

**Agreement**

**Between**

**The United Teachers of**

**South Washington County**

**Local 1125, NEA, AFT, EM, AFL-CIO**

**and**

**South Washington County Schools**

**Independent School District No. 833**

**2023 - 2025**

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**Article I**  
**Purpose**

**Section 1. Parties:** THIS AGREEMENT, entered into between South Washington County Schools, Independent School District 833, Cottage Grove, Minnesota, hereinafter referred to as the School District, and the United Teachers of South Washington County Local 1125, AFT, EM, NEA and AFL-CIO, hereinafter referred to as the Union, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended hereinafter referred to as the PELRA, is to provide the terms and conditions of employment for teachers included in the appropriate unit defined by Article II, Section 2 for the duration of this Agreement.

**Section 2. Terms and Conditions of Employment:** Shall mean the hours of employment, the compensation therefore, including fringe benefits except retirement contributions or benefits, and the School District's personnel policies affecting the working conditions of the teachers, but does not mean the educational policies of the School District.

**Section 3. Definitions:**

**Subd. 1. Superintendent:** Shall mean the Superintendent of Schools of Independent School District No. 833 or a designated representative.

**Subd. 2. Principal:** Shall mean a Secondary or Elementary Principal or a designated representative.

**Subd. 3. Teacher:** Shall mean a person employed by an individual continuing contract or a long-term substitute contract to a position which requires the person to be licensed by the appropriate state agency.

**Subd. 4. Full-time Teacher:** Shall mean a teacher contracted for a teacher's basic day of six (6) hours or more and for 100 days or more during a school year. In a building with a four period day schedule, a full time teacher shall mean a teacher contracted for a teacher's basic day of five (5) hours or more and for one hundred (100) days or more during a school year.

**Subd. 5. Part-time Teacher:** Shall mean a teacher contracted for a teacher's basic day of less than six (6) hours and for 100 days or more during a school year. In a building with a four period day schedule, a part time teacher shall mean a teacher contracted for a teacher's basic day of less than five (5) hours and for one hundred (100) days or more during the school year.

**Subd. 6. Long-term Substitute Teacher:** Shall mean a teacher contracted to replace any individual teacher as defined in Subd. 4 and Subd. 5 of this Section for a period of thirty (30) days or more, but less than 100 days in a school year.

**Subd. 7. School Nurse:** Shall mean a person contracted by the School District who holds a School Nurse License.

**Subd. 8. Other Terms:** Terms not specifically defined in this Agreement shall have those meanings as defined by the PELRA.

**Article II**  
**Recognition of Exclusive Representative**

**Section 1. Recognition:** In accordance with the PELRA, the School District recognizes the United Teachers of South Washington County, Local 1125, AFT, EM, NEA and AFL-CIO as the exclusive representative of teachers defined in Section 2 who are employed by an individual written contract by the School District. The Union shall have those rights and duties as established by the PELRA and in the provisions of this Agreement

**Section 2. Appropriate Unit:** The appropriate unit shall include all teachers employed by the School District in a position for which the Teacher must be licensed by the Professional Educator Licensing and Standards Board or the Commissioner of Education or in a position of physical therapist or occupational therapist or a School Health Nurse; but shall not include the superintendent, assistant superintendent, managers, supervisors, directors, principals, and assistant principals who devote more than fifty percent (50%) of their time to administration; supervisory employees; confidential employees; or daily substitute teachers who do not replace the same teacher for more than thirty (30) working days.

**Section 3. Subcontracting:** Before contracting with unlicensed personnel to perform bargaining unit work, the school district and the exclusive representative shall meet and agree.

**Article III**  
**School District Rights**

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

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

**Section 3. Effect of Laws, Rules, and Regulations:**

**Subd. 1.** The Union recognizes that all teachers covered by this Agreement shall perform the duties and responsibilities prescribed by the School District and shall be governed by the laws of the State of Minnesota and by the School District rules, regulations, directives, and orders issued by properly designated officials of the School District. The Union also recognizes the right, obligation, and duty of the School District and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board or the School District insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement.

**Subd. 2.** All provisions of this Agreement are subject to the laws of the State of Minnesota, Federal laws, rules, and regulations of the State Department of Education, and valid rules, regulations, and orders of the State and Federal governmental agencies. Any provision of this Agreement found by proper judicial or administrative authority to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

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

**Article IV**  
**Teacher Rights**

**Section 1. Right to Views:** Nothing contained in this Agreement shall be construed to limit, impair, or affect the right or any teacher or a teacher's representative to express or communicate 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 or does not interfere with the full and faithful and proper performance of the duties of employment or circumvent the right of the exclusive representative.

**Section 2. Right to Join:** 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.

**Section 3. Personnel Files:**

**Subd. 1.** Teachers shall have the right to inspect their individual personnel files in accordance with Minn. Stat. 122A.40, subd. 19, as amended.

**Subd. 2.** An administrator's written statement about a teacher or teacher's work that is not part of the normal teacher evaluation process shall be received in the district personnel office within five (5) working days.

**Subd. 3.** Teachers shall receive a copy of evaluatory materials that are initiated by the School District and placed in the teacher's individual personnel file.

**Section 4. Reports of Improper Conduct:** If a teacher believes they have been the subject of harassment, inappropriate behavior, or intimidation by a parent/guardian, the teacher will report the parent's/guardian's conduct to the building principal or other appropriate supervisor. If the parent's/guardian's improper conduct falls under any School Board policy, the teacher will report the incident pursuant to the provisions of that policy.

## Article V

### Exclusive Representative Rights

**Section 1. Meet and Confer:** The School District recognizes its obligation to meet and confer with the Union as representative of the teachers, to discuss policies and those matters relating to employment not included under Minn. Stat. 179A.03, and subd. 19, pursuant to Minn. Stat. 179A.07, subd. 2 of the PELRA.

**Section 2. Dues Check-Off:** Teachers who are members of the exclusive representative shall have the right to request and be allowed the continuous check-off of Union dues, provided that the check-off of dues and the proceeds thereof shall not be allowed the Union if it has lost its right to dues check-off pursuant to Minn. Stat. 179A.01 to 179A.25 of the PELRA. Upon receipt of an authorization card, properly signed by the teacher involved, the School District will deduct from the teacher's paycheck the amount of dues established by the Union for each school year.

**Section 3. Indemnification:** The Union shall indemnify and hold the School District harmless against any and all claims, judgments, or orders issued against the School District in the Administration of Section 2 of this Article.

**Section 4. Union Business:** A maximum of thirty-five (35) duty days for the school year may be used as Union Leave Days, to conduct business necessary to the Union. Additional days may be granted on a case-by-case basis if there is a mutual benefit to the District subject to the approval of the Superintendent. The decision to grant or deny additional days shall not be subject to the grievance procedure as set forth in Article XIV of this Agreement. A teacher designated by the Union as an officer, a member of the Negotiating Team, or a Council Chairperson may be authorized by the Union to use Union Leave Days, subject to the following conditions:

**Subd. 1.** Upon 3 calendar days written notice from the Union President to the Superintendent, a designated teacher may be absent from duty, provided, the absence will not interrupt the educational program. Said notice shall contain the name of the designated teacher, the reason for the request, the date of absence, and where the teacher may be located in case of an emergency.

**Subd. 2.** For the duty day of absence of a designated teacher, the Union shall reimburse the School District for the daily cost of the substitute teacher who replaces the absent teacher.

**Subd. 3.** Any one designated teacher shall be limited to ten (10) of the annual Union Leave Days, provided, that a designated teacher who is the Union President shall be limited to fifteen (15) of the annual Union Leave days in the school year.

**Section 5. Authorized Representatives:**

**Subd. 1.** Full-time representatives of the American Federation of Teachers and the National Education Association and Education Minnesota shall have the exclusive right to enter facilities of the School District, only upon twenty-four (24) hour prior notification and statement of purpose and with the approval of the Superintendent of Schools, in order to contact teachers during the teachers' basic day. Such activity shall be at reasonable times (example - before or after student hours) and shall not interfere with the teaching duties.

**Subd. 2.** The Union President, and/or their designee(s) shall have the right to enter facilities of the School District before and after the completion of the students' day, upon notification to the Superintendent and/or designee, in order to meet the duties and responsibilities of the exclusive representative.

**Section 6. Use of School District Facilities:** The union shall have the right to use School District facilities in accordance with the "Community Use of School Facilities" policy adopted by the School District.

**Section 7. Bulletin Boards:** The Union shall have the right to post official notices and announcements on the bulletin boards located in teacher lounges/workrooms, regarding the duties and responsibilities of the exclusive representative of the teachers' bargaining unit.

**Section 8. Access to Information:** The Union shall have the right to necessary school district information in order to carry out the duties and responsibilities of the exclusive representative of teachers. This information shall include, but is not limited to, names and addresses of all members of the appropriate unit, the school district budget, audit, and other financial reports required by the State of Minnesota, and the school district policies.

**Section 9. Use of In-District Mail and Teacher PO Boxes:** The Union shall have the right to distribute information in the teacher's individual building post office box and the right to use the In-District Mail distribution system and the right to use the district e-mail system in order to provide the services required of the exclusive representative. The Union accepts sole responsibility for materials distributed by the Union.

**Section 10. Payroll Deduction for COPE and Credit Union:** Teachers who are members of the Union shall have the right to payroll deduction for COPE and the Union credit union. The School District shall deduct from the teacher's paycheck the amount requested by the individual teacher upon receipt of a properly signed authorization card.

**Section 11. Staff Development:** The District will comply with staff development statutes MN 122A.60 and MN 122A.61. The union will appoint two members to the District Staff Development Committee.

## **Article VI**

### **Basic Schedules and Rates of Pay**

(See Memorandum of Agreement –Adult Basic Education/Credit Recovery/Homebound Teachers)

**Section 1. Salary Schedule:** Teachers shall be compensated in accordance with the Salary Schedules, attached hereto, provided that, Part-time teachers and Long-term Substitute teachers, as defined in Article I, Section 3, Subd. 5 and Subd. 6 shall be compensated on a prorated basis. Community Education teachers teaching credit classes and homebound teachers who are members of the teachers bargaining unit, shall be compensated according to the Memorandum of Agreement, Adult Basic Education/Credit Recovery/Homebound Teachers. Community Education teachers teaching credit classes and homebound teachers shall be paid for a 15-minute preparation period for each hour they are contracted to teach at the agreed upon hourly rate.

**Subd. 1. 2023-2024 Salary Schedule:** The Salary Schedule reflected in Schedule A, attached hereto, shall be a part of this Agreement. Salary Schedule A shall be in effect for the 2023-2024 school year.

**Subd. 2. 2024-2025 Salary Schedule:** The Salary Schedule reflected in Schedule B, attached hereto, shall be a part of this Agreement. Salary Schedule B shall be in effect for the 2024-2025 school year.

**Subd. 3. Longevity:** Teachers on step R will receive \$200 for every year they have worked as a teacher in the district not to exceed \$7,000 per year. Teachers must be hired by January 2 in order to receive credit for a full year. Teachers on a full-year leave of absence will not receive credit for that year.

**Subd. 4. Pay Days:** A teacher shall be provided the option of receiving basic salary schedule compensation in either 24 or 26 equal installments, at the discretion of the District, or in equal installments with an early payoff during the summer. Any teacher electing to change the option of payment shall submit a written notice to the School District during the month of May requesting a change of option, which will be effective for the subsequent school year. Any teacher who does not make a requested change during the month of May of the preceding year shall continue to be compensated in the manner they had previously selected for the subsequent school year.

### **Section 2. Status of Salary Schedule:**

**Subd. 1. Effect:** The Salary Schedule is not to be construed as part of a teacher's individual continuing contract.

**Subd. 2. Salary, Step, and Lane:** The School District reserves the right to withhold an experience increment advancement, lane change, or any other salary increase of an individual teacher for cause, as determined by the School District.

- A. In the event such a determination is made, the School District shall notify the individual teacher of such action prior to April 1 in even number years, and July 1 in odd numbers years, stating the cause.
- B. The School District determination to withhold an experience increment advancement, lane change, or other salary increase may be immediately grievable to Level II through the grievance procedure established in Article XIV. The increase may not be withheld until the grievance is resolved.
- C. If the teacher performs satisfactorily the school year following the withholding of experience increment advancement, lane change, or other salary increase, the teacher shall be eligible for the provisions of Sections 4 and 5 of this Article.

### **Section 3. Initial Placement on Salary Schedule:**

**Subd. 1. Previous Experience:** New teachers may be allowed up to full credit for initial Salary Schedule placement purposes, based on previous teaching or work experience. New teachers shall be granted no less than fifty- percent credit for previous teaching experience.

**Subd. 2. Educational Credits:** New teachers shall be placed on a salary schedule lane, allowing full credit for valid educational credits germane to the teaching assignments that are verified by transcript.

**Subd. 3. Advancement:** Following initial placement on the Salary Schedule, as provided by Subds.1 and 2 of Section 3, teachers shall advance on the Salary Schedule only in accordance with Section 4 and Section 5 of this Article.

**Section 4. Educational Lane Advancement on the Salary Schedule:**

**Subd. 1. Effective Date:** The training level of teachers will determine educational lane placement on the Salary Schedule for the school year. Teachers must notify the Director of Human Resources of any additional credits earned and present a transcript for such credits. An educational lane change shall be effective on the first payroll period following receipt of transcripts for the requisite number of pre-approved germane credits. The last courses taken during Summer School may be submitted via official grade slips for the purpose of establishing a lane change effective date, but no payment will be made until after transcripts are received.

**Subd. 2. Application:**

- A. Credits to be considered for application on any lane change of the Salary Schedule must be germane to the teacher's assignment, as determined by the School Board or designee. The teacher may submit a request in writing, at least seven (7) calendar days prior to the beginning of the course, for approval by the Superintendent or designee. Failure to receive such approval in advance shall not be considered grounds for denial of credit for a course taken. However, a teacher who takes a course without having received prior approval does so at the risk of that course being judged to be not germane to the teacher's assignment.
- B. Courses specifically designated by the State of Minnesota that must be taken for continued licensure, shall apply for Salary Schedule lane advancement purposes without prior approval of the Superintendent or designee.
- C. In the event a course that has been approved is canceled due to a lack of enrollment, teachers may request approval for a replacement course. The Superintendent or designee shall waive the timelines in paragraph A. in order to process the request.

**Subd. 3. Grade and Credits:** In order to apply on the Salary Schedule, all credits beyond the Bachelors Degree must carry a grade equivalent of B or higher. For credits earned under a pass-no pass grading system, a passing or satisfactory grade will be accepted.

**Subd. 4. Credits Prior to M.A.:** Graduate credits earned prior to receiving the Masters Degree shall not apply for Salary Schedule advancement beyond the Masters Degree.

**Subd. 5. Recognized College or University:** In order to qualify for the intermediate Salary Schedule lanes between the B.A. and M.A. and the M.A. and the M.A. +45, the courses taken must be from a college or university accredited by the regional accrediting agency. Teachers may request approval of courses taken, not to exceed 6 credits per lane change, from other institutions of learning, which are germane to the teacher's assignment. The institution and course credit will be individually considered by approval to qualify for educational lane advancement on the Salary Schedule.

**Section 5. Experience Increment Advancement on the Salary Schedule**

**Subd. 1. Full Duty Year:** Teachers who are individually contracted for the total duty days or more in the shortest semester in the school year shall be advanced 1 experience increment on the Salary Schedule effective as of September 1 of the following school year, subject to the provisions of Section 2 of this Article.

**Subd. 2. Less Than Full Duty Year:** Teachers who are individually contracted for less than the total number of duty days in the shortest semester in the school year shall not advance on the Salary Schedule.

**Section 6. Summer School and Extended Contract:**

**Subd. 1. Effective Date:** Salary for summer school and extended contract teachers shall be effective as of July 1 through June 30.

**Subd. 2. Summer programs and Work in Excess of the Normal School Year:**

- A. All teachers contracted for summer school teaching duties or summer educational programs in excess of the normal school year as established in Article IX, shall be paid at the rate of \$32.00 per hour in 2023-2024 and 2024-2025. Summer school teachers shall be on duty 15 minutes prior to and 15 minutes after class and shall be paid for the additional 30 minutes beyond their teaching assignment at the summer school teaching hourly rate.
- B. Teachers contracted for summer school teaching shall be paid an additional amount for a 15-minute preparation period for each hour they are contracted to teach, in addition to their teaching pay at the same rate per hour.

- C. Pay for Special Summer School Programs involving a "non-classroom" teaching experience shall be paid at a rate equal to the number of hours spent in a classroom course of equivalent credit value.
- D. Teachers who are required by the Minnesota Department of Education, because of reimbursed programs, to work in excess of the normal school year as established by Article IX, shall be compensated at the rate of 1/183 as established by the Salary Schedule, for each teacher's basic day in excess of the normal duty year.
- E. Instructional Coaches, Counselors, Psychologists, Media Personnel, Consultants and Coordinators who are requested to work beyond the teacher's normal duty year in order to accomplish normal duty year requirements, shall be compensated at the rate of 1/183, as established by the Salary Schedule for each teacher's basic day in excess of the normal duty year.
- F. As an alternate to 1/183 of their annual pay in 2023-2025 teachers who perform work under the provisions of D. or E. above may, by mutual agreement between the teacher and the teacher's supervisor, be compensated by an equal number of days off during the teacher's normal duty year.
- G. Consultants and Coordinators who are involved with curriculum work during the summer months will be paid \$32.00 per hour in 2023-2024 and 2024-2025.
- H. The acceptance of summer school, summer educational programs or any work in excess of the normal school year shall be optional with the teacher.

**Section 7. Mileage:** Teachers required by the School District to use their personal vehicle in the performance of assigned duties and responsibilities shall be compensated at the current IRS rate, with subsequent modification of the IRS rate effective upon notification to the School District. Reimbursement will be effective the first of the month following the announcement of the new rate.

**Section 8. Extra-Curricular Activities:**

**Subd. 1.** Teachers who are issued notices of assignment to perform extra-curricular activities shall be compensated for the performance of such activities in accordance with Schedule C in equal installments over the duration of the activity, or lump sum at the end of the activity.

**Subd. 2.** Teachers who perform extra-curricular activities by the hour shall be compensated for the performance of such activities at the hourly rate designated on the District Miscellaneous Wage Sheet. Extra-curricular activities, which are scheduled for a Saturday, Sunday, or vacation period will be assigned on a volunteer basis, provided, that, if adequate volunteers are not available, teachers will be assigned to such activities in alphabetical order.

**Subd. 3.** Teachers with an extra-curricular activity in another area of the School District may leave their assigned building at the completion of the last class period to meet their extra-curricular activity, unless their attendance is required by the building Principal. Schedule C vacancies shall be posted in an accessible place for five (5) days. A list of vacant assignments such as chaperoning, ticket taking, etc., shall be e-mailed to each site.

