



AGREEMENT

Between

RUM RIVER SPECIAL EDUCATION COOPERATIVE,
INDEPENDENT SCHOOL DISTRICT NO. 6079

Cambridge, Minnesota

And

SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL #284

Representing

Academic Behavior Managers and Administrative Assistants

of

RUM RIVER SPECIAL EDUCATION COOPERATIVE, ISD NO. 6079

Cambridge, MN 55008

Effective July 1, 2023 through June 30, 2025

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2023-2025 MASTER AGREEMENT

ARTICLE I

PURPOSE

THIS AGREEMENT, entered into between the School District of Independent School District No. 6079, Cambridge, Minnesota, hereinafter referred to as the School District, and the Service Employees International Union Local #284, hereinafter referred to as Exclusive Representative, pursuant to and in compliance with the Public Employment Labor Relations Act, hereinafter referred to as PELRA, to provide the terms and conditions of employment for Instructional Assistants during the duration of this Agreement.

ARTICLE II

RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition. In accordance with PELRA, the School District recognizes the Service Employees International Union Local No. 284, as the Exclusive Representative for Academic Behavior Managers and Administrative Assistant employees in Independent School District #6079, which Exclusive Representative shall have those rights and duties as prescribed by PELRA and as described in the provisions of this Agreement.

Section 2. Appropriate Unit. The Exclusive Representative shall represent all such employees of the School District contained in the appropriate unit as defined in Article III, Section 2, of this Agreement, and PELRA, and in certification by the Director of Mediation Services, if any.

ARTICLE III

DEFINITIONS

Section 1. Terms and Conditions of Employment. The phrase, “terms and conditions of employment,” means the hours of employment, the compensation therefore including fringe benefits, except retirement contributions or benefits other than District payment of, or contributions to, premiums for group insurance of retired employees or severance pay, and the School District’s personnel policies affecting the working conditions of the employees. “Terms and conditions of employment” is subject to the provisions of PELRA.

Section 2. Description of Appropriate Unit: For purposes of this Agreement, the term “Academic Behavior Managers and Administrative Assistant employees” shall mean all persons in the appropriate unit employed by the School District in such classifications excluding the following: confidential employees, supervisory employees, essential employees, part-time employees whose services do not exceed the lesser of fourteen (14) hours per week, or 35% of the regular work week, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year, and emergency employees.

Section 3. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by PELRA.

ARTICLE IV

SCHOOL DISTRICT RIGHTS

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

Section 2. Management Responsibilities. The Exclusive Representative recognizes the right and obligation of the School 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. The Exclusive Representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School District and shall be governed by the laws of the State of Minnesota, and by School District rules, regulations, directives, and orders issued by properly designated officials of the School District. The Exclusive Representative also recognizes the right, obligation and duty of the School District and its duly designated officials to promulgate rules, regulations, directives, and orders from time to time as deemed necessary by the School District insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement, and recognizes that the School District, all employees covered by this Agreement, and all provisions of this Agreement are subject to State and Federal law. Any provisions of this Agreement found to be in violation of any such laws, rules, regulations, directives, or orders shall be null and void and without force and effect.

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

ARTICLE V

EMPLOYEE RIGHTS

Section 1. Right to Views. Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or their Representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment, or circumvent the rights of the Exclusive Representative.

Section 2. Right to Join. Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an Exclusive Representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the School District.

Section 3. Request for Dues Checkoff. Employees shall have the right to request and be allowed check off for the employee organization of their selection, provided that dues checkoff and proceeds thereof shall not be allowed any employee organization that has lost its right to dues check off pursuant to PELRA. Upon receipt of a properly executed authorization card of the employee involved, the School District will deduct from the employee's paycheck the dues that the employee has agreed to pay to the employee organization during the period provided for in said authorization. The Union will notify the School District of the amount to be deducted from an employee's paycheck. Authorization shall be in the form of a written authorization or electronic authorization to the Union. Deductions may be terminated by the employee by giving both (a) written notice to the School District business office and (b) written notice to the Union in accordance with the terms of the employee's authorization. Deductions shall be made each month wages are earned and transmitted to the designated organizations, together with a list of names of the employees from whom the deductions were made.

Section 4. Collective Bargaining Agreement. The Employer agrees to post this collective bargaining agreement on the District website. The Employer agrees to provide one (1) copy of this collective bargaining agreement to each employee, if an employee requests a printed copy in lieu of accessing the agreement via the District website.

Section 5. Union Orientation. The District will allow a Union designated representative to meet in person with newly hired employees for thirty minutes within thirty calendar days from the date of hire, during new employee orientations or (if the district does not conduct new employee orientations) at individual or group meetings. All employees participating in these meetings will be in pay status. The District will provide at least ten days notice in advance of an orientation. Meetings may be held virtually or for longer than 30 minutes only by mutual agreement of the District and the Union.

ARTICLE VI

HOURS OF SERVICE AND DUTY YEAR

Section 1. Basic Work Week. The regular work week exclusive of lunch, shall be five consecutive days, Monday through Friday.

Section 2. Academic Behavior Manager (ABM) Basic Work Year. The regular ABM work year shall be prescribed by the School District and include sixteen (16) hours of mandatory staff development, inclusive of eight (8) hours prior to the start of the student contact calendar. Personal days may not be used on staff development days. The District reserves the right to add additional mandatory staff development days. Staff development hours are in addition to student contract hours and will be on the school calendar to the extent possible.

