

**MASTER AGREEMENT
BETWEEN
INDEPENDENT SCHOOL DISTRICT NO. 484
PIERZ, MINNESOTA
AND
EDUCATION MINNESOTA PIERZ, Local 1923
2023-2024 AND 2024-2025**

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ARTICLE I: PURPOSE

This Agreement is entered into between Independent School District No. 484, Pierz, Minnesota, hereinafter referred to as the School District or District and Education Minnesota Pierz, Local 1923, hereinafter referred to as 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 the terms and conditions of employment for teachers during the duration of this Agreement.

ARTICLE II: RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with the P.E.L.R.A., the School District recognizes Education Minnesota Pierz, Local 1923, 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 described in this Agreement.

Section 2. Appropriate Unit: The exclusive representative shall represent all the teachers of the District as defined in this Agreement and in said act.

ARTICLE III: DEFINITIONS

Section 1. Terms and Conditions of Employment: "Terms and conditions of employment" means the hours of employment, the compensation therefore, including fringe benefits except retirement contributions or benefits other than District payment of, or contributions to, premiums for group insurance coverage for retired teachers or early retirement pay, and the District's personnel policies affecting the working conditions of the employees. In the case of teachers, the term does not mean educational policies of a School District. The term is subject to the provisions of the P.E.L.R.A.

Section 2. Teacher: "Teacher" shall mean all persons in the appropriate unit employed by the School District in a position for which the person must be licensed by the State of Minnesota, but shall not include Superintendent, assistant superintendent, principals and assistant principals who devote more than 50% of their time to administrative or supervisory duties, confidential employees, supervisory employees, essential employees, and such other employees excluded by law. A "full-time" teacher is a teacher employed for a minimum of eight (8) hours per day for the calendar school year.

Section 3. School District: For purposes of administering this Agreement, the term, "School District" shall mean the School Board or its designated representative.

Section 4. Other Terms: Terms not defined in this 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 Board to efficiently manage and conduct the operation of the School District within its legal limitations with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all teachers covered by this Agreement shall perform the teaching and non teaching services prescribed by the School District 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. Any provisions of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

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

ARTICLE V: TEACHER RIGHTS

Section 1. Right to Views: Pursuant to the P.E.L.R.A., nothing contained in this 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 employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative if there be one.

Section 2. Right to Join: Pursuant to the P.E.L.R.A., teachers shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. Teachers in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for 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 pursuant to the P.E.L.R.A. 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 sixteen (16) equal installments, beginning with the first pay period in October.

Section 4. Personnel Files: Pursuant to M.S. 122A.40, Subd. 19, as amended, all evaluations and files generated within the School District relating to each individual teacher shall be available during regular district business hours to the particular individual teacher upon his/her written request. The teacher shall have the right to reproduce any of the contents of the files at the teacher's expense and to submit for inclusion in the file written information in response to any material contained therein. The district may destroy the files as provided by law and must expunge from the teacher's file any material found to be false or inaccurate through the grievance process required pursuant to section 179A.20, subdivision 4.

Section 5. Elementary and Secondary Prep Time: Each elementary/secondary teacher shall receive 50 minutes of prep time each day. Prep time will be provided during the regular student contact day in either one or two uninterrupted blocks of time. However, it is recognized that under special, temporary circumstances the School District may assign the teacher during this time.

ARTICLE VI: BASIC SCHEDULE AND RATE OF PAY

Section 1. Basic Compensation

Subd. 1. 2023-2024 Rates of Pay: The wages and salaries reflected in Schedule A, attached hereto, shall be effective only for the 2023-2024 school year, and teachers shall advance one increment on the salary schedule if applicable.

Subd. 2. 2024-2025 Rates of Pay: The wages and salaries reflected in Schedule B, attached hereto, shall be effective only for the 2024-2025 school year.

Subd. 3. Teacher's salary payments shall be automatically deposited into the account of the teacher's choice semi-monthly on the 15th and last day of the month. Should the 15th or last day fall on a weekend, efforts shall be made to pay salaries on the preceding Friday.

Section 2. Status of Salary Schedules: The salary schedule shall not be construed as a part of a teacher's continuing contract. In the event a successor Agreement is not entered into prior to the expiration date of this Agreement, a teacher shall be compensated according to the previous year's compensation until such time that a successor Agreement is executed. A teacher's advancement is subject to the right of the School District to withhold increments, lane changes, or other salary increases for good and sufficient grounds. A salary increment shall not be withheld unless the teacher is notified of the deficiency. Actions withholding a salary increase shall be subject to grievance procedures.

Section 3. Placement on 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 School District.

Subd. 2. Grade and Credits: To apply on the salary schedule, all credits beyond the bachelor's degree must carry a grade average of "B" or higher (exception 9 quarter hours or six (6) semester hours of credit per lane change will be allowed with an "S" grade) and must be graduate credits, with the exception that three (3) quarter hours or two (2) semester hours or one class of credit within each lane change may be undergraduate hours.

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. If the School District requests the teacher to attend workshops and pays the workshop expenses, the teacher may receive college credit toward a lane change if the teacher pays the college credit fee. When the teacher requests attendance at a workshop and the School District pays any part of workshop expenses (i.e. substitute, registration, mileage, food, etc.), college credit will not be allowed toward a lane change.

Subd. 4. Effective Date: Individual contracts will be modified to reflect qualified lane changes during the month of September for a full year of lane change credit and, during the month of March, for a half (1/2) year of lane change credit providing a transcript of qualified credits is submitted to the Superintendent's office no later than September 1 or March 1 of each year. Credits submitted by transcript after September 1 or March 1, even though otherwise qualifying, shall not be considered until the following effective date. If a transcript is not available by September 1 or March 1, other satisfactory evidence of successful completion of the course will be accepted pending receipt of the official transcript; however, any pay adjustment shall not be made until the official transcript is received.

Subd. 5. 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 as approved by the School District and the degree program is approved in writing by the Superintendent in advance. Upon written notification of successful completion of such course work, all course work in an approved program shall be automatically applied to incremental lane changes.

Subd. 6. Application: Credits to apply to lanes beyond a particular lane must be earned subsequent to the earning of the degree and must be taken at an accredited college or university.

Subd. 7. Prior Experience: A teacher who has had experience in other school systems or other fields of endeavor will be placed on the salary schedule as agreed between the School District and teacher.

Section 4. Pay Deduction: Whenever a 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's absence.

Section 5. Step Placement: A teacher will not be able to advance a step on the salary schedule during the school year if they were not eligible for the step advancement by September 1 of the contract year.

Section 6. Part time Teacher: A part time teacher who is employed at least 24 hours per week and 90 days per year shall earn a full year of experience and a teacher employed less than 24 hours per week or less than 90 days per year shall receive prorated experience based on the proportion of their employment and complies with the requirements of a currently active Q-Comp plan.

Section 7. Substitute Teachers: Substitute teachers shall be compensated pursuant to School District policy.

Section 8. Longevity Pay

Subd. 1. Teachers with 1-5 years of experience after reaching step 18 will receive an extra \$2000 in salary compensation. Longevity Pay is prorated based upon the percentage of full time employment status.

Subd. 2. Teachers with 6 or more years of experience after reaching step 18 will receive an extra \$4000 in salary compensation. Longevity Pay is prorated based upon the percentage of full time employment status.

ARTICLE VII: EXTRA COMPENSATION

Section 1. Extracurricular Schedule: The wages and salaries reflected in Schedule C, attached hereto, shall be effective only for the **2023-2024 and 2024-2025** school years.

