PUBLIC OBLIGATION

The parties recognize that their first obligation during the term of this Agreement is to see that the students of the School District receive a continuous and uninterrupted delivery of instructional services. Accordingly, the exclusive representative agrees that, during the term of this Agreement, neither it nor any of its members shall engage in any strike in support of a strike of any other group of School District employees.

ARTICLE XVIII

ASSOCIATION ACTIVITIES

Representatives elected or selected by the exclusive representative to attend meetings, conferences and/or seminars, or other activities, shall be granted up to ten (10) days total for the exclusive representative per year of absence from contract days (five (5) additional days will be granted per individual for serving on state or national boards) for the assigned membership of this exclusive representative. Any days beyond those specified above will require the association to reimburse the district at the daily rate of the employee(s) that is absent. The exclusive representative or its designee will be responsible for the substitute teacher costs for teachers absent due to exclusive representative activities. The request to attend exclusive representative activities during regularly scheduled work hours must be submitted to the School District Superintendent five (5) work days prior to the dates of attendance.

ARTICLE XIX

GRIEVANCE PROCEDURE

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

Section 2. Representative: The teacher, administrator, or School Board may be represented during any step of the procedure by a person or agent designated by such party to act on that party’s 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 the word “days”, regarding time periods in this procedure shall refer to working days. The term “working day”, is defined as all week days not designated as holidays by state law.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures in this article, the first date of the act, event, or default for which the designated period of time begins to run shall not be included.

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

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School Board's designee, setting forth the facts and the specific provisions of the Agreement allegedly violated and the particular relief sought within twenty (20) days after the date the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver of that grievance. Failure to appeal a grievance from one level to another within the time periods provided below shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the teacher and the School Board's designee.

Section 5. Adjustment of Grievance: The School Board and the teacher shall attempt to adjust all grievances which may arise during the course of employment of any teacher with the School District in the following manner:

Subd. 1. Level I: If the grievance is not resolved through informal discussions, the School Board 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, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If the grievance is properly appealed to the Superintendent, the Superintendent or the Superintendent's designee shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within five (5) days after the meeting, the Superintendent or his/her designee shall issue a decision in writing to the parties involved.

Subd. 3. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five (5) days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty (20) days after the receipt of the appeal. Within five (5) days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the School Board may be asked to hear the appeal at this level and report its findings and recommendations to the School Board. The School Board shall render its decision.

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 notify 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 Board or its representative to issue a decision within the time periods provided in this article shall constitute a denial of the grievance and the teacher may appeal it to the next level.

Section 8. Arbitration Procedures: In the event that the teacher and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined below:

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

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed 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 (BMS) to submit a panel of seven (7) arbitrators to the parties, pursuant to P.E.L.R.A., provided such request is made within twenty (20) days after request for arbitration. The request shall ask that after receipt of the panel, the parties shall alternately strike names and the remaining name shall be the arbitrator to hear the grievance. The order of striking to be determined by lot. Failure to agree upon an arbitrator from the BMS within the time periods provided in this article shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information:

1. Upon appointment of the arbitrator, the appealing party shall within five (5) days after notice of appointment forward to the arbitrator, with a copy to the School Board, the submission of the grievance which shall include the following:
 - A. The issues involved.
 - B. Statement of the facts.
 - C. Position of the grievant.
 - D. The written documents relating to Article XXI, Section 5 of the grievance procedure.
2. The School Board may make a similar submission of information relating to the grievance either before or at the time of the hearing.

Subd. 5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose 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 denovo.

Subd. 6. Decision: Decisions by the arbitrator in cases properly before him or her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by the P.E.L.R.A.

Subd. 7. 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. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Subd. 8. 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 contained in this 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 in this article; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public School Boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

Subd. 9. 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 in this Agreement, the teacher shall waive his or her 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 XX

LATE RESIGNATIONS

Section 1. Reimbursement Clause: A teacher who chooses to leave the School District (resignation) after July 1st of the current school year would be responsible to pay the School District one thousand five hundred dollars (\$1,500) for costs related to replacement of the position. If a teacher chooses to leave after August 1st of the current school year, that teacher would be responsible to pay the School District two thousand five hundred dollars (\$2,500) for costs related to replacement of the position. A teacher receiving notification of a reassignment (after June 15th) would have two (2) weeks to resign without penalty until August 15th.

