

# Your Contract

•••

## A Reference

revised December 2025

# Table of Contents

- [Non-Student-Contact Days](#)
- [E-Learning Days](#)
- [Paid Absence Leave](#)
- [Preparation Time](#)
- [Supervisory Duty](#)
- [Homeroom and Advisory](#)
- [Tax-Sheltered Annuity \(TSA\)](#)
- [Discipline](#)
- [Grievance Procedure](#)
- [Teacher Transfers](#)
- [Crossover and Part-Time Teachers](#)
- [SoWashCo Online High School](#)
- [Salary](#)

Hello! This resource is meant as a quick reference for those with routine questions. If you find yourself in a unique circumstance inadequately covered by this resource, please contact your union representative or one of the individuals below:

Adam Hayes, UTSWC President:  
[Adam.Hayes@edmn.org](mailto:Adam.Hayes@edmn.org)

Nick Jasiczek, UTSWC Vice President:  
[Nick.Jasiczek@edmn.org](mailto:Nick.Jasiczek@edmn.org)

Lisa Lanik, UTSWC Member Rights:  
[lisalanik@yahoo.com](mailto:lisalanik@yahoo.com)

# Non-Student-Contact Days

# Professional Development (PD) Days

- District or school-planned time.
- These days may include training, 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.

---

# Workshop Days

- Site planned time.
- 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.

---

# Teacher Workdays

- Four days total: one before the first student contact day and one at the end of each trimester.
- These days are teacher-directed in order to complete grading and preparations for the next trimester.
- Teachers do not need to report to their site on a Teacher Workday. They are considered to be flexible work days.

---

# Birth-Grade 5 Preparation Days

- 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.

---

# E-Learning Days

# E-Learning Days Defined

- primary intent for e-learning days is in response to inclement weather
- caps teacher availability to students at 4 hours in recognition as needed additional prep time
- prohibits requiring synchronous teaching the first day of a multiple-day closure
- allows teachers remote work

---

# Paid Absence Leave

- Earned Safe & Sick Time (ESST)
- personal business
- other absence types
- annual accrual
- leaves of absence

# Earned Safe & Sick Time

Highlights from the Earned Safe & Sick Time (ESST) notice from Human Resources

- If you plan to use ESST for a permissible reason you know of in advance, inform your supervisor at least seven days in advance.
- You can be required to provide up to seven days of advance notice when possible (for example, a medical appointment scheduled in advance) before using ESST.
- If you cannot provide advance notice, contact your supervisor as soon as you know you will be unable to work.
- You can be required to provide documentation regarding the reason for your use of ESST if you use it for more than two consecutive days.

---

# Earned Safe & Sick Time

Uses for ESST per the ESST  
notice from Human Resources

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

---

# Paid Absence Leave: Personal Business

- personal business which cannot be attended to outside of the teacher's basic day
- requests due seven days in advance
- no more than 5 percent of the faculty at any building shall use this leave on any one day

---

# Paid Absence Leave

absences that require prior approval, but are not deducted from PAL

requests due seven days in advance

- jury duty
- witness obligation

---

# Paid Absence Leave: Other Absence Types

absences requiring prior approval

- **professional visitation:** for example, professional development that is not required. One duty day per school year.
- **child's school conference and activities:** 16 hours of paid absence leave per year
- **adoption or foster placement:**
  - **adoption:** six weeks
  - **foster placement:** 10 days
- **parenting:** ten days per school year for the birth of a child

---

# Paid Absence Leave

annual accrual

- all full-time teachers accrue 15 days total
  - continuing contract:
    - 4 personal business days
    - 11 ESST days
  - non-continuing contract:
    - 2 personal business days
    - 13 ESST days
- ESST days accrue to an unlimited amount
- Personal business days accrue to a maximum of 8. Days beyond the maximum convert into ESST days.
- *Part-time or long-term substitute teacher?*  
*See Article X, section 1, subdivision 7.*
- *Working in excess of normal school year?*  
*See Article X, section 1, subdivision 2.*

---

# Leaves of Absence

See article XI or ask a union representative for information on:

- sabbatical
- military leave of absence
- unpaid leave of absence

---

# Maternity Leave

Per the [district leave of absence request form](#):

- Maternity Leaves are considered medical leaves.
- The required doctor's note should state the estimated due date.
- Typically, six calendar weeks are allowed for recovery from a natural delivery or
- eight calendar weeks from a cesarean delivery.