Section 2. Other Duty Compensation: A teacher will be reimbursed at the rate of **\$27.50** per hour in **2023-2024** and **\$28.00** per hour in **2024-2025** for duties assigned by the administration that occur outside the times or days of the current contract. Teaching duties of summer school, PAP, homebound instruction and targeted services will be paid at **\$40.00** per hour in **2023-2024** and **\$40.00** per hour in **2024-2025**. Compensation for duties not covered by this Agreement will be as per mutual Agreement between the teacher, the exclusive representative, and the School District. Training pay outside of the contract will be at the same rate outlined above. Hourly pay does not include travel time to or from home to any off-site training location and cannot exceed 8 hours per day.

Section 3. Substitute Pay: When a regular teacher has a prep period and is requested to substitute for another teacher, they will be reimbursed **\$40.00** per class period or **\$20.00** per half period in **2023-2024** and **\$40.00** per class period and **\$20.00** per half period in **2024-2025**, if in 2023-25 all teachers in the district are consistent under the Master Agreement relative to a 50 minute period length and 50 minute prep period.

Subd. 1. When a teacher substitute teaches an additional section of students based upon the unavailability of substitute teachers, the District will compensate that teacher at the rate of:

1. \$40 per hour for the entire class
2. \$20 per hour when the class is partitioned among two teachers or a half section of students
3. \$15 per hour when the class is partitioned among three teachers

Section 4. Additional Salary (Grant Writing): A teacher will be paid 5% the value of a grant awarded to the School District authored by that teacher or teachers. Example: \$50,000 grant awarded to the School District, the teacher or teachers writing the grant would receive \$2,500.00 for writing the successful grant. This additional salary must be paid from the proceeds of the grant or written as part of the grant award.

Section 5. Additional Pay for College Classes: Board will support additional pay of \$100 per college credit for each course and section taught.

Section 6. Perfect Attendance Compensation: A teacher will receive a \$500 bonus at the end of the school year, if that teacher is absent less than 2 days (16 hours) of student contact / teaching time from absences created by any of the requested leaves outlined in Article IX of this agreement. A teacher will receive a \$200 bonus at the end of the school year, if that teacher is absent less than 4 days (32 hours) of student contact / teaching time from absences created by any of the requested leaves outlined in Article IX of this agreement.

Section 7. ASHA-CCC Teachers in the position of Speech Language Pathologist who hold the ASHA-CCC certification will receive a \$2000 increase in addition to their placement on the Salary Schedule. If the teacher is less than full time this added salary will be prorated to match the FTE percentage.

ARTICLE VIII: GROUP INSURANCE

Section 1. Selection: The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Section 2. Income Protection Insurance: The Teacher shall provide the premium for an income protection policy with benefits payable after sixty (60) days of continuous disability. Benefits shall equal 60% of each teacher's salary to a maximum salary of \$50,000 per year.

Section 3. Term Life Insurance: Term life insurance in the amount of \$50,000 for each teacher shall be provided by the District. Any teacher shall have the option of purchasing an additional unit of life insurance at the group rate with the cost to be borne by the teacher. Teachers wishing to purchase additional coverage shall notify the School District in writing by September 15 of each school year.

Section 4. 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 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.

Section 5. 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 Teachers Family Coverage: Teachers 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.

Section 6. Self-Insurance Fund: Each teacher, 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 teachers 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 in Article VIII Section 4 above, whichever is less.

Subd. 1. 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 teacher'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 teachers 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 member of the fund may accumulate.

Any balances remaining in a member's account at death may be used by the legal beneficiaries, as designated by the teacher, in the School District life insurance plan. Teachers 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 members 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. Teachers 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 teachers who are involuntarily terminated and teachers 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.

Subd. 2. 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.

Subd. 3. 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.

Section 7. 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 an insurance carrier.

Section 8. Duration of Insurance Contribution: A teacher is eligible for School District contribution as provided in this article as long as the teacher is employed by the School District. Upon termination of employment, all District contributions shall cease, except for provisions in Article X, Section 1, Subd. 4.

Section 9. Eligibility: Full benefits provided in this article are designed for full time teachers as described in Article III hereof. Part time teachers who are employed at least 24 hours per week and 90 days in a school year shall be eligible for partial benefits proportional to the extent of their employment. Health and hospital insurance

will be limited to one form of coverage per family and either single coverage for both husband wife or family coverage for one.

ARTICLE IX: LEAVES OF ABSENCE

Section I. Sick Leave/Unused Sick Leave Pay:

Subd. 1. All full- time teachers shall earn sick leave at the rate of eleven (11) days for each year of service while employed by this School District. The eleven (11) days shall be made available to the teacher at the beginning of the school year, but shall be earned at a rate of 1.22 days per month from September to May. There shall be deducted from salary due a teacher when the teacher terminates his or her services for that year the pay for any days of sick leave used but not earned. Teachers working less than a full time teaching load shall receive this benefit on a pro rata basis.

Subd. 2. Unused sick leave may accumulate to a maximum of 70 days.

Subd. 3. Sick leave with pay shall be allowed whenever a teacher's absence is due to illness, which prevented attendance at school and performance of duties on that day or days. Sick leave with pay shall also be allowed for illness of a member of the teacher's "immediate family" (spouse, mother, father, stepparent, sibling, mother-in-law, father-in-law, grandchild, grandparent, persons under legal guardianship, children under age 18 or under age 20 and still attending secondary school being provided "long term care" as determined by and subject to the discretion of the Superintendent**, and any son, daughter, or stepchild not covered under Article IX, Section 2, Subds. 1 and 2). A leave of absence, without loss of pay not to exceed an accumulated total of twenty (20) days per year, may be granted for serious illness in the "immediate family". "Serious illness" means confined to a hospital or seeing a licensed and practicing doctor for medical attention. These leaves shall be deducted from the teacher's accumulated sick leave. If the teacher does not have any earned sick leave days, full salary deductions will be made for such leave.

**Long term care of children who are not under legal guardianship requires the approval of the Superintendent who shall be notified within 10 working days of the date at which full time parental care began.

Subd. 4. The School District may require a teacher to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of a teacher for sick leave is reserved to the School District.

Subd. 5. In the event that a medical certificate will be required; the teacher will be so advised within 48 hours.

Subd. 6. Sick leave allowed shall be deducted from the accrued sick leave days earned by the teacher.

Subd. 7. Sick leave pay shall be approved only upon submission of a sick leave request in the current leave system.

Subd. 8. Unused sick leave pay. A teacher who has accumulated 70 days of sick leave by July 1 of each school year shall be eligible for unused sick leave pay. The teacher shall receive an annual payment for accumulated sick leave days in excess of 70 days at the rate of \$75 per unused sick leave day payable by July 15 of the following year.

Subd. 9. 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. Sick Child Care Leave/School Conference and Activity Leave:

Subd. 1. DEFINITIONS M.S. 181.940. For the purposes of clarifying M.S. 181.940 to 181.944 and this Master Agreement, Teacher shall mean any member of this bargaining unit who has been employed for an average of at least 20 hours per week for the preceding 12 months. School District shall be Independent School District 484. Child shall mean an individual under 18 years of age or an individual under 20, who is still attending secondary school.

Subd. 2. SICK CHILD CARE LEAVE M.S. 181.9413. A teacher may use personal sick leave benefits provided by the School District for absences due to an illness of the teacher's child for such reasonable periods as the teacher's attendance with the child may be necessary, on the same terms the teacher is able to use sick leave benefits for the teacher's own illness.

