

Non-Certified STAFF HANDBOOK

2023 - 2025



Cardinal Priorities

Relationships ♦ Integrity ♦ Respect ♦ Pride ♦ Excellence ♦
Communication

Cardinal commitments

Student Experience ♦ Climate & Culture ♦ Value ♦ Operations

INDEX

PURPOSE	PAGE 3
GENERAL INFORMATION	PAGE 3
JOB CATEGORIES	PAGE 4
SALARY	PAGE 4
HOLIDAYS	PAGE 4
ESST(Earned Safe & Sick Time) (9 & 10 MONTH EMP.)	PAGE 4
PAID TIME OFF/ ESST(Earned Safe & Sick Time) (12 MONTH EMP.)	PAGE 5
SICK LEAVE	PAGE 5
SICK LEAVE BANK	PAGE 6
BEREAVEMENT LEAVE	PAGE 6
JURY DUTY	PAGE 6
STATUTORY MEETINGS & OFFICIAL FUNCTIONS OF LOCAL GOVERNMENT AGENCIES	PAGE 7
UNPAID LEAVE OF & SHORT-TERM ABSENCE	PAGE 7
INSURANCE	PAGE 7
LIFE INSURANCE/VEBA/SHORT & LONG TERM DISABILITY PLAN	PAGE 8
WORKER'S COMPENSATION	PAGE 9
RETIREMENT	PAGE 9
SNOW DAY OR SCHOOL CLOSURE	PAGE 11
PAY CHECKS/TIME SHEETS/BREAKS/LUNCH	PAGE 11
JOB POSTINGS	PAGE 11
LAY-OFF PROCEDURES	PAGE 12
STAFF DISCIPLINE	PAGE 13
APPENDIX A	PAGE 15

Non-Certified Staff Handbook

Purpose: This handbook is intended to cover policies related to ISD 2170, Staples-Motley Schools Staples, MN and the custodial, buildings and grounds, food service, teacher assistants, professionals, office occupations, and school nursing staff.

General Information: This handbook is **NOT** an employment contract. Staples-Motley School District may revise or rescind this handbook at any time with the approval of the School Board of ISD No. 2170.

It is the duty and responsibility of every employee to be aware of and abide by existing rules and regulations. It is also the responsibility of the employee to perform his/her duties to the best of his/her ability and to the standards set forth in his/her job description or as otherwise established.

The district will follow the grievance process outlined in the master agreement of all groups. Any employee outside of a group is also entitled to a grievance process. The school board will review all facts and findings of the grievance and the school board or their designee's independent review will serve as the final review.

All new employees under this Handbook shall serve a probationary period of one calendar year with a written evaluation shared with the employee before the end of the probationary period, and the evaluation shall be placed in the employee's personnel file. Probationary personnel are subject to dismissal any time during the probationary period. All employees who are promoted to or transferred to another position shall have a twenty (20) workday probationary period. If, during that time, the school administration feels that the employee is not suited well to that position, the employee's promotion or transfer may be terminated. In such cases, employees shall have the right to bump back into their previous position at their previous rate of pay and with no loss of benefits.

Terms and conditions of employment means the hours of employment and compensation including fringe benefits and the employer's personnel policies affecting the working conditions of the employees.

Equal Opportunity Employer

It is the school district's policy to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, gender identity, age, family care leave status or veteran status. The school district also makes reasonable accommodations for disabled employees.

The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence. This harassment policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment. It is the responsibility of every school district employee to follow this policy. Any person having any questions regarding this policy should discuss it with the Superintendent.

Job Categories: Individual job descriptions can be found in the district files with employees being classified into 9-month, 10-month, and 12-month employees. Employees that are contracted 180 days or less are classified as 9-month employees. Employees that are contracted greater than 180 days and less than 220 days are classified as 10-month employees. Employees who are contracted 260 days or greater are classified as a 12-month. In order to be eligible to receive benefits outlined in this handbook, the employee must work a minimum of 28 hours a week in the months they are classified to work.

Salary: Salaries shall be calculated using the current salary schedule, Appendix A, or negotiated when a job category is not described in Appendix A of this agreement. The appropriate beginning grade for computing salaries shall be designated by the Board of Education. You will move one step for each 5 years of continuous service (beginning on the 6th year) in that position until you reach step 5.