---

# PAL Cash-out Options

## Option #1

- convert sick days to 403(b)
  - 3 days to \$300
  - 2 days to \$200
  - 1 day to \$100
- must have used no more than 2 sick days in a year
- must have **fewer** than 562.5 hours (75 days) in sick time

## Option #2

- convert up to 37.5 hours (5 days) to cash or 403(b)
- based on daily rate of step A, lane BA00 (\$287.86 in 24-25)
- must have 562.5 hours (75 days) **or more** in sick time

# Preparation Time

- elementary
- secondary

# Preparation Time: Elementary

# The Basics

elementary teachers

- block of 60 minutes or two nearly equal blocks during the day to prepare for teaching assignments
- not responsible for classroom or building activities during this time unless the teacher agrees to waive this restriction

---

# The Basics: Collapsed Classrooms

elementary teachers

- Classroom teachers who take on extra students for the day will be compensated at 50% of the substitute daily rate of pay.
- Licensed School Nurses covering for a full-time Health Aide or Health Care Specialist for more than 15 hours in a calendar month will be compensated at the daily teacher sub rate.

---

# The Basics: Collapsed Classrooms

elementary classroom and special  
education teachers

- 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.

---

# The Basics: Collapsed Classrooms

elementary classroom and special  
education teachers

- 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.

---

# The Basics: Collapsed Classrooms

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.

---

# The Basics: Collapsed Classrooms

elementary non-classroom  
teachers

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.

---

# Teacher Basic Day

elementary specialists

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.

---

# Support for Out of Field Permission (OFP) and Tier 1 Teachers

special education teachers

“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.”

---

# Hourly Subbing

elementary teachers

Teachers who waive their right to a prep are compensated at \$50 per hour.

---

# Preparation Time: Secondary

# The Basics

secondary teachers

- single block of time or two nearly equal blocks of time
- not responsible for classroom or building activities during this time unless
  - the teacher agrees to waive this restriction
  - an unusual circumstance (i.e. an emergency) occurs, the Principal may direct a teacher to teach or supervise

---

# Hourly Subbing

secondary teachers

Without a teacher waiving their right to a prep and in the absence of an emergency, administrators are obliged to cover hourly absences during the school day.

---

# Support for Out of Field Permission (OFP) and Tier 1 Teachers

special education teachers

“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.”

---

# Hourly Subbing

secondary teachers

Teachers who waive their right to a prep or are directed by administration in the event of an emergency are compensated at \$50 per hour.

---

# Supervisory Duty

- definitions
- secondary teachers
- exclusions

# Definitions

- lunchroom supervision, hall monitoring, detention, ISS, or other similar duties, but not study halls
- up to 30 minutes daily outside of prep or duty-free lunch

---

# Secondary Teachers

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).

---

# Exclusions

- crossover teachers
- special education teachers

---

# Homeroom, Advisory, and WIN Time

- middle school
- high school

# Homeroom and Advisory: Middle School

# Composition

- “A Building Leadership Team may determine the existence, composition and nature of a homeroom/advisory format within the parameters that”
- “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 the teacher’s supervisory time.”
- “Advisory and homeroom cannot occur on the same day.”

# Homeroom versus Advisory

## Homeroom

- “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.”

## Advisory

- “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 access.”

# Exclusions

- crossover teachers
- special education teachers

---

# Homeroom, Advisory, and WIN Time: High School

# Composition of Homeroom and Advisory

- “The Building Leadership Team may determine the existence, composition and nature of a homeroom/advisory format within the parameters that”
- “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 the teacher’s supervisory time.”
- “Advisory and homeroom cannot occur on the same day.”

# Composition of WIN Time

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

# Homeroom, Advisory, and WIN Time

## Homeroom

- “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.”
- “The place for school business to be communicated and the administration of necessary tasks.”

## Advisory

- “May take place two days per week (not to exceed 160 minutes per month).”
- “A vehicle for creating a more personalized learning environment where all students are well known by at least one adult.”
- “Also serves as a way to teach non-curricular concepts that are essential for student access.”