Subd. 3. SCHOOL CONFERENCES AND ACTIVITIES LEAVE M.S. 181.9412. (a) A School District must grant a teacher leave of up to a total of 16 hours during any school year to attend school conferences or classroom activities related to the teacher's child, provided the conferences or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the teacher 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 ceremonies from a post-secondary college. Activities Leave for athletic and performing arts performances, class plays and activities and field trips will be unpaid.

Section 3. "Workers" Compensation:

Subd. 1. Upon the written request of a teacher who is absent from work as a result of a compensable injury incurred in the employment of the School District under the provisions of the Workers' Compensation Act and/or an absence covered by the School District's long term disability insurance, the School District will pay the difference between the compensation received pursuant to the Workers' Compensation Act and/or LTD by the teacher and teacher's base rate of pay to the extent of the teacher's earned accrual of sick leave.

Subd. 2. A deduction shall be made from the teacher's accrued sick leave according to the pro rata portion of days of sick leave, which is used to supplement workers' compensation and/or LTD payments.

Subd. 3. Such payments shall be paid by the School District to the teacher only during the period of disability.

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

Subd. 5. A teacher who is absent from work as a result of an injury compensable under the Workers' Compensation Act and/or an absence qualifying the teacher for LTD payments who elects to receive sick leave pursuant to this section shall submit to the School District his/her workers' compensation check and/or LTD payments, endorsed to the School District prior to receiving payment from the School District for this absence.

Section 4. Funeral Leave: A teacher shall be granted a maximum of up to two (2) days of funeral leave (per occurrence) due to the death of a member of the teacher's immediate family.

Subd. 1. The immediate family shall include the teacher's father, mother, spouse, child(ren), siblings, grandparents, grandchildren, aunt, uncle, parents in law, sons/daughters in law, brothers/sisters in law, grandparents in law, step children, step parent, step siblings, and foster children/parent, and persons under legal guardianship.

Subd. 2. The first two (2) days used for funeral leave shall be granted without any deductions to the teacher. If necessary, additional days may be granted at the discretion of the superintendent. The additional days will be deducted from the teacher's accrued sick leave days.

Subd. 3. Funeral leave shall be approved upon the submission of a funeral leave request in the applicable leave system. The request must be submitted prior to taking the funeral leave or as soon thereafter as possible.

Section 5. Jury Service: If a teacher is summoned for jury duty, they shall inform the Superintendent in writing of the jury duty summons and the date/dates of jury duty as stated on the summons.

Subd. 1. Teachers shall be granted leave for those days the teachers are required to serve on jury duty.

Subd. 2. Jury leave is with pay for each day the teacher would otherwise be on duty in the School District, but any sums paid to the teacher for jury duty on such days (exclusive of hotel, meal and/or mileage allowance) shall be assigned by the teacher to the School District.

Subd. 3. A teacher subpoenaed to provide testimony or information related to their employment, based on their district position, to any agency, commission, board, legislative committee, arbitrator, or court shall be provided leave with pay for each day or part thereof on which the employee is required to be absent. This section shall not apply to when an employee brings a claim against the district. The employee shall notify the superintendent in writing of the dates pending absence as soon as possible after receipt of the subpoena, but in no event later than one week prior to the dates of absence. The employee must provide the district a copy of the subpoena to verify the absence is to provide testimony specifically related to their duties as an employee of the district.

Section 6. Military Leave: Military Leave shall be granted pursuant to applicable law.

Section 7. Child Care Leave:

Subd. 1. A child care leave may be granted by the School District, subject to the provisions of this section, to one (1) parent of an infant child, provided such parent is caring for the child on a full time basis.

Subd. 2. A teacher making application for child care leave shall inform the Superintendent in writing of intention to take the leave at least three calendar months before commencement of the intended leave.

Subd. 3. If the reason for the child care leave is occasioned by pregnancy, a teacher may utilize sick leave pursuant to the sick leave provisions of the Agreement during the period of physical disability. However, a teacher shall not be eligible for sick leave during the period of time covered by a child care leave that is unpaid. A pregnant teacher shall also provide, at the time of the leave application, a statement from her physician indicating the expected date of delivery.

Subd. 4. The School District may adjust the proposed beginning and/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, semester break or quarter break, end of a grading period, end of the school year, or the like. The availability of a substitute teacher may also be considered by the School District in the granting of a child care leave or the duration thereof.

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:

1. Grant any leave more than twelve (12) months in duration.
2. Permit the teacher to return to his or her employment prior to the date designated in the request.

Subd. 6. A teacher returning from child care leave shall be re employed in a position for which he or 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 this section shall constitute grounds for termination unless the School District and the teacher mutually agree 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 and any unused leave time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave. The teacher shall not accrue leave time during the period of absence for child care leave. A teacher with continued contract will be granted one year of experience if he/she will have taught a minimum of 120 days of the school calendar year.

Subd. 9. A teacher on child care 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 child care 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.

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

Section 8. Medical Leave:

Subd. 1. A continuing contract teacher, who is unable to teach because of illness or injury and who has exhausted all sick leave credit available or who has become eligible for long term disability compensation, shall upon request in writing, be granted a medical leave of absence, without pay, up to one year. The School District may, at its discretion, renew such a leave and the request for renewal shall also be accompanied by a written doctor's statement.

Subd. 2. A request for leave of absence under this section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time the teacher is expected to be able to resume normal responsibilities.

Section 9. Sabbatical Leave:

Subd. 1. A sabbatical leave may be granted to teachers in the School District for the purpose of professional improvement, subject and pursuant to M. S. 122A.49

Subd. 2. To be eligible for sabbatical leave, a teacher must have been continuously employed at least eight years as a teacher in the School District and, prior to the granting of the leave, must have a four year degree or better.

Subd. 3. The application procedure for such leave shall be established by the Superintendent. The review of the applications, before being presented to the School Board, shall be through the office of the Superintendent.

Subd. 4. Sabbatical leave for study shall be limited to a teacher centering their study in their area of employment in the School District and shall not be used for retraining in a new area unless at the request of the School District.

Subd. 5. The proposed program of study must be approved in advance by the Superintendent and the School Board, and such program of study shall be in formal educational course credits. Sabbatical leave shall be distributed among the secondary and elementary teachers.

Subd. 6. Applications for sabbatical leave shall be submitted in writing to the Superintendent no later than March first of the preceding school year.

Subd. 7. The number of teachers on sabbatical leave shall be limited to one teacher in any one year.

Subd. 8. The application for a sabbatical leave shall contain a detailed description of the intended activity and expected benefit to the School District, including, but not limited to, the institution where study will take place, courses and numbers of credits to be carried, and all other details surrounding the program.

Subd. 9. Sabbatical leave shall not exceed one contract year and shall be awarded not more than once to any teacher in the School District.

Subd. 10. The School District reserves the right to rescind a sabbatical leave approval in the event of an emergency.

Subd. 11. Upon satisfactory completion of a sabbatical leave the teacher shall be assigned to a position commensurate with the one he/she occupied prior to the leave.

Subd. 12. A teacher on sabbatical leave shall be provided single medical insurance, term life insurance, a \$2000 stipend, and shall retain such amount of sick leave days and other accrued benefits which he/she had accrued, if any, at the time he/she went on sabbatical leave for use upon his/her return pursuant to the sick leave policy. No additional sick leave shall accrue for the period of time that a teacher is on sabbatical leave. The teacher shall earn a year of experience while on sabbatical leave.

Subd. 13. If the number of requests for sabbatical leave exceeds the number to be granted by the School District, the School Board shall have sole authority to determine which teacher will be selected for sabbatical leave. In exercising its discretion, however, the Board will give its consideration to length of service of the teacher, their contribution to the District and the overall needs of the educational programs as determined by the District School Board.