**Subd. 4.** The School District reserves the right to assign extra-curricular activities to teachers, if there are no qualified applicants.

**Subd. 5.** The compensation established by Schedule C, attached hereto, shall be a part of this Agreement. Schedule C is not to be construed as part of the teacher's individual continuing contract.

**Subd. 6.** The School District reserves the right to establish new extra-curricular activities during the term of this Agreement. In the event a new activity is established, the Union shall have the right to negotiate the rate of compensation for such activity.

**Subd. 7.** A typed list of all activities and a breakdown of points will be sent to the exclusive representative at the beginning of each school year.

**Section 9. Teacher Leaders, Department Heads, Coordinators, and Consultants:** Teacher Leaders, Department Heads, and Curriculum Specialists are determined by an election process. The School District shall appoint teachers to positions as Coordinators and Consultants, upon the recommendation of the Superintendent. For such positions for which there is no release time from full-time classroom responsibilities, the employees shall be paid at the rate outlined in Attachment III for the duration of this Agreement in addition to their basic compensation. The School District reserves the right to establish new positions in addition to those listed here and the Union reserves the right to negotiate the compensation for each new position.



**Section 10. Stipends for Additional Certifications:**

- A. A full-time (1.0 FTE) teacher who is a National Board Certified Teacher (NBCT) through the National Board of Professional Teaching Standards (NBPTS) shall be paid a stipend of \$1,000 per year and a part-time teacher who obtains such certification shall be paid a prorated portion of \$1,000 based on the percentage of a full-time work schedule for which such parttime teacher is employed. If a teacher's national certification terminates for any reason, this stipend will no longer be payable.
- B. A full-time (1.0 FTE) nurse who is a Nationally Certified School Nurse (NCSN) through the National Board for Certification of School Nurses (NBCSN) shall be paid a stipend of \$1,000 per year and a part-time nurse who obtains such certification shall be paid a prorated portion of \$1,000 based on the percentage of a full-time work schedule for which such part-time nurse is employed. If a nurse's national certification terminates for any reason, this stipend will no longer be payable.
- C. A full-time (1.0 FTE) social worker who is a Licensed Independent Clinical Social Worker (LICSW) through The Association of Social Work Boards (ASWB) shall be paid a stipend of \$1,000 per year and a part-time school social worker who obtains such certification shall be paid a prorated portion of \$1,000 based on the percentage of a full-time work schedule for which such part-time school social worker is employed. If a school social worker's national certification terminates for any reason, this stipend will no longer be payable.
- D. A full-time (1.0 FTE) school psychologist who is a Nationally Certified School Psychologist (NCSP) through the National Association of School Psychologists (NASP) shall be paid a stipend of \$1000 per year and a part-time school psychologist who obtains such certification shall be paid a prorated portion of \$1000 based on the percentage of a full-time work schedule for which such part-time school psychologist is employed. If a school psychologist's national certification terminates for any reason, this stipend will no longer be payable.
- E. A full-time (1.0 FTE) occupational therapist who is an Occupational Therapist Registered (OTR) through the National Board for Certification in Occupational Therapy (NBCOT) shall be paid a stipend of \$1000 per year and a part-time occupational therapist who obtains such certification shall be paid a prorated portion of \$1000 based on the percentage of a full-time work schedule for which such part-time occupational therapist is employed. If an occupational therapist's national certification terminates for any reason, this stipend will no longer be payable.
- F. A full-time (1.0 FTE) physical therapist who is a Physical Therapist certified through the Federation of State Boards for Physical Therapy (FSBPT) shall be paid a stipend of \$1000 per year and a part-time occupational therapist who obtains such certification shall be paid a prorated portion of \$1000 based on the percentage of a full-time work schedule for which such part-time occupational therapist is employed. If an occupational therapist's national certification terminates for any reason, this stipend will no longer be payable.
- G. A full-time (1.0 FTE) speech pathologist who obtains a Speech Pathologists' Certificate of Clinical Competence (CCC) through the American Speech-Language-Hearing Association (ASHA) shall be paid a stipend of \$1000 per year and a part-time speech pathologist who obtains such certification shall be paid a prorated portion of \$1000 based on the percentage of a full-time work schedule for which such part-time speech pathologist is employed. If a speech pathologist's CCC terminates for any reason, this stipend will no longer be payable.
- H. Third Party billing: Teachers who provide the district with third party billing services shall receive a \$1,500 stipend per contract year.

**Article VII**  
**Group Insurance**

**Section 1. Group Insurance:**

**Subd. 1. Selection of Carrier:** The selection of the insurance carrier shall be made by the School District after completion of the required bidding process and in accordance with Minnesota Statutes. In all cases the insurance carrier shall be the one that, in the judgment of the School District, is best qualified to provide coverage.

**Subd. 2. Maintenance of Insurance Specification:** The specifications of all insurance programs shall be those agreed to between the School District and the United Teachers of South Washington County Insurance Committee. The agreed to specifications shall be maintained for the duration of this Agreement and shall not be changed except as allowed by law. For informational purposes, the general specifications of all insurance programs shall be attached hereto in Attachment 1.

**Section 2. Health and Hospitalization Insurance:**

<b>Health Insurance monthly premium contributions provided by the District</b>							
<i>Coverages are on a calendar year basis - January 1 to December 31</i>							
<b>HealthPartners Open Access</b>							
Coverage Options	Single Coverage			Coverage Options	Family Coverage		
Open Access	2023	2024	2025	Open Access	2023	2024	2025
High Deductible *	\$669.59	\$793.77	\$857.27	High Deductible *	\$1,477.50	\$1,625.25	\$1,706.51
\$25 Co-pay	\$638.16	\$701.98	\$772.18	\$25 Co-pay	\$1,146.01	\$1,260.61	\$1,323.64
\$15 Co-Pay	\$633.07	\$696.39	\$766.03	\$15 Co-Pay	\$1,140.03	\$1,254.03	\$1,316.73

*\* High Deductible plan in both options will receive \$250 a month toward a VEBA Contribution*

<b>HealthPartners Achieve Network</b>							
Coverage Options	Single Coverage			Coverage Options	Family Coverage		
Open Access	2023	2024	2025	Open Access	2023	2024	2025
High Deductible *	\$629.42	\$746.14	\$820.75	High Deductible *	\$1,477.50	\$1,625.25	\$1,706.51
\$25 Co-pay	\$638.16	\$701.98	\$772.18	\$25 Co-pay	\$1,146.01	\$1,260.61	\$1,323.64
\$15 Co-Pay	\$633.06	\$696.39	\$766.03	\$15 Co-Pay	\$1,140.03	\$1,254.03	\$1,316.73

**Subd. 1. Combined Coverage:**

The School District shall allow married couples within the teachers bargaining unit to combine School District contributions toward one family coverage plan, not to exceed the sum of the District contribution toward single and family combined. Qualifying employees must inform the School District of their intent to combine School District contributions toward one family coverage plan during the designated “open enrollment” period.

**Section 3. Life Insurance:** The School District shall contribute an amount equal to the monthly premium for a \$50,000 Term Life Insurance Policy for all eligible full-time teachers employed by the School District who are enrolled in the School District Group Term Life Insurance Policy.

**Section 4. Long-Term Disability Insurance:** The School District shall provide, at no cost to the School District, a Group Long-term Disability Insurance Program. All eligible full-time teachers employed by the School District shall be enrolled in the School District Group Long-term Disability Program.

**Section 5. Dental Insurance:** Effective January 1, 2021, the School District shall contribute an amount equal to the single monthly premium toward both single and family coverage.

**Section 6. Payroll Deductions:** The difference between the monthly premium costs of the group insurance plans and the School District's Contributions established by Sections 2, 3, 4, and 5 of this Article shall be paid by enrolled teachers through payroll deduction.

**Section 7. Voluntary Participation:** Participation by any eligible teacher in the insurance plans established by this Article is voluntary. Eligible teachers who choose not to participate shall receive no additional compensation in lieu thereof.

**Section 8. Claims Against the School District:**

**Subd. 1. Informational:** The School District and the Union agree that any description of insurance benefits contained in this Article are intended to be informational only and the eligibility of any teacher for benefits shall be governed by the terms of the insurance policies contracted by the School District and the insurance carriers pursuant to this Article. The School District's only obligation is to contract for insurance policies and contribute such amounts as established by this Article.

**Subd. 2. New Teachers:** The School District shall provide newly employed teachers with written information describing the insurance plans and enrollment procedures.

**Section 9. Duration of Insurance Contribution:** Teachers are eligible for School District contributions as provided in this Article as long as they are employed by the School District.

**Subd. 1. Completion of Year:** Teachers separating from employment at the completion of the school year shall receive contributions for coverage through the month of August.

**Subd. 2. Prior to Completion of Year:** Teachers separating from employment prior to the completion of the school year or who are on an unpaid leave of absence of more than 30 days will be entitled to group insurance on a pro-rata basis. For the purpose of this provision, teachers on a leave of absence pursuant to the federal Family and Medical Leave Act of up to 12 weeks shall be considered as time worked.

**Section 10. H.M.O. Option:** Teachers may individually elect to enroll in school sponsored HMO insurance programs. The School District's contribution toward a sponsored HMO program shall not exceed the amounts established by Section 2.

**Section 11. Part-time Participation:** Part-time teachers, as defined by Article 1, Section 3, Subd. 5, may individually elect to participate in the group insurance programs (including the HMO options) established by this Article, and shall receive prorated School District contributions toward the individual health, hospitalization, and major medical premium.

**Section 12. Long-term Substitute Participation:** Long-term Substitute teachers as defined by Article 1, Section 3, Subd. 6, may individually elect to participate in the group insurance programs (including the HMO options) established by this Article, and shall receive prorated School District contributions, as established by this Article, toward the health, hospitalization and major medical premiums.

## **Article VIII** **Hours of Service**

**Section 1. Teacher's Basic Day:** The teacher's basic day, exclusive of lunch, shall be 7-1/2 hours. Elementary and Secondary teachers shall be provided a 30-minute duty free lunch period within each teacher's basic day.

**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 District.

**Section 3. Additional Activities:**

**Subd. 1.** In addition to the teacher's basic day, teachers shall be required to participate in one Open House activity per school year (not to exceed 2 hours in length). Participation in all other school related activities occurring outside of the teacher's basic day shall be voluntary, except as otherwise addressed in this master agreement.

**A.** Conferences: There will be 22.5 hours (three duty days) designated as conferences each school year. No teacher shall be scheduled to more than 5.5 hours of conferencing on any designated date. Six (6) of the 22.5 hours will be spent preparing for conferences. The preparation time is served at the teacher's discretion as to date and location. Building Leadership Teams (see Article XX of this Agreement) may break up this time at their discretion. Part-time and crossover teachers will participate in building conferences in proportion to their FTE at that building. As professionals teachers will continue to conference with parents/guardians as needed. Up to 5.5 hours of conferences per year may be dedicated to an alternative to conferences if approved by the Building Leadership Teams. The plan would be submitted to the Assistant Superintendent(s) and Union President for final approval. One example of an alternative to conferences would be curriculum nights.

**Subd. 2.** Teachers required to return to an evening related activity referred to in Subd. 1 shall be excused from duty at the completion of the student day of the building to which the teacher is assigned.

**Subd. 3.** At the Secondary level, if an unusual circumstance (i.e. an emergency) occurs, the building Principal may direct a teacher to teach or supervise during their preparation time with pay. The pay would be \$50.

**Subd. 4.** Teachers who travel between buildings during the work day to teach classes will be provided 30 minutes travel time between buildings, exclusive of lunch and prep time, and will be paid on their total FTE calculations for the school year. Incompatibility between schedules may result in FTE calculations between .97 and 1.030 will be paid at the 1.0 FTE rate. These teachers shall be excluded from the contractual requirement of thirty (30) minutes of supervision per teacher's basic day.

**Subd.5.** Those full time teachers whose teaching assignment and licensure is in the content area of special education, shall be excluded from the contractual requirement of thirty (30) minutes of supervision per teacher's basic day. Those part-time teachers whose teaching assignment and licensure is in the content area of special education, shall be excluded from the contractual requirement of thirty (30) minutes of supervision per teacher's basic day on a pro-rated basis.

**Subd. 6.** Special Education teachers who agree to fulfill testing/evaluation duties for students that a Tier 1 teacher or teacher with an Out of Field Permission cannot perform shall be paid the hourly voucher rate for time submitted upon approval from their supervisor.

**Subd. 7.** Teachers in the elementary specialist rotation shall teach no fewer than the same number of sections that are assigned to a grade level at that site.

**Subd.8.** (See MOA that replaces Article VIII, Section 3, Subd. 6 for the duration of this contract) At the Secondary level, supervisory duties shall be defined as lunchroom supervision, hall monitoring, homeroom supervision, detention, ISS, or other similar duties, but shall not include study halls. Homeroom: Building Leadership Teams may determine the existence, composition and nature of a homeroom format within the parameters of the master agreement language. The length of homeroom (in minutes) will be determined by each Building Leadership Team. The time spent in homeroom will be deducted from teacher's supervisory time (not to exceed 30 minutes). Teachers will not be required to prepare, deliver or assess curricula during homeroom. Homeroom is the place for school business to be communicated and the administration of necessary tasks such as but not limited to: District policy and testing, information distribution and school fee collection.

**Section 4. Secondary Teachers Preparation Time:** The preparation period shall be defined as a single block of time or two nearly equal blocks of time within the teacher's basic day for the teacher to prepare for their teaching assignments. The teacher shall not be responsible for classroom or building activities during preparation time unless the teacher agrees to waive this restriction. Teachers who agree to waive their prep time shall be paid \$50 per hour/period. Student contact shall be defined as time for which preparation or supervision is required.

**Subd. 1.** The remaining unscheduled time in a secondary teacher's basic day will be available for additional preparation, building meetings, staffings, department meetings, parental/guardian conferences or other activities in accordance with this Article.

**Section 5. Six and Seven Period Schedules:** Secondary teachers shall be scheduled to a maximum of 5 periods and 30 minutes of supervision per teacher's basic day.

**Subd. 1.** Secondary teachers who agree to be scheduled in excess of 5 periods of student contact and 30 minutes of supervision per teacher's basic day will be compensated on a pro-rata basis (per period). No first year teacher shall be allowed to teach an additional period without consulting with the exclusive representative.

**Subd. 2.** Secondary teachers may agree to be scheduled to 4 periods of student contact one trimester and 6 periods of student contact in another trimester with no additional compensation and no additional supervisory duties or a combination of 6/4 or 4/6 periods per trimester with additional supervisory duties.

**Subd. 3.** When individual secondary buildings schedule periods in excess of 6 periods per student day (Excluding a home room period) teachers shall not be scheduled for more than 5 periods for which preparation time or supervision is required.

**Subd. 4.** At the High school level, if a Building Leadership Team elects to implement an alternate schedule to a 6 period day to allow for WIN (What I need) time, the following shall apply:

- a) A WIN period of 60 minutes or less may be added twice a week.
- b) Teachers will receive no less than a 45 minute prep period (within the student day) on WIN days.
- c) No new instruction shall be required during WIN time.
- d) WIN time is reserved for relearning and retakes.

**Section 6. Four and Eight Period Schedules:** Secondary teachers shall be scheduled to a maximum of: 3 long periods: or 2 long periods and 2 short periods: or 1 long period and 4 short periods: or 6 short periods of student contact: and 30 minutes of supervision per teacher's basic day. Individuals or departments who wish to change the length of their class periods must have final approval from Building Leadership Teams.

**Subd. 1.** Secondary teachers shall be scheduled per basic day to 30 minutes of supervision and a maximum student contact as follows:

**4 Period Schedule**

3 long periods or

2 long periods and 2 short periods or

1 long period and 4 short periods or

6 short periods or

**8 Period Schedule**

6 regular periods or

4 extended periods

Individuals or departments who wish to change the length of their class periods must have final approval from Building Leadership teams.

**Subd. 2.** Secondary teachers who agree to be scheduled to teach an extra long period will be compensated on a pro-rata basis (per period). Secondary teachers who agree to be scheduled to teach an extra short period will be compensated on a pro-rata basis (per period). Secondary teachers who agree to teach an extra short period on the trimester schedule shall be compensated on a pro-rata basis (per period). No first year teacher shall be allowed to teach an additional period.

**Subd. 3.** Secondary teachers may agree to be scheduled to a lighter schedule one term and a heavier schedule another term as long as it totals one FTE for the school year with no additional compensation or additional supervisory duties.

**Section 7. Five Period Schedules:** Secondary teachers shall be scheduled to a maximum of: 4 periods of student contact: and 30 minutes of supervision per teacher's basic day.

**Subd. 1.** Secondary teachers who agree to be scheduled to teach an extra period will be compensated on a pro-rata basis (per period). No first year teacher shall be allowed to teach an additional period.

**Subd. 2.** Secondary teachers may agree to be scheduled to a lighter schedule one term and a heavier schedule another term as long as it totals one FTE for the school year with no additional compensation or additional supervisory duties.

**Section 8. Elementary Teachers Preparation and Student Contact Time:** The preparation period shall be defined as a block of time during the teacher's basic day for the teacher to prepare for their teaching assignments. The teacher shall not be responsible for classroom or building activities during preparation time unless the teacher agrees to waive this restriction. Teachers who agree to waive their prep time shall be paid \$50 per hour/period. Student contact shall be defined as time for which preparation is required.

**Subd. 1.** Elementary teachers shall be scheduled to a maximum of 5 hours of student contact.

**Subd. 2.** Elementary teachers shall be provided at least 60 minutes in a single block of time or in two nearly equal blocks of time within the student contact day to be used in preparation for teaching duties and responsibilities.

**Subd. 3.** The remaining unscheduled time in an elementary teacher's basic day will be available for additional preparation, building meetings, staffings, department meetings, parental/guardian conferences or other activities in accordance with this Article.

**Subd. 4.** Elementary teachers who have assignments of self-contained combination grades excluding special education shall be paid an additional \$4,393.00 per year. No first year teacher shall be allowed to teach a combination grade without consulting with the exclusive representative.

**Section 9. Substitute Shortages:**

**Subd. 1. Collapsed Classroom:** If classrooms are divided and dispersed to other classrooms due to substitute shortages, those classroom teachers who take on the extra students for the day will be compensated at 50% of the substitute daily rate of pay, in addition to their regular salary. Additionally, if a specialist teacher takes on extra students in the same proportion as the classroom teachers, they will be able to voucher for the hourly rate of pay, in addition to their regular salary.