Overtime pay shall be paid at the rate of one and one-half of an employee's regular rate for all hours worked over forty (40) hours per week. If a contracted employee works under more than one contract, that employee's overtime rate will be paid at the lowest contract rate.

Staff Development: Employees may attend up to two days (16 hours) of training/staff development that is appropriate to their position in any case, prior approval must be granted by the building/department supervisor.

Extra Pay: Plant Operation Personnel with Boiler's License shall be compensated \$. 50 cents/hour. There shall be only two plant operation personnel per building, which will be paid for having a boiler's license if required by state statute.

Paraprofessionals working with a Level 3 student shall be compensated \$.50 cents/hour. Paraprofessional must work with a Level 3 student (as stated in IEP) more than 50% of their workday.

When an employee is asked to come to the school to respond to an alarm, that employee will be paid at the lowest contract rate.

Holidays: All employees covered under agreement shall be eligible for holidays.

Employees working nine (9) months shall receive the following six (6) paid holidays at their assigned hours and rate of pay: New Year's Day, Good Friday, Memorial Day, Thanksgiving Day, and two days at Christmas.

Employees working ten (10) months shall receive an additional 7th paid holiday – Labor Day.

Employees working twelve (12) months shall receive additional 8th, 9th, and 10th paid holidays – the Friday after Thanksgiving, Juneteenth and July 4th

Earned Sick and Safe Time (ESST) (9 and 10 Month Employees): 9- and 10-month employees shall accrue 1 hour of ESST for every 30 hours of contracted time, beginning July 1st of each year. Leave requests should be made with a minimum of three (3) days notice and as far in advance as possible and must be approved by the immediate supervisor or administrator. Staff requesting ESST may be asked, by their supervisor, to specify the reason(s) for the requested leave. Care will be exercised by the supervisor / administrator to maintain confidentiality regarding the reasons for the ESST request. Any unused ESST will be carried forward for a maximum accumulation of eighty (80) hours. ESST may be taken in hourly increments if approved by the immediate supervisor and if needed substitutes are available and willing to work the unit of time needed.

When scheduling personal time, seniority shall prevail; however, all personal time scheduling must have supervisor approval. **Unpaid leave days will be capped at two (2) days per year.**

Paid Time Off / Earned Sick and Safe Time (ESST) (12 Month Employees): All employees working at least 260 days are eligible for paid time off (PTO)/ESST as described here. PTO/ESST days must be taken within the confines of employee's contract days. Leave requests should be made with a

minimum of three (3) days notice and as far in advance as possible and must be approved by the immediate supervisor or administrator. Employees start accruing ESST immediately at the beginning of employment, at a rate of 1 hour for every 30 contracted hours, with a maximum of 80 hours at any time. Each 12-month employee shall in addition receive ninety-one (91) hours paid PTO per year to be used at their discretion. An employee may carry forward up to five (5) PTO days, non-accumulative. The carried forward PTO time must be used by January 1st of the next fiscal year, and may be used to extend other PTO including using as paid time off immediately prior to retirement or termination of employment. Thereafter, July 1 shall be considered the anniversary for ESST & PTO determination as it relates to the year of hire.

When scheduling PTO/ESST, seniority shall prevail; however, all PTO/ESST scheduling must have supervisor approval. PTO/ESST may be taken in longer than two-week blocks provided that a timely request is filed with the supervisor, that appropriate substitutes may be found, and that the personal time will not adversely impact a necessary or scheduled work project

See Minnesota Statutes § 181.9447, subdivision 9

Sick Leave: All employees covered by this handbook are eligible for sick leave. Employees who terminate their employment with the district or have their employment terminated by the district within the first thirty (30) days of employment will have to pay back any sick leave used during that time. In order to be eligible for sick leave, that leave must be approved by the employee’s supervisor on the employee’s time sheet. Annual sick/personal leave shall be credited at the beginning of their contract year.

Sick leave is personal illness of the employee or serious illness and/or death of a member of the immediate family or a close personal associate. Up to five (5) days of sick leave may be allowed for death or serious illness of a member of the immediate family. Absences three (3) days or longer, the supervisor may require a note from a doctor. Each day’s absence beyond five (5) days will result in the deduction of one day’s salary, unless approved by the immediate supervisor.