ARTICLE XXI

LICENSED COMMUNITY EDUCATION TEACHERS (ECFE & ABE)

Section 1. Statutory Considerations: Pursuant to M.S. 122A.26, a licensed community education teacher(s) who teaches in an early childhood and family education or adult basic education program which is offered through a community education program which qualifies for community education aid or ECFE/ABE aid must meet licensure requirements as a teacher. However, M.S. 122A.26 specifically provides that such licensure shall not be construed to bring such ECFE/ABE teacher(s) within the definition of a teacher for the purposes of M.S. 122A.40, Subd. 1.

Sections 2. Probationary Period: The probationary period of ECFE/ABE teachers shall be three (3) consecutive school years of service. During the probationary period, the School District shall have the unqualified right to suspend, discharge, or otherwise discipline an ECFE/ABE teacher, and the ECFE/ABE teacher shall have no recourse to the grievance procedure.

Section 3. Layoff and Recall: ECFE/ABE teachers shall have seniority only as ECFE/ABE teachers and shall have a separate seniority list consisting only of ECFE/ABE teachers. An ECFE/ABE teacher shall not have any rights to any other teaching position in the School District. ECFE/ABE teachers shall be laid off and recalled within order of seniority with other ECFE/ABE teachers.

Section 4. Additional Items:

Subd.1. Benefits: Benefits (health insurance, leaves, etc.) will remain the same as a teacher under the existing Master Agreement and can be capped at the agreed upon negotiated contribution level or awarded level for all teachers under the Master Agreement. Effective date of January 1, 2016.

Subd. 2. Allowance: Community education teachers will be allowed to use leave over the summer months due to working over a twelve (12) month period of time, but benefit use will be capped at the negotiated level for all teachers. Effective date of January 1, 2016.

Subd. 3. Full-time Equivalent: A full-time equivalent for community education teachers will be determined on a 186-day contract equivalent to other teacher schedules which will be for figuring benefits. Summer months will not be a part of the regular equivalency figures or for additional benefits. Effective date of January 1, 2016.

ARTICLE XXII

REASSIGNMENT TO PERFORM NON-TEACHING DUTIES (TOSA)

Section 1. Use: A teacher who, upon the request of the School District, agrees to leave his/her teaching position to perform non-teaching duties as assigned by the School District shall be granted a reassignment to perform said duties.

Section 2. Dates and Duration of Reassignment: The School Board shall determine the beginning and ending dates of this reassignment to perform non-teaching duties. In making a determination concerning the commencement and duration of this reassignment, the School Board shall not, in any event, be required to:

1. grant any reassignment for more than twelve (12) months in duration, and
2. permit the teacher to return to his/her teaching position prior to the date the School Board has determined.

Section 3. Salary, Fringe Benefits, Leaves of Absence, and Experience Credit: A teacher on reassignment under this section shall continue to receive all pay, fringe benefits and leaves of absence and shall continue to earn experience credit as if he/she were regularly employed as a teacher in the School District.

Section 4. Requirements While on Reassignment: A teacher on reassignment under this section agrees to perform the non-teaching duties outlined in the individual employment contract between the teacher and the School District.

Section 5. Reinstatement: A teacher returning from a reassignment under this section shall be reinstated to a position for which he/she is licensed and qualified unless previously discharged or placed on (ULA).

ARTICLE XXIII

DURATION

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

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School Board and the exclusive representative. The provisions of the Agreement relating to terms and conditions of employment supersede any and all prior Agreement, resolutions, practices, and School District policies, rules and regulations concerning terms and conditions of employment inconsistent with these provisions.

