

**MASTER AGREEMENT**

between

**INDEPENDENT SCHOOL DISTRICT NO. 480**

and

**EDUCATION MINNESOTA – ONAMIA**

July 1, 2023 through June 30, 2025

## **ARTICLE I**

### **PURPOSE OF AGREEMENT**

**PARTIES:** This Agreement is entered into between the School Board of Independent School District No. 480, Onamia, Minnesota, hereinafter referred to as the School District and the Education Minnesota – Onamia(EM-O), hereinafter referred to as the exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the P.E.L.R.A., to provide terms and conditions of employment for teachers for the duration of this Agreement.

## **ARTICLE II**

### **RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

**SECTION 1. RECOGNITION:** The School Board recognizes the Education Minnesota – Onamia (EM-O) as the exclusive representative of teachers employed by the School District, which exclusive representative shall have those rights and duties as prescribed by the P.E.L.R.A. and as prescribed by this Agreement.

**SECTION 2. APPROPRIATE UNIT:** The exclusive representative shall represent all the teachers of the District as defined in the Agreement and in said act.

## **ARTICLE III**

### **DEFINITIONS**

**SECTION 1. TERMS AND CONDITIONS OF EMPLOYMENT:** The term “terms and conditions of employment” shall mean 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 coverage of retired teachers or severance pay, and the District’s personnel policies affecting the working conditions of the teachers. In the case of teachers, the terms do not mean educational policies of the School District. The terms in both cases are subject to the provisions of the P.E.L.R.A.

### **SECTION 2. TEACHER:**

**SUBD. 1.:** The word "teacher" shall mean all persons employed by the School District in a position for which the person must be licensed or certified by the PELSB or in a position providing instruction to children in a prekindergarten or early learning program pursuant to MN Statutes 179A.03.

**SUBD. 2.:** The term “full-time” teacher shall mean any person employed by the School District as defined in Article III, SECTION 2, SUBD. 1., who works a minimum of thirty-four (34) hours per week, for the number of contracted days established in ARTICLE XII of this master agreement. The term “part-time” teacher shall mean any person employed by the School District as defined in Article III, SECTION 2, SUBD. 1., who works a minimum of at least twenty (20)

hours per week but less than thirty-four (34) hours per week. A “part-time” teacher will be eligible for benefits at a pro rata basis.

SECTION 3. TEACHER ON SPECIAL ASSIGNMENT (TOSA) (revised 2019-21):

SUBD. 1.: ISD 480 and the Union, mutually agree it is in the best interest of the Onamia Educational Community to define the position of a “Teacher On Special Assignment” (TOSA):

- A. A TOSA shall be defined as a licensed teacher whose assignment does not include direct student instructional responsibilities;
- B. The assignment of a teacher to the position of TOSA shall be mutually agreed upon by the teacher affected and ISD #480;
- C. TOSA positions will be excluded from costing for the purpose of negotiations;
- D. Additional compensation for the additional responsibilities possibly associated with a TOSA position shall be negotiated by the Union and ISD #480;
- E. All TOSA positions will remain as members of the Union, entitled to all the provisions and protections of the contract;
- F. TOSA positions shall be subject to the layoff and recall provisions of the contract;
- G. A position description describing the responsibilities will be created and provided to the Union when the position is created and before an individual is hired;
- H. In the event the assigned teacher no longer wishes to continue as a TOSA for the following school year, he/she must notify the school district by March 1<sup>st</sup>.

SECTION 4. ACTIVITIES DIRECTOR (added 2017-19): Any certified staff member who is hired as the Activities Director (AD) will be considered a full time teacher in regards to this contract. The AD will teach three (3) periods per day, have one (1) prep period and have three (3) periods of AD duties. A teacher who is working as the AD and wishes to return to a regular teaching assignment must notify the district by March 1<sup>st</sup>, within the school year at the end of which the teacher intends to resign from the AD position. The school district will provide the AD with a cell phone stipend of \$50 per month. Duties expected of the AD outside of the regular teaching day are as follows:

- A. Work five (5) full days during the start of the fall sports season;
- B. Supervise all of the football games and 25% of the other fall and winter activities. The remaining 75% of the activities will be supervised by one of the following:

Superintendent, Principals and Dean(s) of Students. The AD will create a schedule for supervisory duties;

C. The AD will be compensated per schedule B for the duties listed in A and B above.

Nothing in the above section shall obligate the district to hire a certified staff member for the AD position.

**SECTION 5. SCHOOL DISTRICT:** For the purpose of administering this Agreement, the term, "School District," or the word, "District," shall mean the School Board or its designated representative(s).

**SECTION 6. OTHER TERMS:** Other terms not defined in the Agreement shall have those meanings as defined by the P.E.L.R.A.

## **ARTICLE IV**

### **SCHOOL DISTRICT RIGHTS**

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

**SECTION 2. MANAGEMENT RESPONSIBILITIES:** The exclusive representative recognizes the right and obligation of the School District to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide high quality educational opportunities for the students of the School District.

**SECTION 3. EFFECT OF LAWS, RULES, AND REGULATIONS:** The exclusive representative recognizes that all teachers covered by this Agreement shall perform the teaching and non-teaching services prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and by School Board rules, regulations, directives and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation, and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement and recognizes that the School Board, all teachers covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives and orders shall be null and void and without force and effect.

**SECTION 4. RESERVATION OF MANAGERIAL RIGHTS:** The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent managerial 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**

### **TEACHER RIGHTS**

**SECTION 1. RIGHT TO VIEWS:** Nothing contained in the Agreement shall be construed to limit, impair, or affect the right of any teacher or his/her representative to the expression or communication of a view, grievance, complaint, or opinion on any matter related to the conditions or compensation of public teachers or their betterment, so long as the same is not designed to and does not interfere with the faithful performance of the duties of employment, or circumvent the rights of the exclusive representative if there be one; nor shall it be construed to require any teacher to perform labor or services against his/her will.

**SECTION 2. RIGHT TO JOIN:** Teachers shall have the right to form and join professional labor or teacher organizations and shall have the right not to form or join such organizations. Teachers in an appropriate unit have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such teachers.

**SECTION 3. REQUEST FOR DUES CHECK OFF:** The exclusive representative shall be allowed dues check off for its members, provided that dues check off and the proceeds thereof shall not be allowed to any exclusive representative that has lost its right to dues check off. Upon receipt of a properly executed authorization card from the teacher involved, the School District will deduct from the teacher's paycheck the dues that the teacher has agreed to pay to the teacher organization in equal installments, beginning with the first pay period in September through the final pay period, as authorized.

**SECTION 4. PERSONNEL FILES:** A teacher's personnel file shall be available during regular school business hours to the individual teacher upon that person's request pursuant to the P.E.L.R.A.

## **ARTICLE VI**

### **BASIC SCHEDULES AND RATES OF PAY**

**SECTION 1. 2023-2024 and 2024-2025 SALARY SCHEDULE:** The wages and salaries reflected in SCHEDULE A, attached hereto, shall be part of this Agreement for the 2023-2024 and 2024-2025 school years.

**SECTION 2. STATUS OF SALARY SCHEDULES:** The salary schedule shall not be a part of the teacher's continuing contract, and the School District reserves the right to withhold increment advancement, lane changes, or any other salary increase as the School District shall determine. The School District shall give written notice and the justification of such action.

**SECTION 3. PLACEMENT ON THE SALARY SCHEDULE:** The following rules shall be applicable in determining placement of a teacher on the appropriate salary schedule:

**SUBD. 1. GERMANE:** Credits to be considered for application on any lane of the salary schedule must be germane to the teaching assignment as determined by the District or part of a graduate program in that person's teaching field.

**SUBD. 2. GRADES AND CREDITS:** To apply on the salary schedule, all credits beyond the bachelor's degree must be graduate credits except as otherwise provided in this subdivision. To qualify for lane changes, all credits must have a "B" average or better. Pass/fail or satisfactory/unsatisfactory credits may become applicable for lane changes if such credits are translated into a letter grade by the college. Necessary forms requesting a college to so translate these credits shall be obtained from the School District. If the college will not translate the credits to a letter grade the teacher can request a Superintendent's approval.

Undergraduate credits may qualify for a lane change if they receive the prior approval of the Superintendent whose decision shall be final and binding and shall not be subject to the grievance procedure.

To qualify for the BA + 10, the BA + 20, the BA + 30, and the BA + 40 lanes, semester credits must be earned after the granting of the BA degree. To qualify for the MA + 10, MA + 20 and the MA + 30 lanes, an MA degree must have been granted to be eligible. Semester credits for the MA + lanes may be earned before the granting of the MA, but semester credits used for the MA degree may not be used for the MA + lanes.

**SUBD. 3. PRIOR APPROVAL:** All credits, in order to be considered for application on the salary schedule, must be approved by the Superintendent in writing prior to the taking of the course.

