

# **MULTI-UNIT MASTER AGREEMENT**

between the

Service Employees International Union

Local No. 284

Paraprofessional/Secretarial Unit

Food Service Employees Unit

Custodian & Groundskeeper Unit

and

Independent School District No. 314

Braham, MN 55006

Effective July 1, 2023 through June 30, 2025

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## **ARTICLE I PURPOSE**

Section 1. **Parties:** THIS AGREEMENT is entered into between Independent School District No. 314, Braham, Minnesota, hereinafter referred to as the School District, and Service Employees International Union, Local No. 284, hereinafter referred to as the exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as P.E.L.R.A., to provide the terms and conditions of employment for the secretaries/paraprofessionals, food service employees, and custodians and groundskeeper bargaining units during the duration of this Agreement.

## **ARTICLE II RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

Section 1. **Recognition:** In accordance with P.E.L.R.A., the School District recognizes Service Employees International Union, as the exclusive representative for the Secretaries/Paraprofessionals, food service employees, and custodian/groundskeeper, bargaining units employed by the School District, which exclusive representative shall have those rights and duties as prescribed by P.E.L.R.A. and as described in the provisions of this Agreement.

Section 2. **Appropriate Unit:** The exclusive representative shall represent all such employees of the School District contained in the appropriate unit as defined in Article III, Section 2. of this Agreement and the P.E.L.R.A. and in certification by the Commissioner of the State Bureau of Mediation Services, if any.

## **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 employer payment of, or contributions to, premiums for group insurance coverage of retired employees, and the employer's personnel policies affecting the working conditions of the employees. The terms are subject to the provisions of P.E.L.R.A.

Section 2. **Description of Appropriate Unit:** For purposes of this Agreement, the term, Secretaries/ Paraprofessionals, food service employees, and custodian/groundskeeper bargaining units shall mean all persons in the appropriate unit employed by the School District in such classifications excluding the following: confidential employees, supervisory employees, essential employees, part-time employees whose services do not exceed the lesser of 14 hours per week or 35 percent of the normal work week in the employee's' appropriate 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 3. **School District:** For purposes of administering this Agreement, the term, "School District," shall mean the School Board or its designated representative.

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

Section 5. **Full Time Employee:** A custodian/groundskeeper employee working 40 hours per week, 52 weeks per year. Any other custodian/groundskeeper employee working less than full time will have all benefits prorated. In the paraprofessional/secretarial unit and in the food service unit, full time is defined as 40 hours per week.

## ARTICLE IV SCHOOL DISTRICT RIGHTS

Section 1. **Inherent Managerial Rights**: The exclusive representative recognizes that the School Board 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.

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 employees covered by this Agreement shall perform the services prescribed by the school board and shall be governed by the laws of the State of Minnesota, and by School District rules, regulations, directives and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation and duty of the School District and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School District insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement. The exclusive representative also recognizes that the School District, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota, Federal laws, and valid rules, regulations and orders of State and Federal governmental agencies. Any provision of this Agreement found to be in violation of any such laws, regulations, directives or orders shall be null and void and without force and effect.

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

## ARTICLE V EMPLOYEES' 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 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 P.E.L.R.A., 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.

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

Section 4. **Union Business**:

**Subd. 1.** The School District shall not deduct the pay of elected officers or appointed representatives involved in/or conducting union business up to five (5) days per calendar year, however, these days shall not be used for

negotiation, mediation or contract arbitration of any kind or anything related thereto. Any days used will be charged to the Union at the hourly rate for the substitute, if any, required to perform the duties of the employee conducting union business.

Subd. 2. The School District shall not deduct the pay of union members for negotiation, mediation or arbitration of any kind or anything related thereto. Any days used will be charged to the Union at the hourly rate of pay for each individual. These days are to be requested and authorized by the union.

Subd. 3. The Union will notify the District at least three calendar days in advance.

Subd. 4. New Employee Information: Within twenty calendar days from the date of hire of an employee, the District will provide the following contact information to the Union: name, job title, worksite location (including location within a facility when appropriate), home address, work telephone number, home and personal cell phone numbers on file with the District, date of hire, work email address, personal email address on file with the District, wage, number of hours normally scheduled in a day, number of duty days contracted for, and whether the position is a nine (9) month or twelve (12) month assignment. The District will provide this information to the Union in a format acceptable to the Union.

Every 120 calendar days the District shall provide to the Union in an Excel file or similar format agreed to by the Union the following information for all bargaining unit employees: name; job title; worksite location, including location within a facility when appropriate; home address; work telephone number; home and personal cell phone numbers on file with the District; date of hire; and work email address and personal email address on file with the District.

The District must notify an exclusive representative within twenty calendar days of the separation of employment or transfer out of the bargaining unit of a bargaining unit employee.

Subd. 5. New Employee Orientation: The School District will provide the Union steward with the name and work location of each new employee when that employee begins work with the school district. The School District will also provide the union steward's name and work location to each new employee.

The District will allow a Union designated representative to meet in person with newly hired employees for thirty minutes within thirty calendar days from the date of hire, during new employee orientations or (if the District does not conduct new employee orientations) at individual or group meetings. All employees participating in these meetings will be in pay status. The District will provide at least ten days notice in advance of an orientation. Meetings may be held virtually or for longer than 30 minutes only by mutual agreement of the District and the Union.