Section 10. Special Leave:

Subd. 1. A full time teacher shall have three days of special leave available for use at the discretion of the teacher. All days shall be granted with full salary and full benefits. Special leave days may only be used in half-day increments.

Subd. 2. Requests for special leave must be made at least three days in advance (except in emergencies) but not to exceed 120 working days in advance and can be requested after August 1 of that school year.

Subd. 3. Except in emergencies and/or special circumstances, no more than two teachers shall be granted special leave from each building on the same day. Any exceptions made will be based on the availability of a substitute. Buildings are Pierz Healy High School and Pioneer Elementary, which includes District teachers at Holy Trinity Elementary.

Subd. 4. Except in emergencies, special leave may not be used during regularly scheduled Parent-Teacher conferences.

Subd. 5. Unused Special Leave Days--Options available to the teacher.

1. Teachers who have not used their special leave days by the end of the school year may have one day placed in their bank. (A teacher may bank one unused special leave day per year with a maximum of 2 in the bank.)
2. A teacher may elect to be paid \$175 for an unused special leave day by notifying the School District in writing by June 15th of each fiscal year.

Subd. 6. Use of any combination of special leave and banked special leave shall not exceed five days at any given time.

Section 11. Hourly Paid Leave:

Subd. 1. A full time teacher shall have eight (8) hours of Hourly Paid Leave each year available for use at the discretion of the teacher.

Subd. 2. Requests for Hourly Paid Leave shall be provided to the Building Secretary and Principal at least one day in advance (except in emergencies). Approval is based upon the need for, and availability of a sub during that period of the day.

Subd. 3. Unused Hourly Paid Leave shall be paid out at the same rate as the pay out for Special Leave Days. (currently \$175 per day or: \$21.88 per hour)

Section 12. Full Salary Deduct Leave: Teachers shall have full salary deduct leave days available for use at the discretion of the Superintendent. These days can only be used after the teacher has utilized all remaining special leave days. Except in emergencies, a request stating the reason for the full deduct leave shall be made in writing to the Superintendent at least three days in advance.

Section 13. Insurance Application: A teacher on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The teacher shall pay the entire premium for such insurance, commencing with the beginning of the leave, and shall pay to the School District the monthly premium in advance.

Section 14. Experience Credit: A teacher who returns from unpaid leave shall retain experience credit for pay purposes and other benefits which they had accrued at the time they went on leave. No credit shall accrue for the period of time that a teacher was on unpaid leave.

Section 15. Eligibility: Full leave benefits provided in this article shall apply to full time teachers as defined in Article III hereof. Part time teachers who are employed at least 24 hours per week and 90 days in a school year shall be eligible for partial benefits proportional to the extent of their employment.

ARTICLE X: 403b MATCHING BENEFIT AND EARLY RETIREMENT BENEFIT

Section 1. Eligibility:

Subd. 1. Teachers hired after July 1, 2008 may qualify for the benefits outlined in Section 2 (403b Matching Benefit) of this Article provided that they also meet the requirements as outlined in that Section. Teachers hired on or after July 1, 2007 shall not be eligible for the benefits contained in Section 3 of this Article.

Subd. 2. Teachers hired prior to July 1, 2008 may qualify for the benefits outlined in Section 3 (Early Retirement Benefits) of this Article provided that they also meet the requirements as outlined in that Section. Teachers hired prior to July 1, 2008 shall not be eligible for the benefits contained in Section 2 of this Article. However, these teachers may contribute to the 403(b) plan, but shall not be eligible for the district's match.

Section 2. 403(b) Matching Benefit: Once the employee receives a non-probationary contract or tenure in District #484 then they will receive benefits as follows:

Subd. 1. All full time teachers who have attained continuing contract rights through District #484 shall be entitled to a matching school district contribution to a district approved Minnesota 403(b) pursuant to MS 356.24. The district shall contribute annually, an amount equal to the amount contributed by the employee subject to the limits listed below in Subd. 3. Those teachers working less than half time do not qualify for any matching benefit. Those teachers working greater than half time but less than full time (i.e. .50 FTE to .99 FTE) will receive the prorated matching benefit.

Subd. 2. The initial Salary Reduction Agreement (SRA), authorizing the employee reduction and employer match, must be completed and turned into the district business office by the teacher by October

first of qualifying year. Should a teacher not provide the district the SRA by the deadline, the employee will not be eligible for matching funds until the next fiscal year. An employee's current SRA will remain in force until a new SRA is provided to the district business office. Any new SRA, will not go into effect until September 1st of each fiscal year.

Subd. 3. The district's annual and maximum benefit are based upon the schedule below:

<u>Contract Step Placement</u>	<u>District Matching Contribution</u>
2 - 6	\$504
7 - 10	\$816
11 - 14	\$1392
15 and beyond	\$1800
Maximum Lifetime Match Benefit \$25,000	

Subd. 4. Years of Service: Years of Service shall be defined as Step Placement on Schedule A or B, whichever is applicable, when determining the qualifying annual amount of match. A teacher must be a non-probationary teacher under Minn. Stat. 122A.40 in order to receive a district match.

Subd. 5. Plan Administrator: In order to maintain potential future compliance issues, district and employee contributions will be limited to investment companies as per the district's Written 403b Plan Document. All product providers must provide Maximum Contribution Calculations, if requested, by employee, employer or the district's third party 403b plan administrator.

Subd. 6. Early Notification Incentive for Teachers: The District must receive official notice of the teacher's intent to resign/retire by February 15th of their last year of teaching.

If this condition is met and the date when the retiring teacher reaches their Rule of 90 occurs after the first teacher duty day, as outlined in the School Calendar, of the new school year following their official notice, the District will pay both the employee and the employer contributions into TRA in order for the employee to receive full TRA benefits at the earliest possible date. The District will automatically place the employee on an official leave of absence and approve the teacher's retirement date for the earliest date that the teacher reaches their Rule of 90.

Section 3. Early Retirement Benefits:

Subd. 1. A teacher who has taught in the District for at least twenty (20) equivalent years of full-time service shall be eligible for benefits described in Subd. 5 and a teacher who is at least 55 years of age and has taught in the District for at least twenty (20) equivalent years of full-time service shall be eligible for benefits described in Subd. 6 below as of June 30 following the date upon which the teacher retires. Less than full-time teachers are eligible under this section for a proration of benefits under Subd. 5, based on their average percentage of employment during their last 20 years preceding their eligibility and for a proration of the benefits of Subd. 6 based upon their average percentage of employment for the 20 years preceding their retirement.

Subd. 2. Definition of Service: "Service", used herein, means a period of uninterrupted employment with the School District. The service of a teacher on an approved leave of absence, a medical leave, or extended sick leave authorized by the School Board shall not be deemed to be interrupted. Any teacher who leaves the active service of the School District to enter the Armed Forces of the United States at any time through the operation of the compulsory military service law of the United States of America shall be deemed to be on authorized leave of absence during the period until his/her discharge from such Armed Forces in which his/her re-employment rights are guaranteed by law.

Subd. 3. Disqualification: This benefit shall not be granted to any teacher who is discharged by the School District, nor shall benefits be granted retroactively.

Subd. 4. Application: Written application for the benefits in Section 3 of this Article must be made to the District at least three months before the teacher's resignation date. Any teacher retiring between March 1 and September 1st must submit his/her written letter of application for these benefits by February 15th. If retirement will occur during the school year, a three-month written notice is required in order to receive these benefits.

Subd. 5. Payment of Benefits: When a teacher completes their 20th year of service to the district, the school board will place \$25,000 into an account on behalf of that employee. The deposit will occur within 60 calendar days of June 30th following the date upon which the teacher completes their 20th year of full-time service.

