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Approved 03/18/2021
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**AGREEMENT**

**between**

**Chisago Lakes Schools, ISD #2144**

**and**

**Service Employees International Union, Local 284**

**2020-2021  
2021-2022**

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**Chisago Lakes Schools, ISD #2144**  
**Secretarial, Clerical & Paraprofessional (2020-2022)**

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**ARTICLE I: PURPOSE**

**Section 1. Parties:** THIS AGREEMENT is entered into between Chisago Lakes Area Schools, ISD # 2144, Lindstrom, Minnesota, hereinafter referred to as the “school district”, and the Service Employees International Union Local #284, hereinafter referred to as “exclusive representative”, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions of employment for Secretarial, Clerical and Paraprofessional Employees 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 Service Employees International Union Local #284 as the exclusive representative for Secretarial, Clerical and Paraprofessional Employees 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 the provisions of this Agreement.

**Section 2. Appropriate Unit:** The exclusive representative shall represent all such employees of the District contained in the appropriate unit as defined in Article III, Section 2 of this Agreement and the P.E.L.R.A. and in certification by the Director of Mediation Services, if any.

**ARTICLE III: DEFINITIONS**

**Section 1. Terms and Conditions of Employment:** The term “terms and conditions of employment” means the hours of employment, the compensation therefor including fringe benefits except retirement contributions or benefits, and the employer’s personnel policies affecting the working conditions of the employees. The terms in both cases are subject to the provisions of P.E.L.R.A. regarding the rights of public employers and the scope of negotiations.

**Section 2. Description of Appropriate Unit:** For the purpose of this Agreement, the term “Secretarial, Clerical and Paraprofessional Employees” shall mean all persons in the appropriate unit employed by the school district in such classifications excluding the following: confidential employees, supervisory employees, essential employees, part-time employees whose services do not exceed the lesser of 14 hours per week or 35 percent of the normal work week in the employees bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year and emergency employees.

**Section 3. 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 BOARD RIGHTS**

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

**Section 2. Management Responsibilities:** The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the school district within its legal limitations and with its primary obligation to provide educational opportunity for the students of the school district.

**Section 3. Effect of Laws, Rules and Regulations:** The exclusive representative recognizes that all employees covered by this Agreement shall perform the services prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and by school board rules, regulations, directives and orders, issued by properly designated officials

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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. The exclusive representative also recognizes that the School Board, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota, Federal laws, rules and regulations of the State Board of Education, and valid rules, regulations and orders of State and Federal governmental agencies. 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 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 the Agreement are reserved to the school district.

**ARTICLE V: EMPLOYEE RIGHTS**

Section 1. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or 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 and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 2. Right to Join: Pursuant to P.E.L.R.A., employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the school district.

Section 3. Request for Dues Check-Off:

Subd. 1. Each employee shall have the right to request and be allowed dues check off for the Union. The employee request shall be in the form of a written authorization or electronic sign up. The Union shall provide the District with the appropriate form of authorization (examples of appropriate forms are: paper or electronic file that may include internet audio) for dues/premier member dues deduction.

Subd. 2. The School District agrees to honor and implement all the terms of dues-checkoff authorizations submitted by the Union and agreed to by the employee. The School District shall adhere to the specific provisions in each dues check-off authorization regarding the duration, renewal, procedure for revocation, amount of dues deducted (including premier member), and all other provisions agreed to by the employee as stated in the authorization. Such dues shall be remitted to the Union bi-monthly.

Section 4. Union Access to Information:

Subd. 1. – A copy of each new non-certified individual employee contract will be forwarded to the union representative.

Subd. 2. – The district agrees to grant access to employees in the bargaining unit at its districtwide staff development day. The district agrees to provide a room and to inform employees of the time and place. The district is not obligated to pay employees for attending.

**ARTICLE VI: RATES OF PAY**

Section 1. Rates of Pay:

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Subd. 1. The wages and salaries reflected in the salary schedule attached hereto, shall be a part of the Agreement for the period commencing July 1, 2020 through June 30, 2022.

Subd. 2. During the duration of this Agreement, advancement on any salary schedule shall be subject to the terms of this Agreement. In the event a successor Agreement is not entered into prior to the expiration of this Agreement, an employee shall be compensated according to the current rate until a successor Agreement is entered into.

Subd. 3. An individual employee's salary advancement is subject to the right of the school district to withhold salary increases for good and sufficient grounds. An action withholding a salary increase shall be subject to the grievance procedure.

Subd. 4. Employees will be paid on the 15th and the last day of each month.

Subd. 5. Overtime will begin for hours paid in excess of 40 hours per week, based on a Sunday through Saturday week with *prior* written approval by the employee's supervisor (except in the case of an emergency). Overtime will be paid at one and one-half times the regular rate of pay.

Section 2. Placement on Schedule and Step Movement: If a person is employed prior to or on February 15th of the current year, he/she will be placed on the salary schedule the next year as if he/she had received one full year's experience with the district. People employed after February 15th will not receive an experience factor and will stay on the same step the following year. Each employee will advance one step on the salary schedule each year upon completion of satisfactory job performance and meeting the above stated requirements as long as the salary range has a step the employee can advance to. This provision shall apply to new employees.