**SUBD. 4. DIGITAL COURSES:** (Does not include online courses) Graduate credits may be earned through digital courses that are offered by an accredited college. These credits, as all lane change credits, must be processed through the prior approval process as outlined in SUBD. 3. A teacher may earn up to three semester credits per lane change through the use of approved digital courses. A maximum of ten semester credits may be applied to Schedule A. (revised 2013-15)

**SUBD. 5. EFFECTIVE DATE:** Individual contracts will be modified to reflect qualified lane changes two times a year effective at the beginning of the school year, and February 1st, providing a transcript of qualified credits or a grade report and fee statement is submitted to the Superintendent's office as evidence of completion of course work no later than September 1<sup>st</sup> or February 1<sup>st</sup>. Transcripts shall be required for placement on the BA40/MA – MA30 lanes. Teachers are limited to two lane changes per contract year as long as proper notification is made to the District Office by February 1<sup>st</sup> of the current contract year. One lane change will be granted on September 1<sup>st</sup> and February 1<sup>st</sup>. Teachers advancing to the Master's lane shall be placed on the BA40/MA lane. Credits may only be applied once on the salary schedule. (revised 2009-11)

**SUBD. 6. ADVANCED DEGREE PROGRAM:** A teacher shall be paid on the master's degree lane or higher lane only if the degree program is germane to the teaching assignment or licensure, as approved by the Superintendent, and the Superintendent approves the degree program in writing in advance.

The District encourages teachers to pursue content-specific master's programs. In addition to awarding lane changes, the District will pay a one-time, lump-sum award of \$5,000.00 for completion of a content-specific master's degree. The \$5,000.00 will be paid on June 30<sup>th</sup> following completion of three (3) continuous full-time years of service to the district after receiving the content-area master's degree. The teacher will submit a pay slip to the district office in order to receive the lump-sum award following the completion of three (3) continuous full-time years of service. The program and course work in a content-area master's degree must have prior written approval by the degree granting institution and the Superintendent. (revised 2019-21)

**SUBD. 7. PAYMENT OF PRESENT SALARY:** The rules contained herein relating to the application of credits on the salary schedule shall not deprive any teacher of any salary schedule placement already recognized and actually being paid for the previous school year.

**SUBD. 8. PRIOR EXPERIENCE:** A teacher being employed in the School District shall be given one year of credit for each year of teaching experience to a maximum of five (5) years. A teacher may be granted additional credit for each year of teaching experience beyond the five (5) years.

The teacher shall receive credit for experience in this or other school systems and be placed on the salary schedule accordingly, provided that such experience has been within the preceding ten (10) years of the date of employment. A teacher may be granted teaching experience in an area other than a school system provided this experience has been within the preceding ten (10) years of the date of employment.

**SECTION 4. PAY DEDUCTION:** Whenever pay deduction is made for a teacher's absence, the annual salary divided by the number of teacher duty days shall be deducted for each day of absence. If a partial day deduction is made, it will be based on the basic day.

## **ARTICLE VII**

### **MATCHING DEFERRED COMPENSATION PROGRAM**

**SECTION 1. ELIGIBILITY:** Full-time teachers who have completed the prior school year are eligible at the beginning of the next school year to participate in the matching deferred compensation program. (revised 2023-25)

**SECTION 2. DISTRICT CONTRIBUTION:** The maximum lifetime contribution is \$21,500. The District match will be contributed from the September 15<sup>th</sup> payroll through the May 30<sup>th</sup> payroll on a proportionate basis for each teacher participating in the matching deferred compensation program. (revised 2019-21)

**SECTION 3. ENROLLMENT PERIOD:** The enrollment period will be from the first workshop day of the school year to the 5<sup>th</sup> of September, or the closest working day to the 5<sup>th</sup> of September. Teachers must elect the matching deferred compensation during the enrollment period or lose it. Teachers not electing the matching deferred compensation will not be allowed

to "make up" contributions from previous enrollment periods. Teachers who stop contributions cannot start again until the next enrollment period. It is the responsibility of the teacher to apply for the next level of contribution. Teachers who fail to file the proper change form will not be allowed to "make up" lost district contributions.

SECTION 4. QUALIFICATIONS: "Years of service" is defined as full-time, completed years of service in the district. Contributions, both teacher and District, must be elected for the placement in one of the union recommended and board approved vendors. No more than four (4) recommendations will be brought to the board prior to the June board meeting. (revised 2017-19)

SECTION 5. ACCUMULATION TABLE:

Years of Service	Teacher Contribution	District Match
1-5 years	\$500 annually	\$500 annually
6-10 years	\$650 annually	\$650 annually
11-20 years	\$900 annually	\$900 annually
21-25 years	\$1,100 annually	\$1,100 annually
26-retirement	No required contribution After cap is reached	No match after cap is reached
*Teacher may contribute up to IRS maximum regardless of district match		
**The maximum lifetime contribution is \$21,500		

Teachers with twenty-one (21) plus years of service and whose age added to years of service totals at least seventy-eighty (78) are eligible for a special \$2,000 match for six (6) years. Teachers who take advantage of the \$2,000 match for six (6) years are no longer eligible to continue the matching program. Maximum lifetime contribution is \$21,500. (revised 2019-21)

SECTION 6. POST RETIREMENT HEALTH CARE SAVINGS PLAN (HCSP):

SUBD. 1. RETIREMENT INCENTIVE: For all teachers who:

- a. Have completed twelve (12) years of full-time teaching experience in the Onamia School District,

And

- b. Submit a written resignation on or before February 1<sup>st</sup> of the calendar year in which he or she will retire. (revised 2015-17)

1. For all teachers hired after 8/28/1986 and prior to 9/1/1996:

- a. The District will contribute the dollar difference between the retiring teacher's annual salary (Schedule A for the year retiring, excluding any additional days of employment and any extracurricular salary) versus the starting salary at the current BA/BS, Step 1 salary lane less the HCSP contribution from the following table.

Years of Service	District Annual Contribution	Max. Contribution
11-20	\$1,200	\$12,000
21-25	\$1,700	\$20,500
26 +	\$2,500	\$30,500

- b. The School District will contribute the dollar difference to be paid into the MSRS in two annual installments. The first installment will be paid on September 30<sup>th</sup> after the date of retirement. The second installment will be paid the following September 30<sup>th</sup>.
2. All teachers hired after 9/1/1996 are eligible for district contribution to the Post-Retirement Health Care Savings Plan (HCSP). Upon completion of their 10<sup>th</sup> year of service within the district, annual contributions will be made monthly throughout the school year with the first contribution starting September 30<sup>th</sup> of the 11<sup>th</sup> year of service to the district.

<b>Years of Service</b>	<b>District Annual Contribution</b>	<b>Max. Contribution</b>
11-20	\$1,200	\$12,000
21-25	\$1,700	\$20,500
26 +	\$2,500	\$30,500

*(special note: In years that the State Legislature provides an early retirement incentive, the School District will take the legislation in consideration in regard to the submission date of retirement)*

SUBD. 2. WELLNESS INCENTIVE: The School District will provide an HCSP wellness incentive through the Minnesota State Retirement System (MSRS). To be eligible for the Wellness Incentive, the teacher must have accumulated a minimum of one hundred (100) days of sick leave in the Onamia School District. (revised 2017-19)

- a. Once a teacher has accumulated one hundred (100) days of sick leave, the School District will pay a calculated amount per day for each unused day earned over the one hundred (100) day cap, up to an annual total of twelve (12) days. (revised 2017-19)
- b. The calculation is based on the annual total cost to the School District of \$10,000, to be paid on a proportional basis to the total number of eligible sick days, as follows: Total eligible days divided by total cost of \$10,000. (example: 20 teachers with a total of 132 eligible days = \$10,000, divided by 132 days = \$75.76 per day. Teacher “A” with 10 eligible days would receive a wellness incentive of \$757.60.) The School District will pay the Wellness Incentive directly to the HCSP by September 30<sup>th</sup> of the following school year. Days paid through the Wellness Incentive will not be eligible for Severance Pay. (revised 2017-19)

**ARTICLE VIII**

**EXTRA COMPENSATION**

SECTION 1. EXTRACURRICULAR SCHEDULE: The wages and salaries in the SCHEDULE B attached hereto shall be part of this Agreement.

SECTION 2. ADDITIONAL COMPENSATION: The wages and salaries reflected in SCHEDULE C attached hereto shall be a part of this Agreement.

## ARTICLE IX

### GROUP INSURANCE

SECTION 1. SELECTION: The selection of the insurance carrier and policy shall be made by the School District as provided by law. Two (2) members of the exclusive representative shall serve on a committee to assist the School District in the selection of the policy and insurance carrier. The final selection of the insurance carrier and policy shall be made by the School District, after the above representatives, and other parties that have the right to serve on the committee, have been consulted.

