

# Collective Bargaining Agreement

Between

Independent School District 281

Robbinsdale Area Schools

Hennepin County, Minnesota

and

Education Assistants

Robbinsdale Federation of Teachers

Local 872

(American Federation of Teachers, AFL – CIO)

2023-2024

2024-2025



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**PREAMBLE**

The School Board and the Education Assistants of District 281 recognize that they have a common responsibility beyond their collective bargaining relationship. Each will strive to achieve quality long-term education goals and programs through the establishment of mutually accepted channels of communication. It is hoped that this joint effort will contribute in significant measure to the advancement of public education in District 281.

**AGREEMENT**

This Agreement entered into between the School Board of Independent School District 281, Hennepin County, Minnesota, hereinafter referred to as the School Board, and the Robbinsdale Federation of Teachers, Local 872, American Federation of Teachers, AFL-CIO, hereinafter referred to as the Federation, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, hereinafter referred to as the PELRA of 1971 as amended, to provide the terms and conditions of employment of Education Assistants during the duration of this Agreement.

**RECOGNITION**

In accordance with PELRA of 1971 as amended, the School Board recognizes the Robbinsdale Federation of Teachers as exclusive representative of Education Assistants employed by this School Board. The Federation shall represent all the Education Assistants of School District 281 as defined in this Agreement.

## ARTICLE I - DEFINITIONS

### 1-1 Terms and Conditions of Employment

The term "Terms and Conditions of Employment" means the hours of employment, the compensation therefore including fringe benefits, and the employer's personnel policies affecting the working conditions of the employees. This does not mean the retirement contributions or benefits nor does it mean the education policies of the District.

### 1-2 Appropriate Unit

For the purpose of this Agreement the term "appropriate unit" shall mean that unit of employees classified by the School Board as Education Assistants consistent with 1-3 of this Agreement, except that it shall exclude the following: confidential employees, supervisory employees, essential employees, employees whose services do not exceed 12 hours per week, 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.

### 1-3 Education Assistants

This shall mean all persons employed and classified as Education Assistants by the School Board.

The Board and the District Comparable Worth agent recognize three (3) classes of Education Assistants. The classes are based on job description and reflect different levels of independent decision making.

#### 1-3-1 Class 2 - Monitor and Bus Monitor Education Assistants

Class 2 Education Assistants whose primary responsibilities include supervision of students on the playground or in other areas in the school building during normal school hours.

#### Class 2 - Adventure Club and Youth Program Education Assistants (AT1)

Class 2 shall include Education Assistants whose primary responsibility is with the District's Continuing Education Youth Program or the Adventure Club extended day program. Adventure Club Education Assistants plan and implement curriculum for children in the Adventure Club program. (Meet requirement of teacher as outlined in Department of Human Service Rule 3).

#### Class 2 - Media and Technology Education Assistants

Class 2 shall include Education Assistants whose primary responsibilities include supporting the Media Specialist and school staff, supporting and helping maintain building technology, and supervising activities in the Media Center and computer labs.

#### Class 2 - Clerical Education Assistants

Class 2 shall include Education Assistants whose primary responsibilities include performing clerical functions and producing and distributing materials for teachers.

#### 1-3-2 Class 3 – Adult Academic Education Assistant

Class 3 shall include Education Assistants whose primary responsibility is to work in the Adult Academic Program.

#### Class 3 - Health Education Assistant

Class 3 shall include Education Assistants whose primary responsibility is to assist school nurses in treating the health needs of elementary, middle school or high school students.

**Class 3 - Tutor Education Assistants**

Class 3 shall include Education Assistants whose primary responsibility is to serve students in elementary/secondary schools designated in District 281 and assist teaching staff with individual or group learners in specific subject areas.

**Class 3 - Early Learning Education Assistants**

Class 3 shall include Education Assistants whose primary responsibility is supervision of the students who participate in the Early Childhood Family Education Program.

**Class 3- Special Education Assistants**

Class 3 Education Assistants shall include Education Assistants in Special Education in the following subcategories:

- 3-A** Special Education – Resource-level services
- 3-B** Special Education – Center-based Program
- 3-C** Special Education – Early Learning
- 3-D** Special Education – Due Process

Education Assistants who work in Special Education categories will be provided annual training.

Special Education Assistants are required to complete the PCA online certification within two (2) weeks of employment. Once completed, the Special Education Assistant is paid for up to two (2) hours at the Special Education Assistant hourly rate. Special Education Assistants will receive the information at their Human Resources orientation.

Special Education Assistants before or beginning at the time of employment, must develop sufficient knowledge and skills in emergency procedures, building orientation, roles and responsibilities, confidentiality, vulnerability and reportability, among other things, to begin meeting the needs, especially disability-specific and behavioral needs, of the students they support.

Annual Training will be provided to enable the Education Assistant to further develop knowledge and skills specific to the students with whom they work.

**Class 2, 3 and 4 Education Assistants (not Special Education)**

New Education Assistants will be required in the first sixty (60) days of working with staff to complete training on emergency procedures, confidentiality, vulnerability, reporting obligations, discipline policies, roles and responsibilities and building orientation.

**Professional Growth Workshops**

Special Education Education Assistants will be required to team in conjunction with their Special Education Teacher one day during workshop week as determined by the teacher and Director of Special Education. If the team is requesting to meet prior to workshop week approval is required from the Director of Special Education. The Special Education Assistant will work 6.5 hours and be paid their regular rate.

**1-3-3 Class 4 – Security Education Assistant**

Security Education Assistants will be hired at Class 4 and will be required to complete a total of sixty-seven (67) hours of specialized training (fifty-two [52] hours in year one and fifteen [15] hours in year two). The additional fifteen [15] hours are required within year two and will be done on professional development days.

**Class 4 - LPN Education Assistant**

Licensed Healthcare Education Assistant with specialized training (Licensed Practical Nurses) whose primary responsibilities shall be to assist licensed providers in the provision of health-related services.

**1-4 Vacancy**

A vacancy shall mean an unfilled position of more than 60 (sixty) working days within the bargaining unit, which the District elects to fill.

**1-5 Seniority**

The seniority date shall be the first day of employment. In case of a tie, the Education Assistant's social security number shall be used; the higher number being more senior.

**1-6 Affirmative Action**

District 281 and the Education Assistant unit support the affirmative action plan which states that District 281 will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, marital status, disability, age, status with regard to public assistance or membership or activity in a local commission dealing with discrimination except where such status is a bona fide occupational qualification.

**ARTICLE II - SCHOOL BOARD RIGHTS**

**2-1 Inherent Managerial Rights**

The School Board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and the selection, direction, and number of personnel.

**2-2 Management Responsibility**

The School Board has the right and obligation to manage efficiently and conduct the operation of the District within its legal limitations and with its primary obligation to provide education opportunities for the students of the District.

**2-3 Effect of Laws, Rules and Regulations**

All employees covered by this Agreement shall perform the non-teaching services prescribed by the School Board and shall be governed by the laws of the State of Minnesota, federal laws, and by the School Board rules, regulations and directions issued by properly designated officials of the District.

**2-4 Reservation of Board's Rights and Duties**

This Agreement is not intended to override the statutory power of the School Board of the District to make rules and regulations to manage and to direct all the operations and activities to the full extent authorized by law, relative to whatever is necessary for the proper establishment, maintenance, and management of the public school system.



## ARTICLE III - EDUCATION ASSISTANTS AND FEDERATION RIGHTS

### 3-1 Right to Join

Education Assistants have the right to join any Education Assistant organization, but membership in an Education Assistant's organization shall not be required as a condition of employment.

### 3-2 Right to Discuss Complaint

No Education Assistant shall be prevented from informally discussing a complaint with their immediate supervisor or processing a grievance in their own behalf in accordance with the grievance procedure hereinafter set forth in Article IV.

### 3-3 Dues Check Off

Education Assistants shall be allowed dues check off to the Federation. Upon receipt of a properly executed authorization card of the employee, the District will deduct from the employee's pay the dues which the employee has agreed to pay to the exclusive representative. Such deductions shall normally be made in 20 equal installments beginning in September.

### 3-4 RFT Education Assistant Building Representatives

The RFT Education Assistant president/designee and building representatives shall be allowed reasonable time during the work year to carry out the duties necessary for the purpose of communicating Federation business to members of the unit. Such time shall be arranged between the RFT Education Assistant president/designee or building representative and the building principal.

Up to seven (7) days leave per year shall be granted to the Education Assistants' bargaining unit upon request of the Federation president for purposes related to the conduct of bargaining unit business.

#### 3-4-1 President Release Time

It is acknowledged that the Union President shall be granted .5 release time for the RFT President for the purposes related to the conduct of bargaining unit business. Trial basis '24-'25 and '25-'26 school years. That .5 release time will be reimbursed by the Federation at the Category 3/Step 3 pay rate. The President will continue to accrue seniority based on the current assignment.

### 3-5 Education Assistant Evaluation

When a written evaluation of an Education Assistant is made by their supervisor, the following procedures shall be followed:

#### 3-5-1 Material Filed

The Education Assistant shall be given an opportunity to read the written evaluation. The Education Assistant shall sign the copy to be filed, with the understanding that this means that the Education Assistant has read the material, but not that the Education Assistant necessarily agrees with its content.

#### 3-5-2 Right to Answer Material Filed

The Education Assistant shall have the right to answer any material filed and the Education Assistant's answer shall be attached to the file copy.