## **ARTICLE VI**

### **DISCIPLINE DISCHARGE AND PROBATIONARY PERIOD**

Section 1. **Probationary Period:** Under the provisions of this Agreement, an employee shall serve a probationary period of nine (9) months of continuous service in the School District during which time the School District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse to the grievance procedure, insofar as suspension, discharge or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the Agreement alleged to have been violated.

Section 2. **Probationary Period: Change of Classification:** In addition to the initial probationary period, an employee transferred or promoted to a different classification shall serve a new probationary period of four and one-half (4.5) calendar months in any such new classification. During this four and one-half (4.5) month probationary period, if it is determined by the School District that the employee's performance in the new classification is unsatisfactory, the School District shall have the right to reassign the employee to the former classification. The employee shall have the same right to return to their former classification within the probationary period.

Section 3. **Completion of Probationary Period:** An employee who has completed the probationary period may be suspended without pay or discharged only for cause. An employee who has completed the probationary period and is suspended without pay or discharged shall have access to the grievance procedure.

Section 4. **Seniority Date:** Employees shall acquire seniority upon completion of the probationary period as defined in this Agreement and, upon acquiring seniority, the seniority date shall relate back to the first date of continuous service in a position governed by this Agreement. If more than one employee commences work on the same date, seniority ranking for such employees shall be determined by lottery in the presence of the affected employees, Union steward/s and District designee.

Section 5.

**Subd. 1.** A non-probationary employee shall be disciplined or discharged only for just cause. The employee is entitled, if they so desire, to have a representative of the Association present in the event that they are being reprimanded, warned or disciplined for any infraction or rules and delinquency in professional Performance. If the employee requests representation, no action shall be taken with respect to the matter until a representative of the Association is present, provided that such representative shall be made available by the Association within 24 hours of the time the School District proposes to meet with the employee to discuss the disciplinary action.

**Subd. 2.** Any disciplinary action shall comply with law and regulation, shall be fair and equitable, and shall be consistent with the principle of forward looking discipline:

1. Did the District give to the employee forewarning or foreknowledge of the possible or probable disciplinary consequences of the employee's conduct?
2. Was the District's rule or managerial order reasonably related to (a) the orderly, efficient, and safe operation of the District's business and (b) the performance that the District might properly expect of the employee?
3. Did the District, before administering discipline to an employee, make an effort to discover whether the employee did in fact violate or disobey a rule or order of management?
4. Was the District's investigation conducted fairly and objectively?
5. At the investigation, did the "judge" obtain substantial evidence or proof that the employee was guilty as charged?
6. Has the District applied its rules, orders, and penalties even-handedly and without discrimination to all employees?
7. Was the degree of discipline in a particular case reasonably related to (a) the seriousness of the employee's proven offense and (b) the record of the employee in their service with the District?

**Subd. 3.** Progressive discipline shall normally be administered in the manner listed below.

1. oral reprimand
2. written reprimand
3. suspension with pay
4. suspension without pay for up to ten duty days
5. Discharge

**Subd. 4.** Cause for immediate discharge or suspension will be:

1. Immoral conduct, insubordination, or conviction of a felony;
2. Gross inefficiency which the employee has failed to correct after reasonable written notice;
3. Willful neglect of duty; or
4. Continuing physical or mental disability subsequent to a twelve months leave of absence and inability to qualify for reinstatement in accordance with M.S.122A.40, Subd. 12.

## **ARTICLE VII HOURS OF SERVICE/WORK WEEK**

Section 1. **Work Hours for Paraprofessional/Secretary.** The workweek will be forty (40) hours. The regular workday will consist of eight (8) hours, exclusive of a half-hour duty free lunch period. The actual work hours will be decided by the immediate supervisor. All work over forty (40) hours shall be paid at the overtime rate of time and one-half on the basis of an hourly wage. The paraprofessional/secretary employee may elect to take compensatory time off in lieu of overtime pay at a time mutually agreeable to the School District and the employee. If an employee agrees to compensatory time in lieu of overtime pay, compensatory time shall be computed at one and one-half times the hours worked.

**Subd. 1.** In the event that school is started late or closed early due to a weather event or other unforeseen emergency, the paraprofessional/secretary employees would receive that day(s) pay. If certified staff are required to stay until the end of their regular day, secretaries and paraprofessionals will be required to stay to the end of their regular day unless dismissed early by the Superintendent. A vacation, personal, or sick day (if available) may be used in the event of a school cancellation with the consent of the employee's immediate supervisor if the day is not scheduled for makeup.

Section 2. **Work Term for paraprofessional/secretary.** The secretary's/paraprofessional's schedule shall follow the school calendar as established by the School District for the employees working less than twelve (12) months. Compensation shall be paid on the 15th and last day of the month. An additional option shall be 24 installments.

**Subd. 1.** Any paraprofessional/secretary employee hired by the District prior to January 1 during a fiscal year shall be eligible for 24 installments at the start of the next fiscal year. If an employee is hired after January 1, this employee shall be eligible for 24 installments at the start of the second fiscal year of their employment. Any paraprofessional/secretary employee who has worked a full fiscal year shall have the option to change compensation installments at the beginning of each school year.