**Subd. 2. Entire Class for Student Day:** A classroom or special education teacher who agrees to assume an entire class (for the full day) in addition to their own class, will receive 100% of the substitute daily rate of pay (not including their lunch or prep time). Example: if the substitute daily rate of pay is \$185, the teacher will receive \$185 that day in addition to their regular pay. If that same teacher waives their prep time to also sub that day, they would receive \$50 for that hour of waived prep in addition to the \$185 and their regular pay.

**Subd. 3. Portion of Student Day:** A classroom or special education teacher who agrees to assume an entire other class in addition to their own class, but for less than the entire student day, will receive 20% of the substitute daily rate of pay for each hour they have the additional class (not including their lunch or prep time). Example: If the substitute daily rate of pay is \$185 and the teacher takes an entire other class in addition to their own class for one hour/period, they would receive \$37 in addition to their regular pay.

**Subd. 4. Elementary Specialists:** A specialist teacher who agrees to take on an entire other class in addition to their regularly scheduled class, will receive 20% of the substitute daily rate of pay for each hour they have an extra class (not including their prep or lunch time). Example: If the substitute daily rate of pay is \$185 the teacher will receive \$37 for each hour they teach the other class(es) that day in addition to their regular pay. In addition, if that same teacher waives their prep time to also sub that day, they shall receive \$50 for that hour of prep.

**Subd.5. Non-Classroom Teachers Subbing:** Non-classroom teachers who are directed to sub shall receive 50% of the substitute daily rate of pay in addition to their regular rate of pay in recognition that the responsibilities of their regular position do not end because of subbing. If they sub during their prep they will be paid \$50 for the missed prep period.

## **Article IX**

### **Length of the School Year**

**Section 1. Teacher Duty Days:** The school year shall consist of 183 teacher duty days for returning teachers and 186 teacher duty days for probationary teachers.

**Subd. 1.** Of the 183 teacher duty days, at least six (6) shall be teacher professional development (workshop or in-service) or teacher work days.

**Subd. 2.** Of the 183 teacher duty days, up to 177 shall be student contact days.

**Subd. 3.** Probationary teacher days shall be structured in collaboration between the School District and the Union.

### **Section 2. School Days:**

**Subd. 1.** The School District shall, prior to April 1, establish the number of school days for the following school year.

**Subd. 2.** Teachers shall perform teaching duties on school days determined by the School District, including those legal holidays on which the School District is authorized to conduct school and, pursuant to Minn. Stat.120A.40, has determined it will conduct school.

**Subd. 3.** The Union shall have the right, upon written notice to the School District, to meet and confer with the School District concerning the school calendar. A link to the school calendars is included as Attachment IV for information purposes only.

### **Section 3. Emergency closing:**

**Subd. 1.** E-Learning Days: The District may declare an E-Learning day(s) which consists of an extension of classroom instruction with a reasonable amount of time to complete the work assigned and opportunity for teacher/student interaction during the day(s).

A. Teacher shall be available to students through the district on-line phone system, email, learning management systems, or virtual platform for a maximum of four (4) hours. The remaining time shall be for preparation and a duty-free lunch.

B. Synchronous teaching will not be required on the first day an E Learning Day is called. If consecutive days of E-Learning are declared, synchronous teaching may be required beginning on day two of the emergency closing and each additional consecutive day.

i. Teachers will follow the guidelines for synchronous teaching as outlined and approved by the Teaching and Learning Department. UTSWC member representatives will have input when drafting or revising the guidelines.

C. Teachers may work from school or at a remote location at the teacher's discretion.

**Subd. 2.** Emergency Closing Non-Student Contact Days: In the event an emergency closing non-student contact day(s) is declared by the District, there are three (3) options for teachers:

A. An employee unable to work may use PAL emergency closing day/hour via the attendance system.

B. An employee may perform their duties from a location other than their school.

C. An employee may perform their duties at their school.

**Subd. 3.** Emergency Shut Down Days: In the event the District declares an emergency shut down day(s), the employee will not suffer loss of pay for the first emergency shut down day in a school year. In the event of more than one (1) emergency shut down day and the District decides to reschedule the day(s), the District shall meet and confer with the Union concerning the date(s) on which the duty day(s) will be rescheduled. If the District decides not to reschedule the day(s), the employee will not suffer loss of pay.

**Subd. 4.** Late Starts: in the event the District declares a late start, the teacher will arrive at their site at their regular start time (keeping safety in mind) and arriving no later than the declared late start.

**Subd. 5.** If a teacher has previously arranged for use of paid absence leave and there is an emergency closing non-student contact day (Subd. 2) or emergency shut down day (Subd. 3), the teacher will not have a paid absence leave day or pay deducted provided other staff are not asked to report.

## **Article X**

### **Paid Absence Leave**

#### **Section 1. General Rules for Teacher Absences:**

**Subd. 1. Rate of Accumulation:** Teachers shall be credited with fifteen (15) days of paid absence leave on the first duty day of each school year.

**Subd. 2. Pro ration:** Teacher contracted for extended duty, summer school or programs, or work in excess of the normal duty year shall earn one (1) additional day for each twenty (20) contracted duty days or a major fraction thereof.

A. Additional paid absence leave shall be accumulated at the equivalent of the length of the duty day.

B. Absences, for which paid absence leave is approved, shall be deducted from accumulated paid absence leave at the equivalent of the length of the duty day.

**Subd. 3. Reimbursement:** Teachers who terminate employment prior to the completion of a school year and who have exhausted their paid absence leave shall reimburse the School District for paid absence leave used in excess of the prorated portion of leave earned based upon the number of duty days worked to the total duty days in the school year.

**Subd. 4. Maximum Accumulation:** Unused paid absence leave shall accumulate to an unlimited amount.

**Subd. 5. Compensation During Paid Absence:** Teachers who have received approval from their Principal for a paid absence as established by Section 3 shall be compensated at their daily salary schedule rate of pay for each teacher's basic day of absence.

A. Paid absence leave compensation shall not exceed the teacher's daily salary schedule rate of pay.

B. Paid absence leave compensation shall cease when a teacher's paid absence leave accumulation is exhausted.

**Subd. 6. Separation of Employment:** Upon termination of employment, accumulated paid absence leave shall be waived (excluding the severance provisions of Article XV).

**Subd. 7. Eligibility of Part-time and Long-term Substitute Teachers:** Part-time and long-term substitute teachers, as defined by Article I, Section 3, Subds. 5 and 6, shall be eligible for paid absence leave benefits on a prorated basis. Full-time teachers who accept part-time teaching positions shall have the right to use paid absence leave earned as a full-time teacher.

**Subd. 8. Approval of Paid Absence Leave:** Paid Absence Leave shall be approved in a manner designated by the District.

A. Approval of requested paid absence is in all cases subject to the approval of the Superintendent or designee.

B. Additional days of paid absence leave are available for unusual circumstances subject to the approval of the Superintendent or designee.

#### **Section 2. Teacher Absences that Do Not Require Prior Approval and are Deducted from Paid Absence Leave:**

**Subd. 1. Absences Because of Illness, Injury, or Temporary Disability to the Teacher:** Teachers who are or will be unable to perform their duties and responsibilities because of personal illness, injury or temporary disability shall notify the appropriate administrator as soon as possible.

A. Prior to the final approval of a paid absence the Superintendent may require an employee to furnish medical evidence from the attending physician or a School District appointed physician verifying that such illness was due to injury, or temporary disability. When the School Board appoints a physician, the School District shall pay the costs.

- B. Any teacher who has a PAL balance under 562.5 hours is eligible to participate in the incentive plan outlined below, for using 2 or fewer personal sick leave days (Article X, Section 2, Subd 1 only) per school year. Teachers must have a 403(b) plan or establish one to participate in this incentive plan. Payment for unused personal sick leave shall be placed annually in the teacher's 403(b) plan, with employee approval. Eligibility for the incentives will be based on usage of personal sick leave each year, with payment to the member's 403(b) plan made on or before August 15<sup>th</sup>.

Personal Sick leave days used	403b Contribution	Days Deducted from PAL
Zero sick days used	\$300	3
1 sick day used	\$200	2
2 sick days used	\$100	1

- C. Each School year, teachers who have a balance of 562.5 hours or more of Paid Absence Leave available, shall have the option to cash in up to 37.5 hours per school year that will be deducted from their PAL balance at the daily rate of First Step, Lane BA00 on the salary schedule or the pre-tax amount to a TSA contribution. Teachers eligible for Subd 1; Paragraph C are not eligible to participate in the incentive plan outline in Subd 1; Paragraph B. A teacher cannot utilize both the incentive plan and the investment option in a school year.

**Subd. 2. Absences Because of Illness or Injury in a Teacher's Family/Household Member:** Pursuant to Minn. Stat. 181.9413, a teacher may use paid absence leave for absences due to an illness or injury to the teacher's child, for such reasonable periods as the teacher's attendance with the child may be necessary, on the same terms that a teacher is able to use paid absence leave for personal injury or illness. A teacher may use paid absence leave for absences due to an illness or injury to the teacher's spouse, for such reasonable periods as the teacher's attendance with the spouse may be necessary, on the same terms that a teacher is able to use paid absence leave for personal injury or illness. A teacher may use up to a maximum of five (5) days of paid absence leave per school year for illness or injury to the teacher's parent or parent-in-law. A teacher may use up to a maximum of five (5) days of paid absence leave per school year for illness or injury to a member of the teacher's household. The household shall be defined as any person making their domicile with the family.

- A. Prior to final approval of the paid absence, the Superintendent or designee shall have the right to require an employee to furnish medical evidence from the school health office or qualified physician, indicating such absence was due to a family illness or injury.
- B. In unusual circumstances the Superintendent or designee may grant additional time for absence due to illness or injury to the teacher's parent.

**Subd. 3. Absences Because of a Funeral for a Teacher's Family Member or Friend:**

- A. In the event of a death of a teacher's family member or friend, the teacher shall be granted paid absence leave.
- B. Approval of a request for paid absence leave due to a death and the duration of the paid absence is in all cases subject to the approval of the Human Resources Director.
- C. In unusual circumstances the Superintendent or designee may grant additional time. Unusual circumstances may include such things as travel or funeral arrangements.
- D. Paid absence due to a death shall be deducted from the teacher's accumulated paid absence leave.

**Subd. 4. Absences Because of an Injury to a Teacher While on Duty:** Upon the request of a teacher who is absent from duty as a result of a compensable injury as covered under the provisions of the Workers' Compensation Act, the School District will pay the difference between the compensation benefits received by the teacher, pursuant to the Workers' Compensation Act, and the teacher's daily Salary Schedule rate of pay to the extent of the teacher's accumulated paid absence leave.

- A. Such difference shall be paid by the School District to the teacher only for the period of disability or until the teacher's accumulated paid absence leave is exhausted.
- B. The deduction from the teacher's accumulated paid absence leave shall be an amount necessary to equal the difference between the Workers' Compensation benefits and the teacher's daily Salary Schedule rate of pay.



**Subd. 5. Absences Because of Student Assault:** In the event a teacher is physically assaulted by a student while performing the teacher's duties, the teacher may use up to three (3) days of paid leave (doctor/dental or personal illness), not to be deducted from Paid Absence Leave (PAL), subject to the following conditions:

- A. The physical assault must cause the teacher to be unable to perform the duties of the teacher's position.
- B. For purposes of this subdivision, a "physical assault" is defined to mean the intentional application of physical force by a student on a teacher that causes physical injury to the teacher.
- C. The paid leave provided by this subdivision must be used within ten (10) work days of the occurrence of the physical assault.
- D. Student assaults resulting in the use of paid leave pursuant to this subdivision will be reported to the Superintendent or designee by the Human Resources Department.

**Subd. 6. Absences Due to Emergency Closing:**

A teacher unable to attend work on an Emergency Closing Day may use "PAL Emergency Closing Day/Hours" via the online attendance system.

**Section 3. Teacher Absences That Require Prior Approval and are Deducted From Paid Absence Leave:**

**Subd. 1. Prior Notification:** Requests for Leaves in the this section shall be made in writing at least seven (7) calendar days in advance, except in the event of an emergency.

**Subd. 2. Absences Because of Personal Business:** In the event it is necessary for a teacher to be absent from duty to conduct personal business which cannot be attended to outside of the teacher's basic day, said teacher may be granted personal business leave. Teachers with continuing contract may be granted up to four (4) days per school year for Personal Business. Teachers without continuing contract may be granted two (2) days per school year for Personal Business. Teachers may accumulate up to eight (8) Personal Business Days. Only five (5) Personal Business Days can be used consecutively. Employees have the option to cash in up to three (3) Personal Days at the hourly voucher rate or as a TSA contribution. Requests for one (1) additional day of Personal Business leave due to extraordinary and unusual circumstances, above and beyond those specified in this article, may be granted with the approval of the Director of Human Resources. Requests for additional personal business leave for observance of religious holidays shall be approved. No more than 5 percent of the faculty at any building shall use this leave on any one day.

**Subd. 3. Absences Because of Professional Visitation:** Teachers may request to be absent one (1) duty day per school year for a professional visitation (example: professional development that is not required).

**Subd. 4. Absence Because of Child's School Conference and Activities Leave:** Pursuant to Minn. Stat. 181.9412, teachers shall be granted up to sixteen (16) hours of paid absence leave per year to attend school conferences or classroom activities related to the teacher's child, provided the conferences or classroom activities cannot be scheduled during non-work hours.

**Subd. 5. Absence Because of Adoption/Foster Placement of a Child:**

- A. Full time, benefit eligible, and part-time employees with accrued paid absence leave will be granted up to 6 weeks leave for adoption of a child. The period of time shall, at the direction of the adoptive parent, begin before or at the time of, the child's placement in the adoptive parent's home, for the purpose of arranging for placement or caring for the child after placement. Additional days may be requested on a case by case basis, subject to the approval of the Director of Human Resources. Approved paid absences for the purposes of adoption shall be deducted from the employee's paid absence leave.
- B. Employees shall be granted up to ten (10) paid absence leave per school year for the placement of a foster child. Additional days may be requested on a case by case basis, subject to the approval of the Director of Human Resources. Approved paid absences for the purposes of foster placement shall be deducted from the employee's paid absence leave.

**Subd. 6. Parenting Leave:** Teachers shall be able to use up to ten (10) days of paid absence leave per school year for the birth of a child. Said leave shall not be in addition to disability leave associated with the birth of a child.

**Section 4. Teacher Absences That Require Prior Approval and Are Not Deducted From Paid Absence Leave:**

**Subd. 1 Prior Notification:** Requests for leaves in this section shall be made in writing at least seven (7) calendar days in advance, except in the event of an emergency.

**Subd. 2. Absences Because of Jury Duty:** Any teacher who is called to serve jury duty for a municipal, county, state or federal court shall be provided with full pay for each day of required jury duty service. The teacher shall, by payroll deduction, reimburse the School District for any per diem paid to the juror by the court for jury duty service, except that the teacher shall retain any mileage and meal allowances paid by the court.

**Subd. 3. Witness Obligation:** Any teacher summoned or subpoenaed by any court to provide testimony during the regular work day in any case in which the teacher is not a principal party to the action shall be provided leave with no loss of pay for the time which the teacher is required to be absent. The teacher shall, by payroll deduction, reimburse the School district for any witness fees received, except that the teacher may retain any mileage or meal expense reimbursement or any witness fees in excess of the teacher's daily rate of pay.

## **Article XI** **Leaves of Absence**

### **Section 1. Sabbatical Leave of Absence:**

**Subd. 1. Purpose:** The School District may grant, at its discretion, a sabbatical Leave of Absence for study or research that is of benefit to the School District.

**Subd. 2. Application:** Application must be made in writing to the Superintendent on or before April 1 for a full year or a half year sabbatical leave and on or before September 1 for a half a year Sabbatical Leave. Said application shall include both the educational institution and the teacher's academic program.

**Subd. 3. Qualifications:**

- A. A teacher applying for a sabbatical leave must have been employed by the School District for seven (7) full consecutive years immediately preceding the beginning of the Sabbatical Leave.
- B. No more than two (2) teachers may be granted a Sabbatical Leave of Absence per school year.
- C. A Sabbatical Leave may be granted for a half year or full school year only.
- D. The Superintendent must approve both the educational institution and the teacher's academic program before the application is presented for School Board Consideration. If the Superintendent does not approve, said teacher may request a review through the Meet and Confer process.
- E. The School District reserves the right to rescind a Sabbatical Leave in an emergency.

**Subd. 4. Teacher's Commitment:** A teacher who is granted a Sabbatical Leave of Absence for a full year shall teach three (3) full consecutive years for the School District following completion of the Sabbatical Leave. A teacher who is granted a Sabbatical Leave of Absence for a half a year shall teach one and one-half (1-1/2) full consecutive years for the School District following completion of the Sabbatical Leave. If the teacher discontinues service for any reason other than the teacher's incapacity to fulfill this commitment the teacher shall reimburse the School District a prorated amount of the Sabbatical Leave allowance, including premiums. The teacher shall provide the School District with an acceptable corporate surety bond to insure the teacher's responsibility of fulfilling the Sabbatical Leave agreement, or in lieu of a surety bond, the teacher may arrange a special surety agreement, subject to the approval of the School District's attorney.

**Subd. 5. Sabbatical Leave:** A teacher who is granted a Sabbatical Leave of Absence shall have the option of being compensated at one-half (1/2) of the teacher's basic Salary Scheduled compensation for the duration of the leave and full pay upon return, or at three-fourths (3/4) of the teacher's basic Salary Schedule compensation for the duration of the leave and an equal period of time upon return.

- A. The teacher's selection of pay option shall not affect their advancement on the Salary Schedule. The teacher's advancement and placement shall be in accordance with Article VI.
- B. Subject to the provisions of this Agreement and the limitations of the group insurance plans established by Article VII, a teacher on a Sabbatical Leave may continue to participate in the group insurance plans. A teacher choosing to continue participation will continue to receive the School District's contributions established by Article VII, Sections 2, 3, 4, and 5, with the difference between the monthly premiums and the School District's contributions to be paid by the teacher through payroll deduction.
- C. A teacher's paid absence leave shall be frozen at the amount accumulated as of the date of the beginning of the Sabbatical Leave and reinstated as of the date of return to duty. Paid absence leave shall not be earned during the period of the Sabbatical Leave.

- D. Failure by a teacher to fulfill the original plan of study or research presented to the School District shall result in the forfeiture by the teacher of any direct salary compensation and indirect fringe benefit premium contribution provided to the teacher during the period of the Sabbatical Leave.

**Subd. 6. Return:** A teacher returning from a Sabbatical Leave shall be assigned to the teacher's previous position or to a similar position for which the teacher is qualified.