#### 3-5-3 Reproduction of Material Filed

The Education Assistant may have reproduced any material in the Education Assistant's file at the Education Assistant's expense.

**3-5-4 Performance Evaluation**

Within the first month of the school year/new assignment, a licensed Administrator will meet with the Education Assistants to go over job responsibilities and expectations to include building orientation for new employees. A second meeting will be done by June 1 to go over individual evaluations.

**3-6 Union Representation**

Education Assistants shall be entitled to have a Federation Representative present at meetings with District Officials when the nature of the meeting involves disciplinary action in accordance with 6-7 Dismissal Due to Unsatisfactory Work, and 7-2 Transfer Guidelines Involving Unsatisfactory Work.

**3-7 Labor/Management Committee**

The Federation and the District agree to the concept of a labor/management committee. The purpose of the labor/management committee shall be to discuss and exchange ideas on issues not specifically covered in the collective bargaining agreement.

**ARTICLE IV - GRIEVANCE PROCEDURE**

**4-1 Definition**

A "grievance" shall mean an allegation by an Education Assistant resulting in a dispute or disagreement between the employee and the School Board as to the interpretation or application of terms and conditions of employment, insofar as such matters are contained in this Agreement. Where the singular use of the word Education Assistant is used, the plural of Education Assistants may be substituted, where applicable.

**4-2 Representation**

The administrator or School Board may be represented during any step of the procedure by any person or agent designated by such party to act on their behalf. The Education Assistant must be present at all steps of the procedure which they elect to pursue and they may be represented by the Federation.

**4-3 Time Limits**

Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limit shall be deemed to be acceptable of the decision rendered at that step.

**4-4 Computation of Time**

In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included.

**4-5 Days**

Reference to days regarding time periods in this procedure shall refer to work days. A work day is defined as all days Education Assistants are required to be on duty. During the summer months, a day shall be defined as a normal District work day (Monday through Friday, excluding all holidays).

**4-6 Extension of Time Limits**

Time limits specified in this Agreement may be extended by mutual agreement.

**4-7 Filing and Postmark**

The filing or service of any notice or document herein shall be timely if it bears a postmark of the United States mail within the time period.

**4-8 Investigation of Grievances**

The investigation of grievances shall not interfere with the ordinary process of education in District 281.

**4-9 Adjustment of Grievances**

All efforts shall be made by the Education Assistants to resolve any existing conflict with the supervisor or administrator directly involved. Any grievance must be filed within fifteen (15) work days from the alleged grievance. Every effort shall be made to keep the grievance from being carried over into another fiscal year. A grievance of an Education Assistant during the course of employment shall be presented and adjusted in the following manner:

**4-9-1 First Level**

The statement of the grievance shall be in writing and the proceedings informal. It shall be submitted on the prescribed form to the first level administrator who possesses the authority to adjust the grievance. A copy shall be submitted to the Federation and the Executive Director of Human Resources.

The written grievance shall state the facts upon which it is based, the provisions in the agreement allegedly violated and the relief requested. Within ten (10) work days after receipt of said written grievance, the supervisor or administrator shall discuss the allegation with the Education Assistant in order to seek a satisfactory settlement of the grievance.

The supervisor or administrator shall submit a decision in writing to the Education Assistant, to the superintendent, and to the Federation. If a satisfactory settlement cannot be reached within ten (10) work days, the second level may be initiated within two (2) work days thereafter.

**4-9-2 Second Level**

Any Education Assistant who has not received a satisfactory settlement as outlined in the first level shall submit the grievance in writing with a letter of transmittal to the superintendent of schools. Within ten (10) work days of the receipt of the grievance, the superintendent or designee shall meet with the aggrieved, the supervisor, or administrator directly involved in an effort to reach a satisfactory settlement. The superintendent or designee shall render a decision in writing to the parties involved. If a satisfactory settlement cannot be reached within ten (10) work days after the superintendent's hearing, the third level may be initiated within five (5) work days thereafter.

**4-9-3 Third Level**

If a satisfactory settlement is not reached in the second level, either party may voluntarily request mediation through the Bureau of Mediation Services. The School Board will receive notice that the grievance has reached the third level. Both parties must agree to use this step; otherwise the unresolved grievance will proceed to the fourth level.

**4-9-4 Fourth Level**

Within said five (5) work days, either party may request arbitration. The parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Minnesota Bureau of Mediation Services (BMS) to submit a list of five arbitrators,

providing such a request is made within fifteen (15) work days after request for arbitration. The parties shall alternately strike names from the list of five until only one name remains which shall be the agreed upon arbitrator. Failure to request a list of arbitrators from the BMS within the time periods provided herein shall constitute a waiver of the grievance.

**4-10 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. Unless the issue is stipulated by the parties, each party will submit a written statement of the issue at the outset of the arbitration hearing. The arbitrator shall swear all witnesses upon oath

**4-11 Decision**

The decision by the arbitrator shall be within thirty (30) calendar days after the close of the hearing. Decisions in cases properly before the arbitrator shall be final and binding upon the parties; subject, however, to the limitations of arbitration decisions as provided by the PELRA of 1971, as amended. The arbitrator shall issue a written decision and Order including Findings of Fact, which should be based upon substantial and competent evidence, presented at the hearing.

**4-12 Expenses**

Each party shall bear its own expenses in connection with arbitration or mediation including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. The parties will share equally fees and expenses of the arbitrator. The cost of a transcript or recording, if requested, shall be borne by the requesting party.

**4-13 Jurisdiction**

The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy.

**4-14 Appearance and Representation**

Hearings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons entitled to be present to attend. When such hearings are during school hours, all persons who are required to participate shall be excused with pay for that purpose and that time shall not be deducted from the Education Assistant's personal leave. School hours are defined herein as the hours during which the Education Assistant is assigned to duty.

## ARTICLE V WORKING CONDITIONS

### 5-1 Holidays

Education Assistants working twelve (12) hours or more per week will receive seven (7) paid holidays per year as follows: Fall Professional Conference Day (usually the third Friday in October), Thanksgiving Day, the Friday after Thanksgiving, Martin Luther King Day (third Monday in January as long as it is a non-student contact day for teachers), Presidents' Day, Monday after Easter, and Memorial Day. Part-time employees will be paid for holidays on a prorated basis, based on the number of hours assigned per week.

#### 5-1-1 Work Hours

If an Education Assistant is required to work during workshop week, the Education Assistant shall receive a paid holiday for Labor Day. The minimum requirement for this provision is twelve (12) hours of work during workshop week. Holiday pay will be prorated. The payment for Labor Day shall be based on the number of hours worked divided by five (5).

##### 5-1-1-1 Breaks

Four (4) hour Education Assistants shall have a fifteen (15) minute break. Full-time Education Assistants shall have a thirty (30) minute non-paid duty free lunch and a fifteen (15) minute break in the morning, and a fifteen (15) minute break in the afternoon unless individual variations are pre-approved by program supervisor or principal. Education Assistants whose work day is five (5) hours or more are entitled to thirty (30) minutes unpaid duty free lunch, and a fifteen (15) minute break.

##### 5-1-1-1-a Working Conditions

All new hires will receive paid orientation through the human resources department.

#### 5-1-2 Class 3 - Early Learning

For Education Assistants who work 12 hours or more per week and are normally scheduled to work on the day of and the week of the recognized holidays will be paid the regular number of hours they are normally scheduled to work that day. The holidays include Labor Day, Fall Professional Conference (usually the third Friday in October), Thanksgiving Day, the Friday after Thanksgiving, Martin Luther King Day, Presidents' Day, the Monday after Easter, and Memorial Day.

#### 5-1-3 Split Shift Differential

Early Learning Education Assistants who work split shifts will be paid a differential of \$.30 per hour.

### 5-2 Religious Holidays

Education Assistants may be granted up to two (2) days of leave with pay per year for observance of religious holidays. Education Assistants requesting time off for a religious holiday shall submit a request setting forth the full particulars to the Executive Director of Human Resources prior to the holiday. Such days will not be deducted from accrued paid time off.

In the years that it is necessary for some Education Assistants to have three (3) days for religious observances, an additional day may be granted upon application to the Executive Director of Human Resources for approval.

**5-3 School Calendar**

The approved school calendar is set forth in Appendix D.

**5-4 Paydays**

All salary payments to Education Assistants shall be paid by direct deposit bi-weekly. The District payroll department will publish an annual fiscal calendar of payroll dates. Direct deposit will be issued according to this annual calendar.

Effective 2012-2013, there will be twenty-three (23) pay periods beginning the second payroll in September. Education Assistants shall have the option of annualized pay. Education Assistants shall notify Human Resources in writing by August 1. If you take a leave of absence, annualized pay will be stopped. If you return during that school year you will need to reapply for the following year. The deadline to notify HR, in writing, to be placed once again on annualization is August 1.

**5-5 Step Increases**

A full salary step increase will be granted at workshop week to an Education Assistant who is employed by District 281 prior to February 1 and has worked at least 12 hours per week in that school year. Education Assistants not at the top of the salary schedule shall be eligible for a step increase at workshop week. Education Assistants who work 52 weeks will receive their yearly increase on July 1.

