

# **MASTER CONTRACT**

**2022- 2025**

**BETWEEN THE SCHOOL BOARD OF  
WINONA AREA PUBLIC SCHOOLS/DISTRICT  
861**

**AND THE**

**PLANT OPERATION AND MAINTENANCE  
EMPLOYEES UNION**





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MASTER CONTRACT  
2022-2025

ARTICLE I

**PURPOSE**

**Section 1. Parties:**

THIS AGREEMENT, made and entered into this first day of July 1, 2022, through June 30, 2025, by and between Independent School District 861, Winona, Minnesota, hereinafter referred to as District, and the Plant Operation and Maintenance Employees Union of Independent School District 861 hereinafter referred to as Union, as the exclusive bargaining representative for all Plant Operation and Maintenance employees as hereinafter defined, is executed to and in compliance with the Minnesota Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the Act, to express the complete agreement between the parties with respect to the terms and conditions of employment as defined in the Act.

ARTICLE II

**RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

**Section 1. Recognition:**

The District recognizes the Union as the exclusive bargaining representative for all of the plant operation and maintenance employees excluding supervisors, professional employees, part-time employees, and seasonal employees, as provided for under the Act, and in the Director of Mediation Services certification. No discrimination shall be exercised against any employee because of union membership or because of race, creed, sex, color, age, or political belief.

ARTICLE III

**DEFINITIONS**

Terms not defined in this agreement shall have those meanings as defined under the Act.

ARTICLE IV

**SCHOOL BOARD RIGHTS**

**Section 1. Management Prerogatives:**

The Board shall have the clear right to manage the affairs of the school district. Management of the school district affairs includes among other things, but is not limited to, the right to plan, direct and control all school district operations; to hire, promote, demote, transfer, suspend, or discharge employees; to arrange shifts, to relieve employees from duties because of lack of work or other legitimate reasons; to introduce any new or improved production methods or facilities. Nothing in this section is intended to supersede other specific provisions in this contract and any dispute over the application of the provisions of this section shall be subject to the grievance procedure.

**Section 2. Effective Laws, Rules and Regulations:**

The Union recognizes that all employees covered by this agreement shall perform the services and duties prescribed by the board and shall be governed by the laws of the State of Minnesota and by board rules, regulations, directives and orders issued by properly designated officials of the board. The Union also recognizes the right, obligation and duty of the board and its duly designated officials to promulgate rules, regulations, directives, and orders from time to time as deemed necessary by the board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this agreement and recognizes that the board, all employees covered by this agreement, and all provisions of this agreement are subject to the laws of the State. Any provision 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 3.**

Any entering employee shall fulfill a probationary period from date of hire to the first anniversary of that date to demonstrate satisfactory job performance. Such entering employees shall be subject to dismissal without hearing during the probationary period.

**Section 4.**

Employees shall be raised to the next step on July 1 of each year, however, employees shall not be raised to the next step during a negotiations year until said negotiations are complete.

ARTICLE V

**UNION AND EMPLOYEE RIGHTS**

**Section 1. Rights to View:**

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

**Section 2. Dues Check-Off:**

The district agrees to cooperate with the Union in facilitating the deduction of the regular monthly union dues for those employees in the union who are members of the union and who request in writing to have their regular monthly union dues checked off.

**Section 3. Basic Union Rights:**

The Union shall have the following rights:

1. To designate stewards and/or grievance committee members who are allowed to investigate and process grievances during working hours without loss of pay.
2. The right to designate Union representatives to have free and full access to the premises of the employer during working hours to conduct Union business, although union representatives shall not conduct union business while on duty.
3. To allow the Union to use designated bulletin boards in the various facilities for the purpose of posting Union activities.

4. The district is interested in the physical, emotional, and mental health of all employees. The Director of Human Resources will, on a confidential basis, assist any employee wishing to find out more about the district's employee assistance plan.

**Section 4. Personnel Files:**

Subd. 1: Employees shall be notified whenever any statement which is critical of them is made a matter of record and placed in their personnel file. No derogatory information shall be placed in a member's file without that person's knowledge.

Subd. 2: If a member wishes to review this District personnel file, request shall be made to the Human Resources Director, who will schedule the review by the employee. The member shall have the right to reproduce any contents of the file at the member's expense and to submit for inclusion in the file written information in response to any material contained therein. The school district may destroy such files as provided by law.

ARTICLE VI

**HOURS OF WORK**

**Section 1. General:**

This article is intended only to define the normal hours of work and to provide the basis for the calculation of overtime pay. Nothing herein shall be construed as a guarantee of hours of work per day or per week unless hereinafter provided.

**Section 2. Normal Hours:**

A work shift of a full-time employee shall consist of eight (8) consecutive hours or ten (10) consecutive hours when scheduled four (4) ten (10) hour days, which shall not include a one-half hour lunch break. The normal work week shall consist of forty (40) hours per week. The normal work week shall consist of five (5) consecutive days or four (4) ten (10) hour days, only one of which may include a weekend day of Saturday or Sunday. A work-shift of a part-time employee shall consist of a schedule of less than forty (40) hours per week.

Subd. 1. Changes in an employee's schedule must be made ten (10) days in advance except in those cases where an emergency requires a change in schedule.

Subd. 2. Schedules which normally include Sunday as a work day shall be assigned on a volunteer basis. If no satisfactory volunteer is found the schedule which normally includes Sunday as a work day shall be assigned to a qualified swing shift employee or to the least senior qualified employee, lastly, it shall be assigned by management prerogative.

Subd. 3. A sporadic schedule change which includes Sunday as a work day shall be assigned on a volunteer basis. If no satisfactory volunteer is found the schedule change shall be assigned to the least senior employee assigned to the building of need, if none exist it shall be assigned to a swing shift employee, lastly, it shall be assigned by management prerogative.

Subd. 4. Employees scheduled to work on a Saturday or a Sunday sporadically, when it is not the employee's regular schedule, shall be paid an extra \$2.00 an hour for the hours worked on that particular Saturday or Sunday. This additional compensation shall not apply when Saturday or Sunday is a part of the employee's normal schedule or when Saturday or Sunday is paid at an overtime rate.