Section 3. Movement Between Pay Scales: An employee who moves from one job to a job included on a higher pay scale shall be placed on the new scale at the first step which reflects a rate at least \$.50 (fifty cents) per hour higher than the rate the employee earned on the original scale. An employee who moves from one job to a job included on a lower pay scale shall be placed on the new scale at the step that causes the least amount of pay reduction to the employee. Employees who change classification at any time during the year will retain their original seniority date and shall be eligible for step movement without respect to the classification change.

Section 4. Longevity: An employee will receive the following increases to the hourly rates effective on July 1. An employee whose actual anniversary date is July 1 through February 15 shall receive longevity pay starting July 1 before the employee's actual anniversary date. An employee whose actual anniversary date is from February 16 through June 30 shall receive longevity pay starting July 1 following the employee's actual anniversary date.

	2020-2021	2021-2022
11 <sup>th</sup> through 14 <sup>th</sup> year	1.30	1.30
15 <sup>th</sup> through 19 <sup>th</sup> year	1.40	1.40
20 <sup>th</sup> year & beyond	1.50	1.50

Section 5. Substituting for Teachers: Any member of this bargaining unit who holds a substitute teaching license and substitutes for a teacher or otherwise performs work normally performed by a teacher for a time block of at least 15 (fifteen) minutes will be compensated at the established teacher substitute rate or the employee's own regular rate plus \$1.25 per (one dollar and twenty five cents) hour, whichever is greater. This stipend will not be retroactively paid.

**ARTICLE VII: GROUP INSURANCE**

Section 1. Insurance Benefits: Insurance benefits will be available to all employees who are scheduled to work 30 hours or more per week.

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**Section 2. Selection of Carrier:** The selection of the insurance carrier and policy shall be made by the school district as provided by law. The school district will maintain an employee insurance advisory committee, on which no fewer than four (4) members of this bargaining unit, to be selected by the unit, may serve.

**Section 3. Health & Hospitalization - Single Coverage:** The school district shall contribute the following sums toward the premium for single hospitalization coverage of each eligible secretarial, clerical and paraprofessional employee who is qualified 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 employee and paid by payroll deduction.

2020-2022      \$7,050

**Section 4. Health & Hospitalization - Dependent Coverage:** The school district shall contribute the following sums toward the premium for dependent hospitalization coverage of each eligible secretarial, clerical and paraprofessional employee who is qualified 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 employee and paid by payroll deduction.

2020-2022      \$ 11,980

**Section 5. Establishment of a Consumer Driven Health Plan Option:** The School District makes available a Consumer Driven Health Plan "CDHP" to all qualified bargaining unit members who exercise their option to enroll in the School District's group high deductible health insurance plan. For the 2020-2022 school years, for each full-time employee who qualifies for and is enrolled in the School District's group high deductible health insurance plan, the School District will contribute \$1,000 to the HSA or VEBA account for employees who have single coverage and \$2,000 to the HSA or VEBA account for employees who have dependent coverage. One-half of the contribution will be deposited into the employee's HSA or VEBA account on October 15<sup>th</sup> and the other one-half will be deposited on the last day of February.

**Section 6. Long Term Disability Insurance:** The school district shall contribute the premium for Long Term Disability insurance for each eligible secretarial, clerical and paraprofessional employee employed by the school district who qualifies for and is enrolled in the school district group long term disability plan.

**Section 7. Dental - Single Coverage:** The school district shall contribute the following sums toward the premium for single dental coverage of each eligible secretarial, clerical and paraprofessional employee who is qualified for and is enrolled in the school district's group dental plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

2020-2022      \$480

**Section 8. Dental - Dependent Coverage:** The school district shall contribute the following sums toward the premium for dependent dental coverage of each eligible secretarial, clerical and paraprofessional employee who is qualified for and is enrolled in the school district's group dental plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

2020-2022      \$1,325

**Section 9. Life Insurance:** The school district shall provide a term life insurance policy in the amount of \$50,000 for each eligible employee. The option of paid-up life insurance is no longer available.

**Section 10. 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 11. Duration of Insurance Contribution:** An employee is eligible for school district contributions as provided in this Article as long as s/he is employed by the school district. If an employee retires and is eligible to receive a disability benefit or public pension, and if the employee is enrolled in the health insurance program at the time of retirement,



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s/he may elect to continue to participate in the health insurance program indefinitely by paying the entire premium at his/her own expense pursuant to M.S. 471.61, Subd. 2b.

Section 12. Eligibility: Benefits provided in this Article are designed for regular personnel as described in Article III, Section 2, and shall not apply to part-time personnel.

Section 13. Physical Examination: A complete physical examination may be required by the school district. Such physical examination shall be at the district's expense. Prior approval for a physical examination will be given by the Director of Human Resources.

Section 14. Health Examination: Any secretarial, clerical or paraprofessional personnel whose condition of physical or mental health is thought to be adverse to the welfare of the pupils or other employees may be required to undergo a health examination by a licensed physician at the expense of the school district to assess that employee's ability to perform his/her job.

**ARTICLE VIII: LEAVE OF ABSENCE**

Section 1. Sick Leave:

Subd. 1. Accrual: Regular employees shall earn sick leave for each month of service with regard to the employee's contract while in the employ of the school district. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year as shown in the table below. A month is considered to be 20 paid days. If the employee works in a non-contracted bargaining unit position during the summer months, sick leave may be used during that time but will not accrue.