**Section 2. Military Leave of Absence:**

**Subd. 1. Unpaid Leave:** A teacher who is drafted or enlists in the military services shall be granted an unpaid Military Leave of Absence in accordance with Minnesota Statutes.

**Subd. 2. Paid Leave:** A teacher who is a member of an active military reserve unit shall be granted a paid Military Leave of Absence, not to exceed fifteen (15) duty days per calendar year, in accordance with Minnesota Statutes.

**Section 3. Unpaid Leave of Absence:**

**Subd. 1. Unpaid Leave:** A teacher who is in the employment of the School District may request a long-term or short-term Unpaid Leave of Absence.

**Subd. 2. Reasons:** The School District may grant, at its discretion, an Unpaid Leave of Absence for reasons such as adoption, child-rearing, temporary disability, personal illness or injury, family emergencies, to fulfill the obligations of a full-time elected or appointed position with the Union.

**Subd. 3. Procedure – Long Term:** A request for a long-term Unpaid Leave of Absence shall be in writing submitted by March 15<sup>th</sup> for a leave to begin the following school year. Effective July 1, 2024, a request for a long-term Unpaid Leave of Absence shall be in writing submitted by February 15 for a leave to begin the following school year. If granted by the School District, shall be for a period not to exceed two (2) full school years for teachers with less than 10 years of seniority, and not to exceed five (5) years for teachers with ten or more years of seniority. Under extenuating circumstances, the School District in consultation with the Union may waive the deadline for Unpaid Leave requests or extensions.

- A. The specific duration of an approved long-term Unpaid Leave of Absence shall be established by the School District. All approved long-term Unpaid Leaves of Absence shall end on either the calendar day before the fall workshop or the calendar day before the beginning of the second semester of a school year.
- B. Teachers on approved long-term Unpaid Leaves of Absence of 12 months or more in duration shall deliver in person or written notice to human resources of their intention to return to duty at least by February 15 or 165 calendar days prior to the expiration of their leave. Effective July 1, 2024 Teachers on approved long-term Unpaid Leaves of Absence of 12 months or more in duration shall deliver in person or written notice to Human Resources of their intention to return to duty at least by January 15 or 165 calendar days prior to the expiration of their leave. Failure to give such notice shall be considered a resignation on the part of the teacher.
- C. A request for an extension of a long-term Unpaid Leave of Absence shall be in writing and submitted by February 15 prior to the school year that the extension would be effective. Effective July 1, 2024, a request for an extension of a long-term Unpaid Leave of Absence shall be in writing and submitted by January 15 prior to the school year that the extension would be effective.
- D. Teachers returning to duty at the expiration of their leave shall return to their original teaching position when the leave is of twelve (12) months duration or shorter. When the leave is for a period of time longer than twelve (12) months duration, the teacher shall be assigned to a position in accordance with the transfer procedures contained in Article XII of this Agreement.
- E. A teacher shall earn a maximum of two years seniority while on Unpaid Leave(s) from the School District.

**Subd. 4. Procedure – Short Term:** A request for a short-term Unpaid Leave of Absence shall be in writing and, if granted by the School District, shall be for a period not to exceed eighty (80) calendar days.

- A. A specific duration of an approved short-term Unpaid Leave of Absence shall be established by the School District.
- B. Teachers on an approved short-term Unpaid Leave of Absence shall return to duty at the expiration of their leave. Failure of a teacher to return to duty at the expiration of their leave shall be considered a resignation on the part of the teacher.
- C. Teachers who return to duty at the expiration of their leave shall return to their previous position.

**Subd. 5. Failure to Provide Notice:** Teachers failing to give written notice as required by Section 3, Subd. 3, B, of this Article or who fail to report for work on the first duty day following expiration of their Unpaid Leave of Absence shall be considered to have resigned.

**Subd. 6. Effective Date:** The provisions of this Section shall become effective as of the date of School Board approval of this Agreement. Unpaid Leaves of Absence approved prior to that effective date shall be governed by the Master Agreement in effect at the time the Unpaid Leave of Absence was granted, except for the return to duty procedures.

**Subd. 7. Group Insurance:** Subject to the provisions of this Agreement, in accordance with federal and state law, and the limitations of the group insurance plans established by Article VII, a teacher on an Unpaid Leave of Absence may continue to participate in the group insurance plans. A teacher choosing to continue participation shall pay the full monthly premium of such plans, commencing on the date the Unpaid Leave of Absence begins.

## **Article XII** **Teacher Transfers**

### **(Vacancies, Teacher Placement and Transfer)**

**Section 1- Purpose:** The purpose of this Article is to provide a smooth and efficient procedure for filling vacant positions.

**Section 2-Definitions:**

**Subd. 1. Transfer:** Shall mean the move of a continuing contract teacher from one teaching position to another teaching position, following the procedures established by this Article.

**Subd. 2. Position:** Shall mean a work assignment:

- A. At the elementary level, to teach at a specific school or schools at a particular grade level or levels; or
- B. At the secondary level, to teach at a specific school or schools in a particular department or combination of departments; or
- C. Within Special Services, to provide a service to students in one or a group of buildings.

**Subd. 3. Vacancy:** Shall mean an open position, created by the transfer, termination, or leave of absence in excess of 12 months of a teacher from such position, or created by the establishment of a new position covered by the Master Agreement, when the School District desires to fill such open position.

**Subd. 4. Seniority:** For the purposes of this Article, seniority shall be as provided in the seniority list as established by Article XIII, Section 4.

**Subd 5. Displaced Teacher ( formerly known as Mandatory Bidder):** A displaced teacher, for the purposes of this Article, shall be defined as a continuing contract or probationary teacher that has been displaced from their current position for the following school year, based on District action. Examples of reasons District initiated Displaced Teacher positions include, but are not limited to reductions in class or building size, changes in student enrollment, imbalances in staffing needs, and changes in curriculum.

**Subd 6. Voluntary Bidder or Applicant (formerly known as a Voluntary Bidder):** A Voluntary Bidder or Applicant, for the purposes of the Article, shall be defined as a continuing contract or probationary teacher who either voluntarily bids on a position in Round 1 or Round 2 based on seniority, or applies for a Vacancy (Vacant Position) after Round 2.

**Subd 7. Reclaim of Position:** A displaced teacher who is administratively placed in Round 2 during the Annual Spring Vacancy Posting process may reclaim their position if it is reestablished on or before August 1 of the upcoming school year or before the first round of bidding during the next year's Annual Spring Vacancy Posting process. The eligibility of the displaced teacher for Reclaim is subject to Transfer Committee Approval.

**Section 3. Annual Spring Vacancy Posting(s):** Prior to February 15 of each year, Human Resources will establish a timeline for First Round and Second Round Spring Vacancy Posting(s) to occur, during which time all known Vacancies for the upcoming school year will be posted.

**Subd 1. Transfer Committee:** Prior to the First Round, the Transfer Committee shall be established consisting of 3 members appointed by the District and 3 members appointed by the Union.

- A. The Transfer Committee will meet prior to First Round and Second Round of annual spring postings to review staffing information for the next school year regarding teacher leaves, resignations, retirements, realignments, and vacancies. In establishing the list of vacancies to post, the District will first determine the status of all continuing contract teachers for the next school year, including teachers on leave of absence, teachers intending to retire or resign.
- B. If the Transfer Committee cannot reach agreement regarding a posting, bid, realignment or reclaim, the Superintendent shall decide.

**Subd 2. Round 1.** All Mandatory (displaced) and Voluntary bidders can bid on positions for which they are licensed, and currently teaching or have taught in the District within the past five (5) years. Positions will be awarded based on seniority.

- A. A position cannot be awarded to a bidder if it results in the displacement of a Current Continuing Contract teacher.

**Subd 3. Round 2.** All Mandatory (displaced) and Voluntary bidders can bid on positions for which they are licensed, and currently teaching or have taught in the District within the past five (5) years. Positions will be awarded based on seniority. For Round 2, Continuing Contract Mandatory (displaced) bidders will be awarded positions based on seniority first, prior to any Voluntary or Displaced Probationary bidder awards. Once all Continuing Contract Mandatory (displaced) bidders have been awarded positions, the rest of the available positions will be awarded to Voluntary or Displaced Probationary bidders, based on seniority.

- A. A position cannot be awarded to a bidder if it results in the displacement of a current Continuing Contract teacher.
- B. Round 2 will take place 3 days after Round 1.
- C. Teachers who are awarded positions in Round 1 or Round 2 may apply for positions posted after Round 2, via the application/interview process.
- D. Internal applicants cannot apply for any positions after August 1.

**Subd 4.** Teachers who are having performance problems and are on Job Targets and/or a Plan of Assistance may be restricted from applying for vacancies during all Spring Vacancy Rounds, as well as during the summer and school year. A teacher under a Job target or Plan of Assistance may make a request to the District to be provided the opportunity to utilize the Transfer Article by requesting the Transfer Committee to meet to discuss the pending situation. A majority of the Transfer Committee shall make a decision on whether or not the teacher shall be able to use the Transfer Article.

**Subd 5. Realignment:** Prior to the Annual Spring Posting Process (Section 4), there may be a realignment of teachers to fill vacancies within the same school. (Example: A teacher retires or resigns leaving a position vacant). A continuing contract or displaced probationary teacher may choose to accept a vacancy within the same school. This acceptance must be mutually agreed upon between the Principal and teacher. Position(s) that are made available for realignment, if not filled, must be included in the subsequent Annual Spring Posting(s).

**Subd 6. Special Qualifications:** If special qualifications are required of a teacher for a special temporary position of 12 months or less outside of the bargaining unit, the selection and decision of the School District should be final. The teacher in a temporary position (not to exceed 12 months) shall, however, retain rights to return to their previously held position.

**Subd 7.** Awarding of positions via the interview process are not subject to the grievance procedure.

**Section 4. Summer and School Year Vacancies:**

**Subd 1.** Vacancies occurring outside of the Annual Spring Vacancy Postings- Any Vacancy that occurs after the Round 2 Spring Vacancy Process will be posted for a minimum of 5 business days for both Internal Applicants and External applicants. Applications must be submitted electronically to Human Resources. Applications will be used to identify teachers selected to participate in the interview process. Positions will be awarded on the basis of experience, skills and abilities, and proper licensure/certification via an interview process.

- A. Teachers who are awarded positions in Round 1 or Round 2 may apply for positions posted after Round 2, via the application/interview process.

**Subd 2. Vacancies after August 1:** Internal teachers can apply for vacant positions up to August 1 of the upcoming school year. External candidates can apply for vacant positions starting after the Second Round and during summer and following school year, but any position filled by an external applicant after the day before New Teacher Orientation in August will be considered temporary until the end of the school year, at which time, the position will be considered vacant and part of the next Annual Spring Posting(s).

**Subd 3.** A teacher's specific assignment shall continue unless written notice of assignment change for the forthcoming school year is given by the principal prior to the Annual Spring Posting, or unless it is subject to an Educational Need or Administrative Directed Transfer.

**Subd 4.** Awarding of positions via the interview process are not subject to the grievance procedure.

**Section 5. Transfers:**

**Subd 1. Educational Need Transfer:** The School District shall have the right to override the transfer and reassignment provisions of this article based on educational need. In the event that an override is necessary, the reasons shall be reduced to writing and forwarded to the Union. No such action will be taken without basis in fact or educational need.

**Subd 2. Administrative Directed Transfer:** Effective Management of the School District programs may require administrative directed transfers

- A. **Basis:** Administrative directed transfers imply that the teacher may be doing satisfactory work; however there has been a breach in the working relationship, either between the teacher and principal or the teacher and the staff.
- B. **Procedure:** When an administrative directed transfer is necessary, the responsible administrator will discuss the reasons for the transfer with the teacher and the Union. At the request of the teacher, the reasons will be provided in writing. An attempt will be made to reach agreement with the teacher and on which vacancy the teacher will fill, and the Union shall be notified in writing.

**Section 6. Teachers Returning from Unpaid Leaves of Absences:**

**Subd 1. Teacher Placement:** Teachers returning from unpaid leaves of absences of 12 months or less shall be placed in their prior teaching positions. Teacher returning from unpaid leave of more than 12 months shall be placed in a teaching position through the operation of the transfer process.

**Subd 2. Eligibility to Bid:** Teachers on unpaid leaves of absence may bid for posted positions under the provisions of this Article after their letter of intent to return has been received in the Human Resources Office.

**Section 7. Teachers on Unrequested Leave of Absence (ULA):**

**Subd 1. Eligibility to Bid:** Teachers on unrequested leave of absence shall not be eligible to bid for positions under the provisions of this Article until they have been recalled to a position of at least the percent of time of the position to which they would bid.

**Subd 2. Priority:** Qualified teachers on unrequested leave of absence shall have priority for vacancies that are not posted due to timing constraints, but will be filled on a temporary basis.

**Subd 3. Application:** Nothing in this Article shall be construed to preclude the District from proceeding to place teachers on Unrequested Leave of Absence within the statutory timelines provided in MN Statute 122A.40.

**Section 8. Union Released Leave:**

**Subd 1.** Members of the teachers bargaining unit released by the bargaining agent shall be able to reclaim the specific position out of which they took union leave regardless of the number of years they have been on union leave.

**Subd 2.** For the purpose of being released by the teachers bargaining agent, teachers going on union leave will be allowed to apply for part time position(s) and still be allowed to bid on a full time position when their union leave is over.

**Article XIII**  
**Unrequested Leave of Absence**  
**See MOA that replaces Article XIII for the duration of this contract**

**Article XIV**  
**Grievance Procedure**

**Section 1. Grievance Definition:** A “grievance” shall mean a written allegation by a teacher resulting from a dispute or disagreement between the teacher and the School District as to the interpretation or application of this Agreement. In the event that two (2) or more teachers file a “grievance” concerning the same subject, the grievances shall be combined and processed as a single grievance in accordance with the provisions of this Article. The disposition of such a “grievance” shall be applicable to all teachers who are similarly affected.

**Section 2. Representative:**

**Subd. 1.** The School District may be represented during any step of the grievance procedure by any person or agency so designated.

**Subd. 2.** The teacher shall be represented by the Union, or its designated representatives, at Levels I and II of the grievance procedure.

**Section 3. Definitions and Interpretations:**

**Subd. 1. Extension:** The time limits specified in this Agreement may be extended by mutual agreement of the School District and the Union.

**Subd. 2. Days:** A reference to days regarding time periods in this procedure shall refer to calendar days.

**Subd. 3. Computation of Time:** In computing any period of time prescribed or allowed by this procedure, the date of the act, event, or default shall not be included. The last calendar day of the period shall be counted unless it is a legal holiday, in which event the time period shall continue to run until the end of the next calendar day that is not a legal holiday.

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

**Section 4. Time limitation and Waiver:**

**Subd. 1.** Grievances shall not be valid for consideration unless the grievance is submitted in writing on the Union’s Grievance Form to the School District’s designee, setting forth the facts of the grievance, the specific provisions of the Agreement allegedly violated, and the particular relief sought, within 20 days from the date giving rise to the grievance. Failure to file a grievance within such time period shall be deemed a waiver of the grievance.

**Subd. 2.** Failure to appeal a grievance from one level to another within the time periods hereinafter provided shall constitute a waiver of the grievance.

**Subd. 3.** Failure of the School District or its designated representative to respond to the grievance within the time limits hereinafter provided shall be considered a denial and immediately appealable to the next step.

**Section 5. Adjustment of Grievances:** The School District and the teacher shall attempt to adjust all grievances that may arise during the course of employment of a teacher in the following manner:

**Subd. 1. Level I:** If the grievance is not resolved through informal discussion with the teacher’s Building Principal, the Principal shall prepare a written decision on the grievance within 5 days after receipt of the written grievance. A copy of the decision shall be sent to the teacher and the Union.

**Subd. 2. Level II:** In the event the grievance is not resolved at Level I, the resulting decision may be appealed by the Union to the Superintendent or designee, provided, such appeal is made in writing within 5 days after receipt of the decision at Level I. If a grievance is properly appealed, the Superintendent or designee shall set a time to hear the grievance within 7 days, and within 5 days after the hearing, the Superintendent or designee shall issue a decision in writing to the Union.

**Subd. 3. Level III:** In the event the teacher and the Superintendent or designee are unable to resolve a grievance, the grievance may be submitted to binding arbitration.

**Section 6. School Board Review:** The School Board reserved the right to review any decision issued at Level I or Level II of this procedure, provided, the School Board or its representative notifies the Union of its intention to review the decision within 10 days after the decision has been issued. In the event the School Board reviews the decision under the provisions of this Section, the School Board reserves the right to reverse or modify such decision.

**Section 7. Arbitration Procedures:** A request for arbitration must be filed in writing, and signed by the Union. Such request must be submitted within ten (10) days following the decision at Level III of the grievance procedure.

**Subd. 1. Selection of Arbitrator:** The arbitration request shall be referred to an arbitrator chosen from a panel of five (5) permanent neutral members previously mutually selected by the Union and the School District.

**Subd. 2. Hearing:** The Arbitrator shall hear the grievance and both parties may be represented by such person or persons as they may choose and designate. Unless the parties stipulate the issue, each party will submit a written statement of the issue at the outset of the arbitration hearing. 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 issue(s) before the Arbitrator. The proceeding before the Arbitrator shall be a hearing denovo.

**Subd. 3. Decision:** The decision of the Arbitrator shall be issued within 15 days after the close of the hearing. Decision, in cases properly before the Arbitrator, shall be final and binding upon the parties, subject to the limitations of arbitration decisions as provided by the PELRA.

**Subd. 4. Expenses:** Each party shall bear its own expenses in connection with the 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 of the hearing shall be made at the request of either party. The party requesting the transcript shall bear all expenses for said transcript. The fees and expenses for the neutral arbitrator's services shall be borne equally by the Union and the District and each party will be responsible for compensating its own representative and witnesses.

**Subd. 5. Jurisdiction:** The Arbitrator shall have jurisdiction over grievances properly before the Arbitrator pursuant to the terms of the 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 the 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 arbitration 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 discretion and number of personnel. In considering any issue in dispute, the Arbitrator shall give due consideration to the statutory rights and obligation of the School District to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

**Subd. 6. Election of Remedies and Waiver:** This subdivision shall not be effective in any situation in which its application would be considered unlawful retaliation or reprisal. 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 procedure as outlined here, the teacher shall waive the right to initiate a grievance pursuant to this Article or, if a grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived.

## **Article XV**

### **Teacher Severance Plans/TSA**

**Section 1: Eligibility:** The following eligibility criteria applies to Severance Plan I and Severance Plan II.

**Subd. 1.** Full-time teachers, as defined in Article 1, Section 3, Subd. 4, who have completed at least 15 years of service, the last 5 years of which have been continuous with the School District and whose age and years of service with the District add up to 70, shall be eligible for a severance payment, pursuant to the provisions of this Article. This Severance Plan shall not apply to any teacher who has been discharged for cause by the District.

