

Collective Bargaining Agreement

Between

Independent School District 281

Hennepin County, Minnesota

And

School Service Employees Local 284

Custodial – Transportation Bargaining Unit

2024-2025

2025-2026



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PREAMBLE

The School Board and the Service Employees Union Local 284, AFL and CIO recognize that they have a common responsibility beyond their collective bargaining relationship. Each will strive to achieve quality long-term educational 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 in Independent School District 281, Hennepin County, Minnesota, hereinafter referred to as the School Board, and the Service Employees Union Local 284, AFL and CIO, hereinafter referred to as Local 284, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, hereinafter referred to as PELRA of 1971, as amended, to provide the terms and conditions of employment for the service employees during the duration of the Agreement.

RECOGNITION

In accordance with the PELRA of 1971, as amended, the School Board recognizes Local 284 as the exclusive representative of the service employees employed by this School Board. Local 284 shall represent all the service employees of the district as defined in this Agreement and in said Act.

ARTICLE I – DEFINITIONS

1-1 Terms and Conditions of Employment

This shall mean the hours of employment, the compensation therefore, including fringe benefits, and economic aspects relating to employment.

1-2 Description of Appropriate Unit

For purposes of the Agreement, the term service employees shall mean all persons in the appropriate unit employed by the School Board in such classifications excluding the following: confidential employees, supervisory employees, essential employees, emergency employees, part-time employees whose services do not exceed 14 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.

1-3 Other Terms

All other terms used in this Agreement shall be defined as stipulated in PELRA of 1971, as amended.

1-4 School District

For the purpose of administering the Agreement, the term “school district” shall mean the School board or its designated representative.

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 school district within its legal limitations and with its primary obligation to provide educational opportunity for the students of the school district.

2-3 Effect of Laws, Rules and Regulations

All service employees covered by this Agreement shall perform the nonteaching services prescribed by the School Board and shall be governed by the laws of the state of Minnesota, and federal laws.

2-3-1 Non-Teaching Services

All service employees covered by this Agreement shall perform the nonteaching services prescribed by the school board rules, regulations and directions issued by the properly designated officials of the school district, providing they do not conflict with the terms of this Agreement.

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

This Agreement is not intended to abrogate the statutory power of the School Board of the school district to direct all the operations and activities to the full extent authorized by law, relative to anything whatever necessary for the proper establishment, maintenance and management of the public school system.

2-4-1 *Agreement Intentions*

This Agreement is not intended to abrogate the statutory power of the School Board of the school district to make rules and regulations to manage and to direct all operations and activities, relative to anything whatever necessary for the proper establishment, maintenance and management of the public school system, consistent with the terms of this Agreement.

2-5 *Affirmative Action*

District 281 and Local 284 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, disability, age, marital status or status with regard to public assistance or other statutory protected classes except where such status is a bona fide occupational qualification.

ARTICLE III – SERVICE EMPLOYEES LOCAL 284 RIGHTS

3-1 *Right to Join*

Service employees have the right to join any organization, as provided under PELRA of 1971, as amended, but membership in an organization shall not be required as a condition of employment.

3-2 *Right to Discuss Complaint*

No service employee shall be prevented from informally discussing a complaint with his/her immediate superior, as provided by PELRA of 1971, as amended.

3-3 *Request for Payroll Deduction, Authorization and Remittance*

Employees have the right to request and be allowed payroll deduction for the Union and for the Union's political action committee. The District will commence deductions within thirty days of receiving notice from the Union of the authorized deduction(s). The District will remit deductions to the Union within thirty days of the deduction.

The notice will include certification from the Union that the Union has and will maintain a signed authorization from the employee for whom deductions will be made. A valid signed authorization includes, but is not limited to, an electronically signed authorization. The District may require a copy of the signed authorization form only if a dispute arises about the existence or terms of the authorization. The dues deduction authorization remains in effect until the District receives notice from the Union that an employee has changed or canceled their authorization in writing in accordance with the terms of the original authorizing document.

The Union will indemnify the District for any successful claims made by an employee for unauthorized deductions made in reliance upon certification or information received from the Union.

3-4 *New Employee Information*

Within ten (10) calendar days from the date of hire of an employee, the District will provide the following contact information to the Union: name, job title, worksite location (including location within a facility when appropriate), home address, work telephone number, home and personal cell phone numbers on file with the District, date of hire, work email address, personal email address on file with the District, wage, number of hours normally scheduled in a day, number of duty days contracted for, and whether the position is a nine (9) month or twelve (12) month assignment. The District will provide this information to the Union in a format acceptable to the Union.

On request and every 120 calendar days the District shall provide to the Union in an Excel file or similar format agreed to by the Union the following information for all bargaining unit employees: name; job title; worksite location, including location within a facility when appropriate; home address; work telephone number; home and personal cell phone numbers on file with the District; date of hire; and work email address and personal email address on file with the District.

The District must notify an exclusive representative within ten (10) calendar days of the separation of employment or transfer out of the bargaining unit of a bargaining unit employee.

3-5 *Union Orientation*

The School District will provide the Union steward with the name and work location of each new employee when that employee begins work with the school district. The School District will also provide the union steward's name and work location to each new employee.

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

3-6 *Union Access*

The District will allow the Union to communicate with bargaining unit members using their employer-issued email addresses regarding collective bargaining, the administration of the collective bargaining agreement, the investigation of grievances, other workplace-related complaints and issues, and internal matters involving the governance or business of the Union, consistent with the District's generally applicable technology use policies.

The District will allow the Union to meet with bargaining unit members in District facilities regarding collective bargaining, the administration of the collective bargaining agreement, grievances and other workplace-related complaints and issues, and internal matters involving the governance or business of the Union, provided such use does not interfere with the District's business operations.

ARTICLE IV – GRIEVANCE PROCEDURE

4-1 Definition

A grievance shall mean a dispute or disagreement as to the interpretation or application of any term or terms of this Agreement.

4-2 Representative

The superintendent or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in their behalf. The service employee must be present, if possible, at all steps of the procedure pursued as provided by PELRA of 1971, as amended.

4-3 Grievance Steps

4-3-1 Time Limitation and Waiver

Failure to file any grievance within the time period thereafter provided shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time period hereafter provided shall constitute a waiver of the grievance. In the event the school district fails to respond within the time period hereafter provided, the union may consider the grievance denied and appeal the grievance to the next step of the grievance procedure.

4-3-2 Step I

All effort shall be made to resolve any conflict by the service employee with the supervisor or administrator directly involved. The grievance shall be orally presented within thirty (30) days from the date of the occurrence alleged to be a grievance, and every effort shall be made to keep a grievance from carrying over into another fiscal year. If a satisfactory settlement cannot be reached within ten (10) days, the second step may be initiated within five (5) days thereafter. For the purpose of this Article, "days" shall be defined as work days.

4-3-3 Step II

Any service employee who has not received a satisfactory settlement as outlined in Step 1 will resubmit the grievance in writing on the prescribed form to the Superintendent. The written grievance shall state the facts upon which it is based, the provision(s) in the Agreement allegedly violated, and the relief requested. Within five (5) days after receipt of said written grievance, the Superintendent, or the Superintendent's representative, shall discuss the allegation with the service employee and/or the service employee's representative in order to seek a satisfactory settlement of the grievance. The Superintendent or the superintendent's representative shall render a decision in writing within ten (10) days after the receipt of the grievance. If a satisfactory settlement is not reached, the third step may be initiated within five (5) days thereafter.

4-3-4 Step III

Any service employee who has not received a satisfactory settlement as outlined in

the previous level shall submit a grievance in writing to the School Board. The School Board shall have a hearing and move on the grievance or refer the matter on to the next step within fifteen (15) days. In the event the Board does decide to have a hearing, it shall give a fair and impartial hearing to the aggrieved, along with the supervisor or administrator. The School Board shall render a written decision within fifteen (15) days thereafter. If the School Board's decision is not acceptable to the service employee involved and the matter pertains to this Agreement the matter may proceed to the next step within five (5) days thereafter otherwise the decision of the School Board is final.

4-3-5 Step IV

Within said 5 days either party may request arbitration. The parties shall, within 10 days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. Either party may request the BMS to appoint an arbitrator, pursuant to PELRA, providing such request is made within 20 days after request for arbitration. The request shall ask that the appointment be made within 30 days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the BMS within the time periods provided herein shall constitute a waiver of the grievance.

4-4 Arbitration Hearing

Grievance arbitration shall be heard by a single arbitrator and both parties may be represented by a designee of their choice. The parties shall have an opportunity to submit evidence, offer testimony and make oral or written arguments relating to the issue before the arbitrator. Unless the issue has been stipulated by the parties, each party shall submit a statement of the issue at the outset of the arbitration hearing. The proceeding before the arbitrator shall be a de novo hearing.

4-5 Decision

The decision by the arbitrator shall be rendered within thirty (30) 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 in 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. All witnesses shall be sworn upon oath by the arbitrator.

4-6 Expenses

Each party shall bear its own expenses in connection with arbitration including expenses relating to the parties' 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 and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. The cost of a transcript or recording, if requested, shall be borne by the requesting party.

4-7 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, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public school board to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

4-8 Election of Remedies and Waiver

A grievant instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum as outlined herein, the service employee shall waive his/her right to initiate a grievance to this Article, or if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived.

ARTICLE V – WORKING CONDITIONS

5-1 Required Personnel Information

Upon initial hire, all employees must submit all required employment information, which may include a Minnesota DMV driving record, employment eligibility verification, W-4 form and pre-employment physical report. A head custodian must submit a boiler's certificate, and a bus driver must submit a Minnesota driver's license before being placed on the payroll. A bus driver will be required to have a Minnesota driver's license and a copy of the individual's driving record and must be eligible to commence ISD 281 bus driver training upon hire.

5-1-1 Physical Exams

Active drivers must take and pass a physical examination prior to the expiration of the current physical. The examination results must be sent to the Minnesota Department of Public Safety and the district.

The district will pay the cost of the pre-employment physical examinations, and all required physical exams performed at a district-appointed clinic. No service employee will be placed on the district payroll before the district receives the pre-employment physical examination results.

Applicants who go to other physicians through private health insurance shall provide

examination results to the district and bear the cost of the examination that exceeds the amount of the District approved clinic cost.

5-2 Probationary Periods

The following probationary periods shall be observed.

5-2-1 New Hire Probationary Period

Upon initial hire, each full-time and part-time employee shall serve a six (6) month probationary period, during which time the district may discharge or otherwise discipline the employee without resort to the grievance procedure.

5-2-2 Promotional Probationary Period

An employee who is promoted to a higher classification or who is granted a regular full-time position shall serve a new probationary period of three (3) months. During this new probationary period, if it is determined by the school district that the employee's performance in the new classification is unsatisfactory, the district may reassign the employee to their former classification. During the 3 month probationary period, the employee may elect to return to their former classification.

5-3 Emergency Closing

5-3-1

When schools are closed due to inclement weather or other unforeseeable circumstances and such closure has been officially promulgated, all buildings and grounds employees are expected to report to their respective buildings as soon as safety permits, unless otherwise directed by their supervisor to report to another building. Employees will be paid only for time worked on an emergency closing day. All sick leave absences on emergency closing day will require a physician's note. An employee may take an accrued vacation day if unable to report to work.

5-3-2

In the event not all employees of this bargaining unit are required to report to work, those employees that are required to report will be granted a day to be added to their accrued vacation time. Employees directed to stay home will be paid their regular rate of pay for the day.

5-4 Holidays

The following 12 paid holidays will be granted to full time employees each year.

1. New Year's Day
2. Martin Luther King's Birthday
3. President's Day
4. Friday before Easter
5. Monday after Easter (2025 only)
6. Memorial Day
7. Juneteenth

8. Independence Day
9. Labor Day
10. Thanksgiving Day
11. Friday after Thanksgiving
12. December 24
13. December 25

5-5 *School Calendar*

The School Board has established and Local 284 has accepted the school calendar for 2024-2025, and 2025-2026, as set forth in Appendices C and D. (For informational use only.)

5-6 *Posting of Jobs and Vacancies*

All permanent, vacant positions will be posted in all buildings and sent to all crew heads for posting and will be posted on the district website. If posted positions are not filled within thirty (30) days, the union steward(s) and union representatives will be notified of the vacant positions.

5-7 *Workweek*

The normal work week for a full-time service employee is forty (40) hours. The workweek and hours shall be determined by the school district. In the event the school district establishes flexible schedules requiring coverage other than Monday through Friday, such schedules will be assigned to the least senior service employee in the school district if there are no volunteers within the school district. Prior to implementing the flexible schedules, the school district will conduct an "open window" bid period. If the positions are not filled through such bid periods by an internal applicant, the least senior employee district wide will be assigned the position.

Employees whose full regularly scheduled shift is on a Saturday or Sunday shall receive an additional \$.50 per hour for hours worked on a Saturday or Sunday.

5-7-1 *Full Time/Full Year Benefit Eligibility*

Effective the date of board approval of this agreement, in the event that the school district schedules a worker for 12 months per year, 40 hours per week, that employee will be entitled to all rights and benefits under this contract including full paid vacation, paid holidays, paid leave and district insurance contribution.

5-7-2 *Part Time Benefit Eligibility (for employees working less than 52 weeks)*

Part-time service employees working at least nine (9) months per year are eligible for benefits based on their regularly scheduled hours per week.

Charters, Field Trips, and Voluntary Substitute hours are not included when determining regularly scheduled hours.

Hourly Calculation: A day is equal to regularly scheduled hours per week divided by 5.

5-7-2-1 Health Insurance/Dental Insurance

Employees assigned 20-24 hours/week may participate in district plan at their own expense. Employees assigned a minimum 25 hours/week will receive a pro-rated district contribution. Employees assigned 39 hours/week, will receive the full amount in 8-1.

5-7-2-2 Sick Leave

Employees assigned a minimum of 20 hours/week will receive 5 days sick leave.

5-7-2-3 Holidays

Employees assigned less than 25 hours/week receive 5 paid holidays, (Thanksgiving, December 24 & 25, Friday before Easter, Memorial Day); 25-38 hours/week will receive 7 paid holidays, (addition of Labor Day and Thanksgiving Friday); 39