<u>Work year length (Months)</u>	<u>Days earned</u>
12	15
11	13
9-10	10

Subd. 2. Maximum Accumulation: Unused sick leave days may accumulate to a maximum credit of 70 days of sick leave per employee.

Subd. 3. Illness and/or Family Illness: Pursuant to Minn. Stat. §181.9413, (2013), as amended, an employee shall have access to sick leave benefits for absences due to the illness or injury to the employee's spouse, child, adult child, stepchild, mother, father, grandparent or stepparent, brother, sister, grandchild, spouse's mother or father, or any other relative not listed but who is living in the same household as the employee, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use benefits for their own illness or injury. An employee may use a maximum of 160 hours in any twelve month period for care of relatives listed above as long as the employee has the hours available

Subd. 4. Medical Certificate: The school district may require an employee 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 an employee for sick leave is reserved to the school district. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 5. Deduction: Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

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Subd. 6. Pregnancy: Sick leave may be utilized during a period of physical disability resulting from a condition of pregnancy. The employee shall provide the district with a physician's statement certifying the dates of disability.

Subd. 7. Incentive Account: When an employee reaches a maximum of 70 sick leave days in their account, any sick days that are earned and not used above the maximum of 70 days, the district will recognize those unused days in this manner: Fifty percent (50%) of any days not used in a given school year will be put into an incentive account which will be payable to the individual upon leaving employment from the school district at their current hourly rate at that time of employment. The days accrued will be converted to hours each year so when the employee leaves district employment, that number of hours will be paid at their currently hourly rate directly into the employee's MSRS Post Retirement Health Care Savings Plan account. The School District's contribution(s) into the employee's MSRS account will be made within 60 calendar days after the employee's effective date of termination of employment.

Subd. 8. Paternity Leave: An employee will be granted up to five (5) days leave immediately prior to or within one year of the birth of his child. Paternity leaves allowed shall be deducted from the accrued sick leave days earned by the employee. Employees who take a paternity leave are also eligible for a child care leave pursuant to Section 11.

Section 2. Worker's Compensation: Employees must notify their immediate supervisor or the Director of Human Resources of all work related injuries/illnesses within two working days of their occurrence. Pursuant to M.S. 176.221, Subd 9, an employee injured on the job in the service of the school district and collecting worker's compensation insurance, may draw sick leave to receive full salary from the school district, the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from accrued sick leave. If employee chooses not to use sick leave, then will only receive 2/3rds of their salary.

Section 3. Bereavement: Up to four (4) days leave per occurrence shall be allowed, the days not to be deducted from sick leave, for death in the employee's immediate family [except that in the case of a spouse, child or the surviving parent, up to five (5) days leave will be allowed]. The specific amount of leave allowed is subject to the discretion of the Director of Human Resources depending on the circumstances; this additional leave would be deducted from the employee's sick leave account. Immediate family is defined as the employee's spouse, grandparent, parent, child, brother, sister, niece, nephew, grandchildren, or any other relative not listed but who is living in the same household as the employee and all relations of the above-listed degrees of the employee's spouse (spouse's grandparent, parent, etc.) or brother-in-law or sister-in-law, aunt or uncle. Up to two days will be allowed, the days to be deducted from sick leave, for a death other than in the immediate family per year.

Section 4. Medical Leave:

Subd. 1. An employee, who has completed the initial probationary period, who is unable to perform duties because of illness or injury and who has exhausted all sick leave credit available, or has become eligible for long term disability compensation, may, upon request, be granted a medical leave of absence, without pay, up to six (6) months. This leave may be renewed at the discretion of the school district.

Subd. 2. A request for leave of absence, or renewal thereof, under this section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities.

Section 5. Insurance Application: An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee 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 6. Credit: An employee who returns from an unpaid leave shall retain experience credit for pay purposes and other benefits which had accrued at the time leave commences. No credit shall accrue for the period of time that an employee was on an unpaid leave.

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Section 7. Eligibility: Leave benefits provided in this Article shall apply only to regular employees as defined in Article III, Section 2 of this Agreement.

Section 8. Personal Leave:

Subd. 1. Amount: Employees in this bargaining unit (working at least 14+ hours per week) are entitled to two (2) personal leave days (no reason given) per school year. If an employee's hours change, any unused personal days may be used based on the number of hours in the employee's new position. Two personal days will be given to those employees hired prior to February 16. One day will be given to employees hired on or after February 16 for that school year.

Subd. 2. Terms of Use: Requests for personal leave must be made to and approved by the Director of Human Resources at least three (3) working days in advance except in the event of an emergency. The school district or its designated representative reserves the right to refuse to grant such leaves in exceptional circumstances. Personal leave shall be granted by the Director of Human Resources during the first and last five days of school only for exceptional circumstances.

Subd. 3. Additional Terms: Personal leave shall not be deducted from sick leave. An employee may carry over a maximum of three days to the next year, to a maximum accumulation of five (5) personal leave days. (Note: There shall be an automatic carryover of up to three (3) full days of personal leave.) After the automatic carryover, the district will buy back any remaining unused personal leave days at the rate of pay at the listed sub rate (which is established at 67% of the top pay rate in a pay grade). Automatic payment will be made on June 30 each year.

