

**ISD 191 Burnsville  
Buildings and Grounds Employees  
Contract Proposal**

Proposed additions to the contract are shown by underline; proposed deletions are shown by ~~strikeout~~. Two-year contract, 2023-2025; change all applicable dates

**ARTICLE V UNION SECURITY**

**Section 1** With the authorization of the employee, each employee shall have the right to request and be allowed dues check off for the Union. The deduction authorization notice from the Union will include certification from the Union that the Union has and will maintain a valid authorization from the employee for whom deductions will be made. The District may require a copy of the valid authorization form only if a dispute arises about the existence or terms of the authorization. The dues and/or political action committee deduction(s) authorization remains in effect until the District receives notice from the Union that an employee has changed or cancelled their authorization(s) in writing in accordance with the terms of the original authorizing document(s).

~~The employee request shall be in the form of a written authorization, online sign-up, or audio recorded phone authorization submitted to the Union. The Union shall provide the District with the appropriate form of authorization (examples of appropriate form are: paper, electronic file, audio file) for dues/premier member dues deduction. The School District agrees to honor and implement all terms of dues check-off authorization 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 collected (including premier member), and all other provisions agreed to by the employee, as stated in the authorization, irrespective of the employee's membership in the Union. Such dues shall be remitted to the Union monthly.~~

**Section 6** ~~Upon request, the District shall make available to the Union a bargaining unit list of employees including name, address, work hours, work location, position, classification, wages schedule placement, and date of employment.~~

Within ten (10) calendar days of date of hire, the District shall provide the following contact information to the Union, name, job title, worksite location, home address, phone numbers on file with the district, date of hire, email addresses, wage, number of hours normally scheduled to work each day, and number of duty days in the year. Every 120 calendar days the District shall make available to the Union a complete bargaining unit list of employees including this same information

## **Section 7 New Hire Orientation**

The District will allow a Union designated representative to meet in person with newly hired employees for thirty minutes within thirty calendar days from the date of hire, during new employee orientations or (if the District does not conduct new employee orientations) at individual or group meetings. All employees participating in these meetings will be in pay status. The District will provide at least a ten day notice in advance of an orientation. Meetings may be held virtually or for longer than 30 minutes only by mutual agreement of the District and the Union.

## **ARTICLE XI CLOSING AND EMERGENCY DISMISSALS**

Section 1. It is expected that all employees report to work unless there are extenuating circumstances. In the event there are extenuating circumstances, employees must contact the Director of Operations or their Operations Supervisor at least two (2) hours prior to the employee's scheduled B/C shift and at least one (1) hour prior to the employee's scheduled A shift. The Director may approve the time off at their discretion. Employees that work on a day the District closes facilities, because of inclement weather or other emergency circumstances, will receive an additional ~~\$2.00~~ \$4.00 per hour for their shift.

Section 2. If, after arriving on the job, the employee is dismissed by the Superintendent of Schools or designee, the employee shall be compensated for the day. Employees that work that day, will receive an additional ~~\$2.00~~ \$4.00 per hour in addition to their regular rate of pay for the balance of their shift.

Section 3. In the event the District declares an e-learning day, employees directed not to report to work will be paid for normally scheduled work hours for the duration of the e-learning period. Employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.

## **Article XIII Holidays**

**Section 1** Twelve-month employees shall receive ~~ten (10)~~ eleven (11) paid holidays. They are Labor Day, Thanksgiving and the day following, Christmas Eve Day, Christmas Day, New Year's Eve Day, Memorial Day, Juneteenth, Independence Day, and one (1) floating holiday. When Christmas and New Year's fall on Saturday, the previous Friday will be observed as a holiday. When those two days fall on a Sunday, the following Monday will be observed. Employees working less than a twelve month schedule will receive holidays that fall within their schedule work period.

## **Article XIV**

### **Job Posting and Transfer**

**Section 7 Temporary Appointments:** When a supervisor replaces an employee in a higher classification on a temporary appointment or for any other reason with another lower paid employee

who qualifies for and performs all job functions of the higher classification for more than ~~10~~ four (4) work days, the temporary replacement shall receive the higher rate of pay. A temporary appointment to replace an employee in a lower classification continues at the regular rate. Pay is retroactive to day 1. The district agrees not to abuse this provision.

**Article XX**  
**Bereavement Absence**

Up to five (5) days per event shall be granted for a death in the immediate family. Immediate family shall include spouse, adult children, spouse of a child, parents or former guardians, grandparents, grandchildren, brother, sister and in-laws of a similar degree of relationship. Ten (10) days shall be granted for the death of a minor child. Up to three (3) days shall be permitted for a death of a nephew, niece, aunt or uncle.

**Article XXVI**  
**Retirement**

Section 1

Subd.1. A District match to a 403(b) program is available to members of the unit who are beginning their third (3<sup>rd</sup>) year of work in the District at .5 FTE or more. Effective July 1, 2021, the District will match \$750.00 as permitted under provisions of the Internal Revenue Code Section 403(b).

Effective July 1, 2023, the District will match \$1000 to members of the unit who are beginning their fifth (5<sup>th</sup>) year of work in the District at .5 FTE or more.

Subd.2. Effective July 1, 2015, an employee who as of July 1 has accumulated leave time in excess of two hundred and eighty (280) hours determined as of June 15<sup>th</sup> of the same tax year, and has taken one (1) or less leave days in the concluding fiscal year shall have sufficient leave days converted at the rate equal to ~~one thousand (\$1,000)~~ one thousand two hundred (\$1,200) which shall be contributed to an active ISD 191 approved 403(b) plan by the July 15<sup>th</sup> payroll.

An employee who as of July 1 has accumulated leave time in excess of two hundred and eighty (280) hours determined as of June 15<sup>th</sup> of the same tax year, and has taken more than one (1) leave day up to three (3) leave days, in the concluding fiscal year shall have sufficient leave days converted at the rate equal to ~~six hundred (\$600)~~ seven hundred (\$700) which shall be contributed to an active ISD 191 approved 403(b) plan by the July 15<sup>th</sup> payroll.

Effective July 1, ~~2015-2024~~, the conversion rate for leave days shall be ~~two~~ hundred dollars ~~(\$200)~~ per day equivalent to an employee's regular rate of pay.

**Salary Schedule  
2022-2023 (current)**

<b>Classification</b>	<b>Job Description</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
Lvl I	General	17.45	21.05	24.10	24.15
Lvl II	Courier General Grounds Pool	18.60	22.05	25.15	25.25
Lvl III	Building Lead Warehouse Lead	19.10	22.55	26.25	26.30
Lvl IV	Maintenance	27.25	27.25	27.25	27.30

**2023-2024**

<b>Classification</b>	<b>Job Description</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
Lvl I	General	20.00	22.10	25.30	25.35
Lvl II	Courier General Grounds Pool	21.00	23.15	26.40	26.51
Lvl III	Building Lead Warehouse Lead	22.00	23.67	27.56	27.61
Lvl IV	Maintenance	28.25	28.25	28.25	28.30

**2024-2025**

<b>Classification</b>	<b>Job Description</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
Lvl I	General	21.00	23.20	26.56	26.61
Lvl II	Courier General Grounds Pool	22.05	24.30	27.72	27.73
Lvl III	Building Lead Warehouse Lead	23.10	24.85	28.93	28.99
Lvl IV	Maintenance	29.66	29.66	29.66	29.71