The investment fund will be a District Sponsored Health Reimbursement Arrangement (HRA) managed by a vendor who provides investment vehicles that provide interest on behalf of individuals. The employee will own the fund and have control over the types of investments, working with the vendor to select from investment options. All employees will use the same vendor selected by the district.

Subd. 6. Health Insurance: In addition, teachers who qualify under Section 3. Subd. 1 above shall be eligible to remain in the existing group health and hospitalization insurance program and shall continue to receive the school district's contribution toward single coverage if permitted under the insurance policy provisions, as defined in Article VIII, Section 4 of the Agreement. Such eligibility will continue at the dollar amount being contributed by the district toward health/hospitalization insurance at the teacher's retirement or up to \$7,000 whichever is less. This contribution will continue until the end of the school year in which the teacher reaches eligibility for Medicare, after which the teacher may continue to remain in the insurance group at his/her expense pursuant to Minnesota Statute 417.61.

Subd. 7. Early Notification Incentive for Teachers: The District must receive official notice of the teacher's intent to resign/retire by February 15 of their last year of teaching as defined in Article X, Section 3, Subd. 4 of the Master Agreement. If this condition is met the District will grant the teacher 100% of the Health Insurance Retirement Benefit beginning July 1st following the notification of the teacher's intent to resign/retire as outlined in Section 3, Subd. 6 of this Article. If this condition is met and the date when the retiring teacher reaches their Rule of 90 occurs after the first teacher duty day, as outlined in the School Calendar, of the new school year following their official notice, the District will pay both the employee and the employer contributions into TRA in order for the employee to receive full TRA benefits at the earliest possible date. The District will automatically place the employee on an official leave of absence and approve the teacher's retirement date for the earliest date that the teacher reaches their Rule of 90.

All of the benefits stated in this Subd. 7 will be based on the contract language in effect on March 2nd following the teacher's official notice of pending retirement.

Subd. 8. Severance Benefit: Severance Benefit for Teachers who have at least 10 years of service. If a teacher has been in the district for more than 10 years, but less than 20, was hired prior to 2013-2014 school year, is at least 55 years old, and retires; that teacher will qualify for a \$7,000 investment paid into the District Sponsored Health Reimbursement Arrangement at the end of July of the year they retire.

ARTICLE XI: VACANCIES AND ASSIGNMENT

Publishing of Notice of Vacancy of Position. Notices of Assignment Opening (No Vacancy).

Subd. 1. The School District shall declare and publish written notice of all vacancies of position and assignment openings (no vacancy) that occur in the School District. Vacancies and assignment openings (no vacancy) shall not be filled until notice of such vacancy or assignment opening (no vacancy) has been posted for at least seventy two (72) hours. A description of the vacant position or the assignment opening (no vacancy) as well as other pertinent information shall be accessible to all applicants. The District

may fill vacancies of position and assignment openings (no vacancy) temporarily with substitute personnel pending the posting and processing of applications.

Subd. 2. Any teacher possessing the necessary qualifications may apply for any vacancy of position or assignment opening (no vacancy), and all qualified applications shall be considered. All applications shall be in conformance with prescribed application procedures for the particular vacancy. The School Board reserves the right to make the final selection.

Subd. 3. Any teacher who wishes to receive notice of vacancies of position or assignment openings (no vacancy) for which the teacher is qualified may do so by informing the personnel office and providing the personnel office with a self addressed, stamped envelope for mailing such notices.

Subd. 4. All candidates shall be notified in writing as soon as possible after the filling of the vacancy of position or assignment opening (no vacancy).

Subd. 5. Article shall not be subject to grievance.

ARTICLE XII: HOURS OF SERVICE

Section 1. Basic Day: The teacher's basic day, inclusive of lunch, shall be eight hours. All teachers shall have a duty-free lunch period of at least 25 minutes.

Section 2. Building Hours: The specific hours at any individual building may vary according to the needs of the educational program of the School District. The specific hours for each building will be designated by the School District.

Section 3. Additional Activities: In addition to the basic school day, teachers shall be required to reasonably participate in District activities beyond the teacher's basic day as required by the School District. The normal duties for teachers include a reasonable share of extra curricular, co-curricular, and supervisory activities. (see Article VII, Section 2.) However, the District will pay teachers the amount outlined in Article VII, Section 2 for certain evening events or activities if they are required to attend and work at the events or activities. These evening events for which additional compensation will be paid include the Pioneer Elementary Holiday Concert, Kindergarten Roundup, and/or Preschool Registration, and may include future evening events when supervision of students is necessary. Teachers will be provided with at least two weeks notice of the events that require their participation. This provision does not and shall not apply to extra-curricular events for which the Teacher is already compensated by stipend, or for non-required attendance at extracurricular events.

ARTICLE XIII: 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 the required plan for Unrequested Leave of Absence (ULA) due to discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of school districts.

Section 2. Definitions: For purposes of this Agreement, the terms defined shall have the meanings respectively ascribed to them.

Subd. 1. Teacher: "Teacher" shall mean those members of the bargaining unit as defined by PELRA and ARTICLE III, Section 2., of this Agreement, except the provisions of this article shall not be applicable to any other bargaining unit member who is not a teacher as defined by M.S 122A.40, Subd. 1.

Subd. 2. Qualified: "Qualified shall mean a teacher who, in addition to the state license, has a major in the subject matter or field taught.

Subd. 3. "Qualified" shall mean a teacher who is certified to teach full-time in the subject matter, has taught such subject matter as part of his/her regular teaching assignment within the School District, and is employed at least 24 hours per week and 90 days per year.

Subd. 4. Seniority: "Seniority" applies only to Tier 3 and Tier 4 qualified teachers and commences with the initial date of service in the School District. For seniority purposes, teachers serving on special assignments will be placed on the seniority list according to their licensure area.

Section 3. Unrequested Leave of Absence:

Subd. 1. Terms: The School Board may place on ULA such teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes. Such leave of absence shall continue for a period of five (5) years, after which the right to reinstatement shall terminate; provided the teacher's right to reinstatement shall also terminate if the teacher fails to file with the Superintendent, by April 1st of each year, a written statement requesting reinstatement. Such leave shall be effective no later than the close of the school year or at such earlier time as mutually agreed upon by the teacher and the School Board.

Subd. 2. Notice: Teachers placed on such leave shall receive notice by May 15th of the school year prior to the commencement of such leave with reasons for said placement.

Subd. 3. Placement: Teachers who have acquired continuing contract rights shall not be placed on ULA while Tier 1-licensed, Tier 2-licensed, or probationary teachers are retained in positions for which the teacher who has acquired continuing contract rights is licensed. Tier 3-licensed and Tier 4-licensed continuing contract teachers shall be placed on ULA in inverse order of seniority, as calculated by the initial date of service as a licensed teacher with the School District with the following exceptions:

1. No teacher shall be placed on ULA if any other qualified teacher employed in the same field and subject matter is on a "Teacher Improvement Plan" as provided for in the "Teacher Development and Evaluation Plan" required in M.S. 122A.40, Subd. 8.;
2. No teacher holding a Master's degree or higher in the field and subject matter employed shall be placed on ULA if any other qualified teacher employed in the same field and subject matter holds less than a Master's degree in the field or subject matter employed. A graduate degree of Master's or higher will not provide protection from ULA if the degree is not in the subject matter for which the teacher is employed.
3. No teacher who has received specialized education and/or professional training through the investment of School District funds to become qualified for a specialized position shall be placed on ULA if any other qualified teacher employed in the same field and subject matter does not have the specialized training.