Section 3. Administrative Assistant (AA) Basic Work Year. The AA regular work year shall be prescribed by the School District.

Section 4. Part-Time Employees. The School District reserves the right to employ such personnel, as it deems desirable or necessary on a part-time or casual basis.

Section 5. Shifts and Starting Time. All employees will be assigned starting times and shifts as determined by the School District.

Section 6. Academic Behavior Manager (ABM) and Administrative Assistant (AA) Lunch Period. ABM and AA employees employed 20 or more hours per week shall be provided an unpaid duty-free lunch period of 30 minutes.

Section 7. School Closing; In the event that school is closed for any reason other than e-learning days, and the School District does not require ABM and/or AA employees to perform services, ABM and/or AA employees shall be able to make up time missed due to school closure. Beyond that, the employees' compensation shall be reduced accordingly. However, if an ABM and/or AA employee reports to work prior to a closing announcement, the ABM and/or AA employee will be paid for time worked or (2) two hours of compensation, whichever is greater. If school is closed for an e-learning day and the School District does not require ABMs and/or AAs to perform services. ABMs and/or AAs shall suffer no loss of pay.

Section 8. Emergency Schedule. In the event of an energy shortage, severe weather, or other exigency, the School District reserves the right to modify the length of the school day, as the School District shall determine, but with the understanding that the total number of hours per week shall not be increased or decreased.

ARTICLE VII

COMPENSATION

Section 1. Academic Behavior Manager (ABM) 2023-2025 Rates of Pay. ABM employees will be compensated for the 2023-2024 and 2024-2025 contract years pursuant to ABM Salary Schedule.

Section 2. Administrative Assistant (AA) 2023-2025 Rates of Pay. AA employees will be compensated for the 2023-2024 and 2024-2025 contract years pursuant to AA Salary Schedule.

Section 3. New Academic Behavior Manager (ABM) and Administrative Assistant (AA) Employees. New ABM and AA employees shall be hired at such step on the salary schedule as agreed to between the employee and the School District and shall be eligible for step advancement on July 1 if employed prior to January 1. An employee hired after January 1 shall be eligible for any increase in starting salary on July 1, but shall not be eligible for step advancement until the following July 1.

Section 4. Successor Agreement. In the event a successor agreement is not entered into prior to July 1, 2025, an ABM or AA employee shall remain at the same step as compensated during the 2024-2025 contract year until a successor Agreement is reached.

Section 5. Academic Behavior Manager (ABM) and Administrative Assistant (AA) Overtime.

Subd. 1. ABM and AA Employees will be compensated at the overtime rate of time and one-half for all hours worked over 40 hours during the calendar week.

Subd. 2. All ABM and AA work performed on recognized holidays will be paid at the overtime rate of double time.

Subd. 3. The School District reserves the right to assign overtime in the event no qualified volunteer is available.

Section 6. Academic Behavior Manager (ABM) and Administrative Assistant (AA) Call Back Pay. Any off-duty ABM or AA employee called in to work by the School District, not contiguous with the

employee's regular shift, shall receive call-back pay for actual hours worked but not less than two (2) hours. Pay for such hours shall be at the overtime rate when applicable as provided in Section 5 hereof.

Section 7. Academic Behavior Manager (ABM) Extended School Year (ESY) Differential Pay.

ABM employees employed during summer school will be paid at their regular rate of pay according to the contract wage schedule plus an additional \$2.00 per hour ESY differential.

Section 8. Academic Behavior Manager (ABM) In-service Days. ABM employees who are required to attend workshops outside of their regular scheduled day will be paid their regular rate of pay for actual hours in attendance at such workshops, exclusive of breakfast, lunch, dinner and travel time.

Section 9. Academic Behavior Manager (ABM) Substituting for a Licensed Teacher. An ABM employee holding a current teacher's license, assigned to substitute teach for a licensed teacher, will be paid the daily substitute teacher rate prorated for the amount of time they teach, in lieu of their contract pay for such substitution.

ARTICLE VIII

GROUP INSURANCE

Section 1. Selection of Carrier. The selection of the insurance carrier and policy shall be made by the School District, after reviewing the recommendations of the insurance committee composed of faculty and other employee representatives.

Section 2. Academic Behavior Manager (ABM) and Administrative Assistant (AA) Medical Insurance Plan.

Subd. 1. ABM and AA Medical Insurance Plan – Single Coverage. The School District shall contribute a sum of not to exceed \$7155 per annum toward the premium for individual coverage for each full-time ABM and AA employee employed by the School District who qualifies for and is enrolled in the School District's group health and hospitalization insurance plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Subd. 2. ABM and AA Medical Insurance Plan – Employee Plus One Coverage. The School District shall contribute a sum of not to exceed \$15,946 per annum toward the premium for employee plus one coverage for each full-time ABM and AA employee employed by the School District who qualifies for and is enrolled in the School District's group health and hospitalization insurance plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Subd. 3. ABM and AA Medical Insurance Plan – Family Coverage. The School District shall contribute a sum of not to exceed \$21,975 per annum toward the premium for family coverage for each full-time ABM and AA employee employed by the School District who qualifies for and is enrolled in the School District's group health and hospitalization insurance plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Subd. 4. ABM and AA Health Reimbursement Account (HRA) or Health Savings Account (HSA). In addition to the District contribution listed above, as a part of the medical benefit plan, the School District will contribute an amount recommended by the Insurance Committee and approved by the Board to a Health Reimbursement Account (HRA) or HEALTH Savings

Account (HSA) as determined by the insurance committee for each insured employee each insurance plan year.