**Section 3. Overtime and Double Time:**

Time and one-half the regular rate of pay shall be paid for all hours worked in excess of eight (8) hours in a day, except in those cases where an employee's normal schedule consists of ten (10) hour days, then time and one-half the regular rate of pay shall be paid for all hours worked in excess of ten (10) hours in a day. Double time at the regular rate of pay shall be paid for all overtime hours worked on Sundays, or any time worked on holidays hereinafter defined, except for persons whose holidays and Sundays may be a part of the normal work schedule as defined by the Director of Building and Grounds.

All overtime may, at the discretion of the employee, be "banked" as compensatory time at the rate of one and one-half (1-1/2) hours for each hour of overtime worked until a maximum of forty (40) hours has been banked. All overtime worked in excess of the banked forty (40) shall be paid in cash, included with the employee's normal paycheck, at the rate of one and one-half (1-1/2) times the employee's regular rate of pay. Compensatory-time-off may be taken any time with approval of the Director of Building and Grounds. Compensatory time may be paid off at any time during the year.

**Section 4. Rest Periods:**

All employees who work at least seven (7) hours per day are entitled to two fifteen (15) minute paid breaks. Employees who work at least four (4) hours but less than seven (7) hours per day are entitled to one fifteen (15) minute break per day. Employees who work less than four (4) hours per day are not entitled to a break. Such breaks are to be used to provide a brief rest from the duties of the employee. The employee may not forego a break to use the equivalent time to leave their place of employment earlier than the normal time prescribed for the work day to end or to extend an unpaid lunch break. Paid breaks must be taken on the district premises.

**Section 5. Lunch Period:**

Employees scheduled to work seven to eight hours per day shall be provided an unpaid duty-free lunch period of at least 30 minutes. Employees scheduled to work less than seven hours per day may waive the unpaid duty-free lunch with approval of supervisor.

**Section 6. Extra Assignments:**

In the event district facilities are utilized by outside organizations which are charged a custodial usage fee and custodial services are required, the members of the union normally assigned to the building shall be given first opportunity to provide those custodial services.

**Section 7. Call Back:**

Employees called back after the scheduled work day shall be guaranteed a minimum of two (2) hours pay, to be paid at the rate of one and one-half (1-1/2) the employee's normal rate of pay. This call back provision shall only apply in those cases where the employee's assignment has ended and they are called back unexpectedly, without notice, and shall not apply when the employee has been scheduled in advance, prior to the start of their shift; or when it is a continuation of the employee's shift. Employees called back on a Sunday or a Holiday shall receive two (2) times the employee's normal rate of pay.

**Section 8. Shift Differential:**

Shift differential pay shall be paid for all shifts starting at or after 11:05 a.m. This shift differential will not be paid for occasional late shift work. "Occasional work" is defined as infrequent one or two day assignments such as substitutions or coverage for unusual events.

Those employees who qualify for shift differential pay will be paid as follows: There will be a \$40 per month addition to their base pay each month for 12 months for those employees who have a shift starting at or after 11:05am. There will be a \$50 per month addition to their base pay each month for 12 months for those employees who have an overnight shift (extending at least one hour beyond midnight). Shift differential pay will not be paid in any other manner or circumstance such as, but not limited to, sick pay and vacation pay. In the event the employee changes a shift and is no longer eligible for shift differential pay, that pay will be stopped and prorated according to the time worked. It is recognized that those personnel who are eligible for this treatment of shift differential pay generally work about nine (9) months on a late shift and about three (3) months on a regular day shift.

Exceptions to this policy are as follows: those who are scheduled to work a late shift (beginning at or after 12:30 p.m.) 12 months of the year, shall have 25 cents shift differential added to all base pay; those who are scheduled to work an overnight shift (extending at least one hour beyond the midnight hour), 12 months of the year, shall have 35 cents shift differential added to all base pay. Swing persons would receive the \$40 per month supplement for six (6) months (October through March).

## ARTICLE VII

### HOLIDAYS

All employees who are regularly assigned to work twelve months of the year shall receive eleven (11) paid holidays, between July 1 and June 30, as designated by the School Board.

If a holiday falls during the employee's vacation or approved leave, the employee shall not be charged the leave day.

## ARTICLE VIII

### VACATIONS

#### **Section 1. Accrual:**

Vacation is accrued on July 1 of each year. If an employee has not served a full year, as of July 1, their vacation accrual for this first year shall be pro-rated, based on the actual number of hours worked.

For purposes of determining when an employee is eligible to move from one vacation category to the next, the first year shall be considered a full year if the employee has worked a minimum of eight months.

#### **Full-time Accrual (Effective July 1, 2006)**

- One through five years of service – Accrue 96 hours per year to be used during the following fiscal year.
- Beginning the sixth year through ten years of service – Accrue 136 hours per year to be used during the following fiscal year.
- Beginning the eleventh year through the twentieth year of service – Accrue 176 hours per year to be used during the following fiscal year.
- Beginning the 21<sup>st</sup> year of service and thereafter – Accrue 184 hours per year to be used during the following fiscal year.

**Section 2. Vacation Use:**

Employees must submit requests for vacation use to the Director of Building and Grounds for approval using the appropriate district procedures. Unless an unforeseen circumstance occurs, at least 3 days of advanced notice will be provided to the supervisor for approval.

Requests for use of vacation may be accommodated in the order in which they are submitted. Except in emergency situations, it is understood that senior employees will have the right the vacation use over a less senior employee when requests for use of vacation, causing coverage issues, are submitted on the same day.

Employees may carry forward to the next following year a maximum of fifteen (15) days (120 hours) of vacation from the current year. The number of vacation days to be carried forward shall then be added to the current year's number of vacation days for said employee.

Any employee who is laid off, discharged except for cause, or separated from the service of the employer for any reason prior to taking his/her vacation shall be compensated, at the employee's regular rate of pay, for the unused vacation time accumulated at the time of separation.

**Section 3. Personal Leave:**

Employees hired into positions that earn vacation shall be granted 3 days of personal leave, non-cumulative, during the first year of employment during which time they are unable to utilize vacation days they are accruing. Employees hired after July 1 shall have the personal leave prorated based on start date. Personal days remaining at the end of the year shall be forfeited.