Section 9. Other Leave:

Subd. 1. In the event a request for leave is presented and not covered by the above listed policies, the below listed items would be considered in determining if the request is to be granted. If this leave is granted, it would be done reluctantly and would be without pay. Personal Leave needs to be exhausted before leave without pay will be granted.

Items to be considered in making the determination if the leave should be granted:

- a) Circumstances involved in the request.
- b) Longevity of services with the school district.
- c) Past record of attendance.
- d) Sick leave days in the account.
- e) Acceptable substitute to work the days the employee is absent.

Section 10. Court Duty: If an employee is summoned for jury service or subpoenaed to appear in court during their duty day, he/she shall inform the Director of Human Resources of the date, time and place of court service. The employee will be released with pay minus the daily per diem rate received for serving as a member of the jury or other fees received. Employees will be allowed to keep the mileage expenses for this service. The terms of this section do not apply to an employee who is a litigant in legal proceedings.

Section 11. Child Care Leave:

Subd. 1. A child care leave shall be granted by the school district subject to the provisions of this section. Child care leave shall be granted because of the need to prepare and provide parental care for a child or children of the employee for an extended period of time.

Subd. 2. An employee making application for child care leave shall inform the Director of Human Resources in writing of intention to take the leave at least two (2) calendar months before commencement of the intended leave.

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Subd. 3. Any employee shall have the right to receive a child care leave of absence without pay for the purpose of maternity, adoption, or child care or a combination thereof. An employee shall be able to utilize any accrued sick leave for periods of disability related to pregnancy or childbirth, as certified by the employee's physician. Generally, the period of six (6) weeks after a birth shall be considered a period of disability, unless the employee's physician certifies a longer period of disability due to exceptional circumstances. A pregnant employee will 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 or ending date of a child care leave so that the dates of the leave coincide 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.

Subd. 5. The school district shall grant a child care leave of up to four (4) school quarters to any employee who makes a written application for such leave. In making a determination concerning the commencement and duration of a child care leave, the School Board shall not in any event be required to:

- a) Grant any leave which affects more than one (1) school calendar year.
- b) Permit the employee to return to his/her employment prior to the date designated in the request for child care leave.

Subd. 6. An employee returning from child care leave shall resume his/her former duties or other position mutually agreed upon unless previously discharged or placed on unrequested leave.

Subd. 7. Failure of the employee to return pursuant to the date determined under this section shall constitute grounds for termination unless the school district and the employee mutually agree to an extension in the leave.

Subd. 8. The parties agree that the applicable periods of probation for employees as set forth in this Agreement are intended to be periods of actual service enabling the school district to have the opportunity to evaluate an employee's performance. The parties agree, therefore, that periods of time for which the employee is on child care leave shall not be counted in determining the completion of the probationary period.

Subd. 9. An employee who returns from child care leave within the provisions of this section shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave. The employee shall not accrue additional experience credit for pay purposes or leave time during the period of absence for child care leave.

Subd. 10. An employee on child care leave is eligible to participate in group insurance programs if permitted under the policy provisions, but shall pay the entire premium for such programs as the employee 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 employee does not return to the district pursuant to this section.

Subd. 11. Leave under this section shall be without pay or fringe benefits.

## **ARTICLE IX: HOURS OF SERVICE AND DUTY YEAR**

Section 1. Basic Work Year: The regular work year shall be prescribed by the school district each year for regular employees. The work week of full-time year-round clerical personnel shall consist of five (5) consecutive days, Monday through Friday, 40 hours per week. For full-time year-round personnel, there shall be two (2) days for which the following rules apply: For each of the two days, an employee may elect to a) work the day and receive pay for it; b) not work the day and not be paid for the day; or c) take the day as a personal or vacation day. The two days are: MEA Friday and one day surrounding Independence Day.

Section 2. Part-time Employees: The school district reserves the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis for time less than that of the regular employees.

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Section 3. One-to-One Work Days: An employee who works with a student on a one-to-one basis will not have their work year shortened due to the student's temporary absence. Such an employee will fulfill other tasks on a day the student is absent.

Section 4. Shifts and Starting Time: All employees will be assigned starting times and shifts as determined by the school district.

Section 5. School Closing: In the event that school is closed for any reason and the employees are not required to perform services and notification has gone out to the media, even if the employee comes in to work, the employee's compensation shall be reduced accordingly, which means they will not be paid for that day. Early Shift employees (i.e. Kids Club), will get paid from their usual start time until the time notification of the school closing went out. Employees whose supervisors have approved them to work on days school is closed shall be paid for hours worked. An employee may choose to apply personal leave time or sick time, pursuant to Article 3 VIII, Section 1, to receive pay for a school closing day. Employees may use up to three (3) sick days per year on days school is closed. If school is closed by mandate from the governor or other state body, the employees will be paid for the day. In the event school is closed or canceled due to a pandemic or other health issue, the employees will be paid for any day(s) that is/are not made-up. Less than twelve-month employees may be required to make-up the days of missed work. If the number of days that schools are closed due to a government mandate or health issue exceed one (1) duty day in a school year, then the make-up of the duty days in excess of one (1) shall be at the discretion of the School Board.