## WIN Time

- “May take place two days per week for 60 minutes or less per day”
- “Teachers will receive no less than a 45 minute prep period (within the student day) on WIN days.”
- “No new instruction shall be required during WIN time. It is reserved for relearning and retakes.”

# Exclusions

Crossover and special education teachers are excluded from homeroom and advisory duties.

---

# Tax-Sheltered Annuity

also known as TSA or 403(b)

# TSA Match

*for teachers hired after 1991*

- 1-10 years of service: \$1,000
- 11-17 years of service: \$1,500
- 18+ years of service: \$2,500

---

# TSA Match

*for teachers hired before 1991*

\$2,000

---

# Discipline

- levels of discipline
- Tennessee warning
- letters in personnel file

# Levels of Discipline

teacher contract

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

---

# Levels of Discipline

Four basic steps in the progressive discipline process:

1. verbal warning,
2. written warning,
3. written warning with suspension,
4. and termination.

The process may be shortened for more serious offenses by moving directly to suspension or termination.

---

# Teacher Rights

Except in cases of oral reprimand or extraordinary circumstances, you are guaranteed:

- a meeting with administration
- union representation
- a written copy of the disciplinary action imposed

---

# Tennessee Warning

definitions

- requirement of the Minnesota Government Data Practices Act (Minnesota Statute §13.04, Subd. 2)
- protects individuals on whom the government collects data
- legally required whenever administrators ask a student or employee who is the subject in an investigation to provide private or confidential information concerning him or herself

---

# Tennessee Warning

## elements

The elements of the warning are:

1. the purpose and intended use of the requested data;
2. whether the individual may refuse or is legally required to provide the requested data;
3. any known consequence arising from supplying or refusing to supply private or confidential data; and
4. the identity of other persons or entities authorized by state or federal law to receive the data.

---

# Example Tennessee Warning

## notice to accused employee

### NOTICE TO ACCUSED EMPLOYEE

Name of Employee: \_\_\_\_\_

1. You are being interviewed by \_\_\_\_\_.
2. The purpose of this interview is to collect information concerning allegations against you as an employee of the School District.
3. The information collected may be used in assessing the allegations, determining whether the alleged conduct occurred and whether discipline should be imposed against you. The information collected also may be used in a report of the investigation surrounding the allegations. The information may be used in administrative proceedings such as grievance procedures and discipline proceedings, including arbitration, if any. The information may also be used in judicial proceedings, if any.
4. At this time, you are not legally required to provide any private or confidential information regarding yourself during this interview.
5. This interview may be the only opportunity you will have to provide information regarding the allegations. Failure or refusal to provide all relevant information may result in a conclusion/decision based on incomplete information. Providing false or misleading information during the interview will be considered insubordination and may result in disciplinary action against you, including possible termination of your employment. Disciplinary action may also be imposed against you based upon the information provided.
6. Any type of retaliation or reprisals by you or at your direction or suggestion against other employees or witnesses participating in the investigation into allegations against you, including any form of harassment, intimidation or coercion, shall be considered misconduct and insubordination, and may result in disciplinary action being taken against you, including possible termination of your employment.
7. The information that you provide during this interview may be released to the Administration, the School Board, the School District's legal counsel, and other individuals directly or indirectly involved in the matter(s) discussed. The School District may also be releasing this information to law enforcement authorities and various agencies of the State of Minnesota including, but not limited to the Department of Education, Board of Teaching, Board of School Administrators, and the Department of Economic Security. Finally, the School District may be obligated to provide this information to those entitled to it under the Minnesota Government Data Practices Act, Minn. Stat. § 13.01 *et seq.*

By signing below you acknowledge that you have been given an opportunity to read this Notice prior to being interviewed. A copy will be provided to you upon request.