ARTICLE IX

LEAVES OF ABSENCE

**Section 1. Sick Leave:**

All full-time employees shall be entitled to fifteen (15) days of sick leave per year, cumulative to 1,840 hours without loss of pay. Part-time employees shall receive pro-rated sick leave benefits in proportion with their hours worked. A new employee starting employment subsequent to July 1 shall earn sick leave benefits for that year in proportion with the hours the employee will work between the date of employment and June 30. Sick leave benefits will not be granted to persons for injuries received while employed by anyone other than Independent School District 861. Upon request, the district shall furnish the employee with a written statement of his/her sick leave.

Subd. 1. Personal Illness/Injury: Accumulated sick leave may be used if the absence is due to personal illness, injury, quarantine, medical/dental appointments, or disability resulting from pregnancy, termination of pregnancy, or child birth.

Subd. 2. Dependent Child: Use of sick leave for absences due to illness or injury to the employee's dependent child, which includes a stepchild and a biological, adopted and foster child, under the age of eighteen (18) or under the age of twenty (20) still attending secondary school, shall be allowed for such reasonable period as the employee's attendance with the child may be necessary, on the same terms as sick leave for the employee.

Subd. 3. Family Illness: Employees may annually use eight sick leave days for family illness. For purposes of this article family is defined as child, stepchild, sibling, grandchild, spouse, parent or spouse's parent. Hours used under this provision are reduced from hours available pursuant to Minnesota Statute, Chapter 181.9413

Subd. 4. Care of Relatives and Safety Leave: Pursuant to M.S. 181.9413, an employee may use personally accrued sick leave for absences due to an illness of or injury to the employee's child, which includes a stepchild and a biological, adopted and foster child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be necessary. An employee may use sick leave for such reasonable periods of time as may be necessary for safety leave. Safety leave may be used to assistance to the employee or assistance to the relatives described in this paragraph. For the purpose of this section, "safety leave" is leave for the purpose of providing or receiving assistance because of sexual assault, domestic abuse, or stalking. Use of sick leave under this section shall be limited to 160 hours annually. Benefits under this section are provided pursuant to M.S. 181.9413 and shall change if changed in law.

Subd. 5. Family and Medical Leave: In accordance with the Family and Medical Leave Act (hereafter referred to as FMLA), ISD 861 will grant job-protected, unpaid FMLA leave to eligible employees for any of the following reasons:

- The birth of a child to the employee or placement of a child with the employee for adoption or foster care; or
- In order to care for an immediate family member (spouse, child, or parent) of the employee if such immediate family member has a serious health condition; or
- The employee's own serious health condition that makes the employee unable to perform the functions of his/her position; or
- Any qualifying exigency arising from the employee's spouse, son, daughter, or parent being covered on active duty, or notified of an impending call or order to covered active duty in the Armed Forces.

To be eligible for a FMLA leave without pay, an employee must have worked at least 1250 hours in the twelve (12) months preceding the FMLA leave (an average of approximately 24 hours per week), have completed the probationary work period, and have been employed by ISD 861 for at least 12 months prior to the FMLA leave.

The maximum length of FMLA leave shall be 12 weeks per 12 month period between July 1 and June 30. The entitlement to FMLA leave for the birth or placement of a child expires 12 months after the birth or placement of the child. FMLA leave shall be taken simultaneously with any leave permitted under the Minnesota Parenting Leave Act.

Subd. 6. Disability Leave: In the case of prolonged illness or injury extending beyond one's accumulated sick leave, the Board may grant additional sick leave, with or without pay, at their discretion. The request for additional sick leave can be initiated by the exclusive representative or superintendent of schools. Denial of sick leave beyond the earned accumulation is not grievable.

Subd. 7. Verification of Sick Leave: The school district may require an employee to provide verification as evidence of illness/injury in order to qualify for sick leave pay. However, the final determination of eligibility of an employee for sick leave is reserved to the school district.

Subd. 8. Sick Leave Buy Back Incentive: Employees who have at least 320 hours of sick leave accumulated after accrual may be eligible to submit for payment of up to 2 days of sick leave at their regular rate of pay prior to November 30 in any school year. If an employee has at least 640 hours of sick leave after accrual, they may be eligible to submit for payment of up to 4 days of sick leave at their regular rate of pay prior to November 30 in any school year.

Subd. 9. Sick Leave Donation: An employee may be eligible to donate up to sixteen (16) sick leave hours annually to another employee, to be used solely for their own personal illness or injury, if the following conditions are met:

- The employee donating the sick leave must have a minimum of 250 hours of sick leave accumulated and submit a sick leave donation form to the Business Office authorizing the donation.
- The employee receiving the sick leave donation must submit to the district certification by the attending medical provider of inability to perform their duties.
- The employee receiving the sick leave must have utilized all existing leaves and suffered three (3) days without pay prior to utilizing sick leave that has been donated. Employees shall not be penalized for non-consecutive use of donated days used for the same condition occurring within the same fiscal year.

If the employee received sick leave in excess of the time certified by the medical provider, the remaining hours will be equally redistributed to the employees that donated the hours.

**Section 2. Workers' Compensation:**

All absences caused by injuries covered by the Workers' Compensation Act are a part of the sick leave policy of the district. If the payment to the employee under the Workers' Compensation Act is not equal to the employee's salary, the school district will pay the difference between the regular daily salary of the employee and the amount paid by Workers' Compensation. The fractional time an employee is absent from school and not paid by Workers' Compensation will be charged against his/her accumulated sick leave. The fractional amount paid by the school district will be charged to the employee's accumulated sick leave.

**Section 3. Jury Leave:**

Employees shall be granted a leave of absence with pay any time they are required to report for jury duty or jury service and shall be paid the difference between jury duty income (excluding travel allowance) and their regular wages.

**Section 4. Military Leave:**

Any employee required by appropriate authorities to attend a training session or perform other duties under the supervision of any military organization shall be granted a leave of absence with pay not to exceed fifteen (15) days per year provided that the employee shall be paid only the difference between military leave income (excluding travel allowance) and their regular wages. Any employee who enters into active service in the armed forces of the United States shall be granted a leave of absence without pay for the period of military service and without loss in seniority as hereinafter defined.