Section 6. Required Training: If the school district requires an employee to obtain additional training to fulfill the job duties of his or her current position, the school district will allow normal days' pay to attend the training plus pay the tuition and provide transportation or reimbursement of mileage, upon prior written approval. If the training is scheduled outside of the employee's normal duty day, the school district will pay the employee his or her regular hourly rate of pay for the hours spent in training.

The school district will not pay for training for an employee to meet the minimum job requirements for any different position or classification to which the employee may be transferred or promoted.

Section 7. Transportation: No employee will be required to transport any student(s) in the employee's personal vehicle. With mutual agreement, the school district may contract with an employee to use his or her own car to transport students. The employee would be reimbursed for the miles traveled for school business at the district's current mileage rate.

Section 8. Job Assignments: An employee and the building administrator or the building administrator's designee will mutually agree to a change in work functions or assigned buildings. The work day assigned to each position may be changed by up to and including one (1) hour in a contract year without being subject to posting. A position changed by more than one (1) hour per day shall be posted, unless the current incumbent wants to continue in the position. Employee assignments to individual students, however, will remain the same regardless of hour or day increases or building change and are not subject to the above provision. The school district will provide notice, as practicable, in advance of each school year, whether an employee's position will remain the same or will be changed. Employees whose positions are eliminated or reduced by more than one (1) hour or who do not succeed in retaining a job posted because of such a change will have access to the displacement procedure in Article XIII. Position descriptions shall be made available on-line for staff to review. As positions are revised or if new positions are created, the position descriptions shall be updated on-line.

**ARTICLE X: HOLIDAYS & VACATIONS**

Section 1. Holidays: Paid holidays will be observed with the holidays to coincide with the school calendar. Any holiday listed in this Agreement for which the employee receives pay which falls within an employee's vacation period or other paid leave period shall not count as a vacation day or other paid leave day.

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Subd. 1. Holiday pay is granted to contracted employees in accordance with their number of contracted days per the following schedule:

Days worked up to and including 184 days: 6 holidays \* [*Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day, Mid-Winter Break Monday, Memorial Day*].

Days worked 185 days up to and including 240 days: 10 holidays \* [*Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve Day, Christmas Day, New Year's Eve, New Year's Day, Mid-Winter Break Monday, Good Friday, Memorial Day*].

Days worked 241 days and above: 12 holidays \* [*Independence Day (2 days), Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve Day, Christmas Day, New Year's Eve, New Year's Day, Mid-Winter Break Monday, Good Friday, Memorial Day*].

\* If school is held on any of these holidays due to unforeseen circumstances, employees would be required to work those days and be compensated accordingly.

Section 2. Vacations:

Subd. 1. Vacation is intended for twelve-month employees.

Subd. 2. A new employee must accrue five (5) days of vacation before being eligible to take a vacation day.

Subd. 3. For vacation purposes, an employee's anniversary date shall be adjusted to July 1. An employee whose actual anniversary date is July 2 through February 14 shall have his/her anniversary date adjusted to the July 1 before the employee's actual anniversary date. An employee whose actual anniversary date is from February 15 to June 30 shall have his/her anniversary date adjusted to the July 1 following the employee's actual anniversary date. The employee shall then receive vacation according to the schedules below.

Subd. 4. Employees shall earn the following amounts of vacation per fiscal year. On July 1 of each year, each employee will be credited with vacation time earned the previous fiscal year. The employee may use vacation time in the fiscal year during which it is being earned, consistent with the district's operational needs. The maximum amount of vacation time that an employee may carry over to the next fiscal year is four weeks. Any employee who has in excess of four weeks of accrued and unused vacation as of June 30 any year shall be paid for those excess vacation days at the employee's pay rate as of that June 30. An employee who terminates employment during the fiscal year shall receive payment for any vacation time earned but not used. An employee who terminates employment during the fiscal year who has used more vacation than earned will have the amount of time overused deducted from the employee's final paycheck.

After (1) one year of service	2 weeks
After (5) five years of service	3 weeks
After (15) fifteen years of service	4 weeks
After (20) twenty years of service	5 weeks

Subd. 5. An employee who has worked in the school district in a position scheduled for less than 12 months shall receive credit for time of service by totaling the employee's months of service in the district and dividing by 12.

**ARTICLE XI: ASSESSMENT AND CONTINUATION OF EMPLOYMENT**

Section 1. Probationary Period: An employee under the provisions of the Agreement shall serve a probationary period of 90 calendar days of continuous service in the school district, during which time the school district shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse to the grievance procedure, insofar as suspension, discharge or other discipline is concerned. The 90 calendar days shall exclude breaks in service of more than two weeks due to lack of scheduled work or employee absence, but the probation period shall not re-start at the conclusion of such a break of service. However, a

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probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated.

Section 2. Probationary Period; Change of Position: In addition to the initial probationary period, an employee transferred or promoted to a different position shall serve a new probationary period of forty-five calendar days in any such new position. The 45 calendar days shall exclude breaks in service of more than two weeks due to lack of scheduled work or employee absence, but the probation period shall not re-start at the conclusion of such a break of service. During this forty-five (45) calendar day probationary period, if the school district determines that the employee's performance in the new position is unsatisfactory, the school district shall have the right to reassign the employee to the least senior position in their former position title without pay reduction from their former position. The employee may also elect, in the probationary period, to return to the employee's former position title, on the same terms as stated above. Notifications should be done in writing.