Subd. 4. Affirmative Action Program: This section shall not apply if its application will result in any violation of the School District's affirmative action program which shall include ethnicity, race, color, or sex; and any teacher employed in an affirmative action program may be retained in the same field or subject matter of a teacher with greater seniority if such retention is necessary to effectuate the purposes of such affirmative action program.

Subd. 5. Tie-Breaker: In the event a reduction in the number of teachers creates a situation requiring that a choice be made among teachers who have equal seniority, the selection of the teacher(s) for purposes of reduction shall be at the discretion of the School District based on the following steps:

1. Years of teaching service specific to the School District.
2. Most recent summative evaluation outcome.
3. Total graduate level credits beyond a bachelor's degree.
4. Lowest PELSB file folder number.

Subd. 6. Additional Assignments: If reduction in the number of teachers based on seniority would result in the discontinuance of any curricular or extra- or co-curricular program(s), the teacher employed in such

program may not be placed on ULA, and the next senior teacher may be placed on such leave, at the discretion of the School District.

Subd. 7. Years of Service: Any teacher placed on such leave may engage in teaching or any other occupation during such period and may be eligible for re-employment insurance if otherwise eligible for such compensation under that law, and such leave will not result in a loss of credit for years of service in the School District earned prior to the commencement of such leave.

Section 4. Realignment: For purposes of placement on ULA or recall from ULA, nothing in this article, shall require the School District to reassign a senior teacher to a different position for which he/she is not qualified, as defined in “Section 2.” above, to accommodate the seniority claims of a junior teacher.

Section 5. Dropping of License: A teacher shall not be permitted to exercise seniority to displace another teacher in a different licensure area by dropping the license in the subject matter in which the teacher is currently assigned by the School District in order to acquire a different assignment through the ULA process. If a teacher drops the license that qualified the teacher for the teacher’s current assignment, the School District may place the teacher on ULA, and the teacher shall have no bumping rights nor realignment rights in another licensure area.

Section 6. Reinstatement:

Subd. 1. Process: No new teacher at any licensure tier shall be employed by the School District while any qualified teacher, as defined in “Section 2.” above, is on ULA in the same field and subject matter. Teachers placed on ULA shall be reinstated to the positions from which they have been given leave or any other available positions 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 ULA.

Subd. 2. Notices: When placed on ULA, a teacher must file his/her name and address, to which any notice of reinstatement or availability of position shall be mailed, with the School District office. Proof of service by the person in the School District depositing such notice to the teacher at the last known address shall be sufficient, and the teacher on ULA shall be responsible to provide for forwarding of mail or for address changes. Failure of a notice to reach a teacher shall not be the responsibility of the School District if any notice has been mailed as provided in this article.

Subd. 3 Acceptance of Reemployment: If a position becomes available for a qualified teacher on ULA, the School District shall mail the notice to such teacher who shall have ten (10) business days from the date of such notice to accept the reemployment. A teacher on ULA does not forfeit right to reinstatement when accepting a position for less than the full position they were placed on leave from and will have a one-time right to refuse an offered position. Failure to accept, or apply the one-time right to refuse an offered position, in writing within such ten (10)-day period any offer of reemployment shall constitute a waiver on the part of the teacher to any further rights of employment or reinstatement, and that teacher shall forfeit any future reinstatement or employment rights.

Subd. 4. Reinstatement Rights: Reinstatement rights shall automatically cease five (5) years from the date ULA was commenced, and no further rights to reinstatement shall exist unless extended by written mutual consent of the School Board, representatives of the Education Minnesota Pierz and the qualified teacher.

Section 7. Establishment of the Seniority List:

Subd. 1. Preparation and Posting of Seniority List: The School Board shall annually create and post a seniority list from its records. The list will include the name of every teacher, date School Board signed contract, date teacher signed contract, licensure area, and current assignment within the School District. The School Board shall thereupon cause such list to be posted in an official place in the School District and email notification will be provided to all teachers when the list is initially posted.

Subd. 2. Request for Change: Any teacher whose name appears on such list and who may disagree with the order of seniority in said list shall have ten (10) days from the date of posting to supply written documentation, proof, and request for seniority change to the Superintendent.

Subd. 3. Final Seniority List: Within ten (10) business days after the request for change period has ended, the School District shall evaluate any and all such written communications regarding the order of seniority contained in said list and revise the list as appropriate. A final seniority list shall be prepared and posted in an official place in the School District and email notification will be provided to all teachers. The final seniority list shall be binding on the School District and any teacher.

Section 8. Filing of Licenses: In any year in which a reduction of teaching positions is occurring and the School Board is placing teachers on ULA, only those licenses actually received in the Superintendent's office for filing as of January 15th of such year shall be considered for purposes of determining lay-off within area of licensure for the following school year. A license filed after January 15th shall be considered for purposes of recall but not for current reduction.

Section 9. Effect: This article shall be effective July 1, 2023 and shall be governed by the duration clause of the Master Agreement. This article shall govern all teachers as defined in Section 2., Subd. 1. Above and shall not be construed to limit the rights of any other licensed employee not covered by the Master Agreement or other Master Agreement affecting such licensed employee.

Section 10. Procedure: Any challenge by a teacher who is proposed for placement on ULA or recall therefrom shall be subject to the hearing and review procedures as provided in M.S. 122A.40 and, therefore, shall not be subject to the grievance procedure.

ARTICLE XIV: LENGTH OF THE SCHOOL YEAR

Section 1. Teacher Duty Days: Pursuant to M. S. 120A.40, the School Board shall, prior to April 1 of each school year, establish the number of school days and teacher duty days for the next school year, and the teacher shall perform services on those days as determined by the School District, including those legal holidays on which the School District is authorized to conduct school and, pursuant to such authority, has determined to conduct school. The school year shall consist of 183 duty days in 2023-2024 and 2024-2025.

Section 2. Modification of Calendar, Length of School Day:

Subd. 1. In the event of energy shortage, severe weather, or other exigency, the School District reserves the right to modify the school calendar, and, if school is closed on a normal duty day(s), the teacher shall perform duties on such other day(s) in lieu thereof as the School District shall determine, if any. However, the provisions of this subdivision shall not apply to the first emergency closing day of each school year, which shall not be rescheduled.

Subd. 2. In the event of energy shortage, severe weather, or other exigency, the School District may modify the duty day or duty week, but 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 but the total weekly hours not more than the regular five (5) day week.

Section 3. Meet and Confer: Prior to adjusting the calendar, duty day, or duty week in Section 2 hereof, the School District shall afford the exclusive representative the opportunity to meet and confer on such matters.

ARTICLE XV: GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "grievance" shall mean an allegation by the exclusive representative between the teacher and School District as to the interpretation or application of terms and conditions contained in this Agreement.

Section 2. Representation: 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 Interpretations:

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

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

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

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

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

Section 5. Adjustment of Grievance: The School District and the exclusive representative shall attempt to adjust all grievances that 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 District designee shall give a written decision on the grievance to the parties involved within ten 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 days after 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 regarding the grievance within fifteen days after receipt of the appeal. Within ten 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 resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five 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 days after receipt of the appeal. Within twenty 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 or Level II of this procedure, provided the School Board or its representatives notify the parties of the

intention to review within ten days after the 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 decision.

Section 7. Denial of Grievance: Failure by the School Board or its representatives 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 days following the decision in Level III 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 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.R.L.A., providing such request is made within twenty days after the request for arbitration. The request shall ask that the appointment be made within thirty 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. Hearing: The grievance shall be heard by a single arbitrator, and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

Subd. 5. Decision: The decision by the arbitrator shall be rendered within thirty days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations or arbitration decisions as provided in the P.E.L.R.A.