**Section 5. Bereavement Leave:**

Full pay for absence not to exceed 5 days shall be granted to all employees upon the death of an immediate family member. Immediate family is defined as mother, father, sister, brother, husband, wife, son, daughter, son-in-law, daughter-in-law, sister-in-law, brother-in-law, niece, nephew, aunt, uncle, grandparents and grandchildren of the employee. The same application shall be made to the spouse's relatives as they may apply. An employee shall be granted bereavement leave for the actual time required to attend the funeral of a friend, not to exceed three days.

**Section 6. Emergency Closing:**

It is expected that maintenance unit members will work on the "emergency closing" day at their regular rate of pay.

## ARTICLE X

### SENIORITY

#### **Section 1.**

Seniority standing shall be granted to all employees. The seniority is to be determined on the basis of the total length of employment within their group in the school district. Employees shall be placed on the seniority list as of the first day of employment. New employees shall have a one-year probationary period.

#### **Section 2.**

An employee shall lose their seniority standing upon termination of employment with the school district, except for approved leaves of absence and absences as herein provided.

#### **Section 3.**

In the event of a lay-off, employees shall be laid off according to plant wide seniority in the inverse order of hiring. Employees shall be called back after a lay-off according to seniority in the inverse order of lay-off, assuming they are qualified for the position or could meet qualifications of the position within 60 days. Employees laid off shall be on a recall list for an eighteen month period. If during that time the employee is offered and rejects a position they will be removed from the recall list.

#### **Section 4.**

The seniority list shall be brought up-to-date on January 1 of each calendar year and posted on the Union bulletin board or boards. A copy of the seniority list shall be sent by mail to the secretary and president of the Union.

## ARTICLE XI

### VACANCIES AND TRANSFERS

#### **Section 1.**

A “vacancy” is defined as (1) a job opening in any wage classification and/or (2) a job opening within any school in the school district.

Subd. 1. A “new position” is a job opening for any position with duties and/or wage classification other than for those classifications and corresponding wages as set forth at Article XVI, Section 1 of this Contract.

#### **Section 2.**

Notice of all vacancies or new positions shall be posted on the Union bulletin boards at least five (5) days in advance of filling such vacancies or new positions, and a copy of same given to the Union President.

#### **Section 3.**

An employee desiring to transfer to said vacancy or new position shall submit a written application for the vacant or new position to the Director of Building and Grounds. Seniority in the filling of vacancies or new positions shall apply as follows:

Subd. 1. Bargaining unit employees promoted to management positions outside the bargaining unit shall, for 90 days, retain the right to return to the bargaining unit without loss of benefits or seniority based on time in the bargaining unit and time in management. Thereafter, persons promoted

to management positions outside the bargaining unit shall lose their seniority based on time in the bargaining unit and time in management for purposes of receiving new or vacant positions within the bargaining unit.

Subd. 2. The most senior, qualified employee who applies for the vacant or new position shall be transferred to such vacant or new position.

The qualification hereunder may be determined by an objective test administered equally to all employee applicants with the union steward present. If it is necessary to bypass an employee's seniority because of qualification, the reasons therefore shall be given to the employee. If the employee requests, the reasons shall be given in writing.

#### **Section 4.**

In the event no employee applies for, qualifies for and accepts a transfer to a vacancy or new position which has been posted, the Director of Buildings and Grounds may then transfer an employee to such vacancy or new position; however,

- A. In the event a more senior staff member has been involuntarily transferred when there is a staff member with less seniority who is fully qualified for the placement, the senior staff member may submit a written request to the Director of Building and Grounds, within five days from the notice of involuntary transfer, for a meeting to discuss the involuntary transfer and review the reasons for the involuntarily transfer. The meeting shall include the Director of Buildings and Grounds, Director of Human Resources, the current principal involved in the transfer, and a union representative. Following this meeting. The decision shall be final and shall not be subject to the grievance procedure.
- B. In the event an employee is given an involuntary transfer to a vacancy or a new position of a lower banding or grading, the employee shall retain their current banding and grading and wage.

#### **Section 5.**

If an employee applies for, qualifies for and accepts a transfer to a vacancy or new position in a classification other than the classification they were in prior to the transfer, said employee will accept the wage rate for the classification thereby transferred to, even though it may be lower than the wage rate in their previous classification.

#### **Section 6.**

If no present employee applies for, qualifies for and accepts a transfer to a vacancy or new position, such vacancy or new position may be filled by a person outside the school district. An employee assigned to a temporary position shall be allowed to return to his former job when the temporary assignment is completed. A temporary assignment shall be no more than 90 days before returning to the original job.

#### **Section 7.**

Whenever an employee is transferred or hired to fill a position being vacated by another, the district shall provide proper training for the vacated position.

#### **Section 8.**

Except when discharged for cause, an employee, excluding probationary employees, shall be given thirty (30) days written notice in advance of dismissal, unless, as in the case of military personnel, a

longer notice period is required by law, in which case the minimum notice required by law shall be given.

**Section 9.**

Any second shift employee desiring to attend an approved class shall be allowed to work a day shift for the class periods required. There shall be no change in salary when this happens and there will be no limit as to the number who may do this. Arrangements must be approved by the Director of Building and Grounds when this enrollment occurs.

ARTICLE XII

**GRIEVANCE PROCEDURE**

**Section 1. Definition of Terms and Interpretations:**

Subd. 1. Grievance: A “grievance” shall mean a dispute or disagreement as to the interpretation or application of any term or terms of this contract.

Subd. 2. Aggrieved: Any person or group of persons within the appropriate unit having a grievance.

Subd. 3. Administrative Superior: The immediate supervisor to whom the aggrieved is responsible.

Subd. 4. Grievance Committee: The committee appointed by the exclusive representative.

Subd. 5. Disposed: A settlement of a grievance to the satisfaction of both parties which has been reduced in writing.

Subd. 6. Extension: Time limits specified in this procedure may be extended by mutual agreement.

Subd. 7. 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 or in Article VII.

Subd. 8. 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 holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a holiday.

Subd. 9. Filing and Postmark: The filing or services of any notice or document herein shall be timely if it bears a postmark of the United States mail within the time period.

**Section 2. Representative:**

The aggrieved, 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 his behalf.