### **Secretary**

- Student contact days plus 3 (9 months);
- Teacher contract days plus 10 (9 ½ months);
- Teacher contract days plus 20 (10 months); and
- Teacher contract days plus 30 (10 ½ months).

### **Paraprofessional**

Will work student contact days plus 17 additional hours. These hours will be for the purpose of staff development and shall fall within the 181 day teacher contract unless mutually agreed upon by the district and Local 284. Paras will receive a 45-day advance notice when hours will be scheduled unless mutually agreed upon by the district and Local 284.

Section 3. **Work week for food service.** The food service work week will be Monday through Friday. Hours as needed to perform duties will be scheduled by the School District, with a lunch period and coffee break to be included in the work schedule. Time and one-half (1 1/2) shall be paid for any work performed on Saturday or Sunday. Employees will be granted a minimum of two (2) hours show-up time if school is initially delayed two hours and then closed during that time period. Employees shall be allowed a minimum of two (2) hours on callback at time and one-half (1 1/2).

Subd. 1. Any food service employee hired by the District prior to January 1 during a fiscal year shall be eligible for 24 installments at the start of the next fiscal year. If an employee is hired after January 1, this employee shall be eligible for 24 installments at the start of the second fiscal year of their employment. Any employee who has worked a full fiscal year shall have the option to change compensation installments at the beginning of each school year.

Subd. 2. Overtime/extra hours for food service employees shall be submitted electronically via online time clock system and shall be paid on the next pay period.

Subd. 3. All food service staff shall be allowed one day each fall and one day each spring for the purpose of preparing and closing kitchens.

#### Section 4. Hours of Service for Custodian/Groundskeeper.

Subd. 1. Workweek. The custodian/groundskeeper workweek will be forty (40) hours. Employees who work the night shift, begin at 2:00 p.m. or later. All shifts shall be 8 hours, exclusive of a duty free 30-minute lunch. All work over forty (40) hours in a week shall be paid at the overtime rate of time and one-half (1 1/2) on the basis of yearly hourly wage. A work week shall begin on Monday. Employees shall be allowed a minimum of two (2) hours on callback at time and one-half (1 1/2). During the summer months, the custodian/groundskeeper unit may request to work four (4) ten hour shifts. If a four day work week is approved by the Superintendent, the four day work week will not impact accrual rates for leave types, including holiday pay.

Subd. 2. School Closing. In the event that school is closed for any reason and the custodian/groundskeeper employees are not required to perform services, the custodian/groundskeeper employees shall have the option of using personal leave, vacation, floating holidays (all only if available) or taking a day off without pay in which case their compensation shall be reduced accordingly.

Subd. 3. School Closing/Time Lost. In the event that school is called off due to inclement weather or other unforeseen events which would cause custodian/groundskeeper employees to lose time from their normal shift, they will have the opportunity to make up the time. They will only be paid for actual time worked. Make up hours should be scheduled through the appropriate supervisor and made up within two weeks of the absence.

### ARTICLE VIII HOLIDAYS

Section 1. Paid Holiday. Paid holidays will be observed annually to coincide with the school calendar. Any legal holiday which falls within the employee's vacation period shall not count as a vacation day, providing it is a day normally worked. Time and one half (1 ½) shall be paid for all work on the legal holidays listed below:

12 month employees: Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Years Day, Good Friday, Memorial Day, July 4th, and three (3) floating holidays.

- Juneteenth is a Federal/State Holiday and therefore is a non-working day. Staff will adjust their schedule to meet their regular 40 hour work week, schedule to be set by the work supervisor.

All other employees: Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Years Eve Day, New Years Day, Good Friday, Memorial Day

Section 2. Application. In order to be eligible for holiday pay, an employee must have worked a regular work day before and after the holiday unless on an excused illness, leave, or on vacation under these provisions.

Section 3. Floating Holidays. The 10th, 11th and 12th holidays will be selected through mutual agreement of the employee and superintendent.



Section 4. **Working day.** In the event that any of the above referenced holidays falls on a day school is in session, consistent with the school calendar, an alternative day will be designated by the School District following a meet and confer session with the union steward(s).

Section 5. **Non-Working Day.** In the event of these holidays fall on a non-working day, the employees will be allowed a working day as a holiday at the designation of the School District.

## **ARTICLE IX LEAVES OF ABSENCE**

### **Section 1. Sick Leave.**

**Subd. 1.** Sick Leave. Sick leave allowance will be cumulative at the rate of one (1) day per month worked. In addition to personal illness or injury of the employee, as per MN Statute 181.9413, sick leave may be used in case of illness or injury in the immediate family. Immediate family includes wife, husband, spouse, sibling, adult child, children, and dependent parents, step parent, grandparents or grandchildren. Dependent means living in your household or that you provide in excess of 50% of their living expense. Sick leave will be cumulative to one-hundred and thirty-five (135) days.

12 month employee - 12 days per year  
10.5 month employee - 10.5 days per year  
9.5 month employee - 9.5 days per year  
9 month employee - 9 days per year

**Subd. 2.** In each absence covered by sick leave when the absence exceeds three (3) days in succession, or is in a habitual pattern, administration may require reasonable documentation that the earned sick and safe time is covered as permitted by current MN Statute.