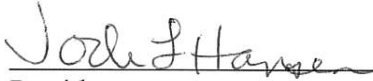
Section 3. Finality: Any matters relating to the current contract term, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

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 provisions of this Agreement or the application of any provision.

*Certain provisions of this Article have been modified by the 1973 Minnesota State Legislature in the enactment of the 1973 P.E.L.R.A. Law.

IN WITNESS WHEREOF, the parties have executed this Agreement on the 17th day of October, 2023 as follows:

For Education Minnesota – Worthington
Local 7291



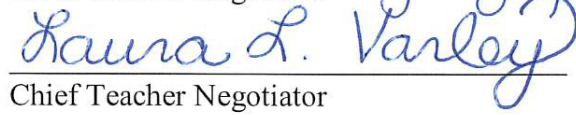
President



Secretary



Chief Teacher Negotiator

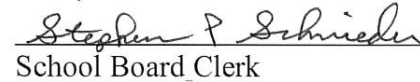


Chief Teacher Negotiator

For the School District



School Board Chair



School Board Clerk

**APPENDIX A
2023-2024**

<u>Step</u>	<u>BA</u>	<u>BA+13</u>	<u>BA+27</u>	<u>BA+40</u>	<u>MA</u>	<u>MA+13</u>	<u>MA+27</u>	<u>MA+40</u>
1	\$49,228	\$50,451	\$51,958	\$52,905	\$54,045	\$55,061	\$56,078	\$57,090
2	50,597	51,910	53,222	54,536	55,715	56,816	57,918	59,013
3	51,977	53,368	54,766	56,163	57,389	58,573	59,759	60,938
4	53,350	54,823	56,309	57,791	59,056	60,553	61,600	62,861
5	54,725	56,282	57,853	59,420	60,729	62,085	63,440	64,786
6	56,100	57,743	59,394	61,051	62,399	63,838	65,283	66,710
7	57,472	59,195	60,938	62,677	64,068	65,594	67,122	68,634
8	58,849	60,655	62,478	64,305	65,737	67,352	68,936	70,559
9	60,222	62,116	64,022	65,934	67,408	69,106	70,803	72,479
10	61,599	63,574	65,567	67,562	69,079	70,861	72,641	74,409

CAREER INCREMENT: Licensed teaching staff members who have completed Step 10 + 2 years of service shall receive a Career Increment above the 10th level in the appropriate lane. Staff members who have completed Step 10 + 5 years of service will receive an additional Career Increment above the 10th level in the appropriate lane. Staff members who have completed Step 10 + 9 years of service will receive a third Career Increment above the 10th level in the appropriate lane.

2023-25

<u>BA</u>	<u>BA+13</u>	<u>BA+27</u>	<u>BA+40</u>	<u>MA</u>	<u>MA+13</u>	<u>MA+27</u>	<u>MA+40</u>
\$3,346	\$3,539	\$3,732	\$3,920	\$4,014	\$4,216	\$4,400	\$4,596

APPENDIX B
2024-2025

<u>Step</u>	<u>BA</u>	<u>BA+13</u>	<u>BA+27</u>	<u>BA+40</u>	<u>MA</u>	<u>MA+13</u>	<u>MA+27</u>	<u>MA+40</u>
1	\$50,459	\$51,713	\$53,257	\$54,227	\$55,396	\$56,437	\$57,480	\$58,517
2	51,862	53,207	54,553	55,899	57,108	58,237	59,366	60,488
3	53,277	54,702	56,136	57,567	58,824	60,037	61,253	62,461
4	54,684	56,193	57,716	59,235	60,533	62,067	63,140	64,432
5	56,093	57,689	59,299	60,906	62,247	63,637	65,026	66,405
6	57,502	59,186	60,879	62,577	63,959	65,434	66,915	68,378
7	58,909	60,675	62,461	64,244	65,670	67,234	68,800	70,350
8	60,321	62,171	64,040	65,913	67,381	69,036	70,660	72,323
9	61,728	63,669	65,623	67,582	69,093	70,834	72,573	74,291
10	63,139	65,164	67,206	69,251	70,806	72,633	74,457	76,269

CAREER INCREMENT: Licensed teaching staff members who have completed Step 10 +2 years of service shall receive a Career Increment above the 10th level in the appropriate lane. Staff members who have completed Step 10 + 5 years of service will receive an additional Career Increment above the 10th level in the appropriate lane. Staff members who have completed Step 10 + 9 years of service will receive a third Career Increment above the 10th level in the appropriate lane.