**Subd. 2.** Leaves of Absence: Time spent on approved leaves of absence, as provided in Article XI, Sections 1, 2, or unpaid leaves for maternity related purposes, and Extended Leaves of Absence shall be included in the calculation of years of continuous service.

**Subd. 3.** Determination of Age: For purposes of this Article, the school year shall be defined as beginning on July 1 of one year and ending on June 30 of the year following.



**Subd. 4.** The following terms and conditions will apply to teacher retirements during the 2023-2024 and 2024-2025 school years for teachers who qualify for Severance Plan I or Severance Plan II.

- A. Retirements will be accepted, effective either; a) at the end of the day on a semester or trimester break, or b) at the end of the day on the last duty day of the school year;
- B. Teachers intending to retire during the school year, in accordance with Article XV, Section 1, Subdivision 4.A, must submit written notice of intent to retire at least 45 days prior to the requested date of retirement, and;
- C. Teachers intending to retire effective the end of the day on the last duty day of the school year, must submit notice in accordance with Article XV, Section 3.

**Section 2. Insurance:** The following criteria regarding insurance participation applies to both Severance Plan I and Severance Plan II. Teachers who terminate their employment prior to qualification for Medicare, shall be eligible to participate in the group health and hospitalization plan established by Article VII, Section 2 of the Teachers' Master Agreement.

**Subd. 1.** Such teachers shall pay the full monthly premiums of such insurance plans in which they are to participate.

**Subd. 2.** Said teacher's eligibility for participation in the group health and hospitalization plans as defined in this Article shall cease upon qualification for Medicare.

**Section 3. Application and reimbursement:** The following criteria regarding application and reimbursement applies to both Severance Plan I and Severance Plan II. To be eligible for the benefits of this article a teacher must submit a written request for severance pay and the employee's written notice of intention to resign prior to February 15 of the school year at the end of which severance will take place. Actual written resignation must be received no later than March 15 and be accepted by the School Board. Effective July 1, 2024, an employee's written notice of intention to resign must be submitted prior to January 15 of the school year at the end of which severance will take place. Actual written resignation must be received no later than February 15 and be accepted by the School Board.

**Section 4. Part-time Teaching Option:** The following criteria regarding part-time teaching option applies to both Severance Plan I and Severance Plan II. The School District, at its sole discretion, may grant a part-time teaching option to a teacher in accordance with 1979 Session Laws of the State of Minnesota.

#### **Tax-Sheltered Annuity Matching Program**

**Section 1. Match Option for Teachers hired before July 1, 1991:** Teachers hired before July 1, 1991 may participate in the District's Matching plan beginning in January 2002. The District will match up to two thousand Dollars (\$2000.00) annually. If any employee defers an annual amount that is less than the amount the district would match the District will then match the employee's lower amount. If an employee fails to defer any money on an annual basis, the district will not contribute any compensation to the employee's 403b fund that year. The employee may defer additional amounts of their compensation to the 403b Deferred Compensation Plan or in any other TSAs of their choosing as permissible by law.

**Section 2. Match Option for Teachers after July 1, 1991:** The District will match each teacher eligible for this plan up to one thousand dollars (\$1000.00) annually in their first (1<sup>st</sup>) through 10<sup>th</sup> years of service; up to one thousand five hundred dollars (\$1,500.00) annually in their 11<sup>th</sup> through 17<sup>th</sup> years of service; and up to two thousand five hundred (\$2,500) in their 18<sup>th</sup> year of service and beyond. If any employee defers an annual amount that is less than the amount the district would match will then match the employee's lower amount. If an employee fails to defer any money on an annual basis, the district will not contribute any compensation to the employee's 403b fund that year. The employee may defer additional amounts of their compensation to the 403b Deferred Compensation Plan or in any other TSAs of their choosing as permissible by law.

#### **Severance Plan I**

**Section 1. Eligibility:** This Severance Plan replaces the previous severance plan and shall begin at the end of the 2001-2002 school year, to teachers hired before July 1, 1991.

**Section 2. Basis of Severance Payment:** A teacher, upon retirement, shall be eligible to receive a severance payment which shall be equal to 5 days of the teacher's base salary rate for each full year of full-time continuous service to the School District, not to exceed a total of 128 days' pay.

**Subd. 1. Base Daily Salary Rate:** The base daily salary rate shall be determined by dividing the teacher's basic Salary Schedule compensation to Schedule A or Schedule B of this Agreement, including any Career Increment, for which the teacher is eligible during the last full year of service prior to retirement, by the number of duty days as defined in Article IX, Section 1. Additional compensation for extra-curricular assignments, extended time assignments, or any other assignments shall not be included when determining the base daily salary rate.

**Section 3. Payment:** Upon retirement, a teacher shall receive a severance allowance of a maximum of one hundred twenty eight (128) days pay, minus the District's TSA match contributions, up to \$22,500, in two equal payments on or about June 30 and on or about January 15 of the year following retirement. The District will contribute an amount equal to the value of the retiring teacher's severance payments directly into the retiree's 403B account, with this account being wholly and solely funded by this payment. The retiree will not receive any direct payment from the District for severance pay. The District's annual contribution into the retiree's 403B account must not exceed the IRS annual contribution limit. The District will only make contributions to accounts with investment vendors that have current hold harmless District.

**Subd. 1. Deductions:** Deductions shall be made from the severance payment(s) only as required by law.

**Subd. 2. Beneficiary:** If the teacher dies after the effective date of retirement but before the total severance payment has been received, the balance due shall be paid to a named beneficiary or, lacking same, to the estate of the deceased.

**Section 4. Insurance:**

**Subd. 1.** Upon severing employment, the number of days of unused paid absence leave the teacher has shall be used in calculating the District's contribution to the group health and hospitalization plan.

**Subd. 2.** The value of each of the days of unused paid absence leave shall be equal to the base daily salary rate as defined in Sec. 2. Subd. 1 of this Article. The maximum amount of money the District shall contribute to any teacher's account is one hundred and twenty one days pay (121) to a maximum of \$41,347.

**Subd. 3.** Upon severing employment, each teacher shall designate whether they want employee or family health and hospitalization coverage. The District will pay the full monthly dollar amount for the coverage chosen on the group health and hospitalization premium until the District's insurance contribution is exhausted or the teacher qualifies for Medicare, whichever comes first. If the teacher's insurance money is exhausted before the teacher qualifies for Medicare and the teacher chooses to continue said coverage, the teacher shall be responsible for making those premium payments. Any amount left in the teacher's account after qualifying for Medicare reverts to the District.

**Severance Plan II**

**Section 1. Eligibility:** This Severance Plan shall begin in January 2002, for teachers hired after July 1, 1991.

**Section 2. Payment:** Upon retirement, a teacher shall receive a severance allowance of twenty two thousand five hundred dollars (\$22,500.00), minus the District's TSA match contributions, up to \$22,500, in two equal payments on or about June 30 and on or about January 15 of the year following retirement. The District will contribute an amount equal to the value of the retiring teacher's severance payments directly into the retiree's 403B account, with this account being wholly and solely funded by this payment. The retiree will not receive any direct payment from the District for severance pay. The District's annual contribution into the retiree's 403B account must not exceed the IRS annual contribution limit. The District will only make contributions to accounts with investment vendors that have current hold harmless agreements on file with the District.

**Subd. 1. Deductions:** Deductions shall be made from the severance payment(s) only as required by law.

**Subd. 2. Beneficiary:** If the teacher dies after the effective date of retirement but before the total severance payment has been received, the balance due shall be paid to a named beneficiary or, lacking same, to the estate of the deceased.

## Article XVI

### Nurses

**Section 1.** All the provisions of the Teachers' master Agreement shall apply to eligible certified public school nurses except for the following: Article VIII – Hours of Service

**Section 2. Lead Nurses:** Lead Nurses shall be appointed by the School District. A nurse appointed to the job classification of Lead Nurse shall be compensated at the rate of \$4375 per work year for the assignment.

**Section 3. Hours of Employment:**

**Subd. 1. Normal Work Day:** The normal workday for full-time nurses shall consist of 7.5 hours. During the normal workday, a duty-free lunch shall be scheduled at a time and place approved by the nurse and nurses' supervisor. During the duty-free lunch, if a situation occurs in which the nurse is required to provide immediate medical attention, the nurse shall receive the hourly voucher rate of pay.

**Subd.2. Part-time and Temporary Nurses:** The School District reserves the right to employ and schedule work for part-time and temporary nurses as it deems necessary to meet the needs of the school nursing program.

**Subd.3. Additional Activities:** Nurses may, in addition to their normal workday, be responsible to participate in a reasonable amount of school-related activities such as conferences, open house, and other similar activities.

**Section 4. Retirement:**

**Subd. 1. Contribution:** The School District shall make PERA and/or TRA and FICA retirement contributions on behalf of eligible nurses in accordance with State and Federal law.

**Section 5. Collapsed Classroom:** An LSN will receive the daily teacher sub rate in addition to their regular daily rate if the following occurs in a building that the LSN is responsible for serving: a full-time Health Aide or Health Care Specialist submits a request to the District for a substitute; the District is unable to find a substitute; and the LSN is required to work as a substitute for the full-time Health Aide or Health Care Specialist for more than fifteen (15) hours in a calendar month.

## Article XVII

### Public Obligation

**Section 1. No Strike:** The exclusive representative agrees that at no time prior to July 1, 2025 will either the exclusive representative or any person acting on its behalf, or any individual employee, engage in any strike, including sympathy strikes or unfair labor practice as defined by the PELRA.

**Section 2. No Lockout:** In consideration hereof, the School District agrees that it will not engage in any lock out of members of the bargaining unit during the period covered by the no strike agreement.

**Section 3. Procedure:** The parties agree that procedures affecting this Article are provided by the PELRA and, therefore, shall not be subject to the grievance or arbitration procedure.

## Article XVIII

### Discipline

**Section 1. Discipline:** The following disciplinary actions may be imposed by the District for just cause.

1. verbal reprimand;
2. written reprimand;
3. withholding of increment;
4. suspension without pay; and
5. dismissal in accordance with Minnesota Statutes.

**Section 2. Disciplinary Meeting:** Normally, disciplinary action taken pursuant to this Article shall be administered at a meeting called for such purpose. The teacher shall receive written or oral notice of the meeting and except in the case of an oral reprimand, shall be entitled to Union representation. When warranted, disciplinary action may be taken immediately by the School District.

**Section 3. Notice:** Except in the case of an oral reprimand, the affected teacher and the Union shall be provided a written copy of the disciplinary action imposed. The teacher may elect in writing not to have notice of such disciplinary action provided to the Union.

**Section 4. Grievance Procedure:** Except as otherwise provided in this Article or by statute, a disciplinary action taken pursuant to this Article may be appealed through the grievance procedure as set forth in Article XIV of this Agreement. Oral reprimand shall not be subject to the grievance procedure. Written reprimands, under normal circumstances, shall be presented to a teacher in person at a meeting called for this purpose. The teacher shall be requested to sign a copy of the reprimand with the understanding that the teacher has read the reprimand, but not that the teacher necessarily agrees with its content or accuracy. If the teacher refuses to sign the reprimand, it may be placed in the teacher's personnel file by the School District with a notation indicating the date the meeting was held to review the reprimand and the fact that the teacher refused to sign the copy placed in the file. The teacher shall be afforded up to fourteen (14) calendar days to respond in writing to the reprimand and the teacher's response shall be attached to the file copy of the reprimand.

**Section 5. Teacher Dismissal:** Procedures governing teacher dismissal are those provided under Minnesota Statute 122A.40, as amended. Nothing in this Article shall limit the right or obligation of the parties with respect to Minnesota law.

**Article XIX**  
**Early Childhood Family Education**  
**Preschool Teachers**

**Section 1. Salary:** ECFE/Preschool teachers shall be paid on a pro-rata basis from the regular teacher salary schedules (Salary Schedule A and Salary Schedule B) of this master agreement.

**Subd. 1 Workshop:** ECFE/Preschool teachers shall be compensated on a prorated basis (based on K-12 teachers extra duty days beyond student contact) for attendance at required workshops.

**Subd. 2 Subbing:** ECFE/Preschool teachers subbing for another ECFE/Preschool teacher's class will be paid at the rate of \$50 per hour/period for student contact time, supervisory time and other prep time.

**Section 2. Group Insurance:** ECFE/Preschool teachers shall be eligible for District group insurance premium contributions as provided in Article VII of this master agreement. Part time ECFE/Preschool teachers may individually elect to participate in the group insurance programs and receive prorated District contributions toward the individual health, hospitalization, and major medical premium as provided in Article VII of this master agreement.

**Section 3. Paid Absence Leave:** Beginning July 1, 1990, ECFE/Preschool teachers shall accumulate paid absence leave (Article X), prorated based upon hours worked.

**Section 4. Additional Duties:**

**Subd. 1 Additional Required Duties:** ECFE/Preschool teachers may be assigned by the Early Childhood Family Services Manager to additional duties in excess of their FTE. These duties include but are not limited to; ECFE/Preschool meetings, open house, curriculum development, and assigned staff development. ECFE/Preschool teachers will be paid at their hourly rate for such activities and/or meetings if requested or approved by the Early Childhood Family Services Manager. Preschool teachers shall be required to participate in one Open House activity per school year (not to exceed 2 hours in length). If there is no Open House at a preschool teacher's site, they will participate in one PAC night (not to exceed 2 hours in length).

**Subd. 2 Additional Training Activities:** ECFE/Preschool teachers who choose to provide training beyond their FTE to teachers internally or colleagues externally as requested by the Early Childhood Family Services Manager shall be paid at the rate of \$32.00 per hour in year 2023-2024 and 2024-2025. Training that is not requested/approved by the Early Childhood Family Services Manager will not be allowed as a program expense.

**Section 5. Emergency Closing:** See, Article IX, Section 3.

**Section 6. Hours of Service**

**Subd. 1 Student Contact Time:** Student contact time shall be defined as the time spent teaching a class as scheduled.

**Subd. 2 Preparation Time:** Preparation time shall be defined as a block of time for the teacher to prepare for their teaching assignment. ECFE/Preschool teachers shall receive preparation time in proportion to contact time in the same proportion as K-12 teachers.

**Subd. 3 Supervisory Duties:** Supervisory time shall be defined as a block of time on site where direct teaching does not take place, but students/parents/guardians are arriving and dismissing. ECFE/Preschool teachers shall have supervisory time assigned in proportion to contact time in the same proportion as K-12 teachers.

**Subd. 4 On Site Prep Time:** On site prep time shall be defined as time on site for additional preparation (e.g. set up/take down). ECFE/Preschool teachers shall have on site prep time in proportion to contact time in the same proportion as K-12 teachers.

**Section 7. Teaching Assignments:** The purpose of this section is to provide a smooth and efficient procedure for assignment of teachers for the next school year. The following language shall determine the placement of teachers for the next year's assignments:

**Subd. 1. Eligibility:** Mandatory and Voluntary Bidders shall participate in person or by proxy in this bidding process. ECFE/Preschool teachers who fail to participate in person or by proxy in the bidding process shall lose their right to employment in the next school year. ECFE/Preschool teachers who do not have a change in their teaching assignment do not need to participate in the arena.

**Subd. 2. ECFE/Preschool Arena Posting and Timelines:** The District shall, during the month of May each year, provide a list of class offerings to be taught the next school year including the day, time, and location when possible. The District shall also establish an "ECFE/Preschool Arena" and set the date and location where all eligible ECFE/Preschool teachers shall come together to bid on positions for the next school year.

**Subd. 3. Position:** A position is a class or series of administratively grouped classes (hereafter "a group") for which the ECFE/Preschool teacher holds the appropriate license(s). The teacher shall own the class or group which they acquire through the bidding process. In the event of an unusual circumstance, an ECFE/Preschool teacher who requests to drop FTE hours after July 1<sup>st</sup> of any given year may do so only with the consent of the Early Childhood Family Services Manager. FTE that is dropped after bidding will not be retained for bidding seniority purposes for the next year. Teachers will only be able to bid up to a 1.0 FTE. If hours are granted beyond a 1.0 FTE during the program year, those hours will be considered temporary and will not be added to entitlement. If a teacher possesses an Outreach position, in addition to classes, the Outreach position will be an owned position unless hours of that Outreach position change, are eliminated, or the teacher decides to give up the position..

**Subd. 4. Availability:** A class or group shall be available and eligible to be bid upon by other ECFE/Preschool teachers if the class or group has not been acquired through the bidding process. Prior to external posting and after offering to other eligible ECFE/Preschool teachers, classes may be offered to District preschool teachers based on seniority and licensure.

**Subd. 5. Reclaiming and Bidding Procedure:** Positions that were bid on during the previous year's bidding process and have not changed, are owned positions. ECFE/Preschool teachers shall by order of seniority, holding an appropriate teaching license, bid upon a teaching position for the next school year through the following process;

**A. Arena Bidding.** All ECFE/Preschool teachers will own their position as defined in Subd. 3 of this section. The intent of Arena bidding shall be to have ECFE/Preschool teachers, on the basis of seniority, acquire classes or groups that will bring them up to the FTE they held in the previous year. This round shall also include any continuing contract teachers on layoff with rights to recall. If the number of classes available for the next school year is greater than the number needed for all eligible teachers to reclaim their FTE, then in order of seniority teachers participating in the Arena Bidding may add a class(es) or a group up to the FTE hours per week maximum for a full time position, as long as a less senior teacher will not be displaced. If the number of classes available for the next school year is not sufficient to allow all eligible teachers to reclaim their hours, any less senior teachers shall be placed on layoff. If a teacher voluntarily chooses not to reclaim available hours they shall not be considered placed on layoff and therefore will not have recall rights pursuant to Section 4. If the number of classes available does not allow all eligible teachers to add a class, Arena Bidding ends. If classes remain after every eligible teacher has added a class, then a second round of the Arena Bidding process will be conducted.

**B. Arena Bidding Round Two.** Teachers with less than full-time FTE hours per week may participate in Arena Bidding, Round Two until they reach full time status-per week. Teachers with current status beyond 1.0 FTE may participate in this round to drop a class, group completely, or to drop a class or group and pick up a class or group of equal amount of time. Current teachers beyond a 1.0 FTE must only bid up to or below their current FTE. Beginning with the most senior participating teacher, each teacher, in order of seniority, may add one (1) class or group up to maximum for a full time position. If the number of classes available does not allow all eligible teachers to add a class, this round ends. If classes remain after every eligible teacher has added a class, then a third round to the Arena Bidding process will be conducted. This process will be repeated until all eligible teachers have passed.