Employee Classification	Sick Leave
9 or 10 Month Employee	24 hours
12 Month Employee	Eleven Days

Days/hours will be donated to the sick leave bank as needed to replenish the bank. The amount of hours employees contribute to the bank will be prorated according to their employee classification. **Sick leave will be capped at 85 days for nine (9) and ten (10) month employees with twelve (12) month employees having a cap of 100 days. Unpaid leave days will be capped at two (2) days per year.**

Sick Leave Bank: A sick leave bank will be established and is expressly intended to be used by any employee who is physically incapable of performing duties due to an accident or serious illness after they have used their personally accumulated sick leave. It is not intended to be used for any other type of leave provided for in other sections of this handbook. All deductions from this bank will be made only with the approval of the school superintendent. No support staff employees shall be

allowed to use the sick leave bank if they have fulfilled the waiting period and qualify for income protection under long-term disability. The staff is cooperating in establishing a common sick leave bank.

Employees shall contribute sick leave days from their personal sick leave accumulation to the existing sick leave bank when the sick leave bank is depleted. Hours employees donate to the bank will be prorated according to their employee classification. Employees of the district who exhaust their personal accumulated sick leave allowance shall be allowed reasonable and necessary withdrawals from the common bank, provided there are sufficient days available in the bank.

Employees who have drawn from the sick leave bank will repay 50% of that withdrawal. This repayment shall be made by paying the bank 50% of their future sick leave accumulation until the required number of sick leave days and/or hours are replenished.

Employees who have drawn from the sick leave bank must remain in the school district for two years after recovering, or they shall be required to pay the school district any amount of hours remaining to be paid as outlined in the prior paragraph above.

In cases where employees have remained in the school district for two years or more after withdrawing from the bank and then discontinue employment with the district, they shall forfeit their accumulated sick leave back to the sick leave bank up to the 50% payback amount specified in "Subsection a". If that 50% payback amount is not reached with all of their accumulated sick leave days, there shall be no further payback due.

In case of terminal illness all payback provisions will be waived.

Bereavement Leave: Bereavement leave will be provided upon the death of a family member. Employees who have worked at least 60 days will be paid for up to two (2) days' pay per occurrence for time lost from work to provide for or attend funerals of immediate family members. "Immediate family" is defined as the employee's spouse, child, parent, spouse's parent, grandparent, grandchildren, sister, brother, or other significant relative. The two days are calendar workdays. For instance, a half-time employee would get two calendar workdays, not four half-days. If additional time is needed, employees may get extra days approved through the provisions of sick leave or personal leave if applicable.

Jury Duty: When requested, an employee may serve on jury duty. The School Board shall pay the employee full salary, provided that such employee agrees to return to the Board all wages received for serving on jury duty, except for mileage, hotel or meal reimbursements, or other expenses incurred for jury duty. Leaves according to this section shall not be deducted from the employee's sick/personal leave or vacation totals.

Statutory Meetings and Official Functions of Local Government Agencies: An employee may make applications to their supervisor to be absent to attend meetings or participate in statutory functions of local governmental agencies. If the supervisor approves the request, such absences shall be charged against the employee's personal time.

Unpaid Leave of Absence: An employee wishing to request a leave of absence may do so by writing a letter of request to the superintendent and the school board. The school board may approve or disapprove the request, depending upon the nature of the request. Such factors will be considered as the employee's past service and the recommendation of the employee's supervisor. No leave of

absence may be for more than one year. Seniority does not accrue during the leave but resumes when the employee returns to work for the school district within the terms of the leave. Should the employee not return on expiration of leave, and in the absence of any other agreement with the board, all prior rights will be forfeited by April 1.

Short Term Leave of Absence: An employee may apply to the superintendent for a short-term leave of absence, not to exceed twenty (20) days. The superintendent will make a decision whether or not to approve this leave based on such factors as the nature of the request, the impact on the district, and the employee's past service with the district. Such leave will be without pay, but benefits will continue during this leave. Employees may appeal the superintendent's decision to the school board. Should the support staff member not return on expiration of the leave, and in absence of any other agreement with the school board, all prior employee rights and benefits will be forfeited.