**Subd. 3.** Sick leave Buy-back. All bargaining units employees who have accumulated a minimum of 106 sick days may sell the school district the remaining (above 106) unused sick leave days earned in the prior 12-month period as of June 1st. Requests must be made in writing and presented to the district office prior to June 1st. The district will purchase up to six unused sick leave days per employee per year at the earned rate for that employee. There is a maximum buy-back allowance for all same contract group participants (paraprofessional/secretary, food service employees, or custodian/groundskeeper) of \$3,000.00 (per bargaining unit group) for any calendar year. If total requests are in excess of \$3,000.00, amounts shall be prorated.

### **Section 2. Personal Leave.**

**Subd. 1.** Paraprofessional/Secretary and Food Service Employees (who work less than 12 months) Personal Leave. Three (3) personal leave days will be accrued annually on September 1st. Employees will be allowed such leave, if approved at least 72 hours in advance, except in cases of emergency. Personal leave shall be cumulative to a maximum amount of five (5) days.

**Subd. 2.** 12 month Employees Personal Leave. Three (3) personal leave days will be accrued annually on July 1st. Employees will be allowed such leave, if approved at least 72 hours in advance, except in cases of emergency. Personal leave is not cumulative. \*Any personal leave accumulated prior to July 1, 2023 is allowed to be carried over until June 30, 2024 for those previously allowed to carry over. Unused time as of June 30, 2024 will be lost.

**Subd. 3.** Probationary employees. Newly hired employees are not eligible to use personal leave until after 90 days of employment.

Section 3. **Medical Leave.**

**Subd. 1.** Any bargaining unit employee (paraprofessional/secretary, food service employee, or custodian/grounds) who has completed the initial probationary period, who is unable to perform duties because of illness or injury, and who has exhausted all sick leave credit available or has become eligible for long term disability compensation may, upon written request to their grade level principal, be granted a medical leave of absence, without pay, up to six (6) months. This leave may be renewed at the discretion of the School District.

**Subd. 2.** A request for leave of absence, or renewal thereof, under this section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities.

Section 4. **Bereavement Leave:** Each employee will be allowed up to five (5) days for the death of a spouse, child, mother, father, stepchild, mother-in-law, father-in-law, sister, brother, and in-laws of the same degree, and up to two (2) days for the death of an aunt, uncle, grandparent, grandchild. Days used for bereavement leave will be granted upon written request of the employees. Days used for bereavement will be deducted from sick leave. In addition, bereavement leave and the amount may be granted for deaths outside of the immediate family at the discretion of the Superintendent. The amount of leave under this section will be within the discretion of the immediate supervisor and the Superintendent. More or less bereavement leave other than that outlined above may be allowed, at the discretion of the Superintendent, depending upon the particular circumstances surrounding each case.

Section 5. **Leave of Absence.** A leave of absence may be granted at the discretion of the School Board after all personal leave has been exhausted.

**Subd. 1.** Any employee on an approved leave of absence shall retain their seniority and accrued benefits as of the beginning date of the leave. No benefits or seniority will accrue during the period the employee is on leave.

**Subd. 2.** Any employee on an approved leave of absence is eligible to continue participating in the School District's health and hospitalization program at the employee's own expense.

**Subd. 3.** Any employee returning from leave of absence shall be re-employed in the position they occupied prior to the leave, subject to the following conditions:

- a) That the position has not been abolished.
- b) That the employee is physically and mentally able to perform the duties of such a position.

Section 6. **PERA Notice of Leave.** To comply with the requirements of PERA, any employee covered by this Agreement whose accumulated sick leave has been exhausted and who is not able to return to their normal duties because of illness, the School Board may pass a resolution granting temporary leave of absence and will notify the office of the PERA of this action. This type of action may also be taken in regard to summer layoffs for food service employees.

Section 7. **Emergency Leave for Food Service Employees.** Emergency leave may be granted for unseen circumstances arising unexpectedly which requires employee's attendance and which cannot be taken care of during normal leave time. Such leave is deducted from sick leave. Absence from school due to inclement weather shall not be appropriate use of this section.

Section 8. **Long Term Leave for Paraprofessional/Secretary employees.** One 1-year leave of absence shall be granted to an employee upon written request to the Superintendent providing the employee has seven (7) or more years of service with the School District. Long term leave under this provision shall be without pay or benefits. The employee shall notify the Superintendent 60 days prior to their intent to return to a similar position based on their seniority. An employee may be eligible for another one year leave of absence after a second seven year period of employment. The School Board shall not be obligated to grant more than one such leave in any one year.

Section 9. **School Conference Leave.** In accordance with Minnesota Statute § 181.9412, the School District will grant the Employee leave up to a total of 16 hours during any school year to attend conferences or classroom activities related to the Employee's child, providing such activities cannot be scheduled during non-working hours. School conferences and classroom activities will apply to students in preschool through 12th grade and to the Employee's child if the child receives child care services as defined in Minnesota Statutes **119B.011, subd. 7.** Such leave is unpaid unless the Employee has vacation, or other applicable paid leave available.

## **ARTICLE X VACATION**

Section 1. **Eligibility.** This article shall apply to employees who are regularly employed on a twelve (12) month basis.