**Subd. 6. Canceled Classes:** If a contracted ECFE/Preschool teacher's assigned class(es) is canceled, the teacher shall have the right to choose from any available classes for which the teacher holds the appropriate license. If there are no available classes that fit into the teacher's existing position (day/time/location) then the District will determine their work assignment (displacing the least senior ECFE/Preschool teacher or assignment of other ECFE/Preschool duties) to fulfill their FTE and so as not to reduce their compensation.

**Section 8.** The District reserves the right to assign one (1) night/class to ECFE teachers if there are no qualified applicants. Night classes are defined as classes beginning at 5:00 pm or later, Saturdays, or an Outreach position with required night classes/PAC nights built into the position, not including home visits.

**Section 9.** Any ECFE/Preschool teacher who is willing to take an additional night or Saturday class may do so.

## **Article XX**

### **Building Leadership Teams**

**Section 1. Building Leadership Teams:** The District and the Union acknowledge that there is no request or agreement to enter into a school site decision-making agreement pursuant to M.S. § 123B.04, and therefore the specific provisions of the statute do not apply

**Section 2. Building Leadership Teams:** Building Leadership Teams roles and responsibilities shall be as mutually agreed by the District and the Union and as jointly communicated by the Superintendent or designee and the President of the Union.

**Section 3. District Building Leadership Team Information:** Building Leadership Teams shall share information at meetings as scheduled and directed by the District.

## **Article XXI**

### **Duration**

**Section 1. Term and Reopening Negotiations:** This Agreement shall remain in full force and effect for a period commencing on July 1, 2023 unless provided otherwise herein, through June 30, 2025. If either party desires to modify or terminate this Agreement commencing on July 1, 2023 it shall give written notice of such intent no later than April 1, 2025.

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

**Section 3. Finality:** Any matters relating to the current Agreement, whether or not referred to in this Agreement shall not be open for negotiations during the term of this Agreement, provided, the School District and the Union may mutually agree to amend the Agreement during its term.

**Section 4. Individual Contracts:** The initial employment of a teacher in the District shall be by written contract, signed by the teacher and by the School Board. All subsequent employment shall be by notice of assignment and salary, provided, however, that nothing in this Section shall be construed to deprive a teacher of the right to resign pursuant to Minn. Stat. 122A.40, subd. 7.

**Subd. 1. Initial Employment:** Each teacher upon initial employment in a position that requires licensure by the Minnesota Department of Education shall receive a written contract, signed by the teacher and the chairman and the clerk of the School Board. This Agreement shall be subject to and consistent with the provisions of this Master Agreement and shall be continuing.

**Subd. 2. Changes in Assignment:** No changes in the teacher's annual assignment may be proposed after the issuance of notice of assignment without the consent of the teacher.

**Subd. 3. Additional Assignments:**

- A. Additional assignments shall be made by written contract and consistent with this Master Agreement.
- B. Vacancies for additional assignments shall be posted in each building in the district for at least two weeks before they are filled so that interested and qualified teachers may apply

**Subd. 4. Subsequent Employment:** After initial employment, the School District shall give written notification to each teacher in the bargaining unit of the teacher's assignment and salary for the forthcoming school year. Such notification shall be by the form provided in Attachment II, and shall be given to the teacher no later than October 1. In the event it is a bargaining year and no agreement has been reached, the School District shall reissue notices of assignment with the new salary amounts within 30 days of ratification of the new Master Agreement by both the Union and the School District.

**Section 5. 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.

**END OF MASTER AGREEMENT**

**Salary Schedule A**  
**2023-2024**

STEP	BA00	BA15	BA30	BA45	BA60	MA00	MA15	MA30	MA45	Spec/Doc
A										
B										
C										
D	49,698	51,988	53,877	55,619	58,395	58,395	60,319	62,055	63,900	65,400
E	51,539	53,929	55,833	57,741	60,825	60,825	62,876	64,689	66,516	68,016
F	53,405	55,903	57,895	59,938	63,312	63,312	65,437	67,302	68,754	70,254
G	55,270	57,879	59,959	62,148	66,343	66,343	68,614	70,566	72,646	74,146
H	57,674	60,392	62,939	65,301	72,777	72,777	75,090	77,333	79,764	81,264
I	62,856	65,692	68,351	70,812	78,622	78,622	81,033	83,391	85,914	87,414
J	62,856	65,692	68,351	70,812	78,622	78,622	81,033	83,391	85,914	87,414
K	62,856	65,692	68,351	70,812	78,622	78,622	81,033	83,391	85,914	87,414
L	66,437	69,270	71,930	74,389	82,187	82,187	84,600	86,940	89,474	90,974
M	66,437	69,270	71,930	74,389	82,187	82,187	84,600	86,940	89,474	90,974
N	66,437	69,270	71,930	74,389	82,187	82,187	84,600	86,940	89,474	90,974
O	69,340	72,172	74,830	77,294	85,089	85,089	87,502	89,840	92,377	93,877
P	69,340	72,172	74,830	77,294	85,089	85,089	87,502	89,840	92,377	93,877
Q	69,340	72,172	74,830	77,294	85,089	85,089	87,502	89,840	92,377	93,877
R	74,107	76,973	79,666	82,159	90,052	90,052	92,495	94,864	97,431	98,931

**Salary Schedule A**  
**2023-2024**

**Teachers hired on or after 7/1/2020**

STEP	BA00	BA15	BA30	BA45	BA60	MA00	MA15	MA30	MA45	Spec/Doc
A										
B										
C										
D	49,698	51,988	53,877	55,619	58,395	58,395	60,319	62,055	63,900	65,400
E	51,539	53,929	55,833	57,741	60,825	60,825	62,876	64,689	66,516	68,016
F	53,405	55,903	57,895	59,938	63,312	63,312	65,437	67,302	68,754	70,254
G	55,270	57,879	59,959	62,148	66,343	66,343	68,614	70,566	72,646	74,146
H	57,674	60,392	62,939	65,301	72,777	72,777	75,090	77,333	79,764	81,264
I	62,856	65,692	68,351	70,812	78,622	78,622	81,033	83,391	85,914	87,414
J		65,692	68,351	70,812	78,622	78,622	81,033	83,391	85,914	87,414
K		65,692	68,351	70,812	78,622	78,622	81,033	83,391	85,914	87,414
L		69,270	71,930	74,389	82,187	82,187	84,600	86,940	89,474	90,974
M			71,930	74,389	82,187	82,187	84,600	86,940	89,474	90,974
N			71,930	74,389	82,187	82,187	84,600	86,940	89,474	90,974
O			74,830	77,294	85,089	85,089	87,502	89,840	92,377	93,877
P				77,294	85,089	85,089	87,502	89,840	92,377	93,877
Q				77,294	85,089	85,089	87,502	89,840	92,377	93,877
R					90,052	90,052	92,495	94,864	97,431	98,931



**Salary Schedule B**  
**2024-2025**

STEP	BA00	BA15	BA30	BA45	BA60	MA00	MA15	MA30	MA45	Spec/Doc
A										
B										
C										
D	52,679	55,107	57,109	58,956	61,898	61,898	63,939	65,778	67,734	69,324
E	54,632	57,165	59,183	61,205	64,475	64,475	66,649	68,571	70,507	72,097
F	56,609	59,257	61,369	63,534	67,111	67,111	69,363	71,340	72,879	74,469
G	58,586	61,352	63,557	65,877	70,324	70,324	72,731	74,800	77,005	78,595
H	61,135	64,015	66,715	69,219	77,143	77,143	79,595	81,972	84,550	86,140
I	66,628	69,634	72,452	75,061	83,339	83,339	85,895	88,394	91,069	92,659
J	66,628	69,634	72,452	75,061	83,339	83,339	85,895	88,394	91,069	92,659
K	66,628	69,634	72,452	75,061	83,339	83,339	85,895	88,394	91,069	92,659
L	70,423	73,426	76,246	78,853	87,118	87,118	89,676	92,156	94,842	96,432
M	70,423	73,426	76,246	78,853	87,118	87,118	89,676	92,156	94,842	96,432
N	70,423	73,426	76,246	78,853	87,118	87,118	89,676	92,156	94,842	96,432
O	73,500	76,502	79,320	81,931	90,194	90,194	92,752	95,231	97,920	99,510
P	73,500	76,502	79,320	81,931	90,194	90,194	92,752	95,231	97,920	99,510
Q	73,500	76,502	79,320	81,931	90,194	90,194	92,752	95,231	97,920	99,510
R	78,554	81,592	84,446	87,089	95,455	95,455	98,045	100,556	103,277	104,867

**Salary Schedule B**  
**2024-2025**

**Teachers hired on or after 7/1/2020**

STEP	BA00	BA15	BA30	BA45	BA60	MA00	MA15	MA30	MA45	Spec/Doc
A										
B										
C										
D	52,679	55,107	57,109	58,956	61,898	61,898	63,939	65,778	67,734	69,324
E	54,632	57,165	59,183	61,205	64,475	64,475	66,649	68,571	70,507	72,097
F	56,609	59,257	61,369	63,534	67,111	67,111	69,363	71,340	72,879	74,469
G	58,586	61,352	63,557	65,877	70,324	70,324	72,731	74,800	77,005	78,595
H	61,135	64,015	66,715	69,219	77,143	77,143	79,595	81,972	84,550	86,140
I	66,628	69,634	72,452	75,061	83,339	83,339	85,895	88,394	91,069	92,659
J		69,634	72,452	75,061	83,339	83,339	85,895	88,394	91,069	92,659
K		69,634	72,452	75,061	83,339	83,339	85,895	88,394	91,069	92,659
L		73,426	76,246	78,853	87,118	87,118	89,676	92,156	94,842	96,432
M			76,246	78,853	87,118	87,118	89,676	92,156	94,842	96,432
N			76,246	78,853	87,118	87,118	89,676	92,156	94,842	96,432
O			79,320	81,931	90,194	90,194	92,752	95,231	97,920	99,510
P				81,931	90,194	90,194	92,752	95,231	97,920	99,510
Q				81,931	90,194	90,194	92,752	95,231	97,920	99,510
R					95,455	95,455	98,045	100,556	103,277	104,867

## Extra Curricular Schedule C 2023-2025

The compensation for extra-curricular assignments shall be based upon the total points for an employee in an assignment, as calculated by the formula described herein.

Compensation for Schedule C assignments shall be the number of total points for the employee in the assignment multiplied by one hundred forty-two dollars (\$142) per point in 2023-2025. A position's inclusion on Schedule C does not ensure that it will exist in any given school year. The position's existence is determined by district or building allocation of funds through the budgeting process. Positions listed below could be offered at either High School (HS) or Middle School (MS) level unless specifically designated.

### I. ATHLETICS

	<u>Position</u>	<u>BasePoints</u>
Baseball - Boys	Head Coach - HS	35
	Assistant Coach - HS	26
	9 <sup>th</sup> Grade Coach	20
Basketball-Boys & Girls	Head Coach - HS	46
	Assistant Coach - HS	34
	9 <sup>th</sup> Grade Coach	29
Adapted Bowling	Head Coach	10
	Assistant Coach	6
Dance Team - HS	Head Coach	27
	Assistant Coach	17
Football - Boys	Head Coach - HS	44
	Assistant Coach - HS	31
	9 <sup>th</sup> Grade Coach	26
Gymnastics - Girls	Head Coach - HS	37
	Assistant Coach - HS	29
Golf - Boys & Girls	Head Coach - HS	27
	Assistant Coach	20
Hockey-Boys & Girls	Head Coach - HS	44
	Assistant Coach - HS	32
Adapted Floor Hockey	Head Coach	27
	Assistant Coach	17
Lacrosse-Boys & Girls	Head Coach - HS	27
	Assistant Coach - HS	21
Nordic Skiing	Head Coach - HS	34
	Assistant Coach - HS	22
Alpine Skiing	Head Coach - HS	36
	Assistant Coach - HS	22
X- Country-Boys & Girls	Head Coach	30
	Assistant Coach	20
X-Country-Boys & Girls	Head Coach - HS	35
	Assistant Coach - HS	25
Soccer-Boys & Girls	9 <sup>th</sup> Grade Head Coach	19
	Head Coach - HS	27
	Assistant Coach - HS	17
Softball - Girls	Head Coach - HS	35
	Assistant Coach - HS	26
	9 <sup>th</sup> Grade Coach	20
Adaptive Softball	Head Coach	27
	Assistant Coach	17
Swimming-Boys & Girls	Head Coach - HS	41
	Assistant Coach - HS	32
Tennis-Boys & Girls	Head Coach - HS	27
	Assistant Coach - HS	21
Track- Boys & Girls	Head Coach - HS	37
	Assistant Coach - HS	28
Ultimate Frisbee	Head Coach	15
	Assistant Coach	6
Volleyball - Boys & Girls	Head Coach - HS	34
	Assistant Coach - HS	25
	9 <sup>th</sup> Grade Head Coach	19
Wrestling - Boys	Head Coach - HS	40
	Assistant Coach - HS	32
	9 <sup>th</sup> Grade Coach	20

### II. FINE ARTS

	<u>Position</u>	<u>Base Points</u>
Instrumental/Vocal	Director-HS	30
	Director-MS	12
	Assistant Director-MS	8
Pep Band	Director - HS	14
	Director	10
Elem Instrumental	Director	12
	Director-HS	8
Select Ensemble	Director- MS	7
	Director	15
Marching Band	Assistant Director	10
	Director	15
Summer Marching Band	Assistant Director	10
	Director	15
Fall Marching Band	Assistant Director	10
	Director - HS	21
One Act Play	Assistant Director - HS	14
	Carpenter/Tech Director	10
Major Plays	Director - MS	14
	Director - HS	29
Musicals - HS	Assistant Director - HS	19
	Technical Director-HS	5
Musicals - MS	Directors - HS	37
	Assistant Director - HS	23
Chamber Theater	Vocal/Director	20
	Choreographer	13
Thespian Society	Orchestra Director	12
	Costumer - HS (Major Plays)	11
Speech/Debate	Carpenter/Art Director	11
	Director	16
Speech/Debate	Vocal/Instrumental Dir	12
	Choreographer	8
Speech/Debate	Costumer	6
	Director	12
Speech/Debate	Advisor	10
	Head Coach - HS	34
Speech/Debate	Assistant Coach - HS	26
	Head Coach - MS	16

### IV. PUBLICATIONS

	<u>Position</u>	<u>Base Points</u>
Newspaper	Advisor - HS	21
	Advisor- MS	18
Yearbook	Advisor- HS	28
	Business Manager - HS	18
Yearbook	Advisor- MS	16
	Asst. Advisor - MS	13
Yearbook	Advisor - ES	7

V. OTHER ACTIVITIES

	<u>Position</u>	<u>Base Points</u>	<u>OTHER ACTIVITIES (Continued)</u>		
Applaud/Royal Excellence	Advisor	15		<u>Position</u>	<u>Base Points</u>
Chess	Advisor-MS	11	SADD	Advisor	5
Competitive/Sideline Cheer	Head Coach	27	School Store	Advisor-HS	15
	Assistant Coach	17	School Store	Advisor-MS	10
Concessions	Coordinator - HS	10	School Store	Advisor-ES	5
Dance line Fall	Advisor	10	Science Olympiad	Advisor-HS	11
Dance line Winter	Advisor	10	Science Olympiad	Advisor-MS	6
DECA/BPA	Advisor	11	Strength/Condition	Coach (season)	32
Homecoming	Advisor - HS	8	Student Council	Advisor	32
Math Team	Advisor	17	Student Council	Advisor-ES	8
Mock Trial	Advisor	12	Transition Link	Advisor-HS	10
NHS	Advisor	16	Transition WEB	Advisor-MS	9
Prom	Advisor - HS	9	Trap Team	Advisor	15
Robotics	Advisor	15	Weight Room	Advisor	30
	Assistant Advisor	10			

**Guidelines used for assigning points for co-curricular salaries**

HEAD COACH/ADVISOR/DIRECTOR:

(Time + Responsibility + Safety + Public Interest + Coaching Licensure/Certification)\* + Service

ASSISTANT COACH/ASSISTANT ADVISOR/ASSISTANT DIRECTOR:

(Time)\* + Service + Coaching Licensure/Certification

\* denotes point values included in "Base Points."

- I. Time - The time required reflects the reasonable expectation for an advisor or coach for preparation, meetings, practices and performances, and has been used for the assignment of points.

<u>HOURS</u>	<u>POINTS</u>	<u>HOURS</u>	<u>POINTS</u>	<u>HOURS</u>	<u>POINTS</u>
7-9	1	163-175	13	319-331	25
29-32	2	176-188	14	332-344	26
33-45	3	189-201	15	345-357	27
46-58	4	202-214	16	358-370	28
59-71	5	215-227	17	371-383	29
72-84	6	228-240	18	384-396	30
85-97	7	241-253	19	397-409	31
98-110	8	254-266	20	410-422	32
111-123	9	267-279	21	423-435	33
124-136	10	280-292	22	436-448	34
137-149	11	293-305	23	449-461	35
150-162	12	306-318	24	462 & Up	36

- II. Responsibility - The scope of planning and supervision that must be furnished by an advisor or a coach for a total program.

A. The number of coaches or advisors being supervised. Middle School positions are not included under a head coach or advisor's responsibility.

<u>Number of Assistants</u>	<u>Points</u>
0	0
1	1
2	2
3	3

B. The scope of planning is measured by responsibility for different levels within a total program such as varsity, junior varsity, 9th grade, etc. A single team or activity utilizing students from various grades is counted as one level.

<u>Level</u>	<u>Points</u>
1	1
2	2
3 or more	3

C. CoEd and Co-op Sports - 3 points (each)

- III. Safety - Safety of students is a routine responsibility for all advisors and coaches. Some activities require special supervision or protection to minimize the possibility for injury. If an activity requires safety concerns on the part of the coach or advisor, additional points may be awarded.

<u>Safety</u>	<u>Points</u>
Routine	0
Some Consideration	1
Serious Consideration	2

- IV. Public Interest - Only available to head coaches and advisors. This is measured by the personal demands on a supervisor from phone calls, requests from the media, and public appearances attributed to an activity. Maximum - 5 points

- V. Service - Years of service as a coach or an advisor will be recognized by an award of additional points according to the table below. A coach or advisor with experience in another district may receive credit up to 4 points for such experience. The points awarded for experience may never exceed the points awarded for time spent with an activity.

For both the 2023-2024 and 2024-2025 school years, the experience points for any employee paid for an extra-curricular assignment under this formula shall reflect earned experience credit. In the event of a dispute over the experience points awarded to any employee in any activity, it shall be the responsibility of the employee to provide certified evidence of any prior related work experience. To qualify for experience points, prior related work experience points must be as a licensed teacher in a school district program. The experience points for any employee paid for an extra-curricular assignment under this formula shall reflect the experience credit earned prior to each assigned year.