### **Section 3. Time Limitations and Waiver:**

Grievances shall not be valid for consideration unless the grievance is submitted in writing in the form herein prescribed to the administrative supervisor, setting forth the facts and specific provision of the agreement allegedly violated and the particular relief sought within twenty (20) days of the knowledge of the event giving rise to the grievance. 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.

### **Section 4. Informal Discussion:**

In the event that an individual or group of individuals believes that there is a basis for a grievance, he or they may first discuss the alleged grievance with his or their administrative supervisor either privately or accompanied by a representative of the grievance committee without having reduced the grievance to writing.

### **Section 5. Adjustment of Grievance:**

The school board and the aggrieved shall attempt to adjust all grievances which may arise during the course of employment of any member of the Union in the following manner:

Subd. 1. Level 1: The aggrieved shall file a grievance, in the form herein provided, with his administrative supervisor within twenty (20) days of knowledge of the event giving rise to the grievance. If the grievance is not disposed of, the administrative supervisor shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

Subd. 2. Level 2: In the event the grievance is not disposed of in Level 1, the decision rendered may be appealed to the superintendent of schools, provided such appeal is made in writing, in the form herein provided, within five (5) days after receipt of the decision in Level 1. If a grievance is so appealed to the superintendent, the superintendent shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the superintendent shall issue a decision in writing to the parties involved.

Subd. 3. Level 3: In the event the grievance is not disposed of in Level 2, the decision rendered may be appealed to the school board, provided such appeal is made in writing, in the form herein provided, within five (5) days after receipt of the decision in Level 2. If a grievance is so appealed to the clerk of the school board, the school board shall set a time to hear the grievance within thirty (30) days after receipt of the appeal. Within twenty (20) days after the meeting, the school board shall issue its decision, in writing, to the parties involved. At the option of the school board, a committee of the board may be designated by the 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 1 or Level 2 of this procedure provided the school board or its representative notify the parties of this intention within ten (10) 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. Such notification by the board automatically advances the grievance to Level 3.

### **Section 7. Denial of Grievance:**

Failure by the school board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the aggrieved may appeal it to the next level.

**Section 8. Level 2 Initiation:**

A grievance that affects a group of members of the exclusive representative involving more than one administrative supervisor and all salary determination grievances shall be initiated at Level 2.

**Section 9. Arbitration Procedures:**

In the event that the aggrieved and the school board are unable to resolve any grievance, any grievance may be submitted to arbitration as defined herein.

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing, in the form provided herein, signed by the aggrieved, and such request must be filed in the office of the superintendent within ten (10) days following the decision in Level 3 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 unless agreed to by both parties.

Subd. 3. Selection of Arbitrators: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to select an arbitrator. The grievance shall be heard by a single arbitrator if such arbitrator can be selected. In the event no agreement between the parties can be reached within the ten (10) day period, either party may request to proceed according to the rules and regulations of the Public Employees Labor Relations Board of the State of Minnesota. The parties shall request that the appointment pursuant to the Public Employees Labor Relations Act shall be made within thirty days following the receipt of such request.

Subd. 4. Hearing: Either party may be represented by such person or persons as they may choose at the arbitration hearing and each party shall have the opportunity to submit evidence, offer testimony and to make oral and written arguments pursuant to the rules of the Public Employees Labor Relations Act. Neither party shall be permitted to assert any ground or to rely on evidence not previously disclosed to the other party at the time of the arbitration procedure.

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

Subd. 6. Expenses: Each party shall bear its own expenses in connection with arbitration 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 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 arbitration.

ARTICLE XIII

INSURANCE BENEFITS

**Section 1. Selection of Carrier:**

The insurance carriers currently utilized by the district and the insurance policies currently in effect shall be retained throughout the duration of the current policies or until they are terminated. Thereafter, the insurance committee will explore insurance options and the employees shall be

proportionally represented on that committee and shall participate in the selection of the insurance carriers and policies.

**Section 2. Definition of Full-time Employees:**

For the purpose of this article regarding hospitalization, long-term disability insurance and life insurance a full-time employee shall be defined as one who is employed for 40 hours per week or more for a period of twelve (12) months per year.

**Section 3. Fractional Time Employee:**

Fractional time unit members employed for at least 25 hours of full time receive a prorated contribution toward their insurance benefits, i.e., 80% of full time receives 80% of the district contribution toward the appropriate plan.

**Section 4. Health and Hospitalization Insurance:**

Subd. 1. Single Coverage for Full-Time Employees: Beginning January 1, 2021, the district shall contribute an annual maximum of \$11,000 toward the insurance premium for individual coverage for each employee of the district who qualifies for and is enrolled in a district group single coverage health and hospitalization plan. Every year thereafter, the district shall contribute an additional \$500 toward the annual insurance premium up to \$14,000 maximum. District contributions for health insurance premiums will be spread evenly throughout the participation year. Any additional cost of the premium shall be borne by the employee and paid for by payroll deduction. If the School District Contribution exceeds the premium cost, no reimbursement will be made to the employee. Employee shall have the option to choose any one of the district's plans.

Each employee participating in the district's HDP will establish a qualifying Health Savings Account (HSA). The district will deposit the full single coverage annual deductible, not to exceed the IRS contribution limit, into the employee's HSA at the beginning of the insurance plan year for each employee employed by the district who qualifies for and is enrolled in a district group single coverage health and hospitalization plan.

Subd. 2. Family Coverage for Full-Time Employees: Beginning January 1, 2021, the district shall contribute an annual maximum of \$15,000 toward the insurance premium for each employee of the district that qualifies for and is enrolled in a district sponsored group family health and hospitalization plan. Every year thereafter, the district shall contribute an additional \$500 toward the annual insurance premium up to a \$16,000 maximum. District contributions for health insurance premiums will be spread evenly throughout the participation year. If the School District contribution exceeds the premium cost, no reimbursement will be made to the employee. Any additional cost of the premium shall be borne by the employee and paid for by payroll deduction. Employees shall have the option to choose any one of the district's plans.

Each employee participating in the district's High-Deductible Plan (HDP) will establish a qualifying Health Savings Account (HSA). The district shall deposit an amount equal to the deductible of the equivalent single coverage high-deductible plan, not to exceed the IRS contribution limit, into the employee's HSA at the beginning of the insurance plan year for each employee of the district who qualifies for an is enrolled in a district group family coverage health and hospitalization plan.