2024-25

<u>BA</u>	<u>BA+13</u>	<u>BA+27</u>	<u>BA+40</u>	<u>MA</u>	<u>MA+13</u>	<u>MA+27</u>	<u>MA+40</u>
\$3,429	\$3,628	\$3,825	\$4,018	\$4,115	\$4,322	\$4,510	\$4,711

**EXTRA CURRICULAR PAY APPENDIX C
ATHLETIC ASSIGNMENTS – BOYS/GIRLS**

	Percent Of Base	PART I 2023-2024	PART II 2024-2025
SALARY BASE (BA Step 2)		\$50,597	\$51,862
BASEBALL			
“A” Head Coach	9.0%	\$4,554.00	\$4,668.00
“B” Assistant coach(es)	7.0%	3,542.00	3,630.00
9 th Grade Coach(es)	4.5%	2,277.00	2,334.00
8 th Grade Coach(es)	4.0%	2,024.00	2,074.00
7 th Grade Coach(es)	4.0%	2,024.00	2,074.00
BASKETBALL			
“A” Head Coach	14.0%	\$7,084.00	\$7,261.00
“A” Assistant Coach(es)	9.0%	4,554.00	4,668.00
“B” Assistant Coach(es)	9.0%	4,554.00	4,668.00
9 th Grade Coach(es)	6.5%	3,289.00	3,371.00
8 th Grade Coach(es)	5.25%	2,656.00	2,723.00
7 th Grade Coach(es)	5.25%	2,656.00	2,723.00
CROSS COUNTRY			
Head Coach	11.0%	\$5,566.00	\$5,705.00
Assistant Coach(es)	7.0%	3,542.00	3,630.00
7 th /8 th Grade Coach (es)	4.0%	2,024.00	2,074.00
FOOTBALL			
“A” Head Coach	14.0%	\$7,084.00	\$7,261.00
“A” Assistant Coach(es)	9.0%	4,554.00	4,668.00
“B” Assistant Coach(es)	7.75%	3,921.00	4,019.00
9 th Grade Coach(es)	7.75%	3,921.00	4,019.00
7 th /8 th Grade Coach(es)	5.25%	2,656.00	2,723.00
GOLF*			
Head Coach*	9.0%	\$4,554.00	\$4,668.00
Assistant Coach(es) (Boys/Girls)*	6.0%	3,036.00	3,112.00
7 th /8 th Grade Coach(es) (Boys/Girls)	4.00%	2,024.00	2,074.00
GYMNASTICS			
Head Coach	12.0%	\$6,072.00	\$6,223.00
Assistant Coach(es)	7.0%	3,542.00	3,630.00
7 th /8 th Grade Coach(es)	5.0%	2,530.00	2,593.00
HOCKEY			
“A” Head Coach	14.0%	\$7,084.00	\$7,261.00
“A” Assistant Coach(es)	9.0%	4,554.00	4,668.00