Section 2. **Earned Vacation.**

**Subd. 1.** Twelve-month Employees. Employees under these provisions shall accrue vacation and be granted a vacation period on the following basis:

- After one (1) year of consecutive employment ... two (2) weeks.
- After four (4) years of consecutive employment ... two (2) weeks one (1) day.
- After five (5) years of consecutive employment ... two (2) weeks two (2) days.
- After six (6) years of consecutive employment ... two (2) weeks three (3) days.
- After seven (7) years of consecutive employment ... two (2) weeks (4) days.
- After eight (8) years of consecutive employment ... three (3) weeks
- During the ninth (9th) year and thereafter, each employee shall receive one (1) additional day of vacation for each year of service to a maximum of four (4) weeks.
- After twenty (20) years of consecutive employment ... five (5) weeks.

Section 3. **Application for twelve-month employees.**

**Subd. 1.** Vacation for twelve-month employees shall be determined as of July 1 of each year. Employees hired between January 1 and July 1 are not eligible for vacation as a matter of right until July 1 of the following year, but may be permitted to take vacation at the discretion of the School District.

**Subd. 2.** If the twelve-month employee resigns before completing a full year of service, the employee shall not be entitled to any vacation pay and shall have the salary paid for any vacation days taken deducted from the final check. A twelve-month employee who has completed at least one year of service shall be entitled to receive the pro rata for unused vacation time provided such employee provides the school district with at least two (2) weeks advance notice of the resignation time.

**Subd. 3.** The scheduling of all twelve-month employee vacation time shall be determined by the School District.

Section 4. **Vacation is not cumulative.** Employees with two (2) weeks of vacation or more may split one week, one day at a time during the summer months.

## **ARTICLE XI FRINGE BENEFITS**

### **Section 1. Insurance Fringe Benefit Allocation.**

Subd. 1. Each full-time employee (40 hours per week) will be allocated a fringe amount for use in purchasing fringe benefits under said article. Eligible part-time employees as defined in the insurance contract shall receive a prorated annual amount. Said allocation will commence on September 1 of each year

Subd. 2. Fringe Benefit Amounts:

- 12 month employer contribution: \$8,800
- 10.5 month employer contribution: \$7,700
- 10 month employer contribution: \$7,333
- 9.5 month employer contribution: \$6,966
- 9 month employer contribution: \$6,600

Subd. 3. All employees must choose their fringe benefits package by October 31 provided the school district has shared all necessary materials regarding fringe benefits to employees by October 10. Any employee hired after October 10 will receive all necessary materials regarding fringe immediately upon being hired and will have 10 days to select their package.

Subd. 4. Each eligible employee shall be charged as having purchased individual coverage under the School District's life insurance and income protection plans as specified in Section 1, whether or not the employee authorizes purchase of any of these insurance coverages.

Subd. 5. Life Insurance: The School District shall provide a group term life insurance policy covering all employees in each bargaining unit in the amount of \$30,000.

Subd. 6. If an employee elects to purchase insurance fringe benefits which results in monthly premium charges greater than the amount allocated to the employee's account pursuant to Section 1. Subdivision 2 above, any cost in excess of the employee's annual allocation shall be borne by the employee and paid by payroll deduction.

Subd. 7. Provided an employee chooses a district sponsored group health and hospitalization insurance plan, any remaining funds not charged against the employee's account for the purposes of fringe benefit purchases in accordance with Subdivisions 1, 2, 3, 4, & 6 can be deposited into the employee's HRA/HSA account on a quarterly basis (if eligible) or one annual payment to an approved 403b plan (403b plan requires employee match).

Subd. 8. The allocation to employees for the purposes of purchasing insurance fringe benefits under Subdivision 2 shall cease on the first day of the month following any of the following:

- Termination of employment with the School District; provided, termination at the end of the school year shall not disqualify an employee who is otherwise eligible for receipt of the allocation through August of that year.
- Leaving on an authorized leave of absence, unless other provisions of this Master Agreement make provision for continuance of the allocation.

Section 2. Insurance Committee. The employees from paraprofessional/secretary, food service, and custodial/groundskeeper groups shall be allowed one representative (for each group) of their choice on the insurance committee.

Section 3. **Optional Fringe Benefits.**

**Subd 1.** Employees may choose any combination of the following available options:

- A. Dependent medical insurance coverage
- B. Dental/optical plan
- C. Short-Term Disability Insurance
- D. Accident Advantage
- E. Cancer Protection Assurance
- F. Additional Hospitalization Insurance and Term Life

Section 4. **No changes** will be allowed during the school term except in case of emergencies which impact coverage such as death of a spouse, divorce, etc.

Section 5. **Claims Against the School District.** It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

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

Section 1. **Eligibility.** Pursuant to the provisions of M.S. 1238.02, Subd. 15. and Section 403(b) of the Federal Internal Revenue Code, the School District will make matching contributions for each employee who has completed at least one year of working experience in the School District.

Section 2. **Amount of School District Contribution.**

**Subd. 1.** Full-time Employees. Full-time, eligible, employees, after completion of their first full year of working experience in the School District, shall be eligible for an annual School District matching contribution as follows:

**Subd. 2.** Part-time Employees. Eligible part-time employees, after completion of their first full year of working experience in the School District, shall receive a matching contribution on a pro-rata basis equal to their percentage of full-time employment.