#### SECTION 2. HEALTH AND HOSPITALIZATION INSURANCE:

SUBD. 1. SCHOOL DISTRICT CONTRIBUTION: The School District shall contribute a sum not to exceed a maximum of \$978.76 for family and \$821.02 for individual for the school year 2023-24, and a sum not to exceed a maximum actual increase in cost of 5% over 2023-24 contributions for the school year 2024-25 per month toward the premium for each full-time teacher employed by the School District who qualifies for and is enrolled in the School District's group health and hospitalization plan. (revised 2023-25)

Any additional costs of the premium shall be borne by the teacher and paid by payroll deduction. Each full-time teacher who qualifies for group insurance shall select either the single or family group plan. For those who have an HSA, if the district contribution exceeds the monthly insurance premium, the difference shall be placed into the Health Savings Account (HSA).

If the District employs both partners of a married couple, the District will contribute a sum equivalent to the District's contribution of the applicable single health insurance benefit, as described in each employee's contract toward a family health insurance premium. This contribution shall not exceed the actual cost of the family health insurance premium. (revised 2019-21)

SUBD. 2. CLAIMS AGAINST THE SCHOOL DISTRICT: It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein, and no claim shall be made against the School District as a result of a denial of insurance benefits by the insurance carrier.

SUBD. 3. DURATION OF INSURANCE CONTRIBUTION: A teacher is eligible for District contribution as provided in this article as long as the teacher is on District payroll. A teacher who is terminated for cause and elects to continue coverage can remain under the group plan at his/her own expense as provided by the COBRA law for a period of no more than eighteen months after termination. Coverage for a full-time contract teacher who is placed on unrequested leave or voluntarily leaves the employ of the District at the close of the school year shall continue through August.

SECTION 3. DISABILITY INSURANCE: The District shall contribute a sum not to exceed .5% of full-time teacher's salary per month toward the premium for long-term disability insurance.

SECTION 4. LIFE INSURANCE: The District shall provide each full-time teacher employed by the School District who qualifies for and is enrolled in the School District group life insurance plan with a \$50,000 life insurance policy.

## ARTICLE X

### LEAVES OF ABSENCE

#### SECTION 1. SICK & SAFE LEAVE:

SUBD. 1. All full-time teachers shall earn sick leave at the rate of twelve (12) days per school year. All teachers shall be credited with their appropriate allotment of sick leave as of their first duty day in the first school year of their employment with the District. Any unused sick leave earned during that first school year in which the teacher is employed shall be accumulated for subsequent school years of employment in accordance with the provisions of this Agreement. In the event that the newly hired teacher does not work a sufficient amount of time to earn sick leave days that were in fact used, the District may deduct from his/her last paycheck a sum of money equal to the unearned but used sick leave days. (revised 2015-17)

SUBD. 2. Unused sick leave days shall accumulate to a maximum credit of one hundred (100) days of sick leave per teacher. (revised 2023-25)

SUBD. 3. Pursuant to M.S. 181.9413, teachers of at least .5 FTE, after twelve (12) consecutive months of employment, are eligible to use their accumulated sick leave time to attend to their sick or injured child. Absence due to the illness of a spouse or relative living in the same household or parent or parent-in-law living in or out of household shall be limited to three (3) days of sick leave each year. If a teacher's spouse has a serious health condition, the Superintendent will grant up to an additional twelve (12) days upon receiving written notification from a physician stating the period of time the teacher needs to be absent for each spousal serious illness occurrence. Three (3) days may be used individually. Only earned sick leave can be used (i.e., the teacher will not be allowed to borrow days that have not been banked unless he/she is a first-year teacher, in which case the teacher is given twelve (12) days on the first day of employment). (revised 2013-15)

SUBD. 4. The School District may require the teacher to furnish a medical certificate notice from a qualified physician as evidence of illness or disability of teacher or family member, indicating that such absence was due to illness or disability, in order to qualify for sick leave pay.

SUBD. 5. In the event that a medical certificate will be required, the teacher will be so advised.

SUBD. 6. Sick leave allowed shall be deducted from the accrued sick leave earned by the teacher. Teachers may take sick leave in hourly increments.

SUBD. 7. Sick leave allowed shall be approved only upon entry into the electronic leave system. (revised 2015-17)

SUBD. 8. At the time a teacher becomes eligible to receive long-term disability compensation, as provided by this Agreement, such teacher shall no longer be eligible for any sick leave pay pursuant to this section as long as such teacher continues on long-term disability compensation.

SUBD. 9. In the event that a teacher is diagnosed with an illness or sustains an injury that has been verified by a medical provider as serious and all accrued leave has been exhausted, any EM-O covered teacher may donate his/her accrued sick leave, not to exceed five (5) days annually, to a qualifying teacher. To apply for this leave a teacher must do the following:

- A. All accrued leave must have been exhausted before applying for sick leave donation.
- B. Presents a signed verification by a medical provider to the EM-O President.
- C. The President will forward documentation to Human Resources.

A qualifying teacher may draw days from this pool as per guidelines above and only until all donated days are used and not later than STD/LTD qualifying date.

Any EM-O covered teacher may donate his/her accrued sick leave. Donated days are non-refundable. Annual donation cannot exceed five (5) days.

EM-O shall serve as the facilitator of this leave pool and shall solicit donations from their membership group. The decision by EM-O is irrevocable and final. Donation of days across bargaining groups shall not be permitted. EM-O shall notify Human Resources via a signed document from the teacher wishing to donate days and the donation shall take place as soon as the document is received from EM-O to Human Resources. (added 2015-17)

SUBD. 10. Sick and safe leave with pay shall be allowed for the following reasons:

- The employee's mental or physical illness, treatment or preventative care;
- A family member's mental or physical illness, treatment or preventative care;
- Absence due to domestic abuse, sexual assault or stalking of the employee or a family member;
- Closure of the teacher's workplace due to weather or public emergency or closure of a 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 the employee or a family member is at risk of infecting others with a communicable disease.

Sick and safe leave may be used for the care and support of a teacher's:

1. Child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
2. Spouse or registered domestic partner;
3. Sibling, step-sibling or foster sibling;
4. Biological, adoptive or foster parent, step-parent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
5. Grandchild, foster grandchild or step-grandchild;
6. Grandparent or step-grandparent;
7. Sibling's child;
8. Parent's sibling;
9. Child-in-law or sibling-in-law;
10. Any of the family members listed in 1 through 9 above of a teacher's spouse or registered domestic partner;
11. Any other individual related by blood or whose close association with the teacher is the equivalent of a family relationship; and
12. Up to one individual annually designated by the employee.

This list is pursuant to MN Statutes 181.940 tense (added 2023-25)

**SECTION 2. WORKERS' COMPENSATION:** Pursuant to M.S. Chapter 176, a teacher injured on the job in the service of the School District and collecting worker's compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from the accrued sick leave.

**SECTION 3. ADMINISTRATIVE LEAVE:** Administrative leave may be granted at the discretion of the Superintendent, with or without pay, and is not subject to the grievance procedure.

**SECTION 4. BEREAVEMENT LEAVE:**

SUBD. 1. Teachers shall be granted up to three (3) paid days of bereavement leave, per occurrence, in the event of the death of a teacher's spouse, child, brother, brother-in-law, sister, sister-in-law, parent, parent-in-law, grandparent, grandchild, aunt, uncle, niece, nephew or person living or residing in the household. (revised 2023-25)

SUBD. 2. Upon approval by the Superintendent, eight (8) hours of leave per year may or may not be granted for the death of persons not listed above in SUBD 1. No more than two (2) teachers from each school site may utilize this leave on any given day. If the leave request is for four (4) hours or less, it will be deducted

from sick leave. If additional time is needed per occurrence, it will be deducted from personal leave or will be leave without pay. (revised 2015-17)

#### SECTION 5. PERSONAL LEAVE:

SUBD. 1. A teacher shall be granted three (3) personal leave days per school year. A teacher shall be entitled to be absent for a maximum of five (5) work days in a school year (providing personal days have been banked under "option g." below), subject to the following conditions:

- a. In order to use one (1) to two (2) days of personal leave, the teacher must enter the request into the electronic leave system at least two (2) days in advance. (revised 2015-17)
- b. If a teacher desires to use three (3) to five (5) days of personal leave at one time, the teacher must enter the request into the electronic leave system at least ten (10) school days prior to the intended leave. (revised 2015-17)
- c. No more than two (2) teachers from any one school site may utilize this leave on any given day, except at the discretion of the Superintendent. Positions which do not require a substitute are not included in the site limitation. Sites are determined as elementary school, high school, MLA, and the ROC. (revised 2015-17)
- d. This leave shall not be granted on workshop or in-service days designated as mandatory for teacher attendance, the first or last five (5) student contact days of the school year or parent-teacher conference days, except at the discretion of the Superintendent. Prior to the start of the school year, the Superintendent shall designate the mandatory workshop/in-service days with input from the Meet and Confer committee.
- e. At year-end checkout, a teacher must file a written election with the District to either bank two (2) days of personal leave if still available, or opt for payment under SUBD. 4.
- f. A teacher may bank up to two (2) days.
- g. A teacher is only eligible to take a four (4) or five (5) day continuous leave once every three (3) years. (revised 2019-21)
- h. A teacher may take a maximum of three (3) consecutive personal leave days per year except as noted in "g" above. No unpaid leave days shall be granted in conjunction with personal leave days.
- i. A teacher is allowed to take up to twelve (12) hours of personal leave in hourly increments. All other personal leave must be taken in one-half (½) day or whole day increments. (revised 2023-25)

SUBD. 2. No reason for taking the personal leave need be stated other than the leave is being taken under provisions of this section.