Section 3. Academic Behavior Manager (ABM) and Administrative Assistant (AA) Dental Insurance.

Subd. 1. ABM and AA Dental Insurance – Single Coverage. The School District shall contribute \$468 per annum toward the premium cost for single coverage for each full-time ABM and AA employee employed by the School District who qualifies for and is enrolled in the School District group dental plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Subd. 2. ABM and AA Dental Insurance – Employee Plus-One Coverage. The School District shall contribute an amount up to, but not to exceed \$773 per annum toward the premium cost for employee plus-one coverage for each full-time ABM and AA employee employed by the School District who qualifies for and is enrolled in the School District group dental plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Subd. 3. ABM and AA Dental Insurance – Family Coverage. The School District shall contribute an amount up to, but not to exceed \$1159 per annum toward the premium cost for family coverage for each full-time ABM and AA employee employed by the School District who qualifies for and is enrolled in the School District group dental plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Section 4. Academic Behavior Manager (ABM) and Administrative Assistant (AA) Long-Term Disability. The School District shall provide a group long-term disability insurance program and will pay the cost of the premium for each eligible employee.

Section 5. Academic Behavior Manager (ABM) and Administrative Assistant (AA) Life Insurance. The School District shall provide each eligible employee with an insurance policy representing two times the employee's annual base salary.

Section 6. Claims Against the School District. The School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein, and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 7. Duration of Insurance Contribution. An employee is eligible for School District contributions as provided in this Article as long as the employee is employed by the School District. Upon termination of employment, all School District participation and contributions shall cease effective on the last working day.

Section 8. Academic Behavior Manager (ABM) and Administrative Assistant (AA) Eligibility.

Subd. 1. To be eligible for the full benefits of this Article, an ABM employee must be regularly employed at least thirty (30) hours per week and at least nine (9) months per contract year. Eligibility for ABM employees is determined by all hours of employment, inclusive of bargaining unit and non-bargaining unit employment.

Subd. 2. An ABM employee who is regularly employed less than thirty (30) hours per week or less than nine (9) months per contract year shall not be eligible for the benefits of this Article.

Subd. 3. To be eligible for the full benefits of this Article, an AA employee must be regularly employed at least forty (40) hours per week and at least nine (9) months per contract year.

Subd. 4. However, an AA who works at least thirty (30) hours per week but less than forty (40) hours per week, and at least a nine-month contract year shall receive a monthly benefit prorated as their regular duty year hours are to that of an employee employed nine (9) months and forty (40) hours per week (1440 hours per year).

Subd. 5. An AA who is regularly employed less than thirty (30) hours per week or less than nine (9) months per contract year shall not be eligible for the benefits of this article.

Subd. 6. Moreover, modifications of the eligibility requirements as provided in this section shall not operate to deprive any ABM or AA employee employed as of the date of execution of this agreement from benefits that such employee is currently receiving.

ARTICLE IX

HOLIDAYS

Section 1. Paid Holidays.

Subd. 1. Paid Holidays. Eligible employees shall be granted the following paid holidays.

Labor Day
Thanksgiving Day
Day after Thanksgiving
December 24th
December 25th
New Year's Eve Day
New Year's Day
Presidential Holiday
Spring Holiday
Memorial Day

Subd. 2. Weekends. Any holiday that falls during a weekend will be observed on a day established by the School District.

Subd. 3. School in Session. The School District reserves the right, if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof. Any legal holiday or any holiday which falls within an employee's personal leave shall not be counted as a personal day.

Subd. 4. Application. In order to be eligible for holiday pay, ABM and AA employees must have worked a regular work day the day before and the day after the holiday unless on an excused illness, leave, or on approved leave under these provisions. Employees who normally commence employment on or about Labor Day and finish their duty year on or about Memorial Day shall be eligible for such paid holidays.

Subd. 5. Eligibility. Holiday benefits as defined in this section shall apply only to those employees who work at least 14 hours per week on a regular basis and shall not apply to

substitute or temporary employees. Part-time employees who are employed an average of at least 14 hours per week and at least the regular school year shall be eligible for partial benefits proportional to the extent of their employment. Part-time employees employed less than an average of 14 hours per week or less than the regular school year shall not be eligible for any benefits pursuant to this section.

ARTICLE X

LEAVES OF ABSENCE

Section 1. Academic Behavior Manager (ABM) and Administrative Assistant (AA) Leave Accrual.

All leave days will be accrued at a maximum of 8 hours per day.

Section 2. Academic Behavior Manager (ABM) and Administrative Assistant (AA) Sick Leave.

Subd. 1. Eligible ABM and AA employees shall earn sick leave at the rate of one (1) day for each calendar month of service in the employment of the School District. Eligible ABM and AA part-time employees shall earn sick leave on a pro-rata basis.

Subd. 2. Unused ABM and AA sick leave days may accumulate to a maximum credit of one hundred twenty (120) days of sick leave per employee. ABM and AA employees eligible for long-term disability will not receive sick leave pay beyond 90 days.

