

MASTER AGREEMENT
BETWEEN
INDEPENDENT SCHOOL DISTRICT NO. 484

PIERZ, MINNESOTA
AND
NON-UNION NON-CERT EMPLOYEE CONTRACT
9-10 Month Staff

2023-2024 AND 2024-2025

TABLE OF CONTENTS

ARTICLE I - SUPPORT STAFF CONDITIONS OF EMPLOYMENT:

Section 1 - Conditions of Employment.....	1
Section 2 - Work Schedule.....	1
Section 3 - Salary.....	1
Section 4 - Time Sheets.....	1
Section 5 - Work Week.....	1
Section 6 – Governor Day Off	1
Section 7 - Early Dismissal, Late Start.....	1
Section 8 - Compensatory Time and Overtime.....	1

ARTICLE II - SUPPORT STAFF EMPLOYEE LEAVE BENEFITS:

Section 1 - Sick Leave.....	2
Section 2 – Unused Sick Leave	2
Section 3 – Funeral and Bereavement Leave.....	2
Section 4 – Special Leave.....	3
Section 5 – School Conferences and Activities Leave	3

ARTICLE III - SUPPORT STAFF EMPLOYEE BENEFITS:

Section 1 - Medical Insurance.....	3-4
------------------------------------	-----

ARTICLE IV – ADDITIONAL KITCHEN COMPENSATION:

Section 1 - Uniforms.....	5
---------------------------	---

ARTICLE V – SALARY SCHEDULES

2023-2024 Salary Schedule	6
2024-2025 Salary Schedule	7

ARTICLE I - SUPPORT STAFF CONDITIONS OF EMPLOYMENT:
(as they apply to each class or group of employees)

Section 1 - Conditions of Employment:

This is a schedule of benefits, conditions of employment, etc. for all Non-Union Support Staff for **2023-2024 and 2024-2025**. Each employee should be able to identify what is applicable for them.

Section 2 - Work Schedule:

Subd. 1 - 10½ Month Employee. The regular teacher duty days (182) plus 20/25 days as per principal's assignment.

Subd. 2 - 9½ Month Employee. The regular teacher duty days (182) plus 10 days as per principal's assignment.

Subd. 3 - 9 Month Employee. Student contact days.

Section 3 – Salary:

See **2023-2024** and **2024-2025** salary schedule and your individual schedule for the respective year.

Section 4 - Time Sheets:

The employee shall use the electronic timekeeping system to clock in/out to track hours worked.

Section 5 - Work Week:

The work week will be defined as up to 40 hours per week; work week will be from Sunday through Sunday, and the work year from July 1 through June 30.

Section 6 - Governor Day Off:

If for any reason the Governor should call off school, this day will be a paid day. The missed hours will not be required to be made up in order to receive compensation.

Section 7 - Early Dismissal, Late Start:

Early dismissal, late start - hourly employees will be offered the opportunity to make up missed hours to receive their pay for full day (regular hours). This will be managed administratively through direct supervisors. The dates and time for the “make-up” hours will need to be approved by the supervisor. All Support Staff will be required to make up these hours if payment is expected.

Section 8 - Compensatory Time and Overtime:

All overtime/comp time (hours over 40 hours per week or additional time beyond individual’s contract time) must be pre-approved. Custodial staff will need prior approval of the head custodian. Other employees will need prior approval of the superintendent. Employees who are required to work on a Sunday will be compensated at their time and one half hourly rate. Employees will be able to accumulate a maximum of (20) twenty hours of comp time, but will only be able to carry over a maximum of (8) hours to the new fiscal year.

ARTICLE II - SUPPORT STAFF EMPLOYEE LEAVE BENEFITS:

Section 1 - Sick Leave:

Subd. 1. - Employees will earn sick leave days based on the schedule below:

- a. 10 ½ Month Employee 14 days per year, cumulative to 100 days.
- b. 9-1/2 Month Employee 13 days per year, cumulative to 100 days.
- c. 9 Month Employee 12 days per year, cumulative to 100 days.

Subd. 2 - Use of sick leave days.

- a. Employee illness.

Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to the employee's illness and/or disability which prevented attendance at work and performances of duties on that day or days.