**5-6 Jury Duty**

Education Assistants called for jury duty will suffer no loss in compensation from the District. Education Assistants who receive a summons are to notify the school principal or supervisor immediately of the proposed dates of service and request a substitute when needed. A copy of the jury duty check should be sent to the Payroll Department as proof of service.

**5-7 School Closings**

If school is closed Education Assistants will be paid for the number of hours they were scheduled to work. If school start time is delayed due to inclement weather Education Assistants shall be paid their regular hours of work.

If school is closed due to cold weather, Education Assistants may be required to report to work. Plans for professional development taking place on those days would be shared ahead of time with the Education Assistant Professional Development Committee (once planned) for *all* Education Assistants.

**5-7-1 School Delay**

In the event school is delayed, Education Assistants should report to work as soon as safe travel is possible.

**5-8 Professional Growth**

**5-8-1 Professional Learning**

The District will provide up to sixteen (16) hours of Professional Learning during the school year for all Education Assistants. Education Assistants shall be paid at their regular hourly rate. If an Education Assistant wishes to attend a class after school hours, related to their position, they must first receive approval from the Building Principal or Program Director. If this additional time is approved, Education Assistants shall be paid at their regular hourly rate. These professional learning opportunities are above and beyond the sixteen (16) hours of Professional Learning.

**5-8-2 Training**

Any Education Assistant who is required to receive training for their job will be paid their normal rate of pay during that training.

**5-8-3 Professional Development Incentive**

Education Assistants may receive up to \$1000.00 professional development incentive for completing courses in District approved subject areas. All courses must be pre-approved by the Human Resources Department. In order to receive the incentive, the Education Assistant must complete three (3) or more semester credits of college level courses, or fifty (50) or more hours of seminars/training/staff development in the approved subject areas within two (2) years of receiving approval.

- The District will fund a maximum of twenty-five (25) professional development incentives not to exceed \$10,000 total. Reimbursement will be made to Education Assistants on a first come, first served basis. To receive reimbursement an official transcript or certificate of completion/attendance must be submitted, along with proof of payment, to the Human Resources Department.

**5-9 Building Schedules**

Specific Education Assistant schedules will be determined by their Principal/Director/Supervisor. Education Assistants shall not be assigned to professional duties performed by teachers. In the event of an emergency, the building principal may temporarily assign Education Assistants to duties other than their regular duties.

**5-10 Travel Time**

Education Assistants whose position requires them to work in two or more sites on any given day will be paid travel time and mileage at the District rate.

**5-11 Personal Care Attendant**

Education Assistants shall not be employed by an individual or agency as a Personal Care Attendant or similar duties for any student or sibling of a student currently in the class for which the Education Assistant is assigned during the school year.

**5-12 Violent Behavior Notification**

Education Assistants will be notified prior to placement of students in classrooms, of known instances of violent behaviors as well as any need for intervention services. Staff will be trained in needed interventions and conflict resolution techniques to address those student needs.

Days of PTO resulting from physical assault with a police report filed will be restored.

**ARTICLE VI - JOB SECURITY**

**6-1 Probationary Period**

New Education Assistants shall serve a probationary period, which shall consist of one hundred and twenty (120) working days. During this period, they shall have no seniority and may be discharged with or without cause. Upon satisfactory completion of the probationary period, the Education Assistant's seniority shall date back to the most recent date of hire.

An Education Assistant who leaves a position in one job title to fill a vacancy in another job title shall serve a probationary period of ninety (90) working days in the new position. If the District determines within the ninety (90) working day period that this move is not successful, the Education Assistant shall transfer back to the Education Assistant's original job title, if the

position is open. If a vacancy is not immediately available, the District will provide the Education Assistant with comparable employment in the District until a position becomes available in the Education Assistant's original job title.

**6-2 Seniority**

Seniority for Education Assistants working twelve (12) hours or more a week shall accumulate from the original date of hire or the date the Education Assistant was assigned to work twelve (12) hours or more per week. If an Education Assistant resigns and is subsequently rehired by the District, seniority shall accumulate from the most recent date of hire.

**6-2-1 Seniority Application When an Educational Assistant Changes Job Title** Education Assistants who change to a new job title shall retain their seniority date and their current step.

**6-2-2 Loss of Seniority**

Accumulated seniority shall be lost if the Educational Assistant:

- A. Resigns voluntarily.
- B. Is discharged for just cause.

Seniority shall not be lost while Educational Assistants are on child care or medical leave of up to two (2) years.

**6-2-3 Seniority List**

The District Human Resources Office shall maintain a complete seniority list for all Education Assistants which shall be kept up-to-date. Between February 1 and February 15 of each year, the Human Resources Office shall send to each RFT Education Assistant building representative and the RFT office an up-to-date seniority list. Individual members of the Education Assistants' bargaining unit shall receive a copy of the seniority list upon request.

An Education Assistant who disagrees with the accuracy of any of the information on the preliminary seniority list shall have ten (10) working days to obtain a correction from the District, or ten (10) working days from the date of distribution of the final seniority list to challenge through the grievance procedure as set forth in this Agreement. In the absence of a grievance being filed within ten (10) working days from the date of distribution of the final seniority list, the seniority list will be conclusively deemed to be correct.

**6-3 Layoffs**

When conditions require a reduction in the number of Education Assistants, the Education Assistants shall be laid off in order of District-wide seniority according to job title. The Education Assistant with the least seniority by job title should be the first laid off. Education Assistants placed on the District's official layoff list shall remain on this list, if not re-employed by District 281, for a period of one year and four months.

If two Education Assistants have identical seniority by job title, the decision as to who must be laid off first from the building will be determined by the last four digits of the Education Assistant's Social Security number. The Education Assistant with the smallest such number shall be laid off first.

**6-3-1 Retention Out of Order**

An Education Assistant may be retained out of order by job title seniority when Education Assistants with greater seniority do not possess the necessary qualifications



or competencies. The decision on qualification and competencies shall be made by the Executive Director of Human Resources and any Education Assistant who disagrees with their decision may use the grievance procedure to seek relief.

**6-3-2 Notice of Layoff**

Education Assistants who are laid off due to a reduction in the total number of Education Assistants shall receive notice of layoff at least three (3) weeks in advance of the layoff.

**6-3-3 Education Assistant Interview Pool**

Open positions will be posted internally by Class and Special Education Category including job title, hours per day, job duties, and qualifications for one (1) week. Internal applicants will call to schedule an appointment with the hiring principal/program director within two (2) days. Short interviews will be scheduled before or after school or during the lunch breaks. Education Assistants will not be released from their daily assignment to interview. Applicants will bring an updated resumé to the interview for the Hiring Principal/Program Director. Principals/Directors/Supervisors will interview all Education Assistants who call for an interview within three (3) days. Offers will be made on the fourth (4th) day. Applicants have two (2) hours to make a decision whether to accept or reject the offer. All applicants will be notified of the status following the closed of the Interview Pool.

**6-3-3-1 Seniority Pool**

Any remaining positions will be posted the following Tuesday for internal applicants in the Seniority Pool. Only Education Assistants who are displaced or returning from leave of absence will participate in the Seniority Pool. Seniority is the basis for choosing a position. Human Resources will call Education Assistants based on the approved timeline. A full-time Education Assistant displaced due to layoffs or school closings is entitled to a position of 6.5 hours of paid work time. Part-time displaced Education Assistants do not have the right to select a full-time position in the pool unless there are no full-time Education Assistants in their job title without a position. If there is a position available equal to the Education Assistant's previous year's hours, the Education Assistant must select that position, select a position with fewer hours, or resign. If the only position(s) available is for fewer hours than the Education Assistant worked during the previous year, the displaced Education Assistant may select a lesser position and still be placed on the layoff list or the Education Assistant may decline to make a selection and be placed on layoff. In either case, the Education Assistant shall have a right to recall to a position with the same number of hours they worked the previous year for a period of one (1) year and four (4) months. Displaced Education Assistants who fail to select a position will be placed into a position by Human Resources at the close of the Seniority Pool.

**6-3-3-2 Voluntary Exchange of Positions**

Education Assistants in the same category and hours can agree in writing to an exchange of the bargaining unit position for one (1) school year. The Education Assistants shall submit a request in writing to their Principal/Program Director for approval and then to Human Resources for final approval. At the end of the school year, the Education Assistants may agree to a permanent exchange of positions subject to the approval of both the Principals/Program Directors and Human Resources. These transfers do not constitute a vacancy and do not require that the positions be posted prior to the exchange.

Education Assistants in the same program are permitted to switch positions even if hours are unequal as long as both parties agree and there is no difference to the District monetarily, and both administrators agree to the exchange of positions.

**6-3-4 Education Assistant Selection Pool**

The date and time of the Education Selection Pool shall be agreed upon in the spring between Human Resources and the President of the Education Assistants. Displaced Education Assistants will have the opportunity to select their new assignment from a list of available/vacant positions within their job title.

Selection Pool Procedures:

- Only displaced Education Assistants can participate in the pool and ranked in order by seniority.
- All available/vacant positions are listed by job title and will include hours/day, job duties, and qualifications.
- Displaced Education Assistants will select positions by seniority within their job title.
- A full-time Education Assistant displaced due to layoffs or school closings is entitled to a position of 6.5 hours of paid work time.
- Part-time displaced Education Assistants do not have the right to select a full-time position, unless there are no full-time Education Assistants in their job title without a position.
- If there is a position available equal to the Education Assistant's previous year's hours, the Education Assistant must select the position, select a position for less hours, or resign.
  - If the only position availability would result in fewer hours than the Education Assistant worked during the previous year, the displaced Education Assistant may select a lesser position and still be placed on the layoff list, or the Education Assistant may decline to make a selection and be placed on the layoff list. In either case the Education Assistant shall have a right to recall to a position with the same number of hours they worked the previous year.
  - Displaced Education Assistants who fail to choose a position through the selection pool process will be placed in a position after the close of the pool.