Subd. 3. Sick leave with pay shall be allowed by the School District whenever an ABM or AA employee's absence is found to have been due to illness which prevented their attendance and performance of duties on that day or days.

Subd. 4. The School District may require ABM and AA employees to furnish a medical certificate from the school health officer or from a licensed health professional as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District.

Subd. 5. In the event that a medical certificate will be required, the ABM or AA employee will be so advised.

Subd. 6. Sick leave allowed shall be deducted from the accrued sick leave days earned by the ABM or AA employee.

Subd. 7. Sick leave may be used for the illness of an ABM or AA employee's: child, spouse, sibling, sibling's children, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent, or a person who has resided in the same household as the employee for at least six (6) months, for reasonable periods of time as the ABM or AA employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness, or injury. The School District may require an ABM or AA employee to furnish a medical certificate as evidence of an immediate or close family member's illness or disability, indicating such absence was due to illness or disability, in order to qualify for sick leave pay. In the event that a medical certificate will be required the ABM or AA employee will be so advised. Sick leave may

also be used as safety leave for the ABM or AA employee to receive assistance or to provide assistance in the event of stalking, domestic violence or sexual assault.

Subd. 8. Sick leave for ABM and AA employees shall be approved only upon submission of a signed request, upon the authorized form available at School District offices.

Section 3. Academic Behavior Manager(ABM) and Administrative Assistant (AA) Personal Leave.

Subd. 1. Eligibility. To be eligible for the benefits of this section, an AA employee must be regularly employed on a 40-hour week and a 10-month duty year. However, part-time AA employees employed at least 199 days per contract year, and at least 20 hours per week, shall be eligible for the benefits of this section on a pro rata basis. To be eligible for the benefits of this section, an ABM employee must be regularly employed at least ten (10) hours per week. Substitute or temporary employees shall not be eligible for the provisions of this section.

Subd. 2. AA employees are eligible to accrue paid personal leave at the time of hire as follows:

Year 1	2 days per contract year
Year 2-5	10 days per contract year
Year 6-12	14 days per contract year
13+ years	18 days per contract year
20+ years	22 days per contract year

Subd. 3. ABM employees are eligible to accrue paid personal leave at the time of hire as follows:

Four (4) personal leave days each contract year, non-cumulative.

Three (3) unused ABM personal leave days may be carried over each year to a maximum of seven personal leave days.

Subd. 4. The restructuring of AA employee personal leave accrual shall not cause any employee to experience a reduction in personal leave allowance that the employee is presently receiving.

Subd. 5. Personal Leave for AA employees will be addressed on a fiscal year basis for purposes of accounting.

Subd. 6. AA employees personal leave time may be taken at any time during the contract year, subject to the needs of the School District, provided they are scheduled one week in advance and approved by the Executive Director of Special Education or designee. AA employees may advance up to five (5) personal leave days with the understanding that if the employee resigns, expires, or is terminated the advance shall be deducted from the employee's final paycheck.

Subd. 7. All AA employees personal leave time earned during the previous contract year must be used by December 31 of the following contract year unless a written extension has been granted by the Executive Director of Special Education or designee. This extension must be on file two weeks prior to December 31.

Subd. 8. The usage of ABM and AA employees personal leave requires advance application, subject to the needs of the School District, and approval by the Executive Director of Special Education or designee.

Subd. 9. Usage of ABM employees personal leave normally will not be permitted during the first two weeks and last week of school. Exceptions may be granted by the Executive Director of Special Education or designee in extreme circumstances.

Subd. 10. Applications must be submitted not less than three (3) workdays in advance, except in cases of emergency. Not more than two (2) ABM employees from any building will be permitted on personal leave on any one day.

Section 4. Academic Behavior Manager (ABM) and Administrative Assistant (AA) Bereavement.

Subd. 1. Up to five (5) days leave shall be allowed for death in the ABM or AA employee's immediate family. The specific amount of leave allowed is subject to the discretion of the Executive Director of Special Education, depending on the circumstances. Immediate family is defined as the employee's spouse, child, step-child, parent, parent-in-law, sibling, grandchild, or a person who has resided in the same household as the employee for at least six (6) months.

Subd. 2. Up to three (3) days leave shall be allowed for death of the employee's, sibling-in-law, grandparent, or grandparent of the employee's spouse.

Subd. 3. One (1) day leave will be allowed for the death of the employee's aunt, uncle, niece, nephew, or the niece, nephew, aunt or uncle of the employee's spouse.

Subd. 4. In the sole discretion of the Executive Director of Special Education, an ABM or AA employee may be granted additional days of bereavement leave in the case of extreme circumstances and such days, if any, shall be deducted from sick leave.

Section 5. Academic Behavior Manager (ABM) and Administrative Assistant (AA) Child Care Leave:

Subd. 1. A child care leave may be granted by the School District, subject to the provisions of this Section. Child care leave may be granted because of the need to prepare and provide parental care for a child or children of the employee for an extended period of time.

Subd. 2. An ABM or AA employee making application for child care leave shall inform the Executive Director of Special Education, in writing, of intention to take the leave, at least three (3) calendar months before commencement of the intended leave. In the event of an emergency, the School District has the right to waive or adjust the prior notification requirement.