Subd. 6. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration.

A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally 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 a copy of such transcript shall pay for such copy.

Subd. 7. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed 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 procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include, but are not limited to, such areas of discretion or policy as the functions and programs of the District, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in his/her order, the arbitrator shall give due consideration to the statutory rights and obligation of the School District to efficiently manage and conduct its operations within the legal limitations surrounding the financing of such operations.

Subd. 8. Election of Remedies and Waiver: A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum as outlined herein, the teacher shall waive the right to initiate a grievance pursuant to this Article, or if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in the Agreement or to enforce the award of an arbitrator.

Section 9. Grievances: Grievances concerning this Agreement shall be governed by Schedule D, which attachment is incorporated into this Agreement.

ARTICLE XVI: DISTANCE LEARNING

Section 1. District Responsibility: ITV Courses and On-Line Learning Courses have added to the potential methods District 484 students can take a class and the potential methods non-District 484 students can receive instruction from a District 484 employee. The District is obligated and mandated to address these areas on behalf of the students and community.

The District encourages teachers to become fluent in distance education technologies and will work with teachers to train themselves to effectively deliver courses using these technologies. For purposes of this compensation language, Distance Learning will be defined as courses who require at least some on-line component, either hybrid (part classroom and part on-line) or 100% on-line. Regular ITV classes where the instructor is not required to provide “non-classroom or on-line” instruction will be handled using existing contract language. The District will: Identify potential Distance Learning Teaching Opportunities at least one semester prior to the implementation of the course and meet with the respective department to discuss this possibility.

The district will provide a minimum of 30 hours of compensated training for each teacher implementing On-Line or Hybrid Courses. Some of these hours might include compensated contract time when the specific training falls within the current contract days. Those hours will be tracked for each employee. The district will also allow up to a maximum additional 70 hours per course of compensated time to allow for the transition of existing curriculum content into on- line format and the development of new curriculum into a distance learning technology format.

Compensation for teaching Distance Learning Courses will be paid at the same rate as a teacher working under contract in a typical one period high school class per semester. Compensation will be prorated based upon the number of high school credits granted for the Distance Learning Class.

Section 2. Responsibility for Student Behavior at Remote Sites: Teachers shall not be liable for the behavior of students at remote sites. No teacher in this District will be assigned to supervise a remote site during his or her preparation period.

Section 3. Identification of Courses: The District will identify the potential course using the following criteria: Student Enrollment in the Existing Course, Potential for Student Enrollment from outside the District, Parent and Student Requests for specific Distance Learning Opportunities, Analysis of the potential positive relationship between Student Achievement in the Course and the Subject Matter of the Course. The District may add time to any existing teacher or add additional teaching time to implement a Distance Learning Course at any time as long as it does not result in the immediate reduction of previously hired faculty within that department.

Section 4. Department Concerns and Grievance Procedure: If the Department being asked to instruct the course believes strongly that the Distance Learning Option for that course is inappropriate, they may present their case to a committee to evaluate the concerns and reach a decision. The Committee shall be made up of 7 members, three members of the teaching staff, selected by the teacher representatives, two board members, and two administrators. This committee will then determine whether the request is appropriate. If, following a

grievance, the committee determines the course to be appropriate, and the department cannot produce a teacher for that course, then the administration may reduce teaching time from that department, not to exceed instructional time plus prep time for each course, in order to procure an instructor for that course.

Section 5. Teacher Evaluation: Teacher Evaluation shall require the physical presence of the evaluator at the origination site.

ARTICLE XVII: EXCLUSIVE REPRESENTATIVE OBLIGATION

Exclusive Representative Obligation. 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 or unfair labor practice as defined by the P.E.L.R.A. and, therefore, shall not be subject to the grievance or arbitration procedure.

ARTICLE XVIII: DURATION

Section 1. Terms and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing upon the date of its execution through **June 30, 2025** and thereafter until modifications are made pursuant to the P.E.L.R.A. In the event a successor Agreement is not entered into prior to the commencement of school in **2025**, a teacher shall be compensated according to the last individual contract executed between the teacher and the School District until such time that a successor Agreement is executed.

If the exclusive representative desires to modify or amend this Agreement commencing on **July 1, 2025**, 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.

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

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

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

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

For Education Minnesota Pierz, Local 1923
(Names of Organizational Representative)

Billie Kimman
President

Becky Rupert
Secretary

[Signature]
Chief Teacher Negotiator

Dated this 23 day of January, 2024

For Independent School District No. 484

Ashley Topp
Chairperson

Rail Szublewski
Clerk — (Steve Boser absent)

[Signature]
Chief School Board Negotiator

Dated this 24 day of January, 2024

SCHEDULE A

District 484

Teacher Salary Schedule

2023-2024

	1	2	3	4	5	6	7
Prof. Growth	BA	BA+15QC	BA+30QC	BA+45QC	BA+60QC/ MA	MA+15QC	MA+30QC
Progress Steps		BA+10SC	BA+20SC	BA+30SC	BA+40SC/M A	MA+10SC	MA+20SC
1	\$46548	\$47548	\$48548	\$49548	\$50548	\$51548	\$52548
2	\$48073	\$49073	\$50073	\$51073	\$52073	\$53073	\$54073
3	\$49598	\$50598	\$51598	\$52598	\$53598	\$54598	\$55598
4	\$51123	\$52123	\$53123	\$54123	\$55123	\$56123	\$57123
5	\$52648	\$53648	\$54648	\$55648	\$56648	\$57648	\$58648
6	\$54173	\$55173	\$56173	\$57173	\$58173	\$59173	\$60173
7	\$55698	\$56698	\$57698	\$58698	\$59698	\$60698	\$61698
8	\$57223	\$58223	\$59223	\$60223	\$61223	\$62223	\$63223
9	\$58748	\$59748	\$60748	\$61748	\$62748	\$63748	\$64748
10	\$60273	\$61273	\$62273	\$63273	\$64273	\$65273	\$66273
11	\$61798	\$62798	\$63798	\$64798	\$65798	\$66798	\$67798
12	\$63323	\$64323	\$65323	\$66323	\$67323	\$68323	\$69323
13	\$64848	\$65848	\$66848	\$67848	\$68848	\$69848	\$70848
14	\$66373	\$67373	\$68373	\$69373	\$70373	\$71373	\$72373
15	\$67898	\$68898	\$69898	\$70898	\$71898	\$72898	\$73898
16	\$69423	\$70423	\$71423	\$72423	\$73423	\$74423	\$75423
17	\$70948	\$71948	\$72948	\$73948	\$74948	\$75948	\$76948
18	\$72948	\$73948	\$74948	\$75948	\$76948	\$77948	\$78948

Additional Salary Notes:

-Teachers with 1-5 years of experience after reaching step 18 will receive an additional \$2000 in salary compensation.

-Teachers with 6 or more years of experience after reaching step 18 will receive an additional \$4000 in salary compensation.

-A Teacher who is employed as a Speech Language Pathologist and holds ASHA - CCC certification will receive an additional \$2000 in compensation.