Dated: \_\_\_\_\_

Signature of Employee

# Example Tennessee Warning

## notice to employee witness

### NOTICE TO EMPLOYEE WITNESS

Name of Employee: \_\_\_\_\_

1. You are being interviewed by \_\_\_\_\_
2. The purpose of this interview is to collect information concerning allegations against an employee of the School District.
3. The information collected may be used in assessing the allegations, determining whether the alleged conduct occurred and whether discipline should be imposed against the employee. The information collected also may be used in a report of the investigation surrounding the allegations. The information may be used in administrative proceedings such as grievance procedures and discipline proceedings, including arbitration, if any. The information may also be used in judicial proceedings.
4. At this time, you are not legally required to provide any private or confidential information regarding yourself during this interview.
5. This interview may be the only opportunity you will have to present information regarding the allegations. Failure or refusal to provide all relevant information may result in a conclusion/decision based on incomplete information. Providing false or misleading information during the interview will be considered insubordination and may result in disciplinary action against you, including possible termination of your employment.
6. The information that you provide during this interview may be released to the Administration, the School Board, the School District's legal counsel, and other individuals directly or indirectly involved in the matter(s) discussed. The School District may also be releasing this information to law enforcement authorities and various agencies of the State of Minnesota including, but not limited to the Minnesota Department of Education, Board of Teaching, Board of School Administrators, and the Department of Economic Security. Finally, the School District may be obligated to provide this information to those entitled to it under the Minnesota Government Data Practices Act, Minn. Stat. § 13.01 et seq.

By signing below you acknowledge that you have been given an opportunity to read this Notice prior to being interviewed. A copy will be provided to you upon request.

Dated: \_\_\_\_\_ Signature of Employee \_\_\_\_\_

# Example Tennessee Warning

the title is different, but the effect  
is similar

## Data Privacy Notice

Name of Employee:

Interviewer

Date:

1. The purpose of the interview is to gather information in response to allegations that have been made against you.
2. The School District intends to use the data that are collected during this interview to determine whether the allegations are substantiated and the action, if any, that should be taken. If the allegations are substantiated, the District may also use the data that are collected in the following ways: (a) as a basis for disciplinary action; (b) as evidence in a variety of legal proceedings including, but not limited to, any grievance proceedings, administrative proceedings, and civil proceedings; and (c) as a basis for mandatory and voluntary reports to other governmental agencies and to law enforcement.
3. At this time, you may refuse and are not legally required to provide any private or confidential information about yourself during this interview. However, the following are the known consequences of refusing to supply private or confidential data: this interview may be the only opportunity you will have to provide information before the District reaches a decision on whether the allegations are substantiated. If you do not provide answers to all the questions that are asked, the District may make a decision without the benefit of information that you could have provided. In addition, you may later be precluded from relying on information that you did not provide during this interview.
4. If you chose to provide information, you must provide accurate information. Providing any false or misleading information during this interview will be considered insubordination and may result in disciplinary action against you, including termination of your employment.
5. The information you provide during this interview may be released to the following persons or entities: the District's School Board, the Superintendent, supervisors who have a need to know the information, the District's legal counsel, and other individuals directly or indirectly involved in the matters discussed, including other witnesses and the representatives of such individuals. The District may also release the information to various federal and state agencies that are entitled to receive the information, potentially including, but not limited to, the United States Department of Education, the Minnesota Department of Education, the State Auditor, licensing agencies, the federal Equal Employment Opportunity Commission, the Minnesota Department of Human Rights, the Minnesota Department of Employment and Economic Development, and law enforcement.
6. You are prohibited from retaliating against any person who made allegations against you or who participated in this investigation. Any form of retaliation by you, or at your direction, will be considered misconduct and will result in disciplinary action up to and including immediate discharge. Retaliation in any form or degree will not be tolerated.

By signing below you acknowledge that you have been given an opportunity to read this notice prior to being interviewed. A copy of this notice will be provided to you upon request.

Signature

Date

# Letters in Personnel File

letter of expectation

- Lays out an administrative expectation for the teacher, usually of a clarifying nature.
- Failure to meet expectation may result in discipline.
- As these letters are not disciplinary, they are not subject to the formal grievance procedure.

---

# Letters in Personnel File

letter of directive

- Lays out an administrative directive for the teacher, usually of a clarifying nature.
- Failure to meet expectation may result in discipline.
- While a letter of directive is a step above a letter of expectation, it is nonetheless not disciplinary and therefore not subject to the formal grievance procedure.