Years of Service	2023-2024 Maximum Matching Contribution	2024-2025 Maximum Matching Contribution
2-5	\$550	\$650
6-10	\$650	\$750
11-15	\$875	\$975
16-20	\$1,050	\$1,150
21-24	\$1,350	\$1,450
25+	\$1,600	\$1,700

Section 3. **Notice of Participation**. To be eligible for the provisions of this article, an employee must notify the School District, in writing, by October 1st or again by January 1st of their intention to participate in this matching program and the amount of the employee's contribution. This notice shall continue from year to year at the specified amount unless the employee notifies the district office, in writing, otherwise.

Section 4. **Payment**. The employee's contribution shall be made by payroll deduction.

Section 5. **Unpaid Leave**. An employee on unpaid leave may not participate in the provisions of this article.

Section 6. **Lifetime Limitation**. The maximum lifetime School District contribution to any employee pursuant to this article shall be \$7,500, and, upon reaching this maximum, the employee shall no longer be eligible for School District contributions.

Section 7. **Deduction for Severance Pay**. In the event an employee is eligible for a severance or retirement payment pursuant to any other article of this Agreement, any School District contribution made pursuant to this article shall be deducted from such severance/retirement payment at the time of the employee's retirement. Employees hired July 1, 2014 or after, are not eligible for severance pay.

Section 8. **Applicable Statutes**. The provisions of this article are subject to all limitations relating to such plans as provided by law.

### **ARTICLE XIII**

#### **SENIORITY RIGHTS/RESIGNATION/LAYOFF/BUMPING/RECALL**

Section 1. **Seniority**. The School District recognizes that the purpose of seniority is to provide a declared policy as to the order of layoffs and recall of employees (if the employee is qualified). Employees with the least continuous service shall be laid off first. If any opening subsequently occurs, the laid off employee with the most continuous service shall be the first recalled (if the employee is qualified). If a former employee elects not to return to work when recalled, they shall lose their seniority. An employee who is properly discharged or resigns shall forfeit their seniority and in the event of re-employment, their seniority shall begin as of the date of their re-employment. An employee on layoff shall retain their seniority and right to recall, within classification, in seniority order for a period of twelve (12) months after the date of layoff.

Seniority shall be determined by total years of employment in the unit. Accordingly, employees that have switched classifications retain combined years of seniority.

Section 2. **Resignation**. Two (2) weeks' written notice to the district office shall be required of an employee who wishes to resign.

Section 3. **Layoff**. Two (2) weeks' written notice shall be given to an employee who is to be laid off, reduced, or experiences a change of assignment. Employees with the least seniority will be laid off first. The Classifications, for the purposes of layoff and recall, shall be defined as Paraprofessional or Secretarial, food service, and custodian or groundskeeper.

Section 4. **Bumping within the job classification**. In the event a senior employee's position is eliminated or is reduced by one hour or more per day annually, the employee may displace the least senior employee in their position's hourly classification, if qualified, or a lower hourly classification within their position, if qualified. A written notification addressed to the Superintendent specifically stating the desired move must be provided by said senior member within 10 calendar days of the employee receiving official notification.

Job classification shall be defined as secretarial, paraprofessional, food service, and custodian/groundskeeper. Hourly and position classifications, for the purposes of bumping, shall be defined as:

Secretarial

- a) working  $\geq$  35 hours + per week;
- b) working  $\geq$  30, but < 35 hours per week
- c) working < 30 hours per week

Paraprofessional

- a) working  $\geq$  35 hours + per week
- b) working  $\geq$  30, but < 35 hrs per week
- c) working < 30 hours per week

Food Service

- a) working  $\geq$  35 hours + per week;
- b) working  $\geq$  30, but < 35 hours per week
- c) working < 30 hours per week

Custodian/Groundskeeper

- a) working  $\geq$  35 hours + per week
- b) working  $\geq$  30, but < 35 hrs per week
- c) working < 30 hours per week

The term "lower classification," shall include bumping into a position working fewer hours per week within the classification.

The displaced employee may displace the least senior employee in the same hourly classification, if qualified, or the least senior employee in the next lower hourly classification, if qualified. This procedure shall continue until the least senior employee is laid off. A displaced employee shall be placed on the pay step nearest their present rate in the lower classification. In no case shall a displaced employee displace another employee with more seniority.

Section 5. Right to Recall within the job classification group. For the purposes of recall, an opening occurring within twelve (12) months shall be offered to the employee with the most seniority provided the employee possesses the relevant qualifications. The position must be at or lower than the employee's previous classification. Employees will be considered to be on recall status until such time as the employee is "made whole" (returned to previous classification) or after being on recall status for twelve (12) months, whichever comes first.

## **ARTICLE XIV VACANCIES**

New positions or vacancies of more than thirty (30) days duration will be posted for ten (10) working days with notice sent via school email to current employees and the senior qualified applicant will be assigned thereto within five (5) days after closing of posting. Interested applicants will apply using the district approved electronic submission system. The final decision for employment advancement, transfer or promotion, however, will be made by the School District.

## **ARTICLE XV JURY DUTY**

Employees shall be granted the additional amount to make up full pay if required to serve on jury duty.

## **ARTICLE XVI RETIREMENT**

Employee retirement will be treated consistently with State and Federal Statutes.