Section 3. Seniority Date: A contracted employee's seniority date shall be established as the first date the employee is employed in a position in this bargaining unit. All employees with permanent positions will be given a contract upon hire. An employee with a temporary position will be given a contract if the position is anticipated to last beyond 67 work days or if a position of unknown duration actually lasts beyond 67 work days. If two or more employees have the same seniority date, the employee's seniority order will be determined by drawing each employee's name from a pool in a random manner. Employees who hold positions accreted to this bargaining unit by agreement of the parties or order of the Bureau of Mediation Services shall have seniority dates established as of the date the employee began working in the position accreted into the unit. Seniority order shall not be altered because an employee changes work locations.

Section 4. Disciplinary Action:

Subd. 1. The employer shall have the right to impose disciplinary action on employees for just cause.

Subd. 2. Disciplinary actions by the employer shall include the following actions and will normally take the course of #1, 2, 3 and 4, except in cases of a serious magnitude which could seriously jeopardize the safety of the students, fellow employees or the physical assets of the school district.

- 1) Oral Reprimand
- 2) Written Reprimand
- 3) Suspension without pay
- 4) Discharge

Subd. 3. Employees who are subjected to the above actions shall have the right to request that such actions be reviewed through the recourse of the grievance procedure. An employee may request at any time that he/she be permitted union representation, and the meeting or discussion will be terminated until such representation can be obtained. The employee will not be subject to loss of pay for the intervening time in order to obtain union representation. No adverse action may be taken against any employee who has requested union representation and refuses to answer any questions until such representation is available.

**ARTICLE XII: VACANCIES**

Section 1. Position Posting:

Subd. 1. Notice of any new positions or vacancies will be posted on the School District's website on AppliTrack under the Human Resources tab for a period of seven (7) calendar days. (Also refer to ARTICLE IX: HOURS OF SERVICE & DUTY YEAR, Section 8: Job Assignments.) Should the incumbent of the position not successfully bid for the revised position, the incumbent will be treated as a "laid-off" employee and may use the displacement procedure provided by this Agreement. The posting will clearly state the necessary qualifications required for the position and the pay scale applicable to it.

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Subd. 2. To apply for a posted position, an employee must complete their application on AppliTrack within the posting dates. All current employee applicants for a posted position will be interviewed. Among other relevant criteria determined by the District, seniority, qualifications, education, and other factors will be considered when selecting the successful candidate. The position will be filled by the School District with the best qualified candidate as determined by the School District. It is the applicant's responsibility to make him or herself available for an interview either in person or via telephone.

**ARTICLE XIII: REDUCTION IN FORCE**

The parties recognize the principle of seniority in the application of this Agreement concerning reduction in force, and/or reduction of hours by more than one hour per day, provided the employee is fully qualified to perform the duties and responsibilities of the position.

When a reduction in force occurs by the elimination of a position, the employee shall be placed on "layoff status". Written notification that the position has been eliminated and the employee is "laid off" will be sent to the employee's last known address by regular mail or emailed to their district email address or another email address provided by the employee or by hand delivery to the affected employee within five (5) working days by the Director of Human Resources. The union shall also receive a copy of said "laid off" notice.

If an employee's hours have been reduced by more than one hour per day or the reduction will disqualify an employee who is currently receiving insurance benefits from those benefits, said employee shall have the right to stay in the reduced (hours) position or the right to bump the least senior employee within the same or lower classification who holds a position the employee is qualified for and whose hours are no more than 130% of the hours the affected employee held before the layoff. A laid off employee shall have three business days to decide whether or not to exercise their bumping rights.

If a vacancy exists in a same or lower classification when an employee is placed on layoff status, the employee on layoff status would be notified of the vacancy. The employee shall have three working days from the date of notification of the vacancy to decide if he/she is interested in the vacant position. If said employee was interested in the vacant position, said employee would be interviewed for the position. If said employee was determined to be fully qualified for the vacant position, he/she would be offered the position. The employee shall have three working days to decide whether he/she wants the position. If said employee declines the job offer, then he/she would automatically be eligible to bump according to the above standards, provided he/she is fully qualified to perform the duties and responsibilities of the position. If said employee declines to bump, he/she shall be placed on layoff and retain seniority and right to recall, within same or lower classification, in seniority order for a period of twelve (12) months after the date of layoff except as noted below:

If said employee on layoff status declines a job offer based upon the above procedure twice, the school district's obligation to the employee is completed and the employee will be terminated with no seniority rights or recall rights.

An employee exercising the bumping rights under this contract will not experience a step reduction.

**ARTICLE XIV: RETIREMENT OR SEPARATION (MSRS/403b etc):**

Section 1. Any employee who has completed at least ten (10) years of service to the district from his or her adjusted date of hire (which is the date the employee was hired for a permanent position) and is immediately eligible to receive PERA benefits shall, upon proper notice of retirement or other separation, receive a retirement or separation benefit according to the terms of this Article. This retirement or separation benefit shall be in addition to the Incentive Leave in the Sick Leave section of this Agreement.