---

# Letters in Personnel File

letter of reprimand

- Spells out expectations or directives while also assigning formal discipline, such as
  - withholding of increment,
  - suspension without pay,
  - or dismissal.
- A letter of discipline is subject to the formal grievance procedure.

---

# Grievance Procedure

# Definitions

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

---

# Deadline

Failure to file within 20 days of the date giving rise to the grievance shall be deemed a waiver of the grievance.

---

# Who to Contact

If you suspect you have reason for a grievance, contact your union representative or one of the following as soon as possible:

- Adam Hayes, UTSWC President:  
[Adam.Hayes@edmn.org](mailto:Adam.Hayes@edmn.org)
- Nick Jasiczek, UTSWC Vice President:  
[Nick.Jasiczek@edmn.org](mailto:Nick.Jasiczek@edmn.org)
- Lisa Lanik, UTSWC Member Rights:  
[lisa.lanik@edmn.org](mailto:lisa.lanik@edmn.org)

---

# Teacher Transfers

# Definitions

displaced teacher

A continuing contract or probationary teacher that has been displaced from their current position for the following school year based on District action.

---

# Definitions

voluntary bidder

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.

---

# Rounds

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

---

# Rounds

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.

Mandatory (displaced) bidders will be awarded positions based on seniority first, prior to any Voluntary bidder awards. Once all Mandatory (displaced) bidders have been awarded positions, the rest of the available positions will be awarded to Voluntary bidders, based on seniority.

---

# Educational Need Transfers

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.

---

# Administrative Directed Transfers

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.

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.

---

# Crossover and Part-Time Teachers

# Homeroom, Advisory, and Supervision

Crossover and part-time teachers are excluded from these duties and those listed below:

- lunchroom supervision
- hall monitoring
- homeroom supervision
- detention
- in-school suspension
- other, similar duties

---

# Conferences

“Part-time and crossover teachers will participate in building conferences in proportion to their FTE at that building.”

---

# Prep

**Every teacher** receives a “single block of time or two nearly equal blocks of time within the teacher's basic day for the teacher to prepare for his or her teaching assignments”

**Crossover teachers** “will be provided 30 minutes travel time between buildings, exclusive of lunch and prep time.”

---

# Insurance

**Part-time teachers** “shall receive prorated School District contributions toward the individual health, hospitalization, and major medical premium.”

---

# Seniority

**Part-time teachers** “employed at least  $\frac{1}{2}$  of a regular duty day or at least  $\frac{1}{2}$  of a regular duty year, shall earn full seniority.

“Teachers employed less than  $\frac{1}{2}$  of a regular day or less than  $\frac{1}{2}$  of a regular duty year shall earn  $\frac{1}{2}$  year of seniority for each full year of service.”

---

# SoWashCo Online High School

# Remote Work

- SoWashCo Online High School teachers will be provided with the option to work remotely.
- The provision to work remotely may be adjusted at any time with no fewer than five work days notice.
- If 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.

---

# Remote Work

- 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.
- 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.
- 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.

---

# Crossovers

- SoWashCo Online High School is considered a separate building/site. Teachers who are crossovers with SoWashCo Online High School and another site(s) will not retain the right to thirty (30) minutes of travel time.
- These crossover teachers will be excluded from the contractual requirement of thirty (30) minutes of supervision per teacher's basic day.

---

# Paid Absence Leave

- 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.

---

# Combination Classes

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.

---

# Salary

# 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.

---

# Longevity

- Example 1: A teacher reaches Step r in the 2024-25 school year and is starting their 18th year in the district. That teacher will receive an additional \$3,600 dollars. They will receive \$3,800 in the 2025-26 school year if they continue teaching in the district.
- Example 2: A teacher has already been on Step r and in the 2024-25 school year will be starting their 35th year in the district. That teacher will receive an additional \$7,000 dollars. They will receive another \$7,000 in the 2025-26 school year if they continue teaching in the district.

---

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

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

**2024-2025 Salary Schedule for those hired on or before June 30, 2020**

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

2024-2025 Salary Schedule for those hired on or after July 1, 2020

# Something missing?

If some information is missing from this reference and you would like it added, contact Adam Hayes at

[Adam.Hayes@edmn.org](mailto:Adam.Hayes@edmn.org)