SUBD. 3. This section shall apply only to regularly contracted teachers.

SUBD. 4. In the event that an eligible teacher does not utilize all available personal leave during the course of a school year, the teacher may elect to receive a maximum amount of one hundred seventy-five dollars (\$175) per unused personal day, in compensation at the end of the school year. Should a teacher have one-half day of leave left at the end of the school year, he/she will be reimbursed at the above rate based on the basic day. (Revised 2021-23)

## SECTION 6. CHILDCARE LEAVE

SUBD. 1. A childcare leave may be granted by the School District, subject to the provisions of this section. Childcare leave may be granted because of the need to prepare and provide parental care for a child or children of the teacher for an extended period of time. These benefits shall apply to both married and unmarried teachers regardless of gender. (revised 2009-11)

SUBD. 2. A teacher making application for child care leave because of pregnancy shall inform the Superintendent in writing of his/her intention to take the leave at least three (3) calendar months before commencement of the intended leave. All other childcare leaves will require at least thirty (30) day notice. In the event of an emergency situation, leave may be granted at the discretion of the Superintendent. (revised 2009-11)

SUBD. 3. If the reason for the childcare leave is occasioned by pregnancy or adoption, the teacher may utilize sick leave pursuant to the sick leave provisions of the Agreement during a period of physical disability. However, a teacher shall not accrue sick leave during the period of time covered by unpaid childcare leave. A pregnant teacher will also provide, at the time of the leave application, a statement from a physician indicating the expected date of delivery. (revised 2009-11)

SUBD. 4. The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year – i.e., winter vacation, spring vacation, beginning or ending of the school year and semester or quarter breaks, or the like.

SUBD. 5. In making a determination concerning the commencement and duration of a childcare leave, the School Board shall not, in any event, be required to:

- a. Grant any leave for more than twelve (12) months in duration.
- b. Permit the teacher to return to his/her position prior to the date designated in the request for childcare leave.

SUBD. 6. A teacher returning from childcare leave shall be reemployed in a position for which he/she is licensed unless previously discharged or placed on unrequested leave.

SUBD. 7. Failure of the teacher to return pursuant to the date determined under the provisions of the leave shall constitute grounds for termination unless the School District and the teacher mutually agreed to an extension of the leave.

SUBD. 8. A teacher who returns from childcare leave, within the provisions of this section, shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the leave. The teacher shall not accrue additional experience credit for pay purposes or leave time during the period of absence for childcare leave.

SUBD. 9. A teacher on childcare leave is eligible to participate in group insurance programs, if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the teacher wishes to retain, commencing with the beginning of the childcare leave. The right to continue participation in such group insurance programs, however, will terminate if the teacher does not return to the District pursuant to this section. The teacher will become eligible for continuance of benefits under COBRA.

SUBD. 10. Leave under this section shall be without pay or fringe benefits.

SECTION 7. JURY DUTY: A teacher shall be granted leave with pay for service on a jury. The teacher shall turn over to the School District any per diem payment received as a result of service on a jury. Monies received as expenses shall be kept by the teacher.

SECTION 8. EXCLUSIVE REPRESENTATIVE BUSINESS LEAVE: At the beginning of each school year, the School Board shall provide five (5) days of leave of absence without pay; such leave to be used by the elected officials or appointed representatives of the exclusive representative for the purpose of conducting the duties of the exclusive representative. A pre-designated official of the exclusive representative shall notify the Superintendent, in writing, at least two (2) days prior to the date for any such intended use of leave. One-half (½) day of exclusive representative business leave shall be deducted for absence from school for up to four (4) hours; absence from school for more than four (4) hours will result in a full day deduction.

SECTION 9. ABSENTEEISM: When a teacher is absent, with administrative approval, from school during his/her assigned workday and receives payment from another source, the teacher shall turn over to the School District any payment received.

SECTION 10. SABBATICAL LEAVE: A one (1) school year sabbatical may be granted to a full-time teacher after ten (10) continuous years of service in District 480. Only one (1) teacher from the District will be granted a sabbatical per school year, with only one (1) sabbatical granted per career. The School District may continue to pay the current level of health, life, and disability insurance benefits. The teacher will continue to accrue seniority. Sick or personal leave days will not accrue during the leave. A teacher receiving a sabbatical leave of absence must agree in writing to return to the School District for at least three (3) years of service after completion of the sabbatical leave. A teacher who has received a sabbatical leave and fails to complete three (3) years of service with the school district, for any reason other than the teacher's incapacity to teach, shall refund those monies received from the School District during sabbatical leave, and those monies shall be due and payable to the School District

immediately upon cessation of employment with the School District. Teachers may not engage in teaching for another public school district during this time on sabbatical. (revised 2015-17)

**SECTION 11. MILITARY LEAVE:** Military leave shall be granted pursuant to applicable law, M.S. 192.26; 192.261. (revised 2009-11)

**SECTION 12. UNPAID LEAVE:** Upon written application, unpaid leave may or may not be granted at the Superintendent's discretion. All other leaves must be utilized first. (added 2015-17)

**SECTION 13. FAMILY MEDICAL LEAVE ACT (FMLA):** The district will follow all applicable federal and state laws when administering FMLA. (added 2015-17)

**SECTION 14. SPECIAL EDUCATION "DUE PROCESS" PAPERWORK COMPLIANCE TIME:** All district special education teachers/providers may have up to three (3) days of substitute teacher time per academic school year to be used as needed to complete due process compliance requirements. Substitute teacher(s) will be scheduled with one-week notice, pending administrative approval. Substitute teacher(s) will be scheduled with the understanding that if there is a shortage of substitute teachers due to teachers who are absent, the substitute teacher may be reassigned and the paperwork day rescheduled for a later date. In order for the special education teacher to utilize the above leave, he/she must be present at school for a contractual day. (revised 2021-23)

**SUBD. 1.** If a special education teacher or service provider chooses to work on a day that is not a scheduled workday, with prior approval from their supervisor, the teacher shall be compensated at the substitute rate of pay for an equal number of days during the academic school year. (revised 2021-23)

## **ARTICLE XI**

### **UNREQUESTED LEAVE OF ABSENCE AND SENIORITY AGREEMENT**

**SECTION 1. PURPOSE:** The purpose of this article is to implement the provisions of M.S.122A.40, Subd. 10., which article, when adopted, shall constitute a plan for unrequested leave because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of Districts.

**SECTION 2. DEFINITIONS OF TERMS:**

**SUBD. 1.** For purposes of this article the terms defined shall have the meanings respectively ascribed to them.

**SUBD. 2.** "Teacher" shall mean those members of the unit as defined by the P.E.L.R.A. and this Agreement, except the provisions of this article shall not be applicable to any bargaining unit member who is not a teacher as defined by M.S. 122A.40, Subd.1.

**SUBD. 3.** "Qualified" shall refer to a teacher who has a state license in the subject matter or field taught. (revised 2019-21)

SUBD. 4. "Seniority" refers to full-time teachers under continuing contract, excluding probationary teachers. For teachers hired after the 2007-08 school year, the date of hire will commence with the first day of staff in-service. For teachers hired after the first day of in-service, their first day of work shall be considered their date of hire. The date of hire will be used to determine placement on the seniority list. Any teacher working part-time after once being placed on the seniority list shall continue to earn seniority while under contract for the full school year. In determining the length of seniority, a teacher whose employment has been legally terminated by resignation or termination pursuant to M.S.A. 122A.40, but whose employment was subsequently reinstated by action of the School Board and the teacher, without interruption of regular service, shall retain his/her original seniority date.

SUBD. 5. "School Board" means the local governing board of the School District.

### SECTION 3. UNREQUESTED LEAVES OF ABSENCE:

SUBD. 1. The School Board may place on unrequested leave of absence, for a period not exceeding five (5) calendar years from the time such leave is commenced, without pay or fringe benefits, such teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes. Such leave shall be effective no later than the close of the school year or at such earlier time as mutually agreed between the teacher and the School Board.

SUBD. 2. Teachers to be placed on unrequested leave of absence shall receive notice of proposed placement on unrequested leave of absence (on or before June 1<sup>st</sup>), hearing rights, and final notice by July 1<sup>st</sup> as provided by M.S. 122A.40, Subds. 14 and 16, with a right of review as provided by Subd. 17.

SUBD. 3. Tenured teachers shall be identified for placement on un-requested leave of absence in accordance with each and all of the following provisions:

- a. The term, "bump," is defined as a senior qualified teacher claiming the teaching duties of a junior teacher, thereby displacing the junior teacher in whole or in part.
- b. A teacher may only bump other teachers with less seniority ranking. The ranking shall be determined by the seniority list.
- c. No part-time teacher who was hired for or voluntarily agrees to part-time duties may bump a full-time teacher. But a full-time senior teacher may bump a junior part-time teacher.
- d. To be eligible to bump, the senior teacher must be appropriately licensed and qualified in all of the subject matter areas to which the junior teacher has been assigned.