	Percent of Base	PART I 2023-2024	PART II 2024-2025
SOCCER			
Head Coach	9.0%	\$4,554.00	\$4,668.00
Assistant Coach(es) (Boys/Girls)	7.0%	3,542.00	3,630.00
7 th /8 th Grade Coach(es)	5.0%	2,530.00	2,593.00
SOFTBALL			
Head Coach	9.0%	\$4,554.00	\$4,668.00
Assistant Coach(es)	7.0%	3,542.00	3,630.00
7 th /8 th Grade Coach(es)	4.0%	2,024.00	2,074.00
TENNIS			
Head Coach	9.0%	\$4,554.00	\$4,668.00
Assistant Coach(es)	6.0%	3,036.00	3,112.00
TRACK*			
“A” Head Coach*	9.0%	\$4,554.00	\$4,668.00
All Assistant Coach(es)*	7.0%	3,542.00	3,630.00
7 th /8 th Grade Coach(es)	4.0%	2,024.00	2,074.00
VOLLEYBALL			
Head Coach	12.0%	\$6,072.00	\$6,223.00
Assistant Coach(es)	7.0%	3,542.00	3,630.00
9 th Grade Coach(es)	6.5%	3,289.00	3,371.00
7 th /8 th Grade Coach(es)	5.0%	2,530.00	2,593.00
WRESTLING			
“A” Head Coach	14.0%	\$7,084.00	\$7,261.00
“B” Coach(es)	9.0%	4,554.00	4,668.00
“C” Coach(es)	9.0%	4,554.00	4,668.00
7 th /8 th Grade Coach(es)	5.0%	2,530.00	2,593.00

*Refer to Boys/Girls Athletic Assignments.

ATHLETIC ASSIGNMENTS – BOYS/GIRLS

The single head coach for combined Boys/Girls Track and Boys/Girls Golf will be paid \$300.00 additional to the single coach rate in these sports.

The assistant coach for combined Boys/Girls Track and Boys/Girls Golf will be paid \$100.00 additional to the assistant coach rate of these sports (as per Schedule I).

If two (2) head coaches are assigned to Boys/Girls Track and Boys/Girls Golf then the rates will be as per Schedule II.

SCHEDULE I: (One (1) Head Coach Per Activity)

	Percent Of Base	PART I 2023-2024	PART II 2024-2025
BOYS/GIRLS TRACK			
“A” Head Coach	11.0%	\$5,566.00	\$5,705.00
“A” Assistant Coach(es)	7.0%	3,542.00	3,630.00
BOYS/GIRLS GOLF			
“A” Head Coach	11.0%	\$5,566.00	\$5,705.00
“A” Assistant Coach(es)	7.0%	3,542.00	3,630.00

SCHEDULE II: (Two (2) Head Coaches Per Activity)

	Percent Of Base	PART I 2023-2024	PART II 2024-2025
BOYS/GIRLS TRACK			
“A” Head Coach	9.0%	\$4,554.00	\$4,668.00
“A” Assistant Coach(es)	7.0%	3,542.00	3,630.00
BOYS/GIRLS GOLF			
“A” Head Coach	9.0%	\$4,554.00	\$4,668.00

**EXTRA CURRICULAR PAY APPENDIX D
SPECIAL ASSIGNMENTS**

	Percent Of Base	PART I 2023-2024	PART II 2024-2025
PRAIRIE ELEMENTARY SCHOOL			
Student Council/K-Kids (2 positions)	1.75%	\$885.00	\$908.00
Science Enrichment	1.75%	885.00	908.00
Student Activity Directors(2)	1.75%	885.00	908.00

	Percent Of Base	PART I 2023-2024	PART II 2024-2025
MIDDLE SCHOOL			
Student Council(2 positions)	3.0%	\$1,518.00	\$1,556.00
Yearbook	3.0%	1,518.00	1,556.00
Video Announcements	1.75%	885.00	908.00
Science Club(2 positions)	3.0%	1,518.00	1,556.00
Technology Club	3.0%	1,518.00	1,556.00
Declam/Speech Coach	3.0%	1,518.00	1,556.00
F.C.C.L.A.	1.75%	885.00	908.00
Peer Mediator	1.75%	885.00	908.00
VOKK	1.75%	885.00	908.00
Instrumental/Vocal – Special Assignment	3.0%	1,518.00	1,556.00