- b. Illness in immediate member of employees family. Illness in immediate member of employee's family. (Spouse, son, daughter, mother, father, siblings, grandparents, grandchildren, parents-in-law, sons and daughters-in-law, step children and person under legal guardianship.) A leave of absence without loss of pay, not to exceed five days for each occurrence or an accumulated total of twenty (20) days may be granted for serious illness in the immediate family. Only three of the twenty days may be used for grandchildren. If the employee does not have any earned sick leave days, full salary deductions will be made for such leave.

Earned Sick and Safe Time. The School District will allow 80 Sick Leave Hours at the start of each School Year to be used for reasons supported by Earned Safe and Sick Time (Minnesota Statutes § 181.9445). The ESST hours will not impact the total bank of Sick Leave hours. They will be a subset of the current hours that have different allowable use. Employees will have the option of selecting ESST hours or Sick Leave hours as part of their request for use of paid sick leave.

Section 2 - Unused Sick Leave Pay:

All 9-10 ½ month non-certified; non-union support staff employees.

Unused sick leave pay. An employee who has accumulated 100 days of sick leave by July 1 of each school year shall be eligible for unused sick leave pay. The eligible employee shall receive an annual payment for accumulated sick leave days in excess of 100 days at the rate of \$25 per unused sick leave day payable by July 15 of the following year.

Section 3 - Funeral and Bereavement Leave:

Subd. 1 - Bereavement Leave

An employee shall be granted two days of paid Bereavement Leave, to be used at the discretion of the employee, due to the death of a member of the employee's immediate family. Immediate family shall include the employee's father, mother, spouse, siblings, children and step-children or persons under legal guardianship. In emergency situations, additional days may be granted at the discretion of the Superintendent. Employees must request these days in writing and they will be deducted from the employee's accrued sick leave days.

Subd. 2 – Funeral Leave

An employee may request up to one paid day of Funeral Leave due to the death of a member of the employee's extended family. Employees may also request Funeral Leave in ½ day increments. Extended

family shall include the employee's grandparents, grandparents-in-law, parents-in-law, sons and daughters-in-law, brothers and sisters-in-law, and grandchildren. In emergency situations, additional days may be granted at the discretion of the Superintendent. Employees must request these additional days in writing and they will be deducted from the employee's accrued sick leave days.

Employees must notify the Superintendent prior to taking funeral leave. Funeral leave shall be approved upon the submission of a signed authorized funeral leave request form available at the office, or if needed immediately upon return to work.

Section 4. Special Leave:

All 9-10 ½ month support staff may be granted special leave with pay at the discretion of the superintendent of no more than three (3) days per school year, for situations that arise requiring the employee's personal attention and which cannot be attended to when school is not in session and which are not covered under the other leave provisions of the contract. Special Leave days may be used in ½ day increments. Requests for Special Leave must be made in writing to the superintendent at least three days in advance, except in the event of emergencies. The request shall state the reason for the proposed leave. The school district reserves the right to refuse to grant such leave.

Subd. 1- Employees may request special leave on the day preceding or the day following holidays if the following conditions are met:

- a) The employee must notify the building administrator and superintendent well ahead of the anticipated leave.
- b) The building administrator and supervisor must verify the leave will have no impact on the functioning of the school prior to superintendent approval.

Subd. 2- Employees may carryover and bank special leave days based upon the number of days the employee works during the year. The ratio is as follows:

- Less than 150 days -- No Banking
- 150 days to 185 days -- Allowed to Bank 1 Special Leave Day
- 185 days to 200 days -- Allowed to Bank 2 Special Leave Days

Section 5. School Conferences and Activities Leave:

M.S. 181.9412. (a) A School District must grant an employee leave of up to a total of 16 hours during any school year to attend school conferences or classroom activities related to the employee's child, provided the conferences or classroom activities cannot be scheduled during nonwork hours. When the leave cannot be scheduled during nonwork hours and the need for the leave is foreseeable, the employee must provide reasonable written prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the District. (b) The district agrees to pay up to 8 hours of leave for meetings with your child's teacher including conferences, IEP meetings and other academic related events, awards and recognitions, including graduation ceremony. Other approved Activities Leave like athletic and performing arts performances and field trips will be unpaid.