<u>Experience</u>	<u>Points</u>
0	0
1 year	1
2-3 years	2
4-6 years	3
7-10 years	4
11-15 years	5
16 - 19 years	6
20+ years	7

VI. Coaching Licensure/Certification – Only available to assistant coaches and advisors. Assistant coaches/advisors holding current Minnesota Coaching Licensure from the Minnesota Department of Education or current recognized alternative certification (e.g. NFICEP) will be awarded one (1) additional point.

**Memorandum of Agreement**  
**Adult Basic Education/ Credit Recovery/ Homebound Teachers**  
**(Article VI, Section 1)**

It is hereby agreed between the South Washington County School District 833 (hereafter "District") and the United Teachers of South Washington County (hereafter "Union") as follows:

**Section 1.** Effective July 1, 2023 , Community Education teachers teaching credit classes (Adult Basic Education/Credit Recovery), and homebound teachers, who are members of the teachers' bargaining unit, shall be compensated using the following schedule:.

July 1, 2023 – June 30, 2024

Step A: \$31.00  
Step B: \$32.20  
Step C: \$33.40  
Step D: \$34.50  
Step E: \$35.80

July 1, 2024 – June 30, 2025

Step A: \$31.93  
Step B: \$33.17  
Step C: \$34.40  
Step D: \$35.64  
Step E: \$36.87

**Section 2.** Community Education teachers teaching credit classes (Adult Basic Education/Credit Recovery), and homebound teachers, who are members of the teachers' bargaining unit, shall be paid for a 15-minute preparation period for each hour they are contracted to teach at the agreed upon hourly rate.

**Section 3.** Community Education teachers teaching credit classes (Adult Basic Education/Credit Recovery), and homebound teachers who are members of the teachers' bargaining unit, whose work schedule or assignment meets or exceeds the definition of a full-time teacher (see Article 1, Section 3, Subd. 4) shall be entitled to the following benefits as outlined in the master agreement;

- Article VII – Group Insurance
- Article X – Paid Absence Leave

**Section 4.** Community Education teachers teaching credit classes (Adult Basic Education/Credit Recovery), and homebound teachers may not participate in Article XII of this agreement (Teacher Transfers).

This memorandum of agreement shall expire on June 30, 2025.

**Memorandum of Agreement**  
**Teachers on Special Assignment (TOSA)**

It is hereby agreed between the South Washington County School District 833 (hereafter "District") and the United Teachers of South Washington County (hereafter "Union") as follows:

1. Teachers on Special Assignment (hereafter "TOSA") shall mean those employees who work in a position that requires a teaching license, but whose primary responsibility does not include direct instruction of students. The purpose of TOSA positions shall be to utilize the experience, education and specific skills of individual teachers to perform unique, seasonal and/or support tasks to augment the essential services necessary for the District to accomplish its purpose and mission. The District and the Union shall mutually agree on positions to be classified as a TOSA, and will review annually.
2. The number of TOSA positions shall be determined at the sole discretion of the District.
3. TOSA positions shall be posted, but shall not be filled in accordance with Article XII – Teacher Transfers of the current agreement between the District and the Union. Selection of persons to fill TOSA positions shall be at the sole discretion of the District and the selection of persons to fill TOSA positions shall not be subject to the grievance process as outlined in Article XIV of the current master agreement between the District and the Union.
4. The District reserves the total discretion to grant or to deny the continuance of a teacher in a TOSA position beyond one year.
5. An internal TOSA shall mean a teacher who has completed at least three (3) years of teaching experience in the District and has acquired continuing contract status pursuant to Minn. Stat. §122A.40 in the District. The rights of an internal TOSA shall be as follows:
  - A. Shall be a member of the Union or subject to fair share fee contribution pursuant to Minn. Stat. §179A.06.
  - B. Shall continue to accrue seniority during time of service as an internal TOSA.
  - C. Shall have a right of return to their previous teaching position if their time of service as an internal TOSA is twelve (12) months or less.
  - D. Shall have a right of return to a teaching position if their time of service as an internal TOSA is greater than twelve (12) months.
  - E. All terms and conditions of employment shall be as outlined in the current master agreement between the District and the Union.
  - F. Compensation shall be in accordance with the current master agreement between the District and the Union with additional duties compensated on a pro-rata or stipend basis.
6. An external TOSA shall mean a teacher who is not currently employed in the District or on leave from the District. The rights of an external TOSA shall be as follows:
  - A. Shall be a member of the Union or subject to fair share fee contribution pursuant to Minn. Stat. §179A.06.
  - B. Effective the 2015-16 school year, shall acquire or accrue seniority during time of service as an external TOSA, and will retain applicable continuing contract rights pursuant to Minn. Stat. §122A.40 as acquired.
  - C. Shall have no right of return to any position within the District, though may be placed in a position as required by Minn. Stat. §122A.40.
  - D. All terms and conditions of employment shall be as outlined in the current master agreement between the District and the Union.
  - E. Compensation shall be in accordance with the current master agreement between the District and the Union with additional duties compensated on a pro-rata or stipend basis.

This memorandum of agreement shall expire on June 30, 2025.

**Memorandum of Agreement**  
**Classroom Teachers on Special Assignment (CTOSA)**

It is hereby agreed between the South Washington County School District 833 (hereafter "District") and the United Teachers of South Washington County (hereafter "Union") as follows:

1. Classroom Teachers on Special Assignment (hereafter "CTOSA") shall mean those employees who work in a position that requires a teaching license and also requires additional certification and/or specialized skills and training, whose primary responsibility is direct instruction of students. The purpose of CTOSA positions shall be to utilize the experience, education and specific skills of individual teachers to perform unique tasks to augment the essential services necessary for the District to accomplish its purpose and mission.
2. The District and the Union shall meet and mutually agree on positions to be classified as a CTOSA, and will review annually.
3. The number of CTOSA positions shall not exceed 5% of the total FTE's of the licensed teacher positions in the District or as otherwise mutually agreed.
4. CTOSA positions shall be posted, but shall not be filled in accordance with Article XII – Teacher Transfers of the current agreement between the District and the Union. Selection of persons to fill CTOSA positions shall be at the sole discretion of the District and the selection of persons to fill CTOSA positions shall not be subject to the grievance process as outlined in Article XIV of the current master agreement between the District and the Union.
5. The District reserves the total discretion to grant or to deny the continuance of a teacher in a CTOSA position beyond one year.
6. An internal CTOSA shall mean a teacher who has completed at least one (1) year of teaching experience in the District and has acquired continuing contract status pursuant to Minn. Stat. §122A.40 in the District. The rights of an internal CTOSA shall be as follows:
  - A. Shall be a member of the Union or subject to fair share fee contribution pursuant to Minn. Stat. §179A.06.
  - B. Shall continue to accrue seniority during time of service as a CTOSA.
  - C. Shall have a right of return to their previous teaching position if their time of service as a CTOSA is twelve (12) months or less.
  - D. Shall have a right of return to a teaching position if their time of service as a CTOSA is greater than twelve (12) months.
  - E. All terms and conditions of employment shall be as outlined in the current master agreement between the District and the Union.
7. An external CTOSA shall mean a teacher who is not currently employed in the District or on leave from the District. The rights of an external CTOSA shall be as follows:
  - A. Shall be a member of the licensed teacher bargaining unit.
  - B. Shall acquire or accrue seniority during time of service as a CTOSA and will retain applicable continuing contract rights pursuant to Minn. Stat. §122A.40 as acquired.
  - C. Those who obtain continuing contract rights shall have the right to participate in the Transfer process (see Article XII) unless it would result in a ULA for another continuing contract teacher.
  - D. All terms and conditions of employment shall be as outlined in the current master agreement between the District and the Union.

This memorandum of agreement shall expire on June 30, 2025.

**Memorandum of Agreement**  
**Middle School – Homeroom/Advisory**

*This MOA replaces Article VIII, Section 3. Subd. 6 for the duration of this contract*

It is hereby agreed between the South Washington County Schools, District 833 (hereafter “District”) and the United Teachers of South Washington County (hereafter “Union”) as follows:

1. Homeroom/Advisory programs are an important and essential part of the middle school model, as recognized and recommended by the Middle School Task Force;
2. Current contract language does not allow or provide for a homeroom/advisory program at the middle school level (under the 8 period format);
3. A Building Leadership team may determine the existence, composition and nature of homeroom/advisory program with the parameters that;
  - A. At the Secondary level, supervisory duties shall be defined as lunchroom supervision, monitoring before and after student day, homeroom/advisory supervision, detention, ISS, or other similar duties, but shall not include study halls. Homeroom/Advisory: Building Leadership Teams may determine the existence, composition and nature of a homeroom/advisory format within the parameters of the master agreement language. The length of homeroom/advisory (in minutes) will be determined by the Building Leadership Team. The time spent in homeroom/advisory will be deducted from teacher’s supervisory time. Homerooms may take place three days per week (not to exceed 20 minutes per day). Teachers will not be required to prepare, deliver or assess curricula during homeroom. Homeroom is the place for school business to be communicated and the administration of necessary tasks such as but not limited to: District policy, testing, and information distribution. Advisory may take place two days per week (not to exceed 20 minutes per day). Advisories are a vehicle for creating a more personalized learning environment where all students are well known by at least one adult. It also serves as a way to teach non-curricular concepts that are essential for student success. Advisory and homeroom cannot occur on the same day.

This memorandum of agreement shall expire on June 30, 2025.



**Memorandum of Agreement**  
**High School – Homeroom/Advisory**

*This MOA replaces Article VIII, Section 3. Subd. 6 for the duration of this contract*

It is hereby agreed between the South Washington County Schools, District 833 (hereafter “District”) and the United Teachers of South Washington County (hereafter “Union”) as follows:

1. Homeroom/Advisory programs are an important and essential part of the high school model;
2. Current contract language does not allow or provide for a homeroom/advisory program at the high school level (under the 4 period or 6 period format);
3. The Building Leadership Team may determine the existence, composition and nature of a homeroom/advisory program with the parameters that;
  - A. At the Secondary level, supervisory duties shall be defined as lunchroom supervision, monitoring before and after student day, homeroom/advisory supervision, detention, ISS, or other similar duties, but shall not include study halls, or What I Need (WIN) time. Homeroom/Advisory: The Building Leadership Team may determine the existence, composition and nature of a homeroom/advisory format within the parameters of the master agreement language. The length of homeroom/advisory (in minutes) will be determined by the Building Leadership Team. The time spent in homeroom/advisory will be deducted from teacher’s supervisory time. Homerooms may take place three days per week (not to exceed 240 minutes per month). Teachers will not be required to prepare, deliver or assess curricula during homeroom. Homeroom is the place for school business to be communicated and the administration of necessary tasks such as but not limited to: District policy, testing, and information distribution. Advisory may take place two days per week (not to exceed 160 minutes per month). Advisories are a vehicle for creating a more personalized learning environment where all students are well known by at least one adult. It also serves as a way to teach non-curricular concepts that are essential for student success. Advisory and homeroom cannot occur on the same day.

This memorandum of agreement shall expire on June 30, 2025.

**Memorandum of Agreement**  
**Non-Student Contact Days Defined**

It is hereby agreed between the South Washington County Schools, District 833 (hereafter "District") and the United Teachers of South Washington County (hereafter "Union") as follows:

1. **Professional Development Days (PD)** are district or school planned time. These days may include trainings, meetings, or district-wide events. At the beginning of the school year, a minimum of four (4) hours scheduled as PD days will be teacher directed for room preparations, lesson preparation, open house/curriculum night preparation, etc. Teachers are required to be on site for Professional Development Days unless district administration determines otherwise.
2. **Workshop Days** are site planned time. On Workshop Days a minimum of 6.5 hours will be teacher directed. Teachers are required to be on site for Workshop Days unless district administration determines otherwise.
3. **Teacher Workdays** are scheduled at the end of each trimester. These days are teacher directed in order to complete grading and preparations for the next trimester. Teachers are not required to report to their site on a Teacher Workday. These days are considered to be flexible. There will also be one Teacher Workday before the first student day of each school year. No extra-curricular activities can be held during the duty day of a scheduled Teacher Workday at the end of the trimesters.
4. **Birth-Grade 5 Preparation Days** are a time for staff to prepare for conferences and continue Standards Based Instruction implementation. This time will be spent at individual sites (except for specialists and birth-preschool who can meet in their specialized PLCs district-wide) to work with PLCs and small team discussions. Each day will be planned in conjunction with the principal and teacher leaders. A minimum of 2.5 hours, each of the Birth-Grade 5 preparation days, will be used for individual work time as it relates to Standards Based Instruction and progress reporting. Teachers are required to be on site for Birth-Grade 5 Preparation Days unless district administration determines otherwise.

This memorandum of agreement shall expire June 30, 2025.

**Memorandum of Agreement**  
**Unrequested Leave of Absence**

*This MOA replaces Article XIII for the duration of this contract.*

This Memorandum of Agreement (“MOA”) is entered into by and between the United Teachers of South Washington County (“Union”) and Independent School District No. 833 (“District”).

WHEREAS, the Union and the District are parties to a collective bargaining agreement (“CBA”) governing the negotiated terms and conditions of employment for teachers who are employed by the District;

WHEREAS, effective July 1, 2019, the state legislature repealed Minnesota Statutes section 122A.40, subdivision 11, which governs the placement of teachers on unrequested leave of absence (“ULA”);

WHEREAS, Minnesota Statutes section 122A.40, subdivision 10 applies to collective bargaining agreements that take effect on or after July 1, 2019; and

WHEREAS, the Union and the District are parties to an existing memorandum of agreement that addresses the ULA process and expressly states that it expires on June 30, 2023 or when the 2023-2025 contract is ratified whichever occurs later;

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

1. This MOA replaces the previous MOA addressing the ULA process. This MOA is separate from, and will not be considered to be part of, the CBA.
2. This MOA expires on June 30, 2025, or when the 2025-2027 contract is ratified, whichever occurs later.
3. From the date the 2023-2025 contract is ratified until the 2025-2027 contract is ratified, the following language will govern the placement of teachers on ULA.

**Section 1. Unrequested leave of absence:** The board may place on unrequested leave of absence, without pay or fringe benefits, as many teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitation, or merger of classes caused by consolidation of districts. The unrequested leave is effective at the close of the school year. In placing teachers on unrequested leave, the board is governed by the following provisions:

**Section 2. Continuing contract teachers:** A teacher who has acquired continuing contract rights must not be placed on unrequested leave of absence (ULA) while Tier 1, Tier 2, or probationary teachers are retained in positions for which the teacher who has acquired continuing contract rights is licensed. Tier 3 and Tier 4 continuing contract teachers shall be placed on unrequested leave of absence in inverse order of seniority, as calculated by Section 9 or this MOA.

**Section 3. Exceptions for Licensure:** Notwithstanding section 2, a teacher is not entitled to exercise any seniority when that exercise results in the teacher being retained by the district in a field for which the teacher holds only a provisional license, unless that exercise of seniority results in the placement on unrequested leave of absence of another teacher who also holds a provisional license in the same field.

**Section 4. Notice to teachers:** Following school board action on discontinued positions and school board action proposing placement of teachers on unrequested leave of absence, each individual teacher proposed for placement on unrequested leave of absence shall receive notice by July 1 of the proposed placement that:

**Subd. 1.** States the applicable ground for the proposed placement;

**Subd. 2.** Provides notice to the teacher of the right to request a hearing on the proposed placement within 14 calendar days from receipt of the notice; and

**Subd. 3.** Provides notice to the teacher that failure to request a hearing within fourteen calendar days will be deemed acquiescence to the school board’s proposed placement action.

**Section 5. Right to a hearing and decision:** The teacher proposed for placement on ULA pursuant to school board action shall be entitled to a hearing concerning the proposed placement, if the teacher requests a hearing within 14 calendar days.

**Section 6. Final board action:** Final school board action to place a teacher on unrequested leave of absence must take place prior to July 1. Final school board action must not occur before notice to the teacher as required above the acquiescence, or notice to the teacher as required above the decision of a hearing officer. A teacher wishing to challenge the school board's decision to place him or her on ULA may do so by filing an action with the Minnesota Court of Appeals, and not through the grievance procedure contained in the CBA.

**Section 7. Reinstatement:** A teacher placed on unrequested leave of absence shall have rights to reinstatement for a period of five years or until the teacher is fully reinstated, whichever occurs first, after which the right to reinstatement will terminate. Teachers placed on unrequested leave of absence must be reinstated to the positions from which they have been given leaves of absence or, if not available, to other available positions in the school district in fields in which they are licensed. Reinstatement must be in the inverse order of placement on leave of absence. A teacher must not be reinstated to a position in a field in which the teacher holds only a provisional license, other than a vocational education license, while another teacher who holds a non-provisional license in the same field remains on unrequested leave. A teacher on unrequested leave does not forfeit right to reinstatement when accepting a position for less than the full position they were placed on leave from, or when they refuse an offered position.

**Section 8. Vacancies and notification:** No teacher shall be hired by the School District while any qualified teacher is on unrequested leave of absence in that field of licensure unless the teacher fails to advise the school board of their desire to accept the position within 20 calendar days of the date of notification that a position is available to that teacher on unrequested leave. The district will not apply for a Tier 1 or Tier 2 teaching license for any individual while a teacher who has acquired continuing contract rights is on unrequested leave of absence unless the position has been offered to and rejected by the teacher on ULA.

**Section 9. Seniority:** Seniority for purposes of ULA means initial date of service with the school district in a position requiring a license as a teacher during the regular school year and during periods of time on approved leave of absence as provided by this Memorandum of Agreement.

**Subd. 1. Original Seniority Date:** The original seniority date shall be retained by any teacher whose employment has been legally terminated by resignation or termination pursuant to Minn. Stat. 122A.40, but whose employment was subsequently reinstated by the School District without any breaks in service.

**Subd. 2. Part-Time:** Effective July 1, 1993, teachers employed at least ½ of a regular duty day or at least ½ of a regular duty year, shall earn full seniority. Teachers employed less than ½ of a regular day or less than ½ of a regular duty year shall earn ½ year of seniority for each full year of service.

**Subd. 3. Probationary Teachers:** Probationary teachers shall have no seniority status, but shall be listed on a separate seniority list for the purposes of information.

**Subd. 4. Long-term Substitutes:** Long-term substitute teachers shall have no seniority, until it is determined that the long-term substitute teacher has acquired a continuing contract. In the event said teacher acquires a continuing contract, seniority will be granted back to the original date of employment and will accrue in accordance with Subd. 1. of this section.