	Percent Of Base	PART I 2023-2024	PART II 2024-2025
HIGH SCHOOL			
ACADEMIC COMPETITION			
Writing Contests	1.75%	\$885.00	\$908.00
Knowledge Bowl	1.75%	885.00	908.00
Academic Decathlon	1.75%	885.00	908.00
ACTIVITIES			
Fall Cheerleaders	3.0%	\$1,518.00	\$1,556.00
Winter Cheerleaders	5.0%	2,530.00	2,593.00
Winter Dance Competition Team	9.0%	4,554.00	4,668.00
Winter Dance Competition Team Asst.	5.25%	2,656.00	2,723.00
ADVISORS			
Senior Class	1.75%	\$885.00	\$908.00
Junior Class/Prom (2 positions)	5.0%	2,530.00	2,593.00
Sophomore Class	1.75%	885.00	908.00
Student Council(2 positions)	4.0%	2,024.00	2,074.00
Trojan Yearbook	6.0%	3,036.00	3,112.00
National Honor Society	1.75%	885.00	908.00

	Percent Of Base	PART I 2023-2024	PART II 2024-2025
ADVISORS cont.			
F.F.A. (2 positions)	14.0%	\$7,084.00	\$7,261.00
F.F.A. Asst	6.0%	3,036.00	3,112.00
F.C.C.L.A	4.0%	2,024.00	2,074.00
B.P.A.	4.0%	2,024.00	2,074.00
S.A.D.D.	1.75%	885.00	908.00
Robotics (2 positions)	6.0%	3,036.00	3,112.00
CLUBS			
Art Club (2 positions)	1.75%	\$885.00	\$908.00
Drama Club	1.75%	885.00	908.00
Science Club (2 positions)	3.0%	1,518.00	1,556.00
COACHES			
Declam/Speech Coach	9.0%	\$4,554.00	\$4,668.00
Assistant Declam/Speech Coach	5.25%	2,656.00	2,723.00
DIRECTORS			
All School Play	5.25%	\$2,656.00	\$2,723.00
Assistant All School Play	3.0%	1,518.00	1,556.00
Spring Musical	9.0%	4,554.00	4,668.00
Assistant Spring Musical	5.0%	2,530.00	2,593.00
Band - Special Activities	14.0%	7,084.00	7,261.00
Assistant Marching Band	3.00%	1,518.00	1,556.00
Summer Marching Band Workers (3-4)	1.00%	506.00	519.00
Vocal Music – Special Activities	5.0%	2,530.00	2,593.00
Orchestra – Special Act. (District-Wide)	5.0%	2,530.00	2,593.00
SUPERVISORS			
Concessions	9.0%	\$4,554.00	\$4,668.00
Weight Room(4 positions)	5.0%	2,530.00	2,593.00
Video Board Design	6.0%	3,036.00	3,112.00

**EXTRA CURRICULAR APPENDIX E
SPECIAL ASSIGNMENTS**

CURRICULUM WRITING (Hourly)	PART I 2023-2024	PART II 2024-2025
	STEP 1-3	STEP 1-3
BA and BA+13	\$33.00/hr.	\$33.85/hr.
BA+27 and BA+40	33.80/hr.	34.65/hr.
MA, MA+13, MA+27 and MA+40	34.65/hr.	35.50/hr.
	STEP 4-7	STEP 4-7
BA and BA+13	\$34.30/hr.	\$35.15/hr.
BA+27 and BA+40	35.25/hr.	36.15/hr.
MA, MA+13, MA,+27 and MA+40	36.25/hr.	37.15/hr.
	STEP 8+	STEP 8+
BA and BA+13	\$35.40/hr.	\$36.30hr.
BA+27 and BA+40	36.75/hr.	37.65/hr.
MA, MA+13, MA+27 and MA+40	38.05/hr.	39.00/hr.
<u>EXTENDED TIME</u>		
Daily –Contract rate up to maximum	\$272.03	\$278.83
<u>SUMMER SCHOOL/AFTER SCHOOL (EDGE) /HOMEBOUND INSTRUCTION (Hourly)</u>	\$38.00/hr.	\$40.00/hr.

Definition of rates: Schedule is to determine rates of pay beyond the normal contract for work completed. Curriculum writing, extended days, summer school/after school(EDGE), homebound instruction are all determined based on APPENDIX E. All other work that may qualify for payment would be compensated at the EDGE hourly rate, unless a stipend is determined for an event, activity or other training.