Subd. 3. If the reason for the ABM or AA employee child care leave is occasioned by pregnancy; an ABM or AA employee may elect to utilize sick leave pursuant to the sick leave provisions of this Agreement. Unpaid child care leave may be granted after physical disability period, provided the person works to the time of the disability and commences the child care leave (unpaid) thereafter. An ABM or AA pregnant employee will also provide at the time of the leave application a statement from their physician indicating the expected date of delivery.

Subd. 4. In making a determination concerning the commencement and duration of an ABM or AA employee child care leave, the School District shall not, in any event, be required to:

- a) Grant any leave more than twelve (12) months in duration.
- b) Permit the employee to return to their employment prior to the date designated in the request for child care leave.

Subd. 5. An ABM or AA employee returning from child care leave shall be reemployed in a position for which they are qualified unless previously discharged or placed on unrequested leave. The School District will retain the authority for placement; however, an effort will be made to place the returning ABM or AA employee in a position comparable to the assignment prior to the child care leave.

Subd. 6. Failure of the ABM or AA employee to return pursuant to the date determined under this section shall constitute grounds for termination unless the School District and the employee mutually agree to an extension in the leave.

Subd. 7. Leave under this section shall be without pay. Fringe benefits may be continued at the option and expense of the ABM or AA employee.

Subd. 8. A leave of absence without pay for ABM and AA employee for the purpose of adopting a child will be granted by the School District for a period commencing as of the date of placement and continuing for a period of up to twelve (12) months. Written application for such leave must be submitted at least thirty (30) days prior to the date of commencement of the leave. Other provisions are the same as for child care leave, except that in no event shall two members of the same family employed in the system be granted such leave at the same time.

Section 6. Academic Behavior Manager (ABM) and Administrative Assistant (AA) Worker's Compensation:

Subd. 1. Upon the request of an ABM or AA employee who is absent from work as a result of a compensable injury under the provisions of the Workers' Compensation Act, the School District will pay the difference between the compensation received pursuant to the Workers' Compensation Act, by the employee and the employee's regular rate of pay, to the extent of the employee's earned accrual of sick leave and/or personal leave pay.

Subd. 2. A deduction shall be made from the ABM or AA employee's accumulated personal leave or sick pay leave accrual time according to the pro rata portions of days of sick leave or vacation time which is used to supplement workers' compensation.

Subd. 3. Such payment shall be paid by the School District to the ABM or AA employee only during the period of disability.

Subd. 4. In no event shall the additional compensation paid to the ABM or AA employee by virtue of sick leave or personal leave pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

Subd. 5. An ABM or AA employee who is absent from work as a result of an injury compensable under the Workers' Compensation Act who elects to receive sick leave or personal leave pay pursuant to this policy shall show their Workers' Compensation check prior to receiving payment from the School District for their absence.

Subd. 6. Work time loss of three (3) days or less for Workers' Compensation purposes shall not be deducted from the ABM or AA employee's sick leave.

Section 7. Academic Behavior Manager (ABM) and Administrative Assistant (AA) Jury Duty Pay.

All ABM and AA employees required to serve on jury duty shall be paid by the School District the difference between their regular pay and jury duty pay. In implementing this section, the School District shall continue to pay the employee the regular rate of pay and the ABM or AA employee shall be obligated upon receipt of the jury duty pay from the governmental agency to immediately remit the check endorsed payable to the School District.

Section 8. Academic Behavior Manager (ABM) and Administrative Assistant (AA) Application.

The parties agree that the applicable periods of probation for ABM and AA employees are intended to be periods of actual service enabling the School District to have the opportunity to evaluate an ABM or AA employee's performance. The parties agree that periods of time for which the ABM or AA employee is on unpaid leave shall not be counted in determining the completion of the probationary period.

Section 9. Academic Behavior Manager (ABM) and Administrative Assistant (AA) Retention of

Earned Benefits. An ABM or AA employee who returns to work from an unpaid leave within the provisions of this Article shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave. The ABM or AA employee shall not accrue additional experience credit for pay purposes or leave time during the period of absence for unpaid leave.

Section 10. Academic Behavior Manager (ABM) and Administrative Assistant (AA) Insurance

Participation. An ABM or AA employee on unpaid leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such program as the ABM or AA employee wishes to retain, commencing with the beginning of the unpaid leave. The right to continue participation in such group insurance programs, however, will terminate if the ABM or AA employee does not return to the School District pursuant to this section.

Section 11. Academic Behavior Manager (ABM) Eligibility.

To be eligible for the provisions of this article an ABM employee must be regularly employed at least ten (10) hours per week. Substitute or temporary ABM employees shall not be eligible for the provisions of this article.

Section 12. Administrative Assistant (AA) Eligibility.

To be eligible for the provisions of this article an AA employee must be regularly employed at least 14 hours per week. Substitute or temporary AA employees shall not be eligible for the provisions of this article.

ARTICLE XI

DISCIPLINE, DISCHARGE AND PROBATIONARY PERIOD

Section 1. Academic Behavior Managers (ABM) and Administrative Assistant (AA) Probationary

Period. ABM and AA employees under the provisions of this Agreement shall serve a probationary period of six (6) months of service in the School District, during which time the School District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse to the grievance procedure, insofar as suspension, discharge or other discipline is concerned. However, ABM and AA probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been

violated. Periods of time where the employee is on a leave shall not be counted in determining the completion of the probationary period.