**Section 10. Seniority List:** The School District shall prepare from its records a seniority list, which shall contain the name, seniority date, area(s) of licensure, licensure tier, subject matter or grade level in which the teacher has a major validated by transcript and license file folder number for each teacher.

**Subd. 1. Seniority Dates Prior to July 1, 1974:** Teachers starting service prior to July 1, 1974, shall acquire a seniority date in accordance with the following:

- A. In order of a teacher's starting date of service as a teacher.
- B. In order of a teacher's educational lane placement as of March 1, 1974 (highest education lane shall be listed first).
- C. In order of the date a teacher signed his/her initial individual continuing contract (earliest date of signing shall be listed first).
- D. In order of a teacher's license file folder number (lowest number shall be listed first).

**Subd. 2. Seniority Dates After July 1, 1974 and Before January 1, 2006:** Teachers starting service after July 1, 1974 and before January 1, 2006, shall acquire a seniority date in accordance with the following:

- A. In order of a teacher's starting date of service as a teacher.
- B. In order of a teacher's educational lane placement as of his/her starting date of service as a teacher (highest educational lane shall be listed first).
- C. In order of the date a teacher signed his/her initial individual continuing contract (earliest date of signing shall be listed first).
- D. In order of a teacher's license file folder number (lowest number shall be listed first).

**Subd. 3. Seniority Dates After January 1, 2006:** Teachers starting service after January 1, 2006, shall acquire a seniority date in accordance with the following:

- A. In order of a teacher's starting date of service as a teacher.
- B. In order of the date a teacher signed his/her initial individual continuing contract (earliest date of signing shall be listed first).
- C. In order of a teacher's educational lane placement as of his/her starting date of service as a teacher (highest educational lane shall be listed first).
- D. In order of a teacher's license file folder number (lowest number shall be listed first).

**Section 11. Posting Seniority List:** The School District will provide 4 copies of the seniority list to the Union and will post 4 copies of the seniority list in each school building before November 15 of each school year.

**Subd. 1. Grievance:** A teacher may challenge the correctness of the seniority list by filing a grievance as provided in Article XIV of this agreement.

**Subd. 2. Time Limit:** In the absence of a grievance being filed within ten (10) duty days from the date of posting, the posted seniority list will be conclusively deemed to be correct.

**Section 12. Benefits while on leave:** Teachers placed on unrequested leave of absence shall remain eligible for participation in the school district's group insurance programs at their own expense for the duration of their reinstatement period.

**Section 13. Employment rights during leave:** A teacher placed on unrequested leave of absence may engage in teaching or any other occupation during the period of this leave.

**Section 14. Continuing contract rights and service credits:** The unrequested leave of absence must not impair the continuing contract rights of a teacher or result in a loss of credit for previous years of service. A teacher's continuing contract must remain in full force and effect, except as modified by mutual consent of the board and the teacher. Any agreement to mutually modify continuing contract rights must be in writing and can only occur after the teacher is provided an opportunity to consult with the exclusive representative.

**Section 15. Unemployment benefits while on ULA:** Nothing in this subdivision shall be construed to impair the rights of teachers placed on unrequested leave of absence to received unemployment benefits if otherwise eligible.

**Section 16. Terminations:** The same provisions applicable to terminations of probationary or continuing contracts in Minnesota Statutes 122A.40 subdivision 5 and 7 apply to placement on unrequested leave of absence. This does not give teachers the right to request arbitration to challenge their placement on ULA.

**Section 17. Filing Licenses:** In any year in which the School District is placing teachers on unrequested leave of absence, only those teaching licenses actually received by the Department of Human Resources as of January 15<sup>th</sup> of that year are considered for purposes of determining layoff within areas of licensure. A license filed after January 15<sup>th</sup> will be considered for purposes of recall, but not for layoff.

**Section 18. Reasons and Procedures:** Teachers on the seniority list may be placed on unrequested leave of absence by the District for reasons described in Section 1.

**Subd. 1. Transfer Committee:** The Transfer Committee will be responsible for monitoring and implementing the unrequested leave of absence procedure.

**Subd. 2. Procedure:** Prior to the start of unrequested leave of absence procedure, teachers may volunteer to move to an assignment for which they are qualified.

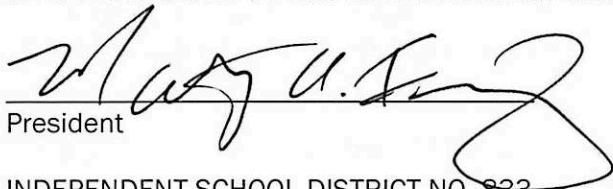
- A. After all voluntary movement has concluded teachers will be placed on unrequested leave of absence, in any field in which licensure is required by the state department.
- B. Absent voluntary agreement, a more senior teacher may not be stranded or realigned by a less senior teacher. Consequently, when placing one or more teachers on unrequested leave of absence or when recalling one or more teachers from unrequested leave of absence, the District will not reassign a more senior teacher to a different position in order to accommodate the seniority claim of a less senior teacher, unless the more senior teacher has voluntarily agreed to the reassignment pursuant to this Article.

**Section 19. No Dropping of License:** A teacher may not exercise seniority to displace another teacher in a different licensure area by dropping the license in the subject matter in which the teacher is currently assigned by the District in order to acquire a different assignment through the unrequested leave of absence process. If a teacher drops the license which qualified the teacher for the teacher's current assignment the District may place the teacher on unrequested leave of absence, and the teacher will have no bumping rights nor realignment rights in another licensure area.

**Section 20. Temporary Assignment:** An employee on a temporary assignment for the District outside the bargaining unit will retain and earn full seniority rights.

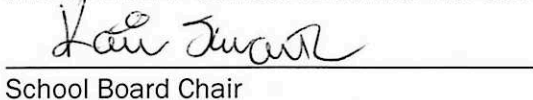
IN WITNESS WHEREOF, the parties have entered into this MOA on the dates shown below.

UNITED TEACHERS OF SOUTH WASHINGTON COUNTY

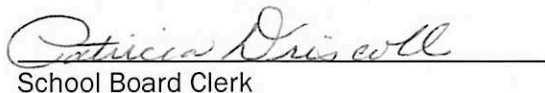
  
\_\_\_\_\_  
President

4-25-24  
Date

INDEPENDENT SCHOOL DISTRICT NO. 833

  
\_\_\_\_\_  
School Board Chair

4/25/24  
Date

  
\_\_\_\_\_  
School Board Clerk

4-25-24  
Date

**Memorandum of Agreement**  
**Emergency Pool**  
**(See Article X)**

The parties to this Memorandum of Agreement (“MOA”) are Independent School District No. 833 (“District”) and United Teachers of South Washington County (“Union”).

WHEREAS, the District and the Union are parties to a collective bargaining agreement (“CBA”) governing the negotiated terms and conditions of employment for teachers employed by the District; and

WHEREAS, the District and the Union would like to create a Medical Emergency Pool for teachers in the District;

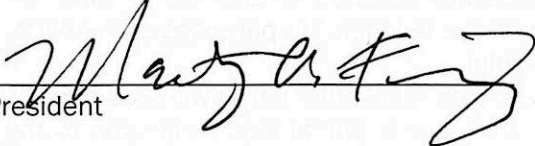
NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in the MOA and other valuable consideration, the sufficiency of which is acknowledged, the parties agree as follows:

1. **Creation of Medical Emergency Pool (“MEP”).** The District and Union hereby create a MEP for teachers who are experiencing a medical emergency or who have an immediate member of the family who has experienced a catastrophic illness or injury and requires care from the teacher. For purposes of this MOA, an “immediate member of the family” is a spouse, child, or stepchild.
2. **Definition of Medical Emergency.** A “medical emergency” means a medical condition that will require more than ten consecutive days of absence from duty and will result in a substantial loss of income to the employee because the employee has exhausted all forms of paid leave other than leave taken under the MEP. The medical condition must be recognized by the mainstream medical community and must be certified by a physician.
3. **Funding of MEP.** The MEP will be established by voluntary donations from members of the bargaining unit. In order to join the MEP for a four-year period, teachers must contribute one paid absence leave (PAL) day before September 30<sup>th</sup> of the school year. All donations are confidential and nonrefundable. Once a teacher donates a day of sick leave to the MEP the teacher cannot rescind or retract the donated sick leave for any reason. If at any point the pool is not self-sustaining, the District and Union may mutually agree to provide members of the bargaining unit an opportunity to donate additional days of accumulated sick leave. Participating teachers may contribute an additional PAL day if they so choose. PAL days contributed to the bank will have no effect on the wellness incentive language. Those individuals who belonged to the former illness/injury bank will continue in the MEP until their four years expire.
4. **Eligibility for MEP.** Teachers who have joined the MEP and are experiencing a medical emergency, or have a member of their immediate family who has experienced a catastrophic illness or injury and requires care from the teacher, are eligible to receive up to thirty (30) days of paid sick leave from the MEP during any school year and a maximum of sixty (60) days during their career with the District. To obtain such leave, an eligible teacher must complete and submit the following: (a) a written application to draw paid sick leave from the MEP; (b) a medical certification from the teacher’s treating physician or the treating physician of a family member; and (c) an authorization giving the District permission to share the application and certification with the Union. Teachers may not begin to draw paid sick leave from the MEP unless and until the District and the Union approve the written application.
5. **Loss of Eligibility for MEP.** Teachers will immediately become ineligible to draw paid sick leave from the MEP if they become eligible to receive benefits from another source, such as long-term disability insurance or workers’ compensation.
6. **No Precedent or Practice.** Nothing in this MOA may be deemed to establish a precedent or practice or to alter any established precedent or practice arising out of or relating to the CBA between the District and the Union. No party may submit this MOA in any proceeding as evidence of a precedent or practice.
7. **Term of MOA.** This MOA will automatically expire on June 30, 2025, unless the parties enter into a MOA or otherwise mutually agree, in writing, to extend this MOA. This MOA is separate from, and not part of, the CBA.

8. **Tax Consequences.** While the parties have endeavored to create a tax advantaged medical emergency pool, neither the District nor any person affiliated with the District, including any School Board member, official, employee, agent, insurer, attorney, or representative, has made any statement or representation to the Union or to any member of the bargaining unit regarding the tax consequences of this MOA. Likewise, neither the Union nor any person affiliated with the Union including any official, employee, agent, attorney, or representative of the Union has made any statement or representation to the District or to any member of the bargaining unit regarding the tax consequences of this MOA.
9. **Entire Agreement.** This MOA represents the entire agreement between the parties related to the MEP. No party has relied upon any statements or promises that are not stated in this MOA. No changes to this MOA are valid unless they are in writing and signed by both parties. A copy of this MOA will have the same legal effect as the original. If the language for the MEP ceases to exist, the practice of the MEP will continue until all days of leave are exhausted.

IN WITNESS WHEREOF, the parties have entered into this MOA on the dates shown below.

UNITED TEACHERS OF SOUTH WASHINGTON COUNTY


  
\_\_\_\_\_  
President

4-25-24  
Date

INDEPENDENT SCHOOL DISTRICT NO. 833

  
\_\_\_\_\_  
School Board Chair

4/25/24  
Date

  
\_\_\_\_\_  
School Board Clerk

4-25-24  
Date



**Memorandum of Agreement**  
**Asynchronous Days**

It is hereby agreed between the South Washington County Schools, District 833 (hereafter "District") and the United Teachers of South Washington County (hereafter "Union") as follows: The District and the Union may agree to allow up to three (3) asynchronous days per school year for the purposes of national or statewide testing. If agreed to, these days will be determined by the calendar committee and approved by the District 833 School Board. The asynchronous days will follow the guidelines as outlined by the Teaching and Learning Department with input from the Union.

In the 2024-25 school year, an additional three (3) asynchronous days may be used due to training needed for the READ Act. These days will be determined by the calendar committee and approved by the District 833 School Board. The asynchronous days will follow the guidelines as outlined by the Teaching and Learning Department with input from the Union.

This MOA sets no precedent by either the Union or the District.

This memorandum of agreement shall expire June 30, 2025.

**Memorandum of Agreement**  
**SoWashCo Online High School**  
**UTSWC and District 833**

When working for the SoWashCo Online High School the following language applies.

1. SoWashCo Online High School teachers will be provided with the option to work remotely. SoWashCo Online High School teachers are expected to be available if an unexpected event occurs which requires the teacher to work on-site. Teachers must report to work on-site within 48 hours of such request. In addition, the provision to work remotely may be adjusted at any time with no fewer than five work days notice.
2. Teachers must live within a 100 mile radius of SoWashCo Online High School's home site, Woodbury Central Park, 8595 Central Park Place, Woodbury, MN 55125.
3. If for any reason a teacher is unable to perform their duties remotely at home (e.g internet and/or power issues) they will contact their supervisor to arrange an on site location.
4. SoWashCo Online High School is considered a separate building/site. Teachers who are cross-overs with SoWashCo Online High School and another site(s) will not retain the right to thirty (30) minutes of travel time. These cross-over teachers will be excluded from the contractual requirement of thirty (30) minutes of supervision per teacher's basic day.
5. Any in-person meetings with students, staff, parents, etc. shall occur at a District 833 site. Space will be provided and requests for in-person meeting space should be made in advance.
6. Teachers shall be required to use PAL when unable to work during their scheduled hours. For example, if a teacher's duty day is 7:30-11:30 and then 4:00-8:00, the teacher will need to use PAL time if they cannot work during those hours. Teachers shall request a substitute teacher when required by their supervisor. Teachers should take Paid Absence Leave for absences occurring during the regular duty day.
7. Teachers are expected to use their district-issued devices while working remotely.
8. District 833, at its discretion, may provide additional equipment and materials to an employee to perform their duties while working from home, beyond standard hardware, curricular materials, email, voicemail, software and other equipment. The use of equipment is limited to authorized users and for purposes related to work.

9. The district does not assume responsibility for loss, damage, or wear of the teacher's personal equipment nor for the maintenance and repair of their personal equipment
10. Costs incurred by a teacher to create a home office space are at the teacher's expense and are not reimbursable.
11. Injuries sustained by a teacher in the course and scope of their regular work duties may be covered by District 833 worker's compensation policies. Teachers are responsible for notifying the district in writing (email is allowed) of such injuries as soon as possible.
12. Teachers shall notify an administrator if a student is removed from class or if a student engages in severe or harassing conduct.
13. Teachers working remotely continue to be mandated reporters.
14. Teachers who have agreed to teach a combination class (example: 9/10 English) excluding special education shall be paid at the hourly rate of BA00 per day for the days they have the combined class. A combined class is the result of courses that would otherwise be crashed.
15. Teachers must complete an online learning certification within the past 5 years from an accredited institution or complete the professional development opportunity provided by the school district prior to bidding.

This MOA expires on June 30, 2025.

**Memorandum of Agreement**  
**District and UTSWC Joint Committee on Caseload and Class Size**

It is hereby agreed between the South Washington County Schools, District 833 (hereafter "District") and the United Teachers of South Washington County and (hereafter "Union") as follows:

District and Union representatives will meet regarding class size and caseload thresholds.

This MOA expires on June 30, 2025.

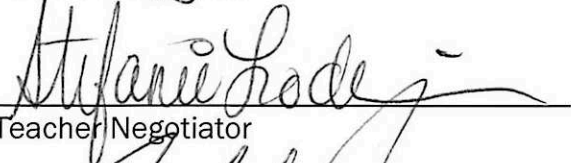
IN WITNESS WHEREOF, the parties have executed this Contract as follows

FOR:

United Teachers of South Washington

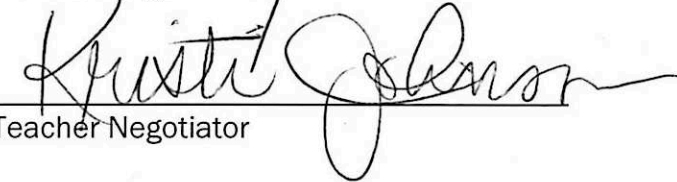
  
Teacher Negotiator

  
Teacher Negotiator

  
Teacher Negotiator

  
Teacher Negotiator

  
Teacher Negotiator

  
Teacher Negotiator

FOR:

South Washington County Schools-  
Independent School District 833

  
Chairman

  
Clerk

  
Director of Human Resources

Dated this 25<sup>th</sup> day of April, 2024

  
Lisa Danik  


**Attachment I**  
**Insurances**

**[Employee Insurance Premiums](#)**

To view current year medical plan comparisons, please click on the link above or

Go to SoWashCo / Careers / Benefits / Employee Insurance Premiums

**Attachment II**  
**Sample Notice of Assignment**

**SOUTH WASHINGTON COUNTY DIST #833**  
Sample: NOTICE OF ASSIGNMENT 2024-2025

This Notice of Teacher Assignment (NOA) and Salary for the **current year** is subject to the provisions of the Master agreement between Independent School District No. 833 and the Exclusive Representative. This assignment represents information as of August 29, 2024. Notices of Assignments are distributed once per year.

**Please verify the information listed below by September 15, 2024**

- If the information below is accurate, please sign below and return to your building office coordinator.
- If the information below appears to be inaccurate, please contact your human resource specialist.

---

Name: \_\_\_\_\_ Lane/Step (as of **8/29/24**): \_\_\_\_\_  
Position: \_\_\_\_\_ Contract Period: \_\_\_\_\_

2024-2025 Teaching Assignments only (*excludes* extra-curricular and other non-teaching assignments)

<b><u>Assignment</u></b>	<b><u>FTE</u></b>	<b><u>Bldg</u></b>	<b><u>Salary</u></b>	<b><u>Time Period</u></b>
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Director of Human Resources

I hereby acknowledge receipt of this notice and verify the information to be correct.

---

Signature (Full Name)

---

Date

**Attachment III**  
**Additional Services**

1. Teachers who are Gifted and Talented Teacher Leaders will receive a \$1,000 stipend per year.
2. Elementary teachers who receive no stipend for participating on the Building Leadership Team (BLT) will receive \$400 at the end of each school year they serve on the BLT.
3. All other Teacher Leaders will be compensated by the stipend chart below.
4. Teachers can elect a stipend payment or elect to have the District contribute the stipend amount into the teacher's TSA plan.
  - a. District contribution into teacher TSA (403b) plan at the hourly rate of \$32 per hour/\$240 per day, \$480 for 2 days and \$720 for 3 days (note that for each day used as a TSA contribution the identified stipend will be reduced at the rate of \$222 per day).

Number of Staff Leading	Amount
Up to 1	\$525
Up to 4	\$813.75
Up to 7	\$1,102.50
Up to 10	\$1,391.25
Up to 13	\$1,680
14+	\$1,968.75

\*Comp time no longer an option

**Attachment IV**  
**District 833 Calendars**

To review current year calendars, please click on the link below.  
[District Calendar](#)

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