Employees scheduled for less than 235 days annually shall receive a prorated contribution toward their insurance benefits.

Subd. 3. The district will continue to make health and accident insurance available for any disabled employee to age 65 or until they qualify for social security, Medicare or disability payments under PERA.

**Section 5. Dental Insurance:**

Subd. 1. Single Coverage: The school district shall pay in full the annual premium for individual coverage for each unit member employed by the school district who qualifies for and is enrolled in the school district group dental plan.

Subd 2. Family Coverage: For each unit member employed by the school district who qualifies for and is enrolled in the group dental plan, the district will pay the amount negotiated into the contracts for other groups in the district.

Subd. 3. Fractional Time Employees: Fractional time unit members employed for at least 25 hours of full time receive a prorated contribution toward their insurance benefits, i.e., 80% of full time receives 80% of the district contribution toward the appropriate plan.

**Section 6. Life Insurance:**

The school district shall contribute the full premium cost for life insurance for each full-time covered employee who is qualified for and is enrolled in the school district life insurance plan. Early retirees may stay in the life insurance group until age 65 at their own expense but at the group rate. (Early retirees mean a retiree member of the Plant Operators and Maintenance employees Union who is at least 55 years of age, less than 65 years of age, and has worked a minimum of 15 years for the Winona School District.)

**Section 7. Long-term Disability Insurance:**

The school district shall contribute the full premium for long-term disability insurance for each full-time covered employee employed by this school district who qualifies and is enrolled in the school district group long-term disability insurance plan.

**Section 8. Duration of Insurance Contribution:**

An employee is eligible for district contributions as provided in this article as long as that employee is employed by the school district and is a full-time covered employee. Upon termination of employment, or limitation of employment to less than full-time status, all district participation and contributions shall cease effective on the last work day as a full-time employee, provided, however, that employees who retire or have elected early retirement shall have the option covered in Section 5, Subd. 3.

ARTICLE XIV

**RETIREMENT**

**Section 1. Severance Pay:**

Employees with 15 years of service to the district and who are at least 55 years of age, or employees who qualify for early retirement under rule of 90 as prescribed by PERA, shall be eligible for severance pay upon submission of a written resignation, including a thirty-day notice, accepted by the school board. Qualified employees shall receive severance pay equal to \$5.50 an hour for each hour of unused sick leave.

Any severance owed to an employee shall be reduced by the amount of matching dollars paid by the district to the employee over their career unless such a reduction has been made to the retirement benefit as per Article XIII, Section 3.

**Section 2. Attrition:**

In the event a member of the unit retires from employment after the contract has expired but prior to ratification of a new contract, they shall receive any and all changes in benefits as if the contract had been approved at the start of the fiscal year.

**Section 3. Matching Plan:**

Starting with the 2006-2007 school year, the School District will make a contribution to a state-approved 403(b) matching contribution plan in accordance with Minn. Stat. 356.24, as amended. Employees scheduled to work a minimum of eight hours per day will be eligible for match amounts as indicated below:

<b>Years of Service In the District</b> (upon completion of 6 <sup>th</sup> year)	<b>Match Amount</b>
6 – 10	\$450
11 – 14	\$600
15 – 20	\$800
Beginning with 21 <sup>st</sup> year	\$1,100

An employee must have completed six consecutive years of full-time service in order to qualify for the amounts listed above, i.e., beginning with the employees 11<sup>th</sup> year of full time service they will move to the next level of contribution. An employee shall notify the School District of their intention to begin or increase the amount of participation in the 403b match plan by May 1 of each school year. Such participation shall continue at the specified amount unless the employee notifies the district of a change. Part-time years shall not be counted as a year of service for determining eligibility.

If an employee is eligible for retirement or severance under this contract, the retirement incentive or severance owed to said employee shall be reduced by the amount of matching dollars paid by the district to the employee over their career. Employees eligible for retirement incentive and severance shall have the incentive or severance amount reduced by the total matching dollars paid by the district over the employee's career.

**Section 4. Post-Retirement Healthcare Account:**

Employees with fifteen (15) years of full-time service to the district and who are at least 55 years of age shall be eligible for retirement. Those who qualify for and apply for retirement and who are participating in the School District's group health and hospitalization program at the time of retirement shall be eligible to have a retirement benefit which will be placed into a Post-Retirement Healthcare Account under the supervision of the Minnesota State Retirement System. The benefit shall be an amount equal to the single monthly premium at the time of retirement multiplied by 84 months, not to exceed \$40,000. Employees eligible for this benefit shall have the payment amount reduced by the total matching 403b dollars paid by the district over the employee's career unless such a reduction has been made to the severance benefit as per Article XIV, Section 1.

**Section 5. Insurance:**

Employees who are participating in the districts health insurance program at the time of retirement shall be eligible to remain in the existing program at their own expense. The employees spouse may remain on the program at their own expense until they are eligible for Medicare. If the retiring employee elects district-sponsored health insurance, the district will pay the monthly premium through

the end of the calendar year in which the employee retires. The total premium amount from the date of retirement until the end of the current calendar year will be calculated at the time of retirement and deducted from the employee's retirement incentive. The remainder will be deposited into Post-Retirement Healthcare Account under the supervision of the Minnesota State Retirement System.

## ARTICLE XV

### GENERAL PROVISIONS

#### **Section 1.**

Each employee's annual salary will be paid over 24 checks. If an employee works less than twelve months they may elect to be paid over the length of their contract by submitting a written request to the payroll office.

Each employee's pay shall be deposited electronically in any Automatic Clearing Hours (ACH) bank in the United States of America. The electronic data shall be taken to the financial institution for processing two business days before each pay day. Each employee shall furnish to the school district the following information:

1. Bank routing number
2. Bank account number for employee
3. Type of account (savings, checking)

After January 1, 1998, electronic deposit will be the only method used to pay employees. Upon written request, a payroll remittance advice will be generated each pay day for each employee listing the same items normally listed on a payroll check stub.

#### **Section 2.**

Employees elected by the union to attend Union conventions, conferences, and/or seminars shall be granted a leave of absence upon prior notification to the superintendent of schools of five (5) days without pay. If any employee exceeds five (5) days annually for the above reasons, the additional leave must have the approval of the school board.