Section 2. Academic Behavior Manager (ABM) and Administrative Assistant (AA) Completion of Probationary Period. An ABM or AA employee who has completed the probationary period may be suspended without pay or discharged only for just cause.

ARTICLE XII

SENIORITY AND LAYOFF

Section 1. Academic Behavior Manager (ABM) Application. The parties recognize the principle of seniority in the application of this Article, within classification, concerning reduction in force, provided the ABM employee is fully qualified to perform the duties and responsibilities of the position. This article shall be applicable in a reduction of hours only if the reduction causes the ABM employee to lose eligibility for benefits under this Agreement or if the ABM employee's hours are reduced by more than 25% of the employee's existing time.

Section 2. Academic Behavior Manager (ABM) Layoff. In the event an ABM employee who has completed the probationary period is notified of a layoff within the meaning of Section 1 hereof, such ABM employee shall have rights in the following order:

Subd. 1. The ABM employee may accept the layoff and seek unemployment compensation.

Subd. 2. The ABM employee shall have the right to bump the least senior ABM employee, within the same classification, at the same building location. If bumping the least senior ABM employee would result in the ABM employee having less hours, the ABM employee may bump the least senior ABM employee who has equal or lesser hours. Any ABM bumping pursuant to this subdivision requires that the bump is in the same classification and building and the ABM employee is fully qualified for the position.

Subd. 3. In the event that an ABM employee is unable to retain a position as provided in Subd. 2 hereof because there is not a junior ABM employee or the ABM employee is not qualified for a position at the same building location, the ABM employee may bump the least senior ABM employee, within the same classification, in the School District. If bumping the least senior ABM employee would result in the ABM employee having less hours, the ABM employee may bump the least senior ABM employee in the School District who has equal or lesser hours. Any bumping pursuant to this subdivision requires that the bump is in the same classification and the ABM employee is fully qualified for the position.

Section 3. Academic Behavior Manager (ABM) Recall. An ABM employee on layoff shall retain seniority and right to recall within classification in seniority order for vacancies which occur in the School District for a period of 24 calendar months after the date of layoff, provided the ABM employee is qualified to perform the duties and responsibilities of the position. An ABM employee with recall rights shall maintain a current mailing address on file with the School District and failure to accept recall within ten (10) calendar days shall cause forfeiture of the ABM employee's further recall rights. The School District will not employ a new person in a vacant position as long as an ABM employee on layoff

pursuant to this Article is qualified to perform the duties and responsibilities of the position and accepts recall as provided herein.

Section 4. Academic Behavior Manager (ABM) Seniority Date. ABM employees shall acquire seniority within their classification category upon completion of the probationary period as defined in Article XI hereof, and upon acquiring seniority, the seniority date shall relate back to the first date of continuous service in the School District in a classification covered by this Agreement. If more than one ABM employee commences work on the same date in a classification category, the tie in seniority shall be broken by lot.

Section 5. Academic Behavior Manager (ABM) Seniority List. On or about October 1 of each year the School District shall post a seniority list. An ABM employee shall have twenty (20) days from this posting to challenge their seniority listing through the grievance process. If no challenges are made within twenty (20) days of posting, the seniority list is final. The seniority list shall be updated each year.

Section 6. Administrative Assistant (AA) Seniority. For purposes of longevity, 403(B), layoff & recall and any other applicable area, seniority shall be defined as the AA employee's hire date.

Subd. 1. Purpose of Seniority. The purpose of seniority is to provide the order of layoff and recall of AA employees. Employees with the least continuous service shall be laid off first when consistent with the section of this Article. If any opening subsequently occurs, the laid off AA employees with the most continuous service shall be the first recalled if qualified for the position. If a former employee elects not to work when recalled, they shall then lose their seniority rights. An employee who is properly discharged or resigns shall forfeit their seniority, and in the event of reemployment, their seniority rights shall begin as of the date of their reemployment. Maternity leave shall not detract from or add to seniority. A current seniority list shall be posted each year.

Section 7. Administrative Assistant (AA) Order of Layoff.

Subd. 1. If an administrative assistant is to be laid off or reduced 25% or more of their duty day, or enough to cause a loss of insurance benefits, and has seniority, that administrative assistant may displace the least senior administrative assistant having the nearest equivalent daily hours (provided the administrative assistant is qualified for that position).

Subd. 2. In no case shall an administrative assistant displace another employee with greater seniority.

Section 8. Administrative Assistants (AA) Recall. Recall shall be consistent with the procedure established in Section 1 of this Article. An AA employee who is on layoff status shall have the duty to inform the district in writing of where the School District may reach them. When the School District recalls an AA employee, it will send a certified letter to the address of record for the employee and shall state a reasonable period of time in the letter within which the employee must respond to the recall notice. If the AA employee does not timely respond to the notice or if the employee does not adequately inform the School District of where they can be reached, the employee shall lose recall rights. All recall and seniority rights terminate two years from lay off date.

ARTICLE XIII

VACANCIES AND POSTING

Section 1. Academic Behavior Manager (ABM) Vacancies or New Positions: All ABM vacancies and new positions within the bargaining unit, which are anticipated to be at least 45 days in duration, will be posted for three (3) working days for consideration of lateral transfers. The senior qualified ABM employee who applies for a lateral transfer will be assigned to the position. Such applications must be submitted, in writing, no later than two working days following the closing of the positing period.