Subd. 1 - Sick Leave Days: The eligible employee shall receive payment for 100% of the employee's accrued, unused sick leave days up to a maximum payout of 70 days.

Subd. 2 - Days: The appropriate number of days, as determined by the above sections, shall be paid at the employee's pay rate at the time of the employee's retirement or separation.



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Subd. 3 - Minnesota State Retirement System ("MSRS") Post-Retirement Health Care Savings Plan: The total amount of the employee's retirement or separation pay will be deposited directly in the retiree's MSRS Post-Retirement Health Care Savings Plan account no later than sixty (60) days after the employee's retirement or separation date.

Section 2. MSRS District Contribution: Any full time year round employee who has completed fifteen (15) years of employment and is immediately eligible to receive PERA benefits, shall be eligible to receive a one-time contribution to the Minnesota State Retirement System Post-Retirement Health Care Savings Plan of \$5,000.00 per retiree. The School District shall make this payment within sixty (60) days of the effective date of the employee's retirement. This benefit is only for those full time year round employees who retire from the School District by July 15 at the time of retirement.

Section 3. Minnesota State Retirement System ("MSRS") Post-Retirement Health Care Savings Plan: Any full time, year round employee who has at least ten (10) years of service based on the seniority list in Independent School District No. 2144 will have a contribution made by the District to their individual account with the MN State Retirement System Post-Retirement Health Care Savings Plan. This contribution will be made on or before June 30 each year according to the following schedule:

<u>Years of Service in ISD #2144</u>	<u>Amount of Contribution</u>
10-15	\$ 500.00
16-20	\$ 750.00
21+	\$1,000.00

Section 4 – 403(b) Plan:

Subd. 1 – Eligibility: Effective July 1, 2016, the district will make a matching contribution for all Local 284 employees, who work at least twenty (20) hours per week, to a state-approved, district approved, tax deferred matching 403(b) contribution plan in the amount up to \$500.00 for the 2020-2022 contract years and thereafter per school year starting with their third year of employment with the district, provided that:

- a) The employee has worked in the district for at least two consecutive school years for at least twenty (20) hours per week.
- b) The employee has also authorized a matching salary deduction payable to the 403(b) plan in the amount up to \$500.00 for the 2020-2022 contract year and thereafter per school year.
- c) The employee shall notify the school district in writing no later than September 15 of their intention to participate in the 403 (b) matching plan.

**ARTICLE XV: GRIEVANCE PROCEDURE:**

Section 1. Grievance Definition: A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the school district as to the interpretation or application of terms and conditions contained in this Agreement.

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

Section 3. Definitions and Interpretation:

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

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

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Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedure 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 or any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the school district's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty-days after the date of the first 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 employee and the school district's designee.

Section 5. Adjustments of Grievance: The school district and the employee shall attempt to adjust all grievances which may arise during the course of employment of any employee within the 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 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 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 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 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 I or Level II of this procedure provided the School Board or its representative notify the parties of its 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 a 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 employee may appeal it to the next level.

Section 8. Arbitration Procedures: In the event that the employee 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.

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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 an arbitrator, pursuant to P.E.L.R.A., providing such request is made within twenty days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information:

- a) Upon appointment of the arbitrator, the appealing party shall, within five days after notice of appointment, forward to the arbitrator, with a copy to the School Board, the submission of the grievance which shall include the following:
  - (1) The issues involved.
  - (2) Statement of the facts.
  - (3) Position of the grievant.
  - (4) The written document relating to Article XV, Section 5 of the grievance procedure.
- b) The school district may make a similar submission of information relating to the grievance either before or at the time of the hearing.

Subd. 5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they 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. 6. 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 the arbitrator shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided in P.E.L.R.A. The arbitrator shall issue a written decision and order including findings of fact which shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

Subd. 7. 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 either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Subd. 8. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of these procedures. 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 on inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of public school boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

Section 9. Election of Remedies and Waiver: A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory

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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 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 this Agreement to enforce the award of an arbitrator.

**ARTICLE XVI: DURATION**

**Section 1. Term and Reopening Negotiations:** This Agreement shall remain in full force and effect for a period commencing on its date of execution July 1, 2020 through June 30, 2022 and thereafter as provided by P.E.L.R.A. In the event a successor agreement is not entered into prior to the commencement of the 2022-23 school year, an employee shall be compensated according to the last individual contract executed between the employee and the school district until such time that a successor agreement is executed. If either party desires to modify or amend this Agreement commencing at its expiration, 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 employees. 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. Nothing in this Agreement shall be construed to obligate the school district to continue or discontinue existing or past practices, or prohibit the school district from exercising all management rights and prerogatives, except insofar as this exercise would be in express violation of any term or terms of this Agreement.