Insurance: The school district will pay \$6,000 (SLPA's and 12 Month), \$2600 (9 Month), or \$3200 (10 Month) towards health insurance premium/costs. Any unused insurance money paid by the District that is above the cost of the employees' insurance premium amount will be deposited into the employees HRA or HSA. Staff whose work agreements are less than full-time will have this benefit prorated according to their full-time equivalency (FTE). Staff must be employed a minimum of a 28 hours a week to qualify for this benefit. As of July 1st, 2022, to be eligible for the aforementioned district contribution an employee must participate in the school district's health insurance plan unless his/her spouse carries family insurance in another district/agency participating in the same risk management pool. Employees who were employed before July 1st, 2022, may continue to have money put solely in a HRA or HSA at the rate of \$6000 (SPLA and 12 month), \$2600 (9 Month), or \$3200 (10 Month). These rates will not have amounts added to them in future contracts. Once an employee that is contributing solely to an HRA or HSA elects to not participate in this benefit they are no longer eligible for this benefit in the future. Staff contracting to work less than full-time may participate in the school district's group health insurance plan by paying the difference between the school district's prorated portion and the full premium through payroll deduction. Staff who are eligible for the district health insurance contribution mentioned above and are covered under their spouse's dependent plan (said spouse being a full-time staff member in the school district or any agency participating in the same risk management pool) shall apply their full amount toward the family policy and have the positive balance of their benefit, if there is one, deposited into their individual HRA. The parties agree that the Exclusive Representative shall not select a group health and hospitalization plan that causes or will cause penalties, fees, or fines to be assessed against the school district.

All retired employees shall have the right to remain in the group health insurance plan. Employees choosing to remain in the group plan must pay their own premium unless covered by other benefits outlined in this handbook. (see Retirement Category)

Health Reimbursement Arrangement (HRA) and Health Savings Account (HSA). The purpose of the HRA or HSA shall be to provide an entity to manage the employees' health benefit and pay for eligible health care expenses. Each employee shall have a separate account within the HRA or HSA administered by an outside vendor. The vendor shall provide a Plan Document to all eligible employees. The Plan Document will describe the benefit features, including investment options, and shall disclose all expenses. The vendor will also provide a copy of the HRA Trust Document to the business office for review.

This fund may be used only by employees and their immediate families, as established in Internal Revenue Code, section 152 and HRA Revenue Ruling 2006-36. There shall be no limit on the amount an employee member of the fund may accumulate.

Any balance remaining in an employee member's account at death shall be used for final eligible expenses for the deceased, after which the remaining balance may be used by any surviving spouse and/or legal dependent(s). If there are no legal dependents and/or spouse, the funds remaining in the HRA will be disbursed according to the agreement with the HRA provider. Qualifying claims as allowable per IRS regulations

Life Insurance: For each full-time employee the school district shall provide \$50,000 (fifty thousand dollars) term life insurance. If an employee works less than 260 days, the life insurance provided shall be prorated accordingly. All retired employees have the right to remain in the Life Insurance Group until age 65. 9- and 10-month employees choosing to remain in the Life Insurance Group shall pay their own premiums unless covered by other provisions of this handbook. 12-month employees in the case of life insurance, the single plan will be paid until the age coverage is discontinued as specified by the insurance company

VEBA: Establishment of VEBA: The school District shall make available a VEBA Plan and Trust to all qualified employees and eligible retirees. The employees shall be part of the group which is made up of all bargaining units in the District to determine the appointment of the trustee and plan administrator for the VEBA Plan and Trust.

Short Term Disability Plan: For each employee that elects to participate in a voluntary short-term disability plan, all leave accrued must be used before they are eligible for the short-term disability benefit.

Long Term Disability Plan: For each full-time employee not on leave of absence without pay, the Board of Education agrees to furnish and pay the full premium for an income protection insurance plan that will pay any employee, who is disabled, two-thirds (2/3) of the employee's basic contracted salary less any payments from Social Security or other compensation, with payment of benefits to begin 120 (one-hundred and twenty) calendar days after such employee becomes disabled, and to continue as long as the employee remains disabled, or until he/she reaches the duration of benefits specified in the Insurance contract (see below). The district shall annually, at the policy's renewal date, review employee salaries and inform the insurance carrier of required adjustments in the salary cap in order to assure all employees are covered for 2/3 of their salary.