ARTICLE III - SUPPORT STAFF EMPLOYEE BENEFITS:

Section 1 – Medical Insurance:

Health and Hospitalization Insurance Single Coverage: The School District shall contribute a sum not to exceed \$808 per month for the first 6 months of the contract (July-Dec 23), then contribute a sum not to exceed \$823 per month for all of calendar year 2024, then contribute a sum not to exceed \$922 per month the last 6 months of the contract (Jan-June 25) toward the premium for individual coverage 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. Any additional cost of the premium shall be borne by the teacher and paid by payroll deduction.

Health and Hospitalization Insurance Family Coverage: The School District shall contribute a sum not to exceed \$1083 per month for the first 6 months of the contract (July-Dec 23), then contribute a sum not to exceed \$1105 per month for all of calendar year 2024, then contribute a sum not to exceed \$1238 per month the last 6 months of the contract (Jan-June 25) toward the premium for family coverage 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. Any additional cost of the premium shall be borne by the teacher and paid by payroll deduction. Family Coverage School Board contribution covers any plan that is not considered a Single plan, thus any employee +1 plan, or employee + dependents plan, etc. are all considered Family Plans relative to this benefit.

Subd. 1. Married Employee Family Coverage: Staff who are both full time employees of District 484 and who are legally married may apply the District share of their individual Single Coverage toward the cost of Family Coverage.

Subd. 2 - Class V, VI, VII and/or 9 month, 9 1/2 Month to 12 Month employees employed 36 or more hours per week will receive 100% of the medical insurance benefit.

Subd. 3 - Class I, II, III, & IV employees (9 months or less) receive the following:

- * 36-40 hours per week receive 100%
- * 31-35 hours per week receive 85%
- * 26-30 hours per week receive 70%
- * 21-25 hours per week receive 55%
- * Less than 21 hours per week receive no benefit.

Subd. 4 - Self-Insurance Fund: Employees hired before February 1, 2002 shall have the option of participating in a self-insurance fund instead of participating in the District's medical insurance plan. For employees electing this option, the School District shall compensate them by placing in the self-insured fund 55% of the health and hospitalization annual basic single premium or 55% of the amount stated above, whichever is less. This contribution shall be subject to the same pro-ration formula as for health insurance in Section B above.

A. Purpose and Management: The purpose of the self-insured fund shall be to provide an entity to manage the School District's contribution toward payment of health care expenses. Each participating employee's compensation shall be accounted for separately within the self-insured fund. The School District's business office shall be responsible for maintenance and management of the self-insured fund. Expenses incurred by the business office for operating the fund shall be financed from interest earned by the fund and School District subsidy. Interest earned beyond administration costs shall be transferred to the School District's general fund. Payments from the fund will be made monthly for qualified claims.

This fund may only be used by employees and their immediate families. An "immediate family" shall include the same family members as defined and/or covered by the District's medical insurance group provider. There shall be no limit on the amount a participant of the fund may accumulate.

Any balances remaining in a participant's account at death may be used by the legal beneficiaries, as designated by the employee. Participants of the fund may, upon retirement, continue to withdraw from their account until it is depleted even though, upon retirement, the School District will make no further contributions. Retired participants and beneficiaries of the fund who fail to make written contact with the fund for more than a twelve (12) month period shall relinquish their investment in the fund. Employees who are involuntarily terminated shall not relinquish their individual account balances in the self-insured fund until they have exhausted their right to recall, if any, or have not made written contact with the self-insured fund for twelve (12) months. Probationary employees who are involuntarily terminated and employees who voluntarily terminate shall relinquish their individual account

balances in the self-insured fund after twelve (12) months unless recalled prior to this time. All relinquished accounts of the self-insured fund shall be transferred to the School District's general fund.

B. Qualified Claims:

1. Medical Insurance Premiums.
2. Dental Care.
3. Eye Care.
4. Prescription-Medical care prescribed by a licensed physician, chiropractor, or any other licensed medical provider whose service is tax-exempt under IRS Code 213.d.
5. All other medical care which is tax-exempt under IRS Code 213.d. and cannot be prescribed such as doctor office calls.
6. Income Protection Plan.