**ARTICLE XVII**  
**SEVERANCE PAY/HEALTH INSURANCE OPTION FOR RETIREES**

Section 1. **Severance Pay.** Payment shall be made within two (2) months of termination. Employees who are discharged for cause shall not be eligible for severance pay. A letter of resignation must be submitted a minimum of one (1) month prior to the separation date. Those hired July 1, 2014, or after are not eligible for severance.

**Subd. 1.** Paraprofessional/Secretary.

\$2,400 after ten (10) years of service.  
\$3,800 after fifteen (15) years of service.  
\$5,700 after twenty (20) years of service.

**Subd. 2.** Food Services.

\$1,900 after ten (10) years of service and  
\$3,300 after fifteen (15) years of service.

**Subd. 3.** Custodian/Groundskeeper.

\$5,000 after ten (10) years of service and  
\$6,500 after fifteen (15) years of service

Section 2. **Health Insurance Option for Retiring Employees.** All retiring employees covered by this multi-unit contract will be entitled to continue to participate in the School District group health insurance program, at their own expense, until they reach Medicare eligibility.

**ARTICLE XVIII**  
**TRAVEL AND ATTENDANCE AT MEETINGS**

Employees covered by this Agreement who are required to use their personal automobiles for official travel or who are required to attend meetings, conferences and/or conventions shall be paid mileage at the rate established by the School Board and shall be reimbursed out-of-pocket expenses incurred with such official travel. Official travel shall be approved in writing in advance by the employee's supervisor.

**ARTICLE XIX**  
**STAFF DEVELOPMENT/MENTORING**

Section 1. **Staff Development/Mentoring.**

**Subd. 1.** Employees may volunteer to serve on the district staff development committee with the understanding at least two members will be guaranteed a spot on the committee.

**Subd. 2.** Newly hired employees will have the opportunity to participate in the district's mentoring/onboarding program. Participants will follow guidelines found in the district approved mentoring/onboarding handbook. Active members with at least nine months of working experience at ISD #314 may apply to district administration to serve as a mentor and shall receive a \$300 stipend (payable from district staff development funds per MN Statute 122A.61) upon successful completion of the program. The stipend will not be awarded to the mentor until the new employee has completed 120 days of consecutive employment with the district. This provision becomes null and void during any school year in which the applicable bargaining unit and ISD #314 have agreed to give Staff Development funds back to the school district per MN Statute 122A.61.



## **ARTICLE XX GRIEVANCE PROCEDURE**

Section 1. **Grievance Definition.** A "grievance" shall mean an allegation by an employee, or group of employees, resulting in a dispute or disagreement between the employee and the School District as to the interpretation or application of terms and conditions contained in this Agreement.

Section 2. **Representative.** The employee, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act on 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 working days. A working day is defined as all weekdays not designated as holidays by state law.

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

**Subd. 4.** Filing and Postmark. The filing or service of any notice or document herein shall be timely if it 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 superintendent, or designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty (20) days after the date of the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the School District's designee.

Section 5. **Adjustment 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 I. If the grievance is not resolved through informal discussions between the employee and their supervisor, then 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 five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or 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 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 receipt of the appeal. Within twenty (20) days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the Board may be designated by the Board to hear the appeal at this level and report its findings and recommendations to the School Board. The School Board shall then 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 notifies the parties of the 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 herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

Section 8. **Mediation.** Upon mutual agreement, the parties may petition the Bureau of Mediation Services for assistance in the resolution of any grievance prior to arbitration. If the parties so agree, the timelines for such review and appeal to arbitration shall be adjusted by mutual agreement between the parties.

Section 9. **Arbitration Procedures.** In the event that the employee and the School Board 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 and the State Bureau of Mediation Services (BMS) 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 in accordance with the grievance procedure and appeal provisions.

**Subd. 3.** Selection of Arbitrator. Upon receipt of a list of arbitrators from the BMS the parties shall, within twenty (20) 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 BMS appoint an arbitrator, pursuant to P.E.L.R.A., providing such request is made within twenty (20) days of failure to select an arbitrator. 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 BMS within the time periods provided herein shall constitute a waiver of the grievance.

**Subd. 4.** Hearing. The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose 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 the arbitrator shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided in the P.E.L.R.A. 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 the hearing at the request of either party. A transcript or recording of the hearing shall be made at the request of the 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. 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 of inherent managerial policy, which shall include, but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, the arbitrator's order shall give due consideration to the statutory rights and obligation of the public school district to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

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, 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 the Agreement or to enforce the award of an arbitrator. This section shall not interfere with the Veteran's Preference Act.

## **ARTICLE XXI DURATION**

Section 1. **Terms 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 as provided by P.E.L.R.A. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent no later than 90 days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

Section 2. **Effect.** This Agreement constitutes the full and complete Agreement between the School District and the exclusive representative. 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. Nothing in this Agreement shall be construed to obligate the School District to continue or discontinue existing or past practices, or prohibit the School District from exercising all management rights and prerogatives, except insofar as this exercise would be in express violation of any term or terms of this Agreement.

Section 3. **Finality.** Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be opened for negotiations during the terms of this Agreement, except by mutual consent of the parties.

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 thereof.