#### **Section 3.**

All necessary tools to carry out the duties of employment as determined by the Director of Building and Grounds shall be furnished by the district.

#### **Section 4.**

District directed employee travel shall be paid the mileage allowance that is established by the IRS. The district will pay a minimum of \$1 for any district directed travel for each start-up.

## ARTICLE XVI

### CLASSIFICATION AND WAGES

#### **Section 1. Classifications:**

Employees represented by the exclusive representative herein shall be employed in the following classifications: Custodian, Custodian/Engineer, Lead Custodian, Maintenance/Building and Grounds,

and Technical. Transfers from one classification to another classification may be made with mutual agreement between the employee and the District.

Subd. 1.: Custodians have primary custodial assignment in a building without a Boiler. It will not be a requirement of the position to hold a boilers license, however, it will be encouraged. Employees may also be classified as Custodians if they have a primary custodial assignment in a building with a boiler but do not hold a boilers license.

Subd. 2.: Custodian/Engineers have a primary custodial assignment in a building with a Boiler. It may be a requirement of the position to hold a boilers license.

Subd. 3.: Lead Custodians will have supervisory oversight of custodians and/or custodian/engineers at the assigned site(s).

Subd. 4.: Maintenance/Building and Grounds employees will have a well-rounded knowledge of all aspects of building and grounds maintenance and will have above average mechanical skills.

Subd. 5.: Technical employees will have a license/certification in specific technical skill areas (i.e. plumbing, electrical) and/or advance skill level in specific areas (i.e. carpentry, welding).

### **Section 2. License/Certifications:**

Employees shall earn an additional hourly rate of pay for specific boilers licenses and pool licenses as itemized on the salary schedule attached as an addendum. Employees must hold and keep current the license/certificate in order to be eligible for the additional hourly rate of pay. Employees holding a boilers or pool license and receiving the additional hourly rate of pay, regardless of their status of employment in a building with a boiler, will be expected to rotate into tasks related to boiler or pool maintenance as requested.

Subd. 1. Pool License: Certain positions may require the employee to be pool certified. At the discretion of the Director of Building and Grounds and the Director of Human Resources, the district will pay for the pool certification course as well as the renewal for employees who have pool related responsibilities as a requirement of their position. No additional compensation is awarded for this certification.

### **Section 3. Placement on the Salary Schedule:**

Initial placement of new employees on the salary schedule shall be based on education and experience. Placement will be determined by the Director of Human Resources and the Director of Building and Grounds. The bargaining unit will be notified if proposed placement of a new employee is higher than the fifth step, however, the district maintains the managerial right to place an employee on the salary schedule based on its recommendation.

### **Section 4. Movement on the Salary Schedule:**

The rates of pay within the classifications listed shall be itemized by the schedule attached as an addendum. Employees shall be raised one step on July 1 of each year as long as they have begun employment prior to March 1 of the preceding year in order to be eligible for the step increase. Salary step increases are not automatic in a negotiation year and will not be paid until said negotiations are complete.

ARTICLE XVII

**SALARY SCHEDULES**

**Section 1. Salary Schedules:**

In the 2022-2023 school year, steps 1 through 4 were eliminated and the steps were renumbered. Employees on steps 1 through 4 were placed on the new step 1; all other employees were not impacted by the renumbering of the steps. For example, an employee who would have been on the previous step 10 will now be on step 6.

<b>2022-2023 School Year</b>					
<b>Step</b>	<b>Custodian</b>	<b>Custodian/Engineer</b>	<b>Maintenance/ Building and Grounds</b>	<b>Lead Custodian</b>	<b>Technical</b>
<b>1</b>	\$17.56	\$19.97	\$21.83	\$24.24	\$25.35
<b>2</b>	\$17.88	\$20.57	\$22.46	\$24.88	\$26.01
<b>3</b>	\$18.06	\$21.15	\$23.64	\$25.59	\$26.70
<b>4</b>	\$18.86	\$21.92	\$24.32	\$26.17	\$27.35
<b>5</b>	\$19.39	\$22.40	\$24.91	\$26.59	\$28.05
<b>6</b>	\$20.20	\$23.27	\$26.00	\$28.00	\$29.11
<b>7</b>	\$20.53	\$23.58	\$26.30	\$28.29	\$29.42
<b>8</b>	\$20.85	\$24.37	\$26.55	\$28.58	\$29.71
<b>Dollar Per Hour Added to Base For Any Position</b>					
	<b>Special Boilers</b>	<b>2nd Class Boilers</b>	<b>1st Class Boilers</b>	<b>Chief's License</b>	
	\$0.25	\$0.50	\$0.75	\$1.00	
<b>2023-2024 School Year</b>					
<b>Step</b>	<b>Custodian</b>	<b>Custodian/Engineer</b>	<b>Maintenance/ Building and Grounds</b>	<b>Lead Custodian</b>	<b>Technical</b>
<b>1</b>	\$18.09	\$20.57	\$22.48	\$24.96	\$26.11
<b>2</b>	\$18.42	\$21.19	\$23.14	\$25.63	\$26.79
<b>3</b>	\$18.60	\$21.78	\$24.35	\$26.35	\$27.50
<b>4</b>	\$19.43	\$22.58	\$25.05	\$26.96	\$28.17
<b>5</b>	\$19.98	\$23.07	\$25.65	\$27.39	\$28.89
<b>6</b>	\$20.80	\$23.97	\$26.78	\$28.84	\$29.98
<b>7</b>	\$21.14	\$24.28	\$27.08	\$29.14	\$30.30
<b>8</b>	\$21.47	\$25.10	\$27.35	\$29.44	\$30.60
<b>Dollar Per Hour Added to Base For Any Position</b>					
	<b>Special Boilers</b>	<b>2nd Class Boilers</b>	<b>1st Class Boilers</b>	<b>Chief's License</b>	
	\$0.25	\$0.50	\$0.75	\$1.00	