**6-4 Recall**

Recall shall be by Seniority within the job title. An Education Assistant who is laid off shall have recall rights to a position equal in hours to that position from which the Education Assistant was laid off, or a full time Education Assistant may select a position with more hours. If the only position available at recall is one containing fewer hours than the position from which the Education Assistant was laid off, the Education Assistant may take this available position without giving up their rights to a position containing greater hours. The Education Assistant shall have 5 (five) working days to accept or decline the recall notice.

**6-5 Vacancy**

A vacancy shall mean an unfilled position within the Education Assistants bargaining unit which the District elects to fill. Education Assistants may apply for vacancies which occur during the current school year. Seniority shall be only one of several criteria used in filling current school year vacancies.

**6-5-1 Position Postings**

All vacant positions shall be posted within ten (10) working days. These positions shall be filled by Education Assistants.

**6-6 Posting**

All Education Assistant vacancies will be posted online for a period of not fewer than five (5) working days. Education Assistants may apply for such positions within five (5) days of the initial posting date. The filling of such vacancies shall be subject to the approval of the Executive Director of Human Resources.

An Education Assistant may apply for an open position within the building before that position is open to all Education Assistants, if qualified. Information regarding vacancies, including vacancies occurring during the summer, may be obtained on the District's website.

**6-6-1 Online Job Postings**

Online job postings for Special Education Assistants shall be posted under separate classes: 3-A, 3-B, 3-C & 3-D.

**6-7 Dismissal Due to Unsatisfactory Work**

An Education Assistant who has completed the required probationary period will be disciplined for just cause only.

**6-8 Resignations**

The School Board requires two (2) weeks' notice, in writing, from an Education Assistant who chooses to resign.

**6-9 Steps of Discipline**

Normally, the following disciplinary actions may be imposed for good and sufficient grounds:

1. Oral reprimand
2. Written reprimand
3. Suspension with or without pay
4. Termination

An Education Assistant has the right to RFT representation starting at Step 2 of the discipline procedure. The RFT will be notified of any disciplinary measures. If the Education Assistant does not want the RFT notified, they must state that in writing to the Executive Director of Human Resources, the building Principal/Director/Supervisor. When the discipline is an oral reprimand, the discipline may not be grieved.

**ARTICLE VII TRANSFERS**

**7-1 Types of Transfers**

There shall be two types of transfers - involuntary transfers and voluntary transfers.

**7-1-1 Involuntary Transfers**

Involuntary transfers shall be initiated by the District for the following reasons:

1. Enrollment changes
2. Staff reduction (layoffs)
3. Building closings
4. Programmatic needs
5. Other good and sufficient reasons

**7-1-2 Voluntary Transfers**

A voluntary transfer is a request to transfer to an open position within the same category initiated by an Education Assistant who wishes to change building assignments. Such requests shall be made in writing to the Executive Director of Human Resources with approval from both Principals/Hiring Managers.

**7-2 Transfer Guidelines Involving Unsatisfactory Work**

If the District determines that an Education Assistant's work is unsatisfactory, the following steps will be taken:

**7-2-1 Written Evaluation and Help**

The appropriate District Administrator shall make a written evaluation of the Education Assistant's work and shall make reasonable efforts to help improve the Education Assistant's work performance.

**7-2-2 Written Notice on Continued Unsatisfactory Work**

If the Education Assistant's work remains unsatisfactory, the District shall notify the Education Assistant in writing, stating the reasons for the dissatisfaction.

**7-2-3 Written Notice of Transfer**

After notice has been given to the Education Assistant and after corrective steps have been attempted, if the Education Assistant's work does not improve to the District's satisfaction, the Education Assistant may be transferred to another building.

**7-2-4 Receiving Principals Shall Be Informed**

The receiving Principal shall be informed as early as possible of the Education Assistant's transfer and shall also be informed of the previous steps taken to help the Education Assistant.

**7-2-5 Immediate Transfers**

The procedure described in 7-2-1 through 7-2-4 shall not prohibit the District from immediately transferring an Education Assistant for just cause.

**7-3 Involuntary Transfer Procedure**

Normally, the procedure for processing involuntary transfers, excluding transfers for unsatisfactory work, shall be the following:

**7-3-1 Seniority**

When it is necessary to reduce the number of Education Assistants in a building and transfer an Education Assistant out of that building, the Education Assistant transferred shall be that Education Assistant in that building who possesses the least seniority by job title as outlined in 6-2-1.

This shall be true unless another Education Assistant in that building shall volunteer to leave in order to facilitate the staff reduction.

If two (2) Education Assistants have identical Seniority, the decision as to who must be transferred from the building will be determined by the last four digits of the Education Assistant's social security number. The Education Assistant with the smallest such number shall be transferred first.

**7-3-2 No Bumping**

Except as provided in Section 6-3, no Education Assistant may bump or claim the position of another Education Assistant in a similar job title based upon the Education Assistant's Seniority.

## ARTICLE VIII - LEAVES OF ABSENCE

### 8-1 Paid Time Off (PTO)

- a. Paid time off (PTO) is defined as absence used for illness, adoption, personal use (non-vacation), paid child care leave, and bereavement. Paid time off does not include such absences as jury duty (Article 5-6), military leave (Article 8-7), paid holidays (Article 5-1) or any unpaid leaves. Pre-approval is unnecessary except as defined in (d) and (e) below.
- b. All full-time Education Assistants shall be credited with twelve (12) days of PTO over the course of the contract year. Part-time Education Assistants shall accrue PTO days on a pro-rata basis. If an Education Assistant leaves the district having used more PTO days than they has accumulated, the district shall reduce the Education Assistant's final paycheck for any unearned PTO days on a pro-rata basis.
- c. An Education Assistant may use PTO days up to the amount accumulated for reasons defined. The district will require the Education Assistant to seek approval for PTO usage in excess of three (3) consecutive days, except in cases of illness or emergency. The Education Assistant shall inform the Principal/Director/Supervisor when illness or emergency leaves exceed three (3) days.
- d. Paid time off (PTO) shall not normally be used on the first five (5) or last five (5) school days of the year.
- e. Before/after a holiday or vacation period, including Minnesota fishing and deer hunting opening weekends, no more than 5% (or at least one (1) Education Assistant) of a building staff may use PTO.
- f. Exceptions to these limitations shall be considered on an individual basis.
- g. Days of PTO resulting from a physical assault (with a police report filed) will be restored.
- h. If the Education Assistant has PTO available, they are required to use it. Non-paid time is not an option if PTO days are available.
- i. A bereavement leave of absence with pay, not to exceed five (5) days shall be granted because of the death of an employee's spouse, significant other, child, parent or legal guardian, mother-in-law and father-in-law. Up to four (4) days shall be granted because of death in the family which shall be defined as sisters, brothers, grandchildren, grandparents. Two (2) days shall be granted because of the death of aunts, uncles, nieces and nephews. These days will be deducted from the employee's PTO. If PTO is not available, this will be at a pay deduct.

#### 8-1-1 Unused PTO Days

At the end of the contract year or retirement, individuals who are covered by benefits (cafeteria plan) may use unused PTO as follows:

- a. Unused days may be added to each Education Assistants previously accrued PTO balance.
- b. Up to five (5) unused PTO days may be sold back at the rate of one hundred and seventy-five dollars (\$175.00) per day in a lump sum payment if an Education Assistant's accrued PTO balance equals twenty-five (25) unused days or more.

- c. Up to an additional five (5) days unused PTO days may be sold back at the rate of one hundred and seventy-five dollars (\$175.00) per day, in a lump sum payment if an Education Assistant's accrued PTO balance equals fifty (50) unused days or more.
- d. Up to an additional five (5) days unused PTO may be sold back at the rate of one hundred and seventy-five dollars (\$175.00) per day in a lump sum payment if an Education Assistant's accrued PTO balance equals seventy (70) unused days or more.

**8-1-2 PTO Incentive**

Education Assistants who do not use more than two (2) days of PTO during the school year are eligible for a PTO incentive. The incentive is prorated if less than full-time and based on regularly scheduled hours per day.

A day is the number of hours an Education Assistant is scheduled to work.

Zero hours of PTO used \$375

Up to one (1) day of PTO used \$325

Up to two (2) days of PTO used \$265

For an Education Assistant to be eligible for the PTO incentive pay, the Education Assistant must be hired by October 1 of the current school year, and must work the entire program year.

**8-1-3 Sick Leave Pool**

The School Board agrees to maintain a Sick Leave Pool. Sick Leave Pool By-Laws are available from the Human Resources Office or from the RFT Building Representative.

**8-2 Child Care Leave**

Child care leave shall be granted for birth or adoption. Such leave shall be granted because of the need to prepare and provide parental care to a natural born or adopted child or children. An employee making an application for child care leave shall submit a written request to the Executive Director of Human Resources of the intention to take the leave at least two (2) calendar months before commencement of the intended leave. Accumulated paid time off may be used in lieu of unpaid leave.