C. The District's contribution to each participant's self-insured fund shall be made on the last regular pay day of the school fiscal year. In the event of partial participation (part of the contract year), the payment will be pro-rated to the time of non-participation.

ARTICLE V – KITCHEN STAFF COMPENSATION:

Section 1 - Uniforms:

District will provide (5) five uniform shirts for the custodial and kitchen staff per year. Employees have an annual uniform allowance of \$150 to cover pants and shoes, with no carry over of this balance from year to year. Uniform pants and work related shoes subject to reimbursement should be approved by the supervisor prior to purchase.

ARTICLE VI – SALARY SCHEDULES

Classification Position:

III (3) Kitchen Asst, Media Center Asst, Study Hall Monitor

IV(4) Library/Media Aid, Assistant Cook, HS Office Asst

V (5) Food Manager, Pioneer / Healy Head Cook

VI (6) Principal's Secretary, Activities Secretary

VII (7) Licensed Practical Nurse

*If a secretary in class VI (6) also takes on duties of the District Wide MARSS Coordinator, they will be moved to Class VII (7).

	2023/2024				
	III (3)	IV (4)	V (5)	VI (6)	VII (7)
0	16.74	17.77	19.31	20.60	21.37
1	17.10	18.13	19.67	20.96	21.73
2	17.46	18.49	20.03	21.32	22.09
3	17.82	18.85	20.39	21.68	22.45
4	18.18	19.21	20.75	22.04	22.81
5	18.54	19.57	21.12	22.40	23.18
6	18.90	19.93	21.48	22.76	23.54
7	19.26	20.29	21.84	23.12	23.90
8	19.47	20.50	22.04	23.33	24.10
9	19.67	20.70	22.25	23.54	24.31
10	19.88	20.91	22.45	23.74	24.51
11	20.09	21.12	22.66	23.95	24.72
12	20.29	21.32	22.87	24.15	24.93
13	20.50	21.53	23.07	24.36	25.13
14	20.70	21.73	23.28	24.57	25.34
15	20.91	21.94	23.48	24.77	25.54
16	21.12	22.15	23.69	24.98	25.75
17	21.32	22.35	23.90	25.18	25.96
18	21.53	22.56	24.10	25.39	26.16
19	21.73	22.76	24.31	25.60	26.37

Classification Position:

III (3) Kitchen Asst, Media Center Asst, Study Hall Monitor

IV(4) Library/Media Aid, Assistant Cook, HS Office Asst

V (5) Food Manager, Pioneer / Healy Head Cook

VI (6) Principal's Secretary, Activities Secretary

VII (7) Licensed Practical Nurse

*If a secretary in class VI (6) also takes on duties of the District Wide MARSS Coordinator, they will be moved to Class VII (7).

	2024/2025				
	III (3)	IV (4)	V (5)	VI (6)	VII (7)
0	17.32	18.39	19.99	21.32	22.12
1	17.70	18.76	20.36	21.69	22.49
2	18.07	19.14	20.73	22.07	22.87
3	18.44	19.51	21.11	22.44	23.24
4	18.82	19.88	21.48	22.81	23.61
5	19.19	20.25	21.85	23.19	23.99
6	19.56	20.63	22.23	23.56	24.36
7	19.94	21.00	22.60	23.93	24.73
8	20.15	21.21	22.81	24.15	24.95
9	20.36	21.43	23.03	24.36	25.16
10	20.57	21.64	23.24	24.57	25.37
11	20.79	21.85	23.45	24.79	25.59
12	21.00	22.07	23.67	25.00	25.80
13	21.21	22.28	23.88	25.21	26.01
14	21.43	22.49	24.09	25.43	26.22
15	21.64	22.71	24.31	25.64	26.44
16	21.85	22.92	24.52	25.85	26.65
17	22.07	23.13	24.73	26.06	26.86
18	22.28	23.35	24.95	26.28	27.08
19	22.49	23.56	25.16	26.49	27.29

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

For Support Staff
112 Kamnic St.
Pierz, MN 56364

For Pierz School District No. 484
112 Kamnic St.
Pierz, MN 56364

Representative Sharon Millner

Chairperson Rick Lytle

Representative Ira Meyer

Clerk Steve Br...

Date 5-29-24

Date 5-29-24