<b>2024-2025 School Year</b>					
<b>Step</b>	<b>Custodian</b>	<b>Custodian/Engineer</b>	<b>Maintenance/ Building and Grounds</b>	<b>Lead Custodian</b>	<b>Technical</b>
<b>1</b>	\$18.63	\$21.19	\$23.15	\$25.71	\$26.89
<b>2</b>	\$18.97	\$21.82	\$23.83	\$26.40	\$27.59
<b>3</b>	\$19.16	\$22.43	\$25.08	\$27.14	\$28.32
<b>4</b>	\$20.01	\$23.25	\$25.80	\$27.77	\$29.01
<b>5</b>	\$20.58	\$23.77	\$26.42	\$28.21	\$29.75
<b>6</b>	\$21.43	\$24.68	\$27.58	\$29.70	\$30.88
<b>7</b>	\$21.78	\$25.01	\$27.90	\$30.02	\$31.21
<b>8</b>	\$22.12	\$25.85	\$28.17	\$30.32	\$31.51
<b>Dollar Per Hour Added to Base For Any Position</b>					
	<b>Special Boilers</b>	<b>2nd Class Boilers</b>	<b>1st Class Boilers</b>	<b>Chief's License</b>	
	\$0.25	\$0.50	\$0.75	\$1.00	

**Section 1.** The Incentive Policy will end effective January 1, 2009. Employees may maintain all incentive credits earned up to that point. In the event an employee is in a class that is in process on January 1, 2009, and that class has been pre-approved, the employee will be allowed to complete that one class. Incentive credits earned from that class will be eligible for final advancement on July 1, 2009.

Beginning January 1, 2009, employees shall be eligible for a minimum of eight hours of annual training for which they will be paid. All training must be approved by the Director of Buildings and Grounds and requested as per district policy and procedures. Employees shall be paid for approved training time that takes place outside of the work day.

ARTICLE XVIII

DURATION

**Section 1.**

This agreement will remain in full force and effect for a period commencing on July 1, 2022, through June 30, 2025, all provisions retroactive to July 1, 2022, and thereafter until modifications are made pursuant to the provisions of the Act. If either party desires to modify or amend this agreement commencing at its expiration, it shall give written notice of such intent no later than ninety (90) days prior to said expiration.

**Section 2.**

This agreement constitutes the full and complete agreement between the School District and the Union. The provisions herein relating to the terms and conditions of employment supersede any and all prior agreements, resolutions, practices, school board policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

**Section 3.**

Provisions of this agreement shall be severable and if any provision thereof or the application of such provision under any circumstances is held invalid, it shall not affect any other provisions of this agreement or the application of any provision thereof.

**Section 4.**

Either party can request contract reopener for language issues at any time during the duration of the contract.

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

Plant Operations and Maintenance  
Employees Union of Independent  
School District 861

Laura Cowell  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Independent School District 861

Julie Salheid  
Nancy Senzer  
Mark [Signature]

APPENDIX A

**LEVEL I GRIEVANCE REPORT FORM, DISTRICT 861, WINONA**

Name of Grievant \_\_\_\_\_ School \_\_\_\_\_

Address of Grievant \_\_\_\_\_ Home Phone \_\_\_\_\_

Building \_\_\_\_\_ Assignment \_\_\_\_\_ Principal \_\_\_\_\_

(This form is to be filed in duplicate to the administrative supervisor)

Grievance # \_\_\_\_\_ (for use by the Grievance Committee only)

Date filed \_\_\_\_\_

Grievance Representative

Additional statement may be attached if necessary

Date Knowledge of Grievance Occurred: \_\_\_\_\_

Statement of Grievance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relief Sought: \_\_\_\_\_

\_\_\_\_\_

Disposition by Administrative Supervisor: \_\_\_\_\_  
Signature of Grievant \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Position of Grievant: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Signature of Grievant \_\_\_\_\_ Date \_\_\_\_\_

Position of Grievance Committee: \_\_\_\_\_

\_\_\_\_\_

Signature of Grievant \_\_\_\_\_ Date \_\_\_\_\_

APPENDIX B  
**LEVEL II GRIEVANCE REPORT FORM, DISTRICT 861, WINONA**

Name of Grievant \_\_\_\_\_ School \_\_\_\_\_

Address of Grievant \_\_\_\_\_ Home Phone \_\_\_\_\_

Building \_\_\_\_\_ Assignment \_\_\_\_\_ Principal \_\_\_\_\_

(This form is to be filed in duplicate to the school superintendent)

Grievance # \_\_\_\_\_ (for use by the Grievance Committee only)

Date filed \_\_\_\_\_

Grievance Representative

Additional statement may be attached if necessary

Date Knowledge of Grievance Occurred: \_\_\_\_\_

Statement of Grievance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Relief Sought: \_\_\_\_\_

\_\_\_\_\_

Disposition by Superintendent: \_\_\_\_\_  
Signature of Grievant \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Position of Grievant: \_\_\_\_\_  
Signature of Superintendent \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Position of Grievance Committee: \_\_\_\_\_  
Signature of Grievant \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Signature of Grievant \_\_\_\_\_ Date \_\_\_\_\_

APPENDIX C  
**LEVEL III GRIEVANCE REPORT FORM, DISTRICT 861, WINONA**

Name of Grievant \_\_\_\_\_ School \_\_\_\_\_

Address of Grievant \_\_\_\_\_ Home Phone \_\_\_\_\_

Building \_\_\_\_\_ Assignment \_\_\_\_\_ Principal \_\_\_\_\_

(This form is to be filed in duplicate to the School Clerk & President of the School Board.)

Grievance # \_\_\_\_\_ (for use by the Grievance Committee only)

Date filed \_\_\_\_\_

Grievance Representative

Additional statement may be attached if necessary

Date Knowledge of Grievance Occurred: \_\_\_\_\_

Statement of Grievance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relief Sought: \_\_\_\_\_

\_\_\_\_\_

Disposition of School Board: \_\_\_\_\_  
Signature of Grievant \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Position of Grievant: \_\_\_\_\_  
Signature of Board President \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Position of Grievance Committee: \_\_\_\_\_  
Signature of Grievant \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Signature of Grievant \_\_\_\_\_ Date \_\_\_\_\_



## APPENDIX E

### **OVERTIME AGREEMENT**

When reasonable to do so, maintenance overtime will be distributed relatively equally over those qualified to do the assigned work, within their respective buildings. For purposes of this article, the stadium shall be considered a part of the maintenance shop building.