## ARTICLE XXII

### WAGE SCHEDULE

Section 1. **Step Placement.** Annual step increases for new employees hired after July 1 and before December 31 shall be granted on July 1 of the next contract year. For new employees hired between January 1 and June 30, the step increase will be on July 1 of the following calendar year.

	Secretary		Paraprofessional		Title I or BASK Coordinator		Food Service		Custodian / Groundskeeper	
	23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25
Step 1	\$15.50	\$15.81	\$15.00	\$15.30	\$20.98	\$21.40	\$15.00	\$15.30	\$15.00	\$15.30
Step 2	\$16.53	\$16.86	\$16.17	\$16.50	\$21.50	\$21.93	\$16.08	\$16.40	\$16.47	\$16.80
Step 3	\$18.05	\$18.42	\$17.49	\$17.84	\$22.14	\$22.59	\$17.08	\$17.76	\$17.94	\$18.30
Step 4	\$21.31	\$21.74	\$20.75	\$21.17	\$22.78	\$23.24	\$18.08	\$18.76	\$19.42	\$19.81
Step 5									\$20.91	\$21.33

**Section 2. Longevity.** Employees shall be eligible for longevity pay in the following amounts:

Payable	Amount
Beginning Year 5-9	\$0.65
Beginning Year 10-14	\$0.85
Beginning Year 15 & Beyond	\$1.00

Section 3. **Head Secretary/Superintendent Secretary.** A stipend of per hour above schedule will be paid to each employee employed as Head Secretary in any school or Superintendent Secretary.

\$1.75 for the 2023-2024 school year	\$2.00 for the 2024-2025 school year
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Section 4. **Head Cook and Level I, II, & III Certifications.**

Head Cook	\$1.60
Level I	\$1.00
Level II	\$1.10
Level III	\$1.20

Subd. 1. Certification. The School District will pay for the cost of certification/recertification classes and/or other training as approved by the Food Service Director.

Section 5. **Custodians Over Base Pay.**

	2023-2024	2024-2025
Groundskeeper	8% over base pay	8% over base pay
Chief's License	\$0.70	\$0.75
1st Class License	\$0.50	\$0.55
2nd Class License	\$0.30	\$0.35
Night Shift Differential	\$1.00	\$1.00

Section 6. **Custodians Saturday, Sunday and Holiday Checks.**

**Subd. 1.** Saturday and Sunday checks consist of checking boilers and all mechanical equipment. The security of doors, windows and lights shall be checked by the employees during the check.

**Subd. 2.** Two (2) hours of pay, at the overtime rate for Saturday and double time for Sundays and holidays, shall be paid for each building check. The check will include the two (2) buildings now used and shall be rotated among the custodial staff who retain a 2nd class or higher boiler license. Any deviation from normal conditions will be reported to the Superintendent or principal.

Section 7. **ECMECC.** A stipend of \$1,100.00 per school year shall be paid to the employee in the High School media center secretarial position for the ECMECC position so long as ECMECC offers the stipend, paid directly by ECMECC.

Section 8. **Substitute.** When an employee substitutes in another position, the substituting employee shall be paid at their earned rate of pay.

Section 9. **Cell Phone.** A stipend of \$50.00 per month for the use of the employee's personal cell phone, or the employee may choose a district phone in lieu of stipend, shall be given to the employees in the following positions for the following terms:

Position	Term
Superintendent Secretary	12 months
Elementary Principal Head Secretary	September through May
High School Principal Head Secretary	September through May
BASK Coordinator	September through May
Buildings/Groundskeeper	12 months

Section 10. Uniform Allowance.

Subd. 1. Custodians. \$350 per year shall be provided by the school district for the purchase of uniforms. Uniforms may include blue jean pants, or other suitable material, shirts, shoes, cold weather gear and rain gear. A valid receipt showing purchase and a combined claim form must be turned in to the business office no later than June 1 of each school year for reimbursement purposes.

Subd. 2. Food Service. \$200 per school year for the purchase of uniforms and a \$75 allowance shall be given once a year for the purchase of non-slip safety shoes. A valid receipt showing purchase and a combined claim form must be turned in to the business office no later than June 1 of each school year for reimbursement purposes.

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

SERVICE EMPLOYEES INTERNATIONAL UNION  
Local 284  
450 Southview Blvd.  
So. St. Paul, MN 55075

Todd Schmitz  
Contract Organizer, Todd Schmitz

Julie Johnson  
Paraprofessional/Secretarial Julie Johnson

N. Nelson  
Paraprofessional/Secretarial Nichole Nelson

Christina Nelson  
Paraprofessional/Secretarial Christina Nelson

Debra Kelley  
Paraprofessional/Secretarial Debra Kelley

Tammy Carlson  
Food Service Tammy Carlson

Erica Gould  
Food Service Erica Gould

Marlys Carlson  
Custodian & Groundskeeper Marlys Carlson

Jodi Splittstoser  
Custodian & Groundskeeper Jodi Splittstoser

9-18-2023  
Dated this day

IND. SCHOOL DISTRICT No. 314  
531 Elmhurst Ave S  
Braham, MN 55006

Allison Londgren  
Chairperson, School Board, Allison Londgren

Catherine Kunshier  
Clerk, School Board, Catherine Kunshier

9-18-23  
Dated this day