- e. When determining staff reductions as outlined in SUBD. 1., if date of hire for several employees in the district is the same, the administration/district will use job performance evaluations and district needs in making final staff reduction decisions.

SUBD. 4. The provisions herein shall not apply if it will result in any violation of the District's affirmative action program, and any person employed in an affirmative action program may be retained in the same field or subject matter of a teacher with greater seniority if it is necessary to effectuate the purpose of such affirmative action program.

SUBD. 5. Any teacher placed on such leave may engage in teaching or any other occupation during such leave and may be eligible under law for such compensation, and such leave will not result in a loss of credit for years of service in the District earned prior to the commencement of such leave.

**SECTION 4. REALIGNMENT:** Nothing in this article, for purposes of placement on unrequested leave of absence or recall therefrom, shall require the School District to reassign a senior teacher to a different subject matter category to accommodate the seniority claims of a junior teacher, nor shall it require the School District to assign a senior teacher to a substantially different grade level assignment. For purposes of this section, a substantially different grade level assignment shall mean an assignment between early childhood, kindergarten, grades 1 through 5, and grades 6 through 12. (revised 2017-19)

**SECTION 5. REINSTATEMENT:**

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

SUBD. 2. When placed on unrequested leave, a teacher shall file his/her name and address with the School District personnel office to which any notice of reinstatement or availability of position shall be mailed. The person in the School District depositing such notice to the teacher at the last known address shall make proof of service by certified registered mail. It shall be the responsibility of any teacher on unrequested leave to provide for the forwarding mail or for address changes. Failure of notice to reach a teacher shall not be the responsibility of the School District if any notice has been mailed as provided herein.

SUBD. 3. If a position becomes available for a qualified teacher on unrequested leave, the School District shall mail the notice to such teacher, who shall have twenty (20) days from the date of such notice to accept or reject the reemployment. Failure to reply in writing within such twenty (20) day period shall constitute waiver on the part of any teacher to any further rights of

employment or reinstatement, and the teacher shall forfeit any future reinstatement or employment rights.

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

#### SECTION 6: ESTABLISHMENT OF SENIORITY LIST:

SUBD. 1. The EM-O shall maintain the seniority list and provide a copy of the seniority list within sixty (60) school days of the beginning of the school year to the School District Office. (revised 2009-11)

SECTION 7. EFFECT: This article shall be effective at the beginning date of this Master Agreement and shall be governed by its duration clause. This article shall govern all teachers as defined herein and shall not be construed to limit the rights of any other certified teacher not covered by the Master Agreement, or other Master Agreement affecting such certified teacher.

SECTION 8. PROCEDURE: Any challenge by a teacher who is proposed for unrequested leave of absence or recall shall be subject to the hearing and review procedures as provided by M.S. 122A.40, Subd. 14 and 15; therefore, shall not be subject to the grievance procedure. (revised 2019-21)

### ARTICLE XII

#### HOURS OF SERVICE

SECTION 1. BASIC DAY: The teacher's day, inclusive of lunch, shall be eight (8) hours in length. The School District shall have the discretion to establish and adjust teachers' schedules for their basic days from time to time, as the School District deems appropriate and necessary. Generally, the District shall establish the schedule for the basic day of a teacher(s) prior to the beginning of the school year. The District may, however, change the schedule of the basic day for a teacher(s) during the course of the school year. The change in the schedule of the basic day could last for an extended period or could be just one day. The District shall provide affected teachers with notice of any schedule changes in the basic day at least ten (10) calendar days in advance of a change in the schedule when possible. Secondary full-time classroom teachers and MLA full-time teachers shall have a minimum of one period per day of preparation time. Elementary full-time teachers shall have fifty (50) minutes per day of preparation time during the student day. This time shall be strictly enforced, and teachers shall be compensated for District-assigned duties during preparation time, as per Schedule C. Teachers with scheduled duties both before and after their students' lunch break shall be afforded a 30-minute duty-free lunch period, subject to modification, as follows (revised 2017-19):

- a. In order to provide supervision for students requiring such supervision as the result of disciplinary measures initiated by the teacher whose duty-free lunch period is being modified;
- b. In order to provide supervision for students as a result of inclement weather, including rain and cold;

- c. In order to perform any other supervision as may be assigned by the School District;
- d. Supervision performed under paragraphs a. and b. above shall be without additional compensation. Supervision performed in accordance with paragraph c. shall be on a rotation basis and subject to compensation on a pro-rata basis the same as the compensation for sixth-period supervision in lieu of a preparation period as provided in Schedule C.

**SECTION 2. MODIFICATION IN LENGTH OF SCHOOL DAY:** In the event of an energy shortage or any other emergency, the School District reserves the right to modify the length of the school day, as the School District shall determine, with the understanding that the total number of hours shall not be increased, i.e., a four (4) day week with increased hours per day shall not exceed the total weekly hours of a regular five (5) day week.

**SECTION 3. EMERGENCY CLOSINGS:** In the event of a student day or teacher duty day lost for any emergency, the teacher shall perform the duties on a designated day at the end of the current school year. Additional days lost for any emergency shall be made up as determined by the School District with input from the Meet and Confer Committee. (revised 2015-17)

**SECTION 4. BUILDING HOURS:** The specific hours at any individual building may vary according to the needs of the education programs of the School District. The specific hours for each building will be designated by the School District.

**SECTION 5. ADDITIONAL ACTIVITIES:** In addition to the basic school day, teachers may be required to participate in School District activities beyond the basic teacher's day as is required by the School District. The normal duties for teachers include a reasonable share of extracurricular, co-curricular, and supervisory activities, as determined by the School District. A volunteer will be obtained whenever possible for extracurricular, co-curricular, and supervisory activities.

**SUBD. 1. HIGH SCHOOL CONCESSIONS:** High school teachers shall be required to chaperone one (1) extracurricular concession event in the fall or winter sports seasons. In the event that additional concession coverage is required, a volunteer will be obtained whenever possible. If volunteers cannot be utilized, teachers will be assigned a second event on a rotational basis. These event assignments will be managed by school administration. (added 2023-25)

**SECTION 6. NEW TEACHER ORIENTATION:** The district will set aside four (4) hours within the duty day during new teacher orientation for union time. New teachers will be paid at the Curriculum/Staff Development rate, per schedule C, for attendance during new teacher orientation. (added 2017-19)

**SECTION 7. END OF QUARTER GRADING:** The district will set aside four (4) consecutive hours within the duty day at the end of each quarter for grading purposes. (added 2019-21)

## **ARTICLE XIII**

### **LENGTH OF THE SCHOOL YEAR**

**SECTION 1. TEACHER DUTY DAYS:** The School Board shall establish the number of school days and teacher duty days, not to exceed one hundred eighty-two (182) days for the 2023-2024 and 2024-2025 school years; the teachers shall perform services on those days as determined by the School Board, including those legal holidays on which the School Board is authorized to conduct school and, pursuant to such authority, has determined to conduct school. Every effort shall be made to ensure that teachers receive a minimum of eight (8) clock hours (not necessarily in one block) for classroom preparation during a workshop day scheduled in the school calendar before the start of the student school year.

**SECTION 2. SCHOOL CALENDAR:** Prior to finalizing the school calendar, the district will consult with Education Minnesota Onamia. (added 2023-25)

**SECTION 3. NOTIFICATION OF TEACHING ASSIGNMENT:** A teacher shall be notified by the last teacher duty day by the School District of their specific teaching assignment, including grade levels, subject areas, courses and extra-curricular/co-curricular assignments for the following year. Changes may be made by the School District because of unforeseen circumstances. In the event of assignment changes, the district will provide fifteen (15) days for budget and Capital Outlay requests. (added 2023-25)

## **ARTICLE XIV**

### **GRIEVANCE PROCEDURE**

**SECTION 1. GRIEVANCE DEFINITION:** “Grievance” shall mean an allegation by a teacher resulting in a dispute or disagreement between the teacher 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 teacher, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in the party’s behalf.

#### **SECTION 3. DEFINITIONS AND INTERPRETATION:**

**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 legal holiday.

SUBD. 4. FILING AND POSTMARK: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

SECTION 4. TIME LIMITATION AND WAIVER: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School Board designee, setting forth the facts and the specific provision(s) of the Agreement allegedly violated and the particular relief sought, within twenty (20) days after the date of the event giving rise to the grievance occurred. Failure to file any grievance within the time periods hereafter provided shall constitute a waiver of the grievance. (revised 2017-19)

SECTION 5. ADJUSTMENT OF GRIEVANCE: The School Board and teacher shall attempt to adjust all grievances which may arise during the course of employment of any teacher within the School District in the following manner:

SUBD. 1. LEVEL I: If the grievance is not resolved through informal discussions, the School Board designee shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

SUBD. 2. LEVEL II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent, provided such appeal is made in writing within five (5) days after the receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his/her designee shall set a time to meet with the aggrieved party and/or his/her representative, regarding the grievance within fifteen (15) days after the receipt of the appeal. Within ten (10) days the Superintendent or his/her designee shall set a time to meet regarding the grievance within fifteen (15) days, after the receipt of the appeal. Within ten (10) days after the meeting, the Superintendent or his/her designee shall issue a decision in writing to the parties involved.