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

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

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

**Service Employees International Union, Local 284**  
450 Southview Blvd.  
South St. Paul, Minnesota 55075

**Chisago Lakes Schools, ISD #2144**  
29678 Karmel Ave  
Chisago City, MN 55013

\_\_\_\_\_  
Coty Filip, Union Representative

\_\_\_\_\_  
Mark Leigh, Board Chairman

\_\_\_\_\_  
Alicia DeNio, Union Steward

\_\_\_\_\_  
Danielle Strenke, Board Clerk

\_\_\_\_\_  
Ian Lexvold, Union Steward

\_\_\_\_\_  
Dean Jennissen, Superintendent

Dated \_\_\_\_\_

Dated \_\_\_\_\_

## SALARY SCHEDULE

### SCHEDULE A Comp Worth (1-130)

	A	B	C	D	E	F	G	H	I	J	K	L
2020-22	12.41	12.85	13.29	13.88	14.46	15.03	15.60	16.31	16.63	16.95	17.29	17.62

### SCHEDULE B Comp Worth (131-149)

	A	B	C	D	E	F	G	H	I	J	K	L
2020-22	14.50	15.07	15.66	16.25	16.83	17.40	18.00	18.56	18.93	19.29	19.67	20.05

### SCHEDULE C Comp Worth (150-199)

	A	B	C	D	E	F	G	H	I	J	K	L
2020-22	15.54	16.36	17.23	17.99	18.63	19.14	19.72	20.46	20.86	21.28	21.69	22.11

### SCHEDULE D Comp Worth (200+)

	A	B	C	D	E	F	G	H	I	J	K	L
2020-22	22.93	23.51	24.11	24.70	25.26	25.84	26.41	26.99	27.52	28.04	28.59	29.14

<u>Longevity:</u>	<u>2020-2022</u>	<u>Extra Compensation (ExC)</u>
11-14 yrs (L1)	1.30	Full-time year-round ( <b>fty</b> r) (8 hr/12 mo) and Principal's Secretary ( <b>PrS</b> ); = + .90 per hour
15-19 yrs (L2)	1.40	
20+ yrs (L3)	1.50	

### Substitute Rate

	Schedule A	Schedule B	Schedule C	Schedule D
2020-22	11.81	13.43	14.81	19.52

There will be no retroactive pay adjustment for substitutes. The new substitute rates will be effective April 1, 2021.

**Chisago Lakes Schools, ISD #2144**  
**Secretarial, Clerical & Paraprofessional (2020-2022)**

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**Schedule A:** *(1-129 comp worth)*

Ass't. Program Supervisor, Kids Club  
Ass't. Program Supervisor Kids Club  
Classroom Para  
Classroom Para w/Math Emphasis  
Comp/Media Para  
ECFE Para  
ECFE/SR Para  
ECSE Para  
ECSE Para - Preschool  
Elem. Media/Comp. Lab/bld. Tech Support Para.  
Elementary Para  
Kids Club Para  
Media Para  
Media Para Secondary  
Office Para  
Office Secretary/Para  
Parking Lot Attendant HS  
Pre-school ECFE Para  
Reading & Math Interventionist Para  
Special Ed Clerical Assistant  
Special Ed Para  
Special Ed Para ALP  
Special Ed Para DCD  
Special Ed Para EBD  
Special Ed Para/Media Para

**Schedule C:** *(150-199 comp worth)*

Accomp./Vocal Music Asst.  
Accounts Payable  
Admin Ass't. to Assoc. Principal & Director in Charge of Activities  
Admin. Ass't. to Pathway Director  
Admin. Secy to the Directors  
CE Bookkeeper/Clerical  
Community Ed Clerical/Receptionist/Kids Club  
Community Ed Marketing/Spec. Event Coord.  
Community Ed Scheduler/Secretary  
Health Asst. RN  
Job Coach  
Payroll Assistant  
Principal's Secretary  
Program Supervisor, Kids Club  
Program Supv, Spec Ed Soc Behav Para (TF)  
Special Ed Admin. Due Process Secretary  
Special Ed DCD Wrk. Base learning Para.

**Schedule B:** *(131-149 comp worth)*

ADSI Behavioral Tech Para  
ADSI Special Ed  
Assessment Secretary/Receptionist, HS  
Assoc. Principal's & Counselors Secretary  
Assoc. Principal's Secretary  
Attendance & Clerical Para  
Attendance/Detention Para/Health Room Para  
Career Development Facilitator  
Check and Connect Coord/Tutor  
Classroom Para Resource Room Tutor  
Computer Para  
FOCUS Program Para  
Food Svc Sec/Bookkeeper  
General Supervision Para  
Health Assistant  
Media Para/Truancy Coordinator  
Media/Computer Lab Para/Bldg Tech Support  
Registrar (HS)  
Resource Room/Stop & Think Room Para (LS)  
Special Ed ALP Para/MS  
Special Ed Behavioral Para Level 1V  
Special Ed Intervention Monitoring Coord.  
Special Ed Para  
Special Ed Para - ASD (elem)  
Special Ed Para – Tutoring Center (HS)  
Special Ed Resource Room Para  
Special Ed Soc Behav (ISS/TABS/Setting III)  
Special Ed Soc Behav Option Room PTC  
Special Ed Social Behav. Para (TF)  
Special Ed Social Behavior II Para  
Special Ed Social Behavior Level III Para  
Special Ed Social Behavior Para (CLEC)  
Special Ed Social Behavior Para (*secondary*)  
Special Ed/LPN Para  
Special Ed/RN Para

**Schedule D:** *(200+ comp worth)*

District Bookkeeper  
HR/Benefits Coordinator