A pregnant employee will also provide at the time of the leave application a statement from the physician indicating the expected date of delivery, the term of disability, and the date that the employee will be physically able to return to work.

All child care leaves shall be without compensation, except for paid time off use for the period of time during which the employee is temporarily medically disabled because of a pregnancy or a pregnancy-related condition.

The child care leave including the period of disability shall not exceed twelve (12) months in duration. 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 of the leave. The employee's position at the time of the leave shall be held for sixty (60) working days.

**8-2-1 Length of Leave**

Each child care leave shall not exceed twelve (12) months. However, if complications arise as a result of pregnancy or adoption, an Education Assistant may apply for additional leave time. Seniority will only be granted for the first year of child care leave.

**8-2-2 Reassignment**

Education Assistants returning from authorized leave shall have the option of returning to the same or similar position.

**8-2-2.1 Subsequent School Year**

If an Education Assistant desires to resume work in the fall of the subsequent school year and notifies the Executive Director of Human Resources by February 1 of the intention to resume work, the Education Assistant shall be entitled to a comparable position based on seniority.

**8-2-2.2 Subsequent School Year Salary**

An Education Assistant will not accrue credit for salary advancement while on leave of absence. Salary schedule placement will be determined on the basis of Article 5-5, Step Increases.

**8-3 Multiple Building Absences**

Building Administration and Special Education Administration have the right to building assignments when there are multiple absences in a center-based classroom. All Class 3 Education Assistants who have received additional training to work in this program can be required to work in a center-based classroom if determined necessary based on multiple absences in a classroom and student need.

**8-4 Medical Leave**

An Education Assistant may request in writing to be placed on medical leave. A physician's written statement shall accompany the request for medical leave that includes a diagnosis of the illness/injury, prognosis for recovery, and limitations that may be placed on the Education Assistant's ability to perform assigned responsibilities, beginning date of the leave and, if possible, the return date. All medical information provided by the employee's physician shall be confidential. The School Board may extend medical leave if requested by the employee not to exceed two (2) years. If the leave is for three (3) months or less, a substitute Education Assistant will normally fill the position.

**8-5 Other Leaves of Absence without Pay**

An Education Assistant employed at least three (3) years with District 281 may request a leave of absence for personal reasons. When the requested leave of absence is to care for a seriously ill child, spouse, significant other, or parent, the District may waive the three-year requirement. A leave of absence without pay may be granted for a period of up to one year. By mutual consent, such a leave may be extended beyond one year.

During this period of time, Seniority will not accumulate. The employee may continue health benefits at no cost to the District. Upon return, the Education Assistant shall have a right to a vacancy based upon seniority. Requests for such leaves must be submitted to the Executive Director of Human Resources by August 1.

**8-6 Military Leave**

Education Assistants shall be eligible for up to fifteen (15) days of military leave without loss of pay in accordance with Minnesota Statute 192.26. Requests for such leave shall be submitted to the Executive Director of Human Resources by the Education Assistant upon receipt of such orders, but in no event more than two (2) work days following receipt of such orders.

**8-7 Unpaid Leave**

Unpaid leave of up to five (5) days per year may be granted to an Education Assistant for extenuating circumstances, not including vacation. Requests must be in writing to the building principal or immediate supervisor. Under certain circumstances the Executive Director of Human Resources may grant additional days. Exceptions may be granted on an individual basis by the building Principal/Director/Supervisor.

**ARTICLE IX – WELFARE**

**9-1 Hospitalization/Major Medical (for EAs hired prior to July 1, 2012)**

**9-1-1 District Contribution**

The District will contribute to the medical insurance plan as follows:

Effective	Single	Family Plan
January 1, 2024	\$926	\$1082
January 1, 2025	\$1036	\$1,192

An Education Assistant may combine their District contribution with their spouse, who is currently employed in the District, to purchase family coverage.

**9-1-2 Full-Time Education Assistants**

For full-time Education Assistants who enroll in the District’s medical insurance plan with at least a \$1,250 annual deductible or a family plan annual deductible of at least \$1,500, the District shall contribute monthly the amount listed plus an annual VEBA contribution as listed below.

Effective	Single	Family	VEBA
January 1, 2024	\$926	\$1,082	\$ 47.84 per month
January 1, 2025	\$1036	\$1,192	\$ 76.55 per month

**9-1-3 Part Time Education Assistants**

For any Education Assistant working an average of 20 hours or more, but fewer than 32.5 hours per week, the School Board will pay one-half of what it pays for full time Education Assistants toward the annual premium for insurance and one-half what it pays to a full time employee’s VEBA account. Any additional premium shall be borne by the employee and paid by payroll deduction.

**9-2 Long Term Disability Insurance**

Provided they work 25 hours or more per week, all Education Assistants may apply for long-term disability insurance; however, the entire premium shall be paid by the employee with no Board participation.



**9-3 Authorized Deductions**

Education Assistants may individually and voluntarily authorize deductions for District approved deduction programs.

**9-4 Dental Insurance**

The School Board will pay 100% of the annual single premium and 80% of the family premium for Education Assistants who participate in the District's group dental insurance plan, providing they work 32.5 hours or more per week.

Part-time Education Assistants who work at least 20 hours a week may participate in the District's single dental plan with the District paying 100% of the premium. Part-time Education Assistants who work at least 20 hours per week may participate in the family dental plan, but the District will contribute only the amount it contributes to a single plan.

**9-5 Life Insurance**

Effective September 1, 2023, each full-time Education Assistant may participate in the group life insurance program by carrying one (1) basic unit of term life insurance in the amount of \$50,000.00. The District will pay seventy-five (75%) percent of the monthly premium. Up to three (3) additional units (one unit equals \$50,000.00) may be purchased through the group, with the cost to be borne by the employee. Education Assistants must sign a certificate of insurability after which the insurance carrier will determine whether or not the individual qualifies for the additional unit(s).

**9-6 Tax Deferred Compensation for Full-time Education Assistants**

The District will annually match up to \$800.00 for 2023-2024 and \$800.00 for 2024-2025 for an Education Assistant to participate in a deferred compensation plan upon completion of at least three (3) full-time years of employment or the equivalent of three (3) years of full-time employment.

Equivalency of three (3) years is defined as an Education Assistant who has accrued at least 3,451 hours and is currently scheduled at least 32.5 hours per week. The District will match up to \$800.00 for 2023-2024 and \$800.00 for 2024-2025 from the District's approved vendor list. The District match is pro-rated twice monthly based on full-time status. When employee deposits are discontinued, the District match will also be discontinued.

Education Assistants will be eligible for deferred compensation when working a schedule of eighteen (18) or more hours per week. Education Assistants who meet this threshold of eighteen (18) hours will receive a prorated amount of the deferred compensation match described above.

The District shall be responsible for notifying all eligible Education Assistants upon completion of at least three (3) years of full time employment.

**Roth 403(b):**

Effective January 1, 2011 and subject to federal law, within the 403(b) plan, in addition to pre-tax 403(b) contributions, employees shall be allowed the option of making after-tax Roth 403(b) contributions through any approved vendor accepting such contributions. However, any employer contributions shall be made on a non-Roth pre-tax 403(b) basis.

**Title I Education Assistants**

Title I Education Assistants who are scheduled to work six (6) hours per day shall be eligible to participate in the District's matching compensation program provided that the years or equivalency requirements are satisfied.

**9-7 Severance**

Education Assistants hired before June 30, 2012, may be eligible for any severance lump sum or retirement insurance benefits. To qualify for severance, an Education Assistant, at the time of retirement, must be at least fifty-five (55) years of age with fifteen (15) years of service. The District will buy back one (1) hour of pay for every two (2) hours of unused paid time off at the hourly rate at the time of retirement.

Payment for unused paid time off shall be in one (1) lump sum within two (2) months following the date of retirement into a health care reimbursement account.

**9-8 Retiree Health Insurance**

At the time of retirement an Education Assistant who is a member of the District 281 major medical and hospitalization or cafeteria group plan may continue in the group at no cost to the school District unless prohibited by the insurance carrier.

**9-9 Vision**

Vision insurance is available to non-cafeteria employees at cost and vision insurance premiums are deducted from the cafeteria benefit, but are not listed in this contract.

**ARTICLE X - CAFETERIA BENEFITS FOR EMPLOYEES HIRED ON OR AFTER JUNE 30, 2012**

**10-1 Eligibility**

Each full time Education Assistant whose employment commences on or after June 30, 2012, and who is scheduled to hold a position in excess of eighty (80) working days in a school year, will be allocated a specific dollar amount per month for use in purchasing fringe benefits under this Article. Said allocation will commence on the first of the month following the start date and will be made to the Education Assistant’s account each month during which the employee is paid. The contribution rate effective January, 2024 will be \$1,130 per month; January, 2025 will be \$1,240 per month.

Full-time Education Assistants who enroll in the District’s medical insurance plan with at least a \$1,600 annual deductible will receive a District VEBA contribution; part-time Education Assistants who are assigned at least 20 hours per week shall receive a pro-rated contribution.

Effective	Cafeteria Plan	VEBA
January 1, 2024	\$1,130	\$ 47.84 per month
January 1, 2025	\$1,240	\$ 76.55 per month

Education Assistants hired before June 30, 2012, may choose to participate in the cafeteria benefits plan, but will no longer be eligible for any severance lump sum or retirement insurance benefits. A document to that effect, signed by the Education Assistant, will be kept in the Education Assistant’s personnel file. This option may be used in conjunction with Article 9-7, deferred compensation. This option may be exercised only during the open enrollment period.

**10-2 Minimum Coverage**

Each full-time Education Assistant shall purchase, at a minimum, single coverage under the group hospitalization/major medical insurance and shall purchase Long-Term Disability Income Insurance or an Education Assistant may combine their District contribution with their spouse, who is currently employed in the District, to purchase family coverage. For purposes of

computing the amount to be charged to each Education Assistant's account for the purchase of insurance coverage, the rate in effect for a particular month shall be the rate billed by the carrier for that month or, for self-funded plans, the rate set by the School Board.

**10-3 Additional Coverage**

If an Education Assistant elects to purchase group insurance fringe benefits offered by the school District, which results in monthly premium charges greater than the amount allocated to the Education Assistant's account pursuant to Section 10-1, any cost in excess of the Education Assistant's monthly allocation shall be borne by the Education Assistant and paid by payroll deduction.

**10-4 Excess Allocation**

An Education Assistant will receive as additional salary any money allocated to the Education Assistant for that month which was not charged against the Education Assistant's account for purposes of fringe benefit purchases in accordance with 10-1.

**10-5 Discontinuation of Allocation**

Monthly allocation to Education Assistants for the purposes of purchasing insurance fringe benefits shall cease on the first of the month following:

- a. Termination of employment with the District if it occurs before the end of the school year.
- b. Leaving on an authorized leave of absence, unless other provisions of the Agreement make provision for continuance of the monthly allocation.

**10-6 Part-Time Education Assistants**

Part-time Education Assistants whose assignment is at least twenty (20) hours per week shall be eligible for group hospitalization/major medical, dental and life insurance. The fractional part of the full amount described in 10-1 shall be the Education Assistant's full-time equivalent multiplied by the amount of the benefit. Employees whose assignment is at least twenty-five (25) hours shall be eligible for long term disability.

**ARTICLE XI - BASIC SCHEDULES AND RATES OF PAY**

**2023-2024 and 2024-2025 Salary Schedules**

The wages and salaries reflected in Appendix E attached hereto shall be a part of the Agreement for the **2023-2024 and 2024-2025** school years.

**ARTICLE XII - NO STRIKE-LOCK-OUT PLEDGE**

The Federation or any member thereof will not engage in or encourage strike action, withholding of services, or a refusal to perform tasks normally assigned to them during the life of this contract. There shall be no lock-out against the Federation by the School Board during the life of this contract.

**ARTICLE XIII - DURATION AND EFFECT**

**13-1 Savings Clause**

If any provision of this Agreement is or shall at any time be contrary to federal, state, or local law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law and any substitute provisions shall be subject to appropriate consultation and negotiation with the Federation.

**13-2 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 provision of this Agreement or the application of any provision thereof.

**13-3 Effect**

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

**13-4 Finality**

Any matters relating to the current contract term, whether or not referred to in this agreement, shall not be open for negotiation during the term of this agreement unless mutually agreed to by the parties.

**13-5 Term and Reopening Negotiations**

This Agreement shall remain in full force and effect for a period commencing on July 1, 2023 through June 30, 2025. If either party desires to modify or amend this Agreement commencing on July 1, 2023 they shall give written notice of such intent no later than May 1, 2025, unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement and until the extension period defined in PELRA has expired.

**13-6 Party Approval**

Once both parties have come to a tentative agreement, a drafted proposal should be given to each party for review and approval. Any changes thereafter, must be agreed upon by both parties.

**APPENDIX A**  
**EXTENDED YEAR/EXTENDED DAY PROGRAMS**

**Hiring**

Education Assistant positions in the extended year/extended day programs shall be filled by qualified Education Assistants on the regular employed staff of the preceding school year, if such qualified Education Assistants are available and file an application. Members of the Education Assistants bargaining unit of District 281, if qualified, shall be given priority over non-bargaining unit members in obtaining extended year/extended day employment.

**Salary**

Extended year/extended day employment salary shall be the same hourly rate as the current school year.

**Pay Dates**

Salary payment shall be made according to the normal pay schedule.

**Paid Time Off**

Article 8-1 shall apply to extended year/extended day employment.

**Personal Leave**

Article 8-4 shall apply to extended year/extended day employment.

## APPENDIX B ADVENTURE CLUB

It is understood by the Federation and the District that all provisions of the Collective Bargaining Agreement except sections 5-7, 5-9, 6-3-2, as well as Article VII apply to Adventure Club Education Assistants. If there is any deviation from this understanding, it is either noted in the specific article and section, or is specified below in this Appendix.

### Working Conditions

#### 1. Training

Adventure Club Education Assistants will be paid to attend required training. In addition, Adventure Club Education Assistants will be paid to attend specific training in CPR and First Aid.

#### 2. Breaks

Four (4) hour per day Adventure Club Education Assistants shall have a fifteen (15) minute break. Full-time Adventure Club Education Assistants shall have a thirty (30) minute unpaid duty free lunch and a fifteen (15) minute break in the morning and a fifteen (15) minute break in the afternoon. Education Assistants scheduled to supervise children during lunch need to sit with them during that time. This supervisory responsibility will not interfere with the unpaid midday break. Education Assistants whose work day is five (5) hours or more are entitled to thirty (30) minutes unpaid duty free lunch and a fifteen (15) minute break.

#### 3. Split Shifts

Adventure Club Education Assistants who work split shifts will be paid a differential of \$.30 more per hour. Differentials will be paid during winter/spring breaks.

#### 4. Layoff

When it is necessary to reduce the number of Adventure Club Education Assistants, the layoff shall be in order of seniority by job title. An Education Assistant with the least seniority in the affected job title shall be the first to be laid off.

#### 5. Recall

Recall shall be in order of seniority by job title. The Education Assistant with the most seniority in the given job title shall be recalled first from the layoff list. An Education Assistant's right to recall shall be terminated based on any of the following events: resignation, retirement, discharge, refusal to return following recall to a position of similar hours and work schedule.

#### 6. Reinstatement

Education Assistants laid off from employment by the District at the conclusion of the school year that are subsequently recalled to employment by the beginning of the subsequent school year in the fall will be reimbursed for the District's share of the contribution for health and dental insurance coverage if the Education Assistant elects to continue to participate in the insurance coverage at the Education Assistant's own expense in the interim.

#### 7. Seniority

Adventure Club Education Assistants who move up a level shall retain their seniority.

#### 8. Adventure Club

Education Assistants who have worked at least twelve (12) hours per week within the bargaining unit will go back to their original date of hire.

**9. Paid Time Off (PTO)**

The number of hours of paid time off available annually shall be 2.4 days per month. That amount shall be prorated for Education Assistants who do not work for 38 weeks. PTO may be accumulated from year to year. An Education Assistant may use PTO for religious holidays pursuant to section 5-2 of this agreement or section 10 of this Appendix B. PTO eligibility shall also apply to summer employment for 52-week employees who work twelve (12) or more hours per week. For those employees hired after July 1, 2022, the number of hours of PTO available annually shall be 1.2 days per month. That amount shall be prorated for Education Assistants who do not work for 38 weeks.

**10. Holidays**

Adventure Club Education Assistants working twelve (12) hours or more per week will receive seven (7) holidays: Labor Day, Thanksgiving, Friday after Thanksgiving, Martin Luther King Day, Presidents' Day, Memorial Day, and July 4. Holiday pay shall be paid at the Education Assistant's normal daily rate for the year. If an Education Assistant works full time in another job category and works part-time for Adventure Club, Education Assistants will be paid holiday time and time off for Adventure Club.

**Winter Recess Employment**

Adventure Club Education Assistants working during winter recess shall receive three (3) paid holidays: December 24, December 25 and January 1. Holiday pay shall be paid at the Education Assistant's normal daily rate for the year.

**Spring Recess Employment**

Adventure Club Education Assistants working during spring recess shall receive two (2) paid floating holidays. Holiday pay shall be paid at the Education Assistant's normal daily rate for the year. The holiday must be taken by June 30 of the current fiscal year subject to the approval of the site supervisor.

**11. Religious Holidays**

Education Assistants may be granted up to two (2) days of leave with pay per year for observance of religious holidays. Education Assistants requesting time off for a religious holiday shall submit an application setting forth the full particulars to the Executive Director of Human Resources prior to the holiday. Such days will not be deducted from accrued paid time off.

In the years that it is necessary for some Education Assistants to have three (3) days for religious observances, an additional day may be granted upon application to the Executive Director of Human Resources for approval.

**12. Dental Insurance**

The School Board will pay 100% of the annual single premium and 80% of the family premium for Education Assistants who participate in the District's group dental plan, providing they work 32.5 hours or more per week. Part-time Education Assistants who work at least twenty (20) hours per week may participate in the family dental plan, but the District will contribute only the amount it contributes to a single plan.

**13. Life Insurance**

Effective September 1, 2023, each full-time Education Assistant may participate in the group life insurance program by carrying one (1) basic unit of term life insurance in the amount of \$50,000. The District will pay seventy-five (75%) percent of the monthly premium. Up to three (3) additional units (one unit equals \$50,000) may be purchased through the group, with the cost to be borne by the employee. Education Assistants must sign a certificate of insurability after which the insurance carrier will determine whether or not the individual qualifies for the additional units.

#### **14. Snow Days**

If the Adventure Club site remains open on a day when the District declares a snow day and classes in the District are canceled, Adventure Club Education Assistants who work at that site will report to work as soon as conditions for travel are safe unless told by a supervisor not to report.

Those Education Assistants who are scheduled and do report to work shall receive one and one-half times the regular rate of pay for the hours worked that day. Those who are not needed to report to work will be paid for their regular number of hours, if they were normally scheduled to work.

#### **Late Start**

Education Assistants who are scheduled and report to work before the delayed start time shall receive one and one half times the regular rate of pay for that amount of delayed time. Adventure Club Education Assistants who are scheduled to work but are not requested to report to work shall receive their regular pay for the delayed time.

If the schools close during the middle of the school day, all staff scheduled to work are expected to report to work as soon as possible, unless told by a supervisor not to report. Staff will be allowed to leave work as soon as parents pick up children. Education Assistants will be paid for the hours actually worked, or their normal shift, whichever is greater.

#### **15. Cold Weather**

If the Adventure Club site remains open on a day when the District schools are closed because of cold weather, Adventure Club Education Assistants who are scheduled to work during these conditions will report to work, unless told by a supervisor not to report to work.

Those Education Assistants who are scheduled and report to work shall receive one and one-half times the regular rate of pay for the hours worked that day. Those who are not needed to report to work will be paid for their regular number of hours, if they were normally scheduled to work.

#### **16. Vacation**

All fifty-two (52) week Adventure Club Education Assistants will be eligible for a paid vacation based on an average weekly rate for the year. Education Assistants with zero to ten (0-10) years of service shall receive two (2) weeks of paid vacation. Education Assistants with ten (10) or more years of service shall receive three (3) weeks of paid vacation and Education Assistants with twenty (20) or more years of service will receive four (4) weeks of paid vacation. Vacation schedules are subject to the approval of the Adventure Club Site Supervisor in accordance with the policies and procedures adopted by the Adventure Club.

#### **17. Summer Employment**

The following procedures shall apply for the purpose of determining Adventure Club summer program staff:

- A. Any Adventure Club Education Assistant hired prior to July 1, 1988, who is not on a twelve (12) month work year shall not be required to work the summer months.
- B. All Adventure Club Education Assistants who are designated as fifty-two (52) week employees shall be assigned to the Adventure Club summer program. In the event the District determines that not all fifty-two (52) week Education Assistants are needed to staff the summer program, the fifty-two (52) week Education Assistants shall be reduced on the basis of seniority.
- C. If there are additional staffing needs, following the assignment of fifty-two (52) week Adventure Club Education Assistants, such assignments will be offered to returning summer program staff from the previous year. To the extent practicable, such determinations will be made by April 15.
- D. If there are additional staffing needs remaining following the assignment of fifty-two (52) week Adventure Club Education Assistants and assignment of returning staff, any additional assignments



will be posted utilizing the posting procedures as soon as practicable. Such additional assignments will be posted for a minimum of five (5) days until May 15. Any additional assignments that occur following May 15 shall be posted for three (3) days. Selection of candidates for additional summer program assignments will be made based on qualifications, Adventure Club seniority, and District seniority.

## APPENDIX C – Early Learning

All Articles of this Collective Bargaining Agreement shall apply to Early Learning Education Assistants, except Articles 5-1, 5-3, 6-3.

### Working Conditions

- 1. Fall Set-Up**  
Compensation for school start-up tasks such as name tags, place mats, and developing children's files for twenty (20) students is allocated for two (2) hours per class.
- 2. Hours Worked**  
If an Education Assistant is required to work during workshop week, the Education Assistant shall receive a paid holiday for Labor Day. The minimum requirement for this provision is twelve (12) hours of work during workshop week. Holiday pay will be pro-rated. The payment of Labor Day shall be based on the number of hours worked divided by five (5).
- 3. Holidays**  
Each Education Assistant in Early Learning shall receive seven (7) paid holidays. These holidays will include Labor Day, Fall Professional Conference Day (usually the third Friday in October), Thanksgiving Day and the Friday following Thanksgiving, Martin Luther King's Birthday, Presidents' Day, and Monday after Easter. In addition, Education Assistants whose classes are still in session will be paid for Memorial Day.
- 4. Staff Reduction**  
When it is necessary to reduce the number of Education Assistants, the layoff shall be in order of seniority. The Early Learning Education Assistant with the least seniority shall be the first to be laid off. Reductions in staff shall take place by the last Friday in August before workshop week.
- 5. Substitute Pay**  
An Early Learning Education Assistant shall be paid at their regular pay when serving as a substitute.
- 6. Breaks**  
Four (4) hour Education Assistants shall have a fifteen (15) minute break. Full-time Education Assistants shall have a thirty (30) minute non-paid duty free lunch and a fifteen (15) minute break in the morning, and a fifteen (15) minute break in the afternoon unless individual variations are pre-approved by the Program Supervisor. Education Assistants whose work day is five (5) hours or more are entitled to thirty (30) minutes unpaid duty free lunch and a fifteen (15) minute break.
- 7. Calendar**  
Appropriate dates to begin work for the school year will be mutually agreed upon by the Supervisor and Education Assistant.
- 8. Locked Storage**  
The District will provide locked storage for personal belongings for all Education Assistants.

**APPENDIX D SCHOOL CALENDAR**

**School Calendar**

**2023-2024**

- \* First Quarter Ends: November 3, 2023
- \* First Semester Ends: January 19, 2024
- \* Third Quarter Ends: March 22, 2024

- Teachers receive a compensatory day for every 7 hours and 10 minutes of parent conferences held.
- Professional Development: Building level or District level professional development.
- Workshop: Teacher directed time for planning and preparation.



	<b>Semester 1</b>	<b>Semester 2</b>	<b>Total</b>
Student Days	81	86	167
Holidays	5	2	7
Professional Development /Workshop	7	4	11
Compensatory	2	2	4
<b>Total</b>	<b>95</b>	<b>94</b>	<b>189</b>

### August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 New Teacher Orientation RFT Lunch with New Teachers	26
27	28 1/2 Day Professional Development 1/2 Day Workshop	29 Welcome Back Breakfast 1/2 Day Professional Development 1/2 Day Workshop	30 Professional Development	31 Professional Development		

### September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Workshop	2
3	4 LABOR DAY  Holiday	5	6	7	8	9
10	11	12	13	14	15	16 Rosh Hashanah
17	18	19	20	21	22	23
24	25 YOM KIPPUR Compensatory Day	26	27	28	29	30

### October 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Elementary Conference Window	3	4	5	6	7
	19	20	21	22	23	
8	9 Elementary Conference Window	10	11	12	13	14
	24	5	26	27	28	
15	16 Elementary Conference Window	17	18	19 Professional Conference Compensatory Day	20 Holiday	21
	29	30	31			
22	23	24	25	26	27	28
	32	33	34	35	36	
29	30	31				
	37	38				

### November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 End Quarter 1	4
			39	40	41	
5 Daylight Savings Time ends	6 Professional Development	7 Election Day Professional Development	8	9	10	11
			42	43	44	
12	13	14	15	16	17	18
	45	46	47	48	49	
19	20	21	22	23 Thanksgiving Holiday	24 Holiday	25
	50	51	52			
26	27	28	29	30		
	53	54	55	56		

### December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 57	2
3	4 58	5 59	6 60	7 61	8 Hanukkah begins 62	9
10	11 63	12 64	13 65	14 66	15 67	16
17	18 68	19 69	20 70	21 71	22 72	23
24	25 Christmas Winter Break →	26 Kwanzaa begins	27	28	29	30
31						

### January 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 New Year's Day Winter Break →	2	3	4	5	6
7	8 73	9 74	10 75	11 76	12 77	13
14	15 Martin Luther King, Jr Holiday	16 78	17 79	18 80	19 End Semester 1 81	20
21	22 Workshop Grading Day	23 82	24 83	25 84	26 85	27
28	29 86	30 87	31 88			

### February 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
				89	90	
4	5	6	7	8	9	10
	91	92	93	94	95	
11	12	13	14	15	16	17
	96	97	98	99	100	
18	19 Presidents Day  Holiday	20 Professional Development	21	22	23	24
			101	102	103	
25	26	27	28	29		
	104	105	106	107		

### March 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
					108	
3	4	5	6	7	8	9
	Elementary Conference Window →					
	109	110	111	112	113	
10	11 Daylight Saving Time begins	12 Ramadan begins	13	14	15	16
	Elementary Conference Window →					
	114	115	116	117	118	
17	18	19	20	21	22 End Quarter 3	23
	Elementary Conference Window →					
	119	120	121	122	123	
24/31	25	26	27	28	29	30
	Spring Break →					
					Good Friday	

### April 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Easter Monday Compensatory Day	2	3	4	5	6
		124	125	126	127	
7	8 128	9 129	10 Compensatory Day	11 130	12 131	13
14	15 132	16 133	17 134	18 135	19 136	20
21	22 137	23 Passover begins 138	24 139	25 140	26 Professional Development	27
28	29 141	30 142				

### May 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 143	2 144	3 145	4
5	6 146	7 147	8 148	9 149	10 150	11
12	13 151	14 152	15 153	16 154	17 155	18
19	20 156	21 157	22 158	23 159	24 160	25
26	27 Memorial Day Holiday	28 161	29 162	30 163	31 164	

### June 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 <span style="color: red; font-size: small;">165</span>	4 <span style="color: red; font-size: small;">166</span>	5 <span style="color: red; font-size: small;">167</span>	6 Last Day Staff Workshop Graduation	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						





## School Calendar 2024-2025

- \* First Quarter Ends: November 1, 2024
- \* First Semester Ends: January 17, 2025
- \* Third Quarter Ends: March 20, 2025

- Teachers receive a compensatory day for every 7 hours and 10 minutes of parent conferences held.
- Professional Development: Building level or District level professional development.
- Workshop: Teacher directed time for planning and preparation.



	Semester 1	Semester 2	Total
Student Days	82	85	167
Holidays	4	3	7
Professional Development / Workshop	7	4	11
Compensatory	2	2	4
Total	95	94	189

### August 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23 New Teacher Orientation RFT Lunch w/New Teachers	24
25	26 1/2 Day Professional Development 1/2 Day Workshop	27 Welcome Back Breakfast 1/2 Day Professional Development 1/2 Day Workshop	28 1/2 Day Professional Development 1/2 Day Workshop	29 Professional Development	30 Workshop	31

### September 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labor Day	3	4	5	6	7
	Holiday	1	2	3	4	
8	9	10	11	12	13	14
	5	6	7	8	9	
15	16	17	18	19	20	21
	10	11	12	13	14	
22	23	24	25	26	27	28
	15	16	17	18	19	
29	30 Elementary Conference Window →					
	20					

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### October 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Elementary Conference Window	2	3 Rosh Hashana	4	5
		21	22	23	24	
6	7 Elementary Conference Window	8	9	10	11 Compensatory Day	12 Yom Kippur
	25	26	27	28		
13	14 Indigenous Peoples Day Elementary Conference Window	15	16	17 Compensatory Day	18 Professional Conference Holiday	19
	29	30	31			
20	21	22	23	24	25	26
	32	33	34	35	36	
27	28	29	30	31 Halloween		
	37	38	39	40		

### November 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 End Quarter 1	2
					41	
3 Daylight Savings Time Ends	4 Professional Development	5 Election Day Professional Development	6	7	8	9
			42	43	44	
10	11	12 Veterans Day	13	14	15	16
	45	46	47	48	49	
17	18	19	20	21	22	23
	50	51	52	53	54	
24	25	26	27	28 Thanksgiving Day Holiday	29 Holiday	30 d: 5/31/23-11:23
	55	56	57			

### December 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 58	10 59	11 60	12 61	13 62	14
15	16 63	17 64	18 65	19 65	20 67	21
22	23 68	24 69	25 Christmas Day	26 Hanukkah Kwanzaa	27 72	28
Winter Break →						
29	30 Winter Break →	31				

### January 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 New Year's Day	2	3	4
Winter Break →						
5	6 73	7 74	8 75	9 76	10 77	11
12	13 78	14 79	15 80	16 81	17 82	18
19	20 Martin Luther King, Jr Day Holiday	21 83	22 84	23 End Semester 1 85	24 Workshop/Grading Day	25
26	27 86	28 87	29 88	30 89	31 90	

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### February 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
	91	92	93	94	95	
9	10	11	12	13	14	15
	96	97	98	99	100	
16	17 Presidents' Day  Holiday	18	19	20	21	22
		101	102	103	104	
23	24 Professional Development	25	26	27	28	
		105	106	107	108	

### March 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Ramadan Begins
2	3	4	5	6	7	8
	109	110	111	112	113	
9 Daylight Saving Time Begins	Elementary Conference Window →					15
	114	115	116	117	118	
16	Elementary Conference Window →				20 End Quarter 3	22
	119	120	121	122	123	
23	Elementary Conference Window →					29
	124	125	126	127	128	
30	31 Spring Break →					

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### April 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Spring Break	2	3	4	5
6	7 129	8 130	9 131	10 132	11 133	12 Passover Begins
13	14 134	15 135	16 136	17 137	18 Good Friday Compensatory Day	19
20	21 Easter Monday Compensatory Day	22 138	23 139	24 140	25 141	26
27	28 142	29 143	30 144			

### May 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 Professional Development	3
4	5 145	6 146	7 147	8 148	9 149	10 150
11 Mothers' Day	12 151	13 152	14 153	15 154	16 155	17
18	19 156	20 157	21 158	22 159	23 160	24
25	26 Memorial Day Holiday	27 161	28 Last Day Seniors 162	29 163	30 164	31 revised: 5/31/23-11/23

### June 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Graduation	3	4	5 Last Day Staff Workshop	6	7
8	9 165	10 166	11 167	12	13	14
15	16	17	18	19 Juneteenth  Holiday	20	21
22	23	24	25	26	27	28
29	30					

## APPENDIX E WAGE RATES

### EA Hourly Salary 2023-2024

		Category	Category	Category
		Class 2 - AT1, Monitors, Adventure Club, Youth Programs, Media & Technology, Clerical Education Assistants	Class 3 -Adult Academic, Health, Tutor, Early Childhood Family, Early Learning, Special Education Assistants	Class 4 - Security & LPN Education Assistants
Years	Step	II	III	IV
1-3	3	\$19.49	\$21.36	\$23.25
4-5	4-5	\$19.59	\$21.46	\$23.33
6-10	6-10	\$19.68	\$21.55	\$23.41
11-15	11-15	\$20.45	\$22.35	\$24.24
16-20	16-20	\$20.83	\$22.73	\$24.65
21-25	21-25	\$21.24	\$23.10	\$24.99
26+	26+	\$21.93	\$23.82	\$25.69

### EA Hourly Salary 2024-2025

		Category	Category	Category
		Class 2 - AT1, Monitors, Adventure Club, Youth Programs, Media & Technology, Clerical Education Assistants.	Class 3 -Adult Academic, Health, Tutor, Early Childhood Family, Early Learning, Special Education Assistants	Class 4 - Security & LPN Education Assistants
Years	Step	II	III	IV
1-3	3	\$21.92	\$24.03	\$26.16
4-5	4-5	\$22.04	\$24.14	\$26.25
6-10	6-10	\$22.14	\$24.24	\$26.34
11-15	11-15	\$23.01	\$25.14	\$27.27
16-20	16-20	\$23.44	\$25.57	\$27.73
21-25	21-25	\$23.90	\$25.99	\$28.11
26+	26+	\$24.67	\$26.79	\$28.90



**Step salary** increases at the start of the 4th, 6th, 11th, 16th, 21st & 26th school year.

- Step 1 increase at years 4-5
- Step 2 increase at years 6-10
- Step 3 increase at years 11-15
- Step 4 increase at years 16-20
- Step 5 increase at years 21-25
- Step 6 increase at years 26+

**Longevity**

In consideration of long and faithful service, the District shall pay, in addition to regular salary, longevity pay to the Education Assistant in the annual amount of (see schedule below) at the completion of the 2023-2024 and 2024-2025 school years.

To receive longevity pay, the Education Assistant must have completed three (3) or more total accumulative years of service within the District. Part-time Education Assistants shall have rate prorated. These amounts are divided and added to your hourly wage.

<b>Years of Service</b>	<b>Effective 2023-2024</b>	<b>Effective 2024-2025</b>
4-5	\$400	\$450
6-10 years	\$700	\$750
11-15 years	\$1000	\$1050
16-20 years	\$1300	\$1350
21-25 years	\$1600	\$1650
26+	\$1680	\$1730

**Longevity Chart**

<b>Years of Service</b>	<b>2023-24 Full Time Year Total</b>	<b>2023-24 Hourly Rate</b>	<b>2024-25 Full Time Year Total</b>	<b>2024-25 Hourly Rate</b>
<b>4-5</b>	\$400.00	\$0.35	\$450.00	\$0.39
<b>6-10</b>	\$700.00	\$0.61	\$750.00	\$0.65
<b>11-15</b>	\$1,000.00	\$0.87	\$1,050.00	\$0.91
<b>16-20</b>	\$1,300.00	\$1.13	\$1,350.00	\$1.17
<b>21-25</b>	\$1,600.00	\$1.39	\$1,650.00	\$1.43
<b>26+</b>	\$1,680.00	\$1.46	\$1,730.00	\$1.50

## Collective Bargaining Agreement Signatures

The School Board shall furnish a printed copy of this collective bargaining contract to each Education Assistant in the bargaining unit. Fifty copies shall be furnished to the Federation.

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

Robbinsdale Federation of Teachers, Local 872,  
American Federation of Teachers, AFL-CIO

Independent School District 281  
Robbinsdale Area Schools

DocuSigned by:

*Christina Anderson*

Christina Anderson

Chief Negotiator, Education Assistants  
President, Education Assistants

DocuSigned by:

*Renae J. Bowman*

Renae J. Bowman

Chair, I.S.D. 281 School Board

DocuSigned by:

*Peter Eckhoff*

Peter Eckhoff

President  
Robbinsdale Federation of Teachers

DocuSigned by:

*Greta Evans-Becker*

Dr. Greta Evans-Becker

Clerk, School Board

DocuSigned by:

*Amy O'Hern*

Amy O'Hern

Executive Director of Human Resources

Dated this 4th day of March, 2024