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

SECTION 6. SCHOOL BOARD REVIEW: The School Board reserves the right to review any decision issued under Level I, II, or III of this procedure, provided the School Board or its representative notifies the parties of the intention to review within ten (10) days after decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decisions.

SECTION 7. DENIAL OF GRIEVANCE: Failure by the School Board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance, and the teacher may appeal it to the next level.

SECTION 8. ARBITRATION PROCEDURES: In the event that the teacher and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

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

SUBD. 2. PRIOR PROCEDURE REQUIRED: No grievance shall be considered by the arbitrator, which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

SUBD. 3. SELECTION OF ARBITRATOR: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the BMS to appoint an arbitrator, pursuant to the P.E.L.R.A., providing such request is made within twenty (20) days after request for arbitration. The request shall ask that the appointment be made within thirty (30) days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the BMS within the time periods provided herein shall constitute a waiver of the grievance.

SUBD. 4. SUBMISSION OF GRIEVANCE INFORMATION:

- a. Upon appointment of an arbitrator, the appealing party shall, within five (5) days after notice of appointment, forward to the arbitrator, with a copy to the School Board, the submission of the grievance that shall include the following:
  - 1) the issues involved
  - 2) statement of the facts
  - 3) position of the grievant
  - 4) the written documents relating to Section 5., Article XIV of grievance procedure.
- b. The School Board may make a similar submission of information in regard to the grievance either before or at the time of the hearing.

SUBD. 5. HEARING: The grievance shall be heard by a single arbitrator, and both parties may be represented by such person or persons as they shall choose and designate, and the parties shall have the right to a hearing, to offer testimony, and to make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

SUBD. 6. DECISION: 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 brought before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by the P.E.L.R.A.

SUBD. 7. EXPENSES: Each party shall bear its own expenses in connection with the arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall equally share the 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. However, the party ordering the copy of such transcript shall pay for such copy.

SUBD. 8. JURISDICTION: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator, pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment 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 procedures as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy which include but are not limited to such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issues in the dispute, in his/her order, the arbitrator shall give due consideration to the statutory rights and obligations of the School Board to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

## **ARTICLE XV**

### **PUBLIC OBLIGATION**

The parties mutually recognize that their first obligation is to the public and that the right of students and residents of the School District to continuous and uninterrupted operations of the schools is of paramount importance. The exclusive representative agrees, therefore, that during the term of this Agreement, neither the exclusive representative nor any individual teacher shall engage in any strike as defined by the P.E.L.R.A. The parties agree that procedures affecting this article are provided for the P.E.L.R.A. and, thereafter, shall not be subject to the grievance or arbitration procedure.

## **ARTICLE XVI**

### **DISCIPLINE**

#### **SECTION 1. TYPES OF DISCIPLINE:**

1. Oral Reprimand
2. Written Reprimand with corrective action plan
3. Suspension with or without pay
4. Discharge

The School District is not required to follow this listing in sequence when imposing discipline. All reprimands shall be done in such a manner that will not embarrass the teacher before other teachers, students or the public. Notification will be given to the Union of any disciplinary action. The sequence of discipline is not subject to a grievance. (revised 2015-17)

**SECTION 2. ORAL REPRIMAND:** Oral reprimands shall be clearly identified as such at the time disciplinary action is administered, and a written record of the reprimand shall be maintained.

**SECTION 3. SUSPENSIONS:** A teacher may be suspended with or without pay for just cause as determined by the Superintendent.

**SECTION 4. LENGTH:** The length of the suspension normally would not exceed twenty (20) days, but the School District reserves the right to extend the length of the suspension in those circumstances where the just cause renders a greater suspension appropriate.

## **ARTICLE XVII**

### **MEET AND CONFER**

**SECTION 1.** It shall be the School Board's responsibility to invite EM-O to Meet and Confer four (4) times per year. Both sides must share agenda items three (3) days in advance. Staff members most involved with the issue should also attend. The District will disseminate a Meet and Confer summary approved by both sides following the meeting.

Tentative Dates for the 2023-2024 school year are:

October 25, 2023 at 3:15 PM  
January 17, 2024 at 3:15 PM  
March 20, 2024 at 3:15 PM  
May 1, 2024 at 3:15 PM

Dates for the 2024-2025 school year will be determined at the last Meet and Confer meeting of the year.

## **ARTICLE XVIII**

### **DURATION**

**SECTION 1. TERM AND REOPENING NEGOTIATIONS:** This Agreement shall remain in full force and effect for a period commencing on July 1, 2023 through June 30, 2025, and thereafter until modifications are made pursuant to the P.E.L.R.A. If either party desires to modify or amend this Agreement commencing on July 1, 2023, it shall give written notice of such intent no later than May 1, 2025. Unless otherwise mutually agreed, the parties shall not

commence negotiations more than 90 days prior to the expiration of this Agreement. In the event a new Agreement is not ratified by June 30, 2025, all teachers shall remain at the same contractual amount as identified on the 2024-2025 school year Agreement until a new Agreement is ratified by both parties. If at all possible, retroactive pay shall be issued within thirty calendar days after ratification.

SECTION 2. EFFECT: This Agreement constitutes a full and complete Agreement between the School District and the exclusive representative representing the teachers of the School District. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, School District policies, and rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

SECTION 3. FINALITY: Any matters relating to the current Agreement term, whether or not referred to in this Agreement, shall not be open for negotiations during the term of this Agreement without mutual agreement of the parties.

SECTION 4. SEVERABILITY: The provisions of this Agreement shall be severable, and if any provisions thereof or the applications of any such provision under any circumstances are held invalid, it shall not affect any other provisions of this Agreement or the applications of any provisions thereof.

SECTION 5. MEMORANDUM OF UNDERSTANDINGS: All suggested MOUs will only be brought forward by EM-O negotiations team, executive committee, and/or the school board certified negotiations team, or its designee. (revised 2021-23)

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

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PRESIDENT OF EM-O, EM-O REPRESENTATIVE

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SECRETARY

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CHIEF TEACHER NEGOTIATOR

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 2024.

INDEPENDENT SCHOOL DISTRICT NO. 480 - ONAMIA

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CHAIR/BOARD NEGOTIATOR

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CLERK

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SCHOOL BOARD NEGOTIATOR

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 2024.

**ONAMIA PUBLIC SCHOOLS – EDUCATION MINNESOTA-ONAMIA**

<b>Schedule A – 2023-24</b>								
<b>Lane</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>Step</b>	<b>BA</b>	<b>BA10</b>	<b>BA20</b>	<b>BA30</b>	<b>BA40/MA</b>	<b>MA10</b>	<b>MA20</b>	<b>MA30+</b>
<b>1</b>	\$43,442	\$44,658	\$45,873	\$47,090	\$48,307	\$49,522	\$50,741	\$51,957
<b>2</b>	\$45,108	\$46,369	\$47,632	\$48,896	\$50,157	\$51,422	\$52,684	\$53,958
<b>3</b>	\$46,771	\$48,080	\$49,392	\$50,700	\$52,009	\$53,317	\$54,628	\$55,938
<b>4</b>	\$48,437	\$49,791	\$51,148	\$52,505	\$53,862	\$55,218	\$56,573	\$57,927
<b>5</b>	\$50,102	\$51,504	\$52,905	\$54,308	\$55,713	\$57,115	\$58,518	\$59,919
<b>6</b>	\$51,764	\$53,214	\$54,663	\$56,114	\$57,562	\$59,013	\$60,462	\$61,910
<b>7</b>	\$53,430	\$54,924	\$56,421	\$57,919	\$59,414	\$60,912	\$62,406	\$63,904
<b>8</b>	-	\$56,637	\$58,179	\$59,722	\$61,264	\$62,808	\$64,350	\$65,893
<b>9</b>	-	-	\$59,937	\$61,528	\$63,116	\$64,705	\$66,294	\$67,884
<b>10</b>	-	-	-	\$63,332	\$64,967	\$66,604	\$68,238	\$69,875
<b>11</b>	-	-	-	-	\$66,820	\$68,501	\$70,183	\$71,866
<b>14</b>	\$54,353	\$57,560	\$60,859	\$64,256	\$67,743	\$69,423	\$71,106	\$72,789
<b>19</b>	\$55,438	\$58,644	\$61,943	\$65,338	\$68,824	\$70,506	\$72,189	\$73,873
<b>24</b>	\$56,600	\$59,790	\$63,089	\$66,484	\$69,971	\$71,653	\$73,335	\$75,018