Section 2. Administrative Assistant (AA) Postings of Vacancies or New Positions. All AA vacancies and new positions within the bargaining unit, which are anticipated to be at least 45 days in duration, will be posted electronically. Employees within the AA bargaining unit will be given the highest priority with seniority being a consideration, and will be granted an interview, however, the building or department administrator has the right of final decision in the selection of applicants to fill posted AA employment positions.

Section 3. Academic Behavior Manager (ABM) and Administrative Assistant (AA) Applications for Vacancies. All ABM and AA applications will be considered by the School District and final decision for employment, advancement, transfer or promotion will be made by the School District after considering the qualifications of all applicants. Qualifications of ABM and AA applicants will include background, training, seniority, experience, education, aptitude for the position and testing results. The School District shall state the minimum required qualifications for the position.

Section 4. Academic Behavior Manager (ABM) and Administrative Assistant (AA) Notice of Appointment. Notice of the ABM or AA candidate selected to fill the vacancy shall be posted at each posting location in each building within five (5) days of the selection.

Section 5. Definition. For purposes of this Article, the term “vacancy” shall mean a position where no ABM or AA employee is holding a claim to the position, i.e. leave of absence.

Section 6. Academic Behavior Manager (ABM) and Administrative Assistant (AA) Temporary Assignment. The School District may fill an ABM or AA vacancy or new ABM or AA position, temporarily, pending completion of the assignment process.

Section 7. Academic Behavior Manager (ABM) Limitation. The School District may, but is not required to, consider an application or transfer of an ABM employee, pursuant to Section 1 or Section 3 hereof, more than once during a contract year. However, an ABM employee who has had hours reduced involuntarily pursuant to Article XII hereof because of a layoff or bumping action during the past twelve months shall not be subject to this limitation.

ARTICLE XIV

403B

Section 1. 403b Matching Contribution Plan

Subd. 1. Employees who are regularly employed at least twenty (20) or more hours per week and at least five (5) years with the School District shall be eligible to participate in a 403b matching contribution plan pursuant to Minnesota Statutes §356.24.

Subd. 2. The School District will match eligible annual employee contributions based on the completion of the following years of eligible employment in the School District:

0 years of experience to four (4) years of experience	-0-
Five (5) to Nine (9) years experience	\$325
Ten (10) – Fourteen (14) years experience	\$400
Fifteen (15) – Nineteen (19) years experience	\$475
Twenty (20) plus years experience	\$550

The School District shall contribute annually an amount equal to the amount contributed by the employee. This amount shall not exceed the maximum amount outlined in the subdivision.

Subd. 3. The maximum career matching contribution by the School District shall be \$10,000.

Subd. 4. A salary reduction authorization agreement must be completed by the eligible employee by October 1 of the school year for the employee to participate in the 403b Matching Contribution Plan for that school year.

Subd. 5. Employees on unpaid leaves may not participate in the matching program while on leave.

ARTICLE XV

MISCELLANEOUS

Section 1. Academic Behavior Manager (ABM) and Administrative Assistant (AA) Medical

Examination. An ABM or AA employee whose condition of physical or mental health is thought to be adverse to the welfare of pupils or other employees may be required to undergo a health examination by a licensed physician at the expense of the School District.

Section 2. Academic Behavior Manager (ABM) and Administrative Assistant (AA) Workshops and

Conventions. The School District will provide reasonable expenses for workshops and conventions that are required or permitted by the School District for ABM and AA employees.

Section 3. Academic Behavior Manager (ABM) and Administrative Assistant (AA) Required

Training. The School District will pay the cost of any ABM or AA training course required by the School District.

Section 4. Academic Behavior Manager (ABM) and Administrative Assistant (AA) Reimbursement.

Upon proper documentation, the School District will reimburse ABM and AA employees for expenses incurred in repairing or replacing personal items broken or damaged during the normal work day by students; i.e. glasses, hearing aids, dentures, vehicles (up to the employee's personal insurance deductible amount). Personal items do not include items that are not required for the ABM or AA to perform their job; i.e. cell phones. Requests for reimbursement will be submitted to the Executive Director within thirty (30) days of the damage. The Executive Director will make the determination if the item in need of repair is required for the ABM or AA to perform their job.

Section 5. Academic Behavior Manager Educational Leave. An ABM employee may be allowed to take an unpaid leave of absence for up to two years for the purpose of increasing career objectives within the School District. The employee must have completed five years of service under this working

agreement. Recommendation by the employee's supervisor and School District approval must be obtained before going on said unpaid leave. The employee's seniority shall be frozen. When the employee returns to work for the School District, the employee's seniority shall pick up where it was prior to going on the unpaid leave. If the employee does not return to the School District at the end of the leave and/or the leave has not been extended, said employee shall terminate all rights as an employee of the School District.

ARTICLE XVI

GRIEVANCE PROCEDURE

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

Section 2. Representative: The employee, administrator or Governing Board may be represented during any step of the procedure by any person or agent designated by such party to act on their behalf.

Section 3. Definitions and Interpretations:

Subd. 1. Extension: Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law.