SCHEDULE B

District 484

Teacher Salary Schedule

2024-2025

	1	2	3	4	5	6	7
Prof. Growth	BA	BA+15QC	BA+30QC	BA+45QC	BA+60QC/ MA	MA+15QC	MA+30QC
Progress Steps		BA+10SC	BA+20SC	BA+30SC	BA+40SC/M A	MA+10SC	MA+20SC
1	\$48177	\$49177	\$50177	\$51177	\$52177	\$53177	\$54177
2	\$49707	\$50707	\$51707	\$52707	\$53707	\$54707	\$55707
3	\$51237	\$52237	\$53237	\$54237	\$55237	\$56237	\$57237
4	\$52767	\$53767	\$54767	\$55767	\$56767	\$57767	\$58767
5	\$54297	\$55297	\$56297	\$57297	\$58297	\$59297	\$60297
6	\$55827	\$56827	\$57827	\$58827	\$59827	\$60827	\$61827
7	\$57357	\$58357	\$59357	\$60357	\$61357	\$62357	\$63357
8	\$58887	\$59887	\$60887	\$61887	\$62887	\$63887	\$64887
9	\$60417	\$61417	\$62417	\$63417	\$64417	\$65417	\$66417
10	\$61947	\$62947	\$63947	\$64947	\$65947	\$66947	\$67947
11	\$63477	\$64477	\$65477	\$66477	\$67477	\$68477	\$69477
12	\$65007	\$66007	\$67007	\$68007	\$69007	\$70007	\$71007
13	\$66537	\$67537	\$68537	\$69537	\$70537	\$71537	\$72537
14	\$68067	\$69067	\$70067	\$71067	\$72067	\$73067	\$74067
15	\$69597	\$70597	\$71597	\$72597	\$73597	\$74597	\$75597
16	\$71127	\$72127	\$73127	\$74127	\$75127	\$76127	\$77127
17	\$72657	\$73657	\$74657	\$75657	\$76657	\$77657	\$78657
18	\$74657	\$75657	\$76657	\$77657	\$78657	\$79657	\$80657

Additional Salary Notes:

-Teachers with 1-5 years of experience after reaching step 18 will receive an additional \$2000 in salary compensation.

-Teachers with 6 or more years of experience after reaching step 18 will receive an additional \$4000 in salary compensation.

-A Teacher who is employed as a Speech Language Pathologist and holds ASHA - CCC certification will receive an additional \$2000 in compensation.

SCHEDULE C

Position	2022-23	2023-24	2024-25
<u>Head Coach</u>			
Wrestling, Dance, Boys and Girls Basketball	\$7,056	\$7,656	\$7,756
Football, Volleyball	\$7,056	\$7,156	\$7,256
Combined Boys & Girls Track	\$7,186	\$7,286	\$7,386
Tennis, Baseball, Softball, Boys Golf, Girls Golf, Combined B & G Cross Country	\$5,553	\$5,653	\$5,753
Head Speech	\$4,542	\$4,642	\$4,742
<u>Varsity Assistant Coaches</u>			
Boys and Girls Basketball, Volleyball, Wrestling (2), Dance	\$4,542	\$4,642	\$4,742
Softball, Baseball, Track (6), Tennis, CC, 9th/Jr. High Wrestling	\$3,556	\$3,656	\$3,756
*Jr. High Wrestling current full season with 9th			
<u>*JV & C Team Head Coach</u>			
Football (2), Basketball (2), Volleyball (2), Dance (1)	\$5,293	\$5,393	\$5,493
Baseball, Softball, Tennis (1), B & G Golf combined (1), Cross Country combined (1)	\$3,818	\$3,918	\$4,018
*assumes all these positions stay with Varsity Team throughout the Season			
*assumes this person is the head coach of each respective JV and C team, contact person for parents, students, etc.			
<u>*Junior High Sports (when not merged with Varsity)</u>			
	\$2,485	\$2,585	\$2,685
*assumes at least 32 practices or events			
*assumes 1 per grade per sport, unless # of players requires change (see note below)			
*Golf, Track, CC are combined Boys & Girls. Track 2, Golf 2, CC 1, Dance 1			
*Additional junior high coaches for any given activity at any time are determined by the Activities Director.			
<u>Weight Room Pay will be at \$20 Per Hour</u>			
Clay Target Coach	\$2,485	\$2,585	\$2,685
Speech, Asst. Varsity	\$2,485	\$2,585	\$2,685
(season is set by Activities Director) Payment is per season			
*Salaries may be split per AD recommendation if positions are share			
*Assistant coaches for JV or C are pending AD recommendation. Pay will be determined using same ratio that Varsity Assistant to Head Coach as applied to JV & C coach for any given sport.			
<u>Academic Competitive Teams</u>			
FFA (\$1,500 add'l for Summer Activities)	\$3,885	\$3,985	\$4,085
HS Knowledge Bowl	\$1,779	\$1,879	\$1,979
Jr. High Knowledge Bowl	\$1,363	\$1,413	\$1,463
Robotics	\$2,832	\$2,932	\$3,032
Debate	\$2,832	\$2,932	\$3,032
Asst. Robotics, Asst. FFA	\$1,779	\$1,879	\$1,979
Math Masters	\$521	\$571	\$621

Position	2022-23	2023-24	2024-25
<u>Club Advisors</u>			
Spanish, Art, Video, MHS, EPIC, HS Student Council, Senior Trip	\$2,306	\$2,406	\$2,506
EPIC Asst. (If Needed)	\$1,779	\$1,879	\$1,979
Jr. High Student Council	\$1,363	\$1,413	\$1,463
Elementary Student Council	\$1,363	\$1,413	\$1,463
Special Olympics	\$1,363	\$1,413	\$1,463
<u>Non-Advisory Duties</u>			
Student Store Coordinator	\$2,485	\$2,585	\$2,685
Prom	\$1,363	\$1,413	\$1,463
Yearbook (Stipend divided out as needed)	\$4,402	\$4,502	\$4,602
Spelling Bee	\$431	\$481	\$531
Elem. Knowledge Bowl: Hrly. Pay to Max. of \$500			
<u>Performing Arts Salary Schedule</u>			
Elementary Chorus Director (Elem Choir, Musical Accompaniment, Holiday Performance Director, Performing Arts Night, etc.)	\$2,306	\$2,406	\$2,506
Chorus Director (Pop Choir, Solo Contests, etc.)	\$2,447	\$2,547	\$2,647
Band Director Extra Duty (Pep, Jazz, Solo Contests, Summer Performance, etc)	\$5,379	\$5,479	\$5,579
Band Asst. Director (Jazz 2, Elem Jazz, Pep Band asst., Solo Contests, Summer Performance, etc.)	\$2,306	\$2,406	\$2,506
<u>High School Musical Positions</u>			
Performance Director	\$1,915	\$2,015	\$2,115
Stipend for building set	\$626	\$676	\$726
Stipend for costume management	\$626	\$676	\$726
Vocal Director	\$1,484	\$1,534	\$1,584
Piano Accompaniment	\$775	\$825	\$875
Pit Band Director (If needed)	\$1,363	\$1,413	\$1,463
Choreography	\$1,048	\$1,098	\$1,148
High School Sound and Light System Manager (all Plays, Musicals, Prom, Graduation, Pep Fests, etc)	\$1,895	\$1,995	\$2,095
Sr. High 3 Act Play Director	\$3,166	\$3,266	\$3,366
Sr. High 3 Act Play Building Set, Costume (Each)	\$521	\$571	\$621
Sr. High 1 Act Play (no extra duties stipend)	\$1,953	\$2,053	\$2,153
<u>Elementary Musical Positions:</u>			
Director	\$2,306	\$2,406	\$2,506
Makeup/Publicity, Costumes, Sound/Light/Stage, (Each)	\$521	\$571	\$621

SCHEDULE D

GRIEVANCE REPORT FORM
PIERZ PUBLIC SCHOOLS

Name _____ Building _____

Date Grievance Occurred _____

Statement of Facts:

Specific Provision(s) of Agreement Allegedly Violated:

Particular Relief Sought:

Date: _____
Signature of Grievant

Copies to: Superintendent
Principal
Education MN Pierz