<b>Schedule A – 2024-25</b>								
<b>Lane</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>Step</b>	<b>BA</b>	<b>BA10</b>	<b>BA20</b>	<b>BA30</b>	<b>BA40/MA</b>	<b>MA10</b>	<b>MA20</b>	<b>MA30-</b>
<b>1</b>	\$45,397	\$46,667	\$47,938	\$49,209	\$50,481	\$51,751	\$53,025	\$54,295
<b>2</b>	\$47,138	\$48,456	\$49,776	\$51,097	\$52,415	\$53,736	\$55,055	\$56,387
<b>3</b>	\$48,876	\$50,243	\$51,615	\$52,982	\$54,349	\$55,716	\$57,087	\$58,455
<b>4</b>	\$50,616	\$52,032	\$53,449	\$54,868	\$56,286	\$57,703	\$59,119	\$60,534
<b>5</b>	\$52,356	\$53,821	\$55,286	\$56,752	\$58,220	\$59,685	\$61,151	\$62,616
<b>6</b>	\$54,093	\$55,609	\$57,123	\$58,639	\$60,152	\$61,669	\$63,183	\$64,696
<b>7</b>	\$55,835	\$57,396	\$58,960	\$60,525	\$62,088	\$63,653	\$65,214	\$66,780
<b>8</b>	-	\$59,186	\$60,798	\$62,409	\$64,021	\$65,634	\$67,246	\$68,858
<b>9</b>	-	-	\$62,634	\$64,297	\$65,956	\$67,617	\$69,277	\$70,938
<b>10</b>	-	-	-	\$66,182	\$67,890	\$69,601	\$71,309	\$73,020
<b>11</b>	-	-	-	-	\$69,827	\$71,583	\$73,341	\$75,100
<b>14</b>	\$56,799	\$60,150	\$63,598	\$67,147	\$70,791	\$72,547	\$74,306	\$76,065
<b>19</b>	\$57,933	\$61,283	\$64,730	\$68,279	\$71,921	\$73,679	\$75,437	\$77,197
<b>24</b>	\$59,147	\$62,481	\$65,928	\$69,476	\$73,120	\$74,877	\$76,635	\$78,394

The Certified School Nurse will be paid at 80% of the appropriate Lane and Step on Schedule A of each contract year.

**SCHEDULE B: COOPED ACTIVITIES 2023-2024**

<b>HEAD</b>	<b>Year 1 &amp; 2</b>	<b>Year 3 &amp; 4</b>	<b>Year 5 &amp; 6</b>	<b>Year 7 &amp; 8</b>	<b>Year 9 and Up</b>
Athletic Director	\$8,301	\$8,437	\$8,574	\$8,854	\$9,407
Boys Basketball	\$6,116	\$6,217	\$6,318	\$6,524	\$6,931
Girls Basketball	\$6,116	\$6,217	\$6,318	\$6,524	\$6,931
Wrestling	\$6,116	\$6,217	\$6,318	\$6,524	\$6,931
Football	\$5,679	\$5,773	\$5,866	\$6,057	\$6,437
Volleyball	\$5,679	\$5,773	\$5,866	\$6,057	\$6,437
Track	\$5,679	\$5,773	\$5,866	\$6,057	\$6,437
Baseball	\$5,679	\$5,773	\$5,866	\$6,057	\$6,437
Softball	\$5,679	\$5,773	\$5,866	\$6,057	\$6,437
Golf	\$5,679	\$5,773	\$5,866	\$6,057	\$6,437
Cross Country	\$5,679	\$5,773	\$5,866	\$6,057	\$6,437
Speech	\$5,679	\$5,773	\$5,866	\$6,057	\$6,437
One Act Play Director	\$1,671	\$1,929	\$2,228	\$2,613	\$2,777
Pep Band (One at Each School)	\$1,551	\$1,751	\$1,953	\$2,211	\$2,350
Cheerleading (Per Season)	\$1,157	\$1,307	\$1,457	\$1,651	\$1,754
Knowledge Bowl (Per Season)	\$694	\$784	\$875	\$990	\$1,052
<b>ASSISTANTS</b>	<b>Year 1 &amp; 2</b>	<b>Year 3 &amp; 4</b>	<b>Year 5 &amp; 6</b>	<b>Year 7 &amp; 8</b>	<b>Year 9 and Up</b>
Boys Basketball	\$3,932	\$4,216	\$4,499	\$5,142	\$5,823
Girls Basketball	\$3,932	\$4,216	\$4,499	\$4,897	\$5,823
Wrestling	\$3,932	\$4,216	\$4,499	\$5,142	\$5,823
Football	\$3,277	\$3,550	\$3,900	\$4,542	\$5,144
Volleyball	\$3,277	\$3,550	\$3,900	\$4,542	\$5,144
Track	\$3,277	\$3,550	\$3,900	\$4,542	\$5,144
Baseball	\$3,277	\$3,550	\$3,900	\$4,542	\$5,144
Softball	\$3,277	\$3,550	\$3,900	\$4,542	\$5,144
Golf	\$3,277	\$3,550	\$3,900	\$4,542	\$5,144
Cross Country	\$3,277	\$3,550	\$3,900	\$4,542	\$5,144
Speech	\$3,277	\$3,550	\$3,900	\$4,542	\$5,144
One Act Play	\$1,310	\$1,332	\$1,353	\$1,508	\$1,707
Cheerleading (Per Season)	\$744	\$886	\$1,037	\$1,301	\$1,473
Knowledge Bowl (Per Season)	\$521	\$576	\$631	\$686	\$776
<b>C-SQUAD</b>	<b>Year 1 &amp; 2</b>	<b>Year 3 &amp; 4</b>	<b>Year 5 &amp; 6</b>	<b>Year 7 &amp; 8</b>	<b>Year 9 and Up</b>
Boys Basketball	\$3,277	\$3,331	\$3,514	\$4,071	\$4,326
Girls Basketball	\$3,277	\$3,331	\$3,514	\$4,071	\$4,326
Volleyball	\$2,731	\$2,805	\$3,046	\$3,596	\$3,821
Football	\$2,731	\$2,805	\$3,046	\$3,596	\$3,821
Baseball	\$2,731	\$2,805	\$3,046	\$3,596	\$3,821
Softball	\$2,731	\$2,805	\$3,046	\$3,596	\$3,821
<b>JUNIOR HIGH</b>	<b>Year 1 &amp; 2</b>	<b>Year 3 &amp; 4</b>	<b>Year 5 &amp; 6</b>	<b>Year 7 &amp; 8</b>	<b>Year 9 and Up</b>
Boys Basketball	\$2,622	\$2,743	\$3,000	\$3,556	\$3,779
Girls Basketball	\$2,622	\$2,743	\$3,000	\$3,556	\$3,779
Wrestling	\$2,622	\$2,743	\$3,000	\$3,556	\$3,779
Football	\$2,184	\$2,330	\$2,468	\$2,915	\$3,096
Volleyball	\$2,184	\$2,330	\$2,468	\$2,915	\$3,096
Track	\$2,184	\$2,330	\$2,468	\$2,915	\$3,096
Baseball	\$2,184	\$2,330	\$2,468	\$2,915	\$3,096
Softball	\$2,184	\$2,330	\$2,468	\$2,915	\$3,096
Track	\$2,184	\$2,330	\$2,468	\$2,915	\$3,096
Golf	\$2,184	\$2,330	\$2,468	\$2,915	\$3,096
Cross Country	\$2,184	\$2,330	\$2,468	\$2,915	\$3,096
Speech	\$2,184	\$2,330	\$2,468	\$2,915	\$3,096

\*Schedule B salaries will increase annually by the percent increase in teacher’s salaries, calculated by averaging the annual percent increase in the Isle Teacher’s contract and Onamia Teacher’s contract.

\*\* Any decisions regarding the hiring or firing of any Schedule B positions will be made by a committee made up of the Isle and Onamia Superintendents, the Isle and Onamia Activities Directors and one School Board member from each district.