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

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

Section 4. Time Limitations and Waiver. Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and specific provision of the Agreement allegedly violated and the particular relief sought, within thirty (30) days after the event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal any grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the School District's designee.

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

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

Subd. 2. Level II. In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Executive Director of Special Education for ABMs and AAs provided such an appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the Executive Director of Special Education for ABMs and AAs, the Executive Director of Special Education or their designee shall meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the Executive Director of Special Education for ABMs and AAs or their designee shall issue a decision, in writing, to the parties involved.

Subd. 3. Level III. In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the Governing Board, provided such an appeal is made in writing within ten (10) days after receipt of the decision of Level II. If a grievance is properly appealed to the Governing Board, the Governing Board shall hear the grievance within twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting the Governing Board shall issue its decision in writing to the parties involved. At the option of the Governing Board, a committee or representative(s) of the Governing Board may be designated by the Governing Board to hear the appeal at this level, and report its findings and recommendations to the Governing Board. The Governing Board shall then render its decision.

Section 6. Governing Board Review. The Governing Board reserves the right to review any decision issued under Level I or Level II of this procedure, provided the Governing Board or its representative(s) notify the parties of its intentions to review within ten (10) days after the decision has been rendered. In the event the Governing Board reviews a grievance under this Section, the Governing Board reserves the right to affirm, reverse, or modify such decision. Time limits for hearing and decision shall be the same as provided in Section 5, Subd. 3., of this Article, and appeal can be taken directly to arbitration within the same time limits as provided in Section 8, Subd. 1., of this Article.

Section 7. Denial of Grievance. Failure of the Governing Board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance, and the employee may appeal it to the next level.

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

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

Subd. 2. Prior Procedure Required. No grievance shall be considered by the arbitrator that has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator. Upon the proper submission of a grievance under the terms of this procedure, the parties may, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Commissioner of the Bureau of Mediation Services to submit a panel of seven arbitrators to the parties, pursuant to PELRA, provided such request is made within twenty (20) days after request for arbitration. The request shall ask that the panel be submitted within ten (10) days after the receipt of said request. Within ten days after receipt of the panel, the parties shall alternately strike names, and the remaining name shall be the arbitrator to hear the grievance. The order of striking will be determined by lot. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Commissioner within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Hearing. The grievance shall be heard by a single arbitrator, and both parties may be represented by such person or persons as they may choose to designate, and the parties shall have a right to a hearing, at which time both parties will have the opportunity to submit evidence, offer testimony and make oral and written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing *de novo*.

Subd. 5. Decision. The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before them shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by PELRA.

Subd. 6. Expenses. Each party shall bear its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case for arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording, if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Subd. 7. Jurisdiction. The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed terms or changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public school boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

Section 9. Election of Remedies and Waiver. A party instituting any action, proceeding, or complaint in a federal or state court of law or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum as outlined herein, the employee shall waive the right to initiate a grievance pursuant to this Article, or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in the Agreement or to enforce the award of an arbitrator.

ARTICLE XVII

DURATION

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

Section 2. Effect. This Agreement constitutes the full and complete Agreement between the School District and the Exclusive Representative representing the employees. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreement, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality. Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

Section 4. Severability. The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any such circumstances is held to be invalid or void, it shall not affect any other provision of this Agreement or the application of any provision thereof.

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

FOR:

Service Employees International Union
Local #284/ABM and AA Units
450 Southview Boulevard
South St. Paul, Minnesota, 55075
(Send Notices to this address)



Union Steward



Bargaining Team Member



Bargaining Team Member

FOR:

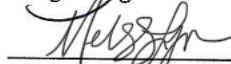
Independent School District No. 6079-52
140 Buchanan Street North, Suite 150
Cambridge, MN 55008
(Send Notices to this address)



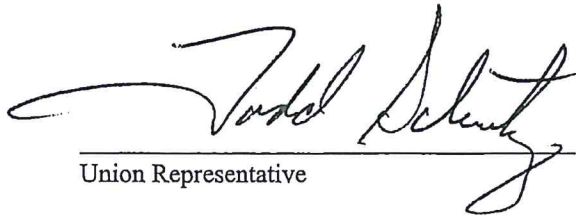
School Board Chair and Chief Negotiator



Bargaining Team Member



Bargaining Team Member


 Union Representative


 Executive Director of Special Education

Dated: 10-3, 2023

Dated: 10/25, 2023

ACADEMIC BEHAVIOR MANAGER (ABM)

SALARY SCHEDULE

2023-2025

Step	Pay Grade ABM	
	2023-2024	2024-2025
1	\$21.41	\$21.84
2	\$22.22	\$22.66
3	\$23.07	\$23.53
After 6 Years of Service	\$23.27	\$23.74
After 9 Years of Service	\$23.50	\$23.97
After 13 Years of Service	\$23.75	\$24.23

ADMINISTRATIVE ASSISTANT (AA)

SALARY SCHEDULE

2023-2025

Step	Pay Grade Administrative Assistant	
	2023-2024	2024-2025
1	\$24.17	\$24.65
2	\$25.82	\$26.34
After 6 Years of Service (\$1.00 on top of hourly rate)	\$26.82	\$27.34
After 9 Years of Service (\$1.25 on top of hourly rate)	\$27.07	\$27.59
After 13 Years of Service (\$1.50 on top of hourly rate)	\$27.32	\$27.84