<i>Mo. Benefit</i>	<i>Age at Disablement</i>	<i>Duration of Benefits</i>
2/3 of Mo. Earnings	Prior to age 60	To the day before attaining the Soc. Sec. Retirement Age as stated in the 1983 Revision or any later revision of the U. S. Soc. Sec. Act.
2/3 of Mo. Earnings	Age 60 – 64	To the later of the above or 36 mo.
2/3 of Mo. Earnings	Age 65 – 67	24 months
2/3 of Mo. Earnings	Age 68 – 69	18 months

2/3 of Mo. Earnings	Age 70 – 71	15 months
2/3 of Mo. Earnings	Age 72 or above	12 months

Worker's Compensation: The employer shall comply with the provisions of Minnesota statutes governing worker's compensation laws. All employees who are injured during the course of their employment shall file, on forms furnished by the employer, an accident report with the designated supervisor no matter how slight the injury. Any compensation received by the employee for loss of time, if the employee is receiving sick pay, shall be deducted from earnings.

Retirement: Employees who have completed at least 13 years of continuous service with the school district, and are at least fifty-five (55) years of age, shall be eligible for early retirement income pursuant to the provisions of this handbook, upon submission of a written letter of retirement/resignation, accepted by the Board of Education

In the event that the IRS determines that a severance benefit paid by the district is constructively received by an employee, the district will pay to the IRS the amount necessary to comply with the withholding standards under IRS rules in the year that the income is constructively received. The employee shall receive, upon retirement, any severance due, minus any amount that has been previously paid to the IRS.

12-month employees hired after July 1, 2010, will not receive severance payments. Post July 1, 2010, 12-month employees will continue to receive post -employment insurance benefits. 9- and 10-month employees hired after July 1, 2014, will not receive severance payments. Post July 1, 2014, 9- and 10-month employees will continue to receive post -employment insurance benefits.

- 12-month employees shall be eligible to receive upon retirement the amount obtained by multiplying forty (40) percent of the number of sick leave days, but in any event, not to exceed fifty (50) days times the employee's daily rate of pay.
- 9- and 10-month employees shall be eligible to receive as severance pay upon retirement, the amount obtained by multiplying 60 percent of his/her unused number of sick leave days, but in any event not to exceed fifty (50) days, times his/her daily rate of pay.
- All eligible employees, upon early retirement, shall receive as early retirement income pay an amount representing six (6) days of pay for each complete year of service, but not to exceed a total of sixty (60) days' pay. The basis of this computation would be the school district's financial year. In applying the provisions of this article, an employee's daily rate of pay shall be the basic rate of pay at the time of retirement as provided in the basic salary schedule for the basic school year and shall include any additional compensation.

Applying these provisions, an employee's daily rate of pay shall be the basic daily rate plus longevity allowance at the time of retirement. The basic daily salary shall be computed by dividing the basic salary from Appendix A plus longevity pay by the days worked. All payments made to an employee through provisions in, Career Increment Pay, shall be deducted from retirement payments calculated in this Article. *Example:* If a retiree is eligible to receive \$11,000 for unused sick leave/years of service but has, during employment with the District, received \$2,500 in career increment payments, the total retirement payments would be \$8,500.

Early retirement income shall be paid by the school district in three (3) equal installments. One payment shall be made at retirement, and the remaining two (2) payments shall be made annually.

Payments shall be completed within 24 months from the date of retirement. This benefit shall not be granted to any employee who is discharged by the school district. In case of death before all payments are made, the remaining balance shall be paid to the designated heir.

In addition, employees who apply for early retirement shall be eligible to remain in the existing group medical insurance and life insurance plans and shall remain eligible for Board contribution toward those plans. The amount of this contribution shall equal the amount received at the time of retirement. Eligibility for this contribution is to continue to the end of the month in which the employee turns 65 or becomes eligible for Medicare, whichever is later. Contributions shall be prorated based on hours worked annually immediately prior to retirement. Medical contributions not used for the school district health insurance plan shall be put in the employee's HRA or HSA fund.

403 (b): Subject to the limitations listed below, the school district will contribute an amount equal to the value of the employee's severance pay directly into the retiree's 403 (b) account. The employee will not receive any direct payment from the school district for severance pay or the remaining balance of the guaranteed payout.

The school district's annual contribution into the retiree's 403 (b) account must not exceed the IRS contribution limit. If the retiree has any severance remaining after the limit is reached in the year of separation, the school district will make a contribution up to the IRS maximum into the retiree's 403 (b) account in the following year(s).

Pursuant to the provisions of M.S. 123B.02, Subd. 15. and Section 403(b) of the Federal Internal Revenue Code, the school district will make matching contributions for each employee who has completed at least two (2) consecutive years of employment.

Eligible employees shall be eligible for an annual school district matching contribution as follows:

<u>Years of Service</u>	<u>9 and 10 Month</u>	<u>12 Month</u>
0-2	\$0.00	\$0.00
3-5 (beginning year 3)	\$150.00	\$400.00
6-9	\$300.00	\$750.00
10-14	\$450.00	\$1,100.00
15+	\$600.00	\$1,500.00

The school district will make matching monthly contributions to a participating employee's 403(b) annuity plan. The plan year extends from July 1 through June 30. The annual limit on the amount employees may contribute to his/her 403(b) annuity account shall be governed by applicable law and regulation. It is understood that the district will then match the amount chosen by the employee dollar-for-dollar up to the maximum contained in the table above.

Participation in the benefits of this section is limited only to employees who select one (1) of the District's approved vendors.

To be eligible for the provisions of this article, an employee must notify the school district, in writing, by August 1st of his or her intention to participate in this matching program and the amount of the

employee's contribution. This notice shall continue from year to year at the specified amount unless the employee notifies the school district, in writing, otherwise.

The employee's contribution shall be made by payroll deduction.

An employee on unpaid leave status may not participate in the provisions of this article.

The provisions of this article are subject to all limitations relating to such plans as provided by Federal and State laws.

Snow Day or School Closure: If school is closed nine (9) and ten (10) month employees are not required to come to work. Twelve (12) month employees will need to make every effort to make it to school on days that school is late, released early or closed.

Pay Checks: Employee's will be paid on the 15th and 30th (if the 15th or 30th falls on a weekend or holiday the pay will take place on the first weekday before) of the month. This pay will be based on the hours worked during the pay period.

Time Sheets: All categories and classifications must submit a time sheet to be approved by their supervisor. Any employee falsifying a time sheet will be subject to immediate dismissal.

Breaks/Lunch: Employees working five (5) hours or more shall be provided a duty-free unpaid lunch period of at least thirty (30) minutes per day. Employees shall receive a paid fifteen (15) minute break for each four (4) hours of work time per day.

Job Postings: All job openings shall be posted. Job openings consist of all new or open positions. In the event of a job opening, the job shall be announced by bulletin for a period of five (5) working days. Qualified employees within the support staff employee unit shall be given the first opportunity to apply for the position. Whenever possible, the vacancy shall be filled from among present employees, giving consideration to seniority and employee qualifications for the job. Administration reserves the right to determine placement of personnel. If an existing employee is not chosen for a transfer or a new job position for which he or she has applied, a meeting shall occur between him/her and the direct supervisor giving reasons for not being selected.

All postings will be placed on the appropriate bulletin boards in each building in the school district where employees are assigned work duties. Jobs shall be posted in house for a period of five (5) working days. Notice of openings are e-mailed to all staff.

If a job position is increased one (1) hour per day or less with no change in responsibilities, and has not been increased in the previous two (2) years, it does not need to go through the posting process.

Lay-Off Procedures: Lay-offs shall be used for a reduction of the work force, when in the discretion of the superintendent it is deemed necessary and appropriate. Normally, the administration will consider other known options for reduction of staff prior to implementing a lay-off. Some of these options include:

- a. Hiring restrictions
- b. Voluntary leaves of absence
- c. Retirements or resignations
- d. Selected termination of probationary employees

When implementing a lay-off, the number of lay-offs for each job category will be determined. Written notification then will be provided employees facing lay-off. Preference will be given to seniority when determining the lay-off.

Seniority is defined as an employee's length of continuous contracted service with the district. Employees shall accrue seniority following the completion of the probationary period defined in this agreement. Once the probationary period is completed, seniority shall be retroactive to the first day of contracted employment.

Continuous employment shall include:

- a. board approved leaves of absence for no more than one year
- b. medical leaves
- c. long-term disability leaves
- d. lay-offs (not to exceed two years)

An employee shall lose seniority through:

- a. Termination
- b. Retirement
- c. Resignation
- d. Leave of absence of more than one year
- e. Lay-off of more than two years

More senior employees may "bump" less senior employees. "Bumping" is defined as the practice by which an employee with more seniority may replace another employee with less seniority. Bumping is allowed only when an employee is facing lay-off and only within the following parameters:

- a. Within ten days from the date an employee receives written notice of a lay-off, they must provide written notification to the superintendent if they wish to exercise their bumping rights.
- b. An employee may only bump into a position of equal or lessor grade classification.
- b. An employee may not bump to more of an FTE than that employee currently has. For instance, a half-time janitor with more seniority may bump a less senior janitor who is working full-time, but the half-time custodian can only bump half of the full-time janitor's position.
- c. Bumping may only occur within a particular employee's job category or an employee's previous job category. Job categories are defined elsewhere in this agreement. Seniority within a job category starts as soon as the employee starts work under a contract in that particular category. Employees may use cumulative seniority to bump into a position in a job category where the employee previously worked.
- d. In order for an employee to bump into another position, the administration must determine that no significant additional training is needed for that employee to adequately perform the duties of the position into which the employee wishes to bump.
- e. Once the bumps are determined, the administration reserves the right to reassign and schedule positions for the best operation of the district. Reassignments will be within job category and job grade classification. For instance, if a grade nine (9) position bumps into a grade seven (7) position, reassignment cannot be made to a grade six (6).

A seniority list shall be prepared by the superintendent's office by March 1st of each year, or at least thirty (30) days prior to any notifications of lay-off. Employees may challenge the list for possible

corrections any time within the first thirty (30) days after the list is posted. After thirty (30) days, the list shall be frozen.

Employees placed on lay-off shall be recalled in reverse order of lay-off. This recall shall be for up to two years following the lay-off, providing the employees on lay-off inform the school by April 1 of each succeeding year following the lay-off that they wish to be given the option of recall should an appropriate vacancy open. It is the responsibility of the employee on lay-off to notify the school of any address or phone number changes essential if the district needs to notify the employee of a recall.

Staff Discipline: A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement interpretation of application of the terms and conditions contained in this agreement.

Definitions and Interpretation:

Extension: Time Limits specified in this Agreement may be extended by mutual agreement.

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 this agreement.

The grievance shall be submitted in writing to the employee's supervisor setting forth the facts and the specific provision of the Agreement allegedly violated, and the particular relief sought within twenty (20) days after the date of the first event giving rise to the grievance. An effort shall first be made to adjust any alleged grievance informally between the employee and his/her immediate supervisor.

The employer and employee shall attempt to adjust all grievances which may arise during the course of employment of any employee within the school district in the following manner:

Level I. Within five (5) days following the receipt of the written grievance, the immediate supervisor shall meet with the "aggrieved person" to resolve the grievance. If settlement is not agreed upon, the immediate supervisor shall report, in writing, disposition of the grievance to the superintendent and the aggrieved person within five (5) days of that meeting

Level II. Within five (5) days after receiving the written decision of the immediate supervisor, the superintendent or their designee shall meet with the "aggrieved person" and a group representative. The superintendent shall render their decision concerning the grievance in writing to the aggrieved person and the school board within ten (10) days of that meeting.

Level III. Within ten (10) days after receiving the superintendent's decision, the "aggrieved person" and/or a group representative may appeal the decision in writing to the school board. The school board shall meet with the "aggrieved person" and/or a group representative within forty (40) days of the appeal in an attempt to resolve the grievance. The school board shall issue a written decision to the "aggrieved person" and/or the group representative within ten (10) days of that meeting.

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 board, or its representative notifies the parties of its intention to review them within ten (10) days after the decision has been rendered. In the event the board reviews a grievance under this section, the board reserves the right to reverse or modify such decision. The decision of the board shall be final.

Appendix A

Seasonal Employees

Mowing/Garden		
Step	23-24	24-25
1	\$16.52	\$17.34
2	\$17.13	\$17.98
3	\$17.76	\$18.64
4	\$18.42	\$19.34
5	\$19.10	\$20.05

B&G/Lead Gardener		
Step	23-24	24-25
1	\$17.40	\$18.27
2	\$18.04	\$18.94
3	\$18.71	\$19.65
4	\$19.40	\$20.37
5	\$20.12	\$21.12

Adventures Supervisor		
Step	23-24	24-25
1	\$18.76	\$19.70
2	\$19.45	\$20.42
3	\$20.18	\$21.19
4	\$20.88	\$21.93
5	\$21.63	\$22.71

Adventures Assistant		
Step	23-24	24-25
1	\$17.71	\$18.60
2	\$18.40	\$19.32
3	\$19.13	\$20.09
4	\$19.83	\$20.83
5	\$20.58	\$21.61

Adventures Aide (Under 18)		
Step	23-24	24-25
1	\$15.51	\$16.28

9 Month Employees

Cook		
Step	23-24	24-25
1	\$16.52	\$17.34
2	\$17.18	\$18.04
3	\$17.81	\$18.70
4	\$18.47	\$19.39
5	\$19.15	\$20.11

LPN		
Step	23-24	24-25
1	\$19.18	\$20.14
2	\$19.81	\$20.80
3	\$20.74	\$21.77
4	\$21.70	\$22.79
5	\$22.72	\$23.86

Head Cook		
Step	23-24	24-25
1	\$18.43	\$19.35
2	\$19.12	\$20.08
3	\$19.83	\$20.83
4	\$20.57	\$21.60
5	\$21.34	\$22.40

SLPA		
Step	23-24	24-25
1	\$27.25	\$28.61
2	\$28.43	\$29.86
3	\$29.46	\$30.94
4	\$30.59	\$32.12
5	\$31.75	\$33.34

Paraprofessional		
Step	23-24	24-25
1	\$17.71	\$18.60
2	\$18.40	\$19.32
3	\$19.13	\$20.09
4	\$19.83	\$20.83
5	\$20.58	\$21.61

10 Month Employees

Secretary		
Step	23-24	24-25
1	\$18.43	\$19.35
2	\$19.12	\$20.08
3	\$19.83	\$20.83
4	\$20.57	\$21.60
5	\$21.34	\$22.40

12-Month Employees

Lead Custodian		
Step	23-24	24-25
1	\$19.46	\$20.43
2	\$20.13	\$21.13
3	\$20.93	\$21.97
4	\$21.76	\$22.84
5	\$22.63	\$23.76

Custodian		
Step	23-24	24-25
1	\$15.89	\$16.68
2	\$16.58	\$17.41
3	\$17.24	\$18.10
4	\$17.93	\$18.83
5	\$18.64	\$19.57

B & G Staff		
Step	23-24	24-25
1	\$17.88	\$18.78
2	\$18.61	\$19.54
3	\$19.35	\$20.32
4	\$20.13	\$21.13
5	\$20.93	\$21.97

Lead B&G/Trans Mech.		
Step	23-24	24-25
1	\$22.84	\$23.98
2	\$23.74	\$24.93
3	\$24.69	\$25.92
4	\$25.67	\$26.96
5	\$26.69	\$28.03

AP/AR		
Step	23-24	24-25
1	\$24.52	\$25.74
2	\$25.81	\$27.10
3	\$26.84	\$28.18
4	\$27.91	\$29.30
5	\$29.03	\$30.48

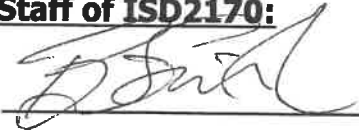
IT Technician		
Step	23-24	24-25
1	\$23.47	\$24.64
2	\$24.71	\$25.94
3	\$25.69	\$26.98
4	\$26.73	\$28.07
5	\$27.79	\$29.18

Lead Admin Asst		
Step	23-24	24-25
1	\$22.84	\$23.98
2	\$23.74	\$24.93
3	\$24.69	\$25.92
4	\$25.67	\$26.96
5	\$26.69	\$28.03

Night Custodian		
Step	23-24	24-25
1	\$16.16	\$16.97
2	\$16.85	\$17.70
3	\$17.51	\$18.39
4	\$18.21	\$19.12
5	\$18.92	\$19.87

For the Non-Certified Staff of ISD2170:

Representative, Brian Smith:



Date:

1/31/24

Representative, Dave Trantina:



Date:

1-26-24

Representative, Shelli Rau:



Date:

1-29-24

Representative, Melissa Richards:



Date:

2/1/24

Representative, Annie Capistrant:

ABC

Date:

1-26-24

Representative, Melissa Jewison:

Melissa Jewison

Date:

1-26-24

For the Administration of ISD 2170

Board Member, Chandler Trout:



Date:

2-5-24

Board Clerk, Lisa Anderson:



Date:

2-5-24