\*\*\*MOU after ratification of both Isle and Onamia contracts to determine the amount of increase in Schedule B pay

**SCHEDULE B: COOPED ACTIVITIES**

**2024-2025**

<b>HEAD</b>	<b>Year 1 &amp; 2</b>	<b>Year 3 &amp; 4</b>	<b>Year 5 &amp; 6</b>	<b>Year 7 &amp; 8</b>	<b>Year 9 and Up</b>
Athletic Director	\$8,696	\$8,837	\$8,982	\$9,274	\$9,854
Boys Basketball	\$6,407	\$6,512	\$6,618	\$6,834	\$7,260
Girls Basketball	\$6,407	\$6,512	\$6,618	\$6,834	\$7,260
Wrestling	\$6,407	\$6,512	\$6,618	\$6,834	\$7,260
Football	\$5,949	\$6,047	\$6,145	\$6,345	\$6,742
Volleyball	\$5,949	\$6,047	\$6,145	\$6,345	\$6,742
Track	\$5,949	\$6,047	\$6,145	\$6,345	\$6,742
Baseball	\$5,949	\$6,047	\$6,145	\$6,345	\$6,742
Softball	\$5,949	\$6,047	\$6,145	\$6,345	\$6,742
Golf	\$5,949	\$6,047	\$6,145	\$6,345	\$6,742
Cross Country	\$5,949	\$6,047	\$6,145	\$6,345	\$6,742
Speech	\$5,949	\$6,047	\$6,145	\$6,345	\$6,742
One Act Play Director	\$1,750	\$2,020	\$2,334	\$2,738	\$2,909
Pep Band (One at Each School)	\$1,625	\$1,835	\$2,046	\$2,316	\$2,462
Cheerleading (Per Season)	\$1,212	\$1,369	\$1,527	\$1,729	\$1,837
Knowledge Bowl (Per Season)	\$727	\$822	\$916	\$1,037	\$1,102
<b>ASSISTANTS</b>	<b>Year 1 &amp; 2</b>	<b>Year 3 &amp; 4</b>	<b>Year 5 &amp; 6</b>	<b>Year 7 &amp; 8</b>	<b>Year 9 and Up</b>
Boys Basketball	\$4,119	\$4,416	\$4,713	\$5,386	\$6,100
Girls Basketball	\$4,119	\$4,416	\$4,713	\$5,130	\$6,100
Wrestling	\$4,119	\$4,416	\$4,713	\$5,386	\$6,100
Football	\$3,433	\$3,719	\$4,085	\$4,758	\$5,388
Volleyball	\$3,433	\$3,719	\$4,085	\$4,758	\$5,388
Track	\$3,433	\$3,719	\$4,085	\$4,758	\$5,388
Baseball	\$3,433	\$3,719	\$4,085	\$4,758	\$5,388
Softball	\$3,433	\$3,719	\$4,085	\$4,758	\$5,388
Golf	\$3,433	\$3,719	\$4,085	\$4,758	\$5,388
Cross Country	\$3,433	\$3,719	\$4,085	\$4,758	\$5,388
Speech	\$3,433	\$3,719	\$4,085	\$4,758	\$5,388
One Act Play	\$1,373	\$1,396	\$1,418	\$1,579	\$1,788
Cheerleading (Per Season)	\$780	\$928	\$1,087	\$1,363	\$1,543
Knowledge Bowl (Per Season)	\$546	\$604	\$661	\$718	\$813
<b>C-SQUAD</b>	<b>Year 1 &amp; 2</b>	<b>Year 3 &amp; 4</b>	<b>Year 5 &amp; 6</b>	<b>Year 7 &amp; 8</b>	<b>Year 9 and Up</b>
Boys Basketball	\$3,433	\$3,489	\$3,681	\$4,264	\$4,531
Girls Basketball	\$3,433	\$3,489	\$3,681	\$4,264	\$4,531
Volleyball	\$2,861	\$2,938	\$3,191	\$3,767	\$4,002
Football	\$2,861	\$2,938	\$3,191	\$3,767	\$4,002
Baseball	\$2,861	\$2,938	\$3,191	\$3,767	\$4,002
Softball	\$2,861	\$2,938	\$3,191	\$3,767	\$4,002
<b>JUNIOR HIGH</b>	<b>Year 1 &amp; 2</b>	<b>Year 3 &amp; 4</b>	<b>Year 5 &amp; 6</b>	<b>Year 7 &amp; 8</b>	<b>Year 9 and Up</b>
Boys Basketball	\$2,746	\$2,873	\$3,142	\$3,725	\$3,958
Girls Basketball	\$2,746	\$2,873	\$3,142	\$3,725	\$3,958
Wrestling	\$2,746	\$2,873	\$3,142	\$3,725	\$3,958
Football	\$2,288	\$2,441	\$2,585	\$3,053	\$3,244
Volleyball	\$2,288	\$2,441	\$2,585	\$3,053	\$3,244
Track	\$2,288	\$2,441	\$2,585	\$3,053	\$3,244
Baseball	\$2,288	\$2,441	\$2,585	\$3,053	\$3,244
Softball	\$2,288	\$2,441	\$2,585	\$3,053	\$3,244
Track	\$2,288	\$2,441	\$2,585	\$3,053	\$3,244
Golf	\$2,288	\$2,441	\$2,585	\$3,053	\$3,244
Cross Country	\$2,288	\$2,441	\$2,585	\$3,053	\$3,244
Speech	\$2,288	\$2,441	\$2,585	\$3,053	\$3,244

\*Schedule B salaries will increase annually by the percent increase in teacher’s salaries, calculated by averaging the annual percent increase in the Isle Teacher’s contract and Onamia Teacher’s contract.

\*\*Any decisions regarding the hiring or firing of any Schedule B positions will be made by a committee made up of the Isle and Onamia Superintendents, the Isle and Onamia Activities Directors and one School Board member from each district.

\*\*\*MOU after ratification of both Isle and Onamia contracts to determine the amount of increase in Schedule B pay

**ONAMIA PUBLIC SCHOOLS – EDUCATION MINNESOTA-ONAMIA**

**SCHEDULE C INFORMATION**

<b>Duty or Assignment</b>	<b>Rate of Pay</b>
Teacher Working Outside Regular Day	\$25.84
Regular Teacher Subbing for Another	\$35.00
Combined Classroom	In the event that classrooms are combined, in order to provide substitute coverage, the affected teacher(s) will equally split \$130 per full day or pro-rated for partial days.
Teacher Reassignment Pay	\$35 per day (Elementary Title and Specialist teacher(s) re-assigned for one-half (½) or more of the regular duty day will be compensated \$35 per day)
Chaperone/Misc. Duties/Detention	\$15.00
Overnight Chaperone	\$120 per day (District approved overnight chaperones for the Band/Choir, Supermileage and Wolf Ridge trips. Excludes lead/organizer already receiving stipend)
6 <sup>th</sup> Period of Instruction	<i>In lieu of Prep</i> \$1,710 per semester
	<i>In lieu of Supervision</i> \$1,282 per semester
Any teacher whose 6 <sup>th</sup> period is scheduled less than full time will be paid on a pro-rated basis. Teachers will be paid in equal payments at the end of each quarter with specific dates communicated by the district office no later than September 15 <sup>th</sup> .	
6 <sup>th</sup> Period of Supervision	\$13.00
Driver Education BTW	\$21.85
Curriculum/Staff Development/School Improvement	\$19.85
Coaching (at an hourly rate)	\$12.00
Personal Leave Day Reimbursement	\$175.00
College in the Schools (per credit rate)	\$200.00 per credit

Teachers who are assigned to grades 7-12 athletic or social events supervision and concession stand supervision, or elementary concert supervision shall be compensated at the chaperone rate. A teacher performing multiple duties during an event shall be compensated for only one duty.

<b>SCHEDULE C</b>	<b>\$43,442</b>		<b>BA-1</b>		<b>BASE 2023-24 NEGOTIATIONS</b>					
	<b>YEAR 1 &amp; 2</b>		<b>YEAR 3 &amp; 4</b>		<b>YEAR 5 &amp; 6</b>		<b>YEAR 7 &amp; 8</b>		<b>YEAR 9 &amp; ABOVE</b>	
YEARBOOK AS AN										
EXTRACURRICULAR	0.105	\$4,561	0.124	\$5,387	0.140	\$6,082	0.160	\$6,951	0.1700	\$7,385
MUSICAL DIRECTOR	0.086	\$3,736	0.105	\$4,561	0.124	\$5,387	0.140	\$6,082	0.1488	\$6,464
THREE-ACT-PLAY	0.067	\$2,911	0.079	\$3,432	0.091	\$3,953	0.100	\$4,344	0.1063	\$4,618
MUSICAL ASSISTANT	0.039	\$1,694	0.045	\$1,955	0.051	\$2,216	0.064	\$2,780	0.0679	\$2,950
WOLF RIDGE	0.039	\$1,694	0.045	\$1,955	0.052	\$2,259	0.061	\$2,650	0.0648	\$2,815
BAND/CHOIR TRIP	0.039	\$1,694	0.045	\$1,955	0.052	\$2,259	0.061	\$2,650	0.0648	\$2,815
YEARBOOK AS A										
CLASS	0.024	\$1,043	0.031	\$1,347	0.037	\$1,607	0.046	\$1,998	0.0489	\$2,124
MARCHING BAND	0.018	\$782	0.020	\$869	0.022	\$956	0.026	\$1,129	0.0277	\$1,203
FLAGLINE	0.016	\$695	0.018	\$782	0.022	\$956	0.031	\$1,347	0.0329	\$1,429
PROM	0.016	\$695	0.018	\$782	0.022	\$956	0.031	\$1,347	0.0329	\$1,429
SUPERMILEAGE	0.016	\$695	0.018	\$782	0.022	\$956	0.031	\$1,347	0.0329	\$1,429
STUDENT COUNCIL	0.010	\$434	0.015	\$652	0.018	\$782	0.027	\$1,173	0.0287	\$1,247
PHOTOGRAPHER	0.005	\$217	0.010	\$434	0.015	\$652	0.024	\$1,043	0.0255	\$1,108

Any coach/advisor shall remain in his/her position until he/she receives a written termination or submits a written letter of resignation. Any notice of termination or resignation shall be completed within sixty (60) days of the end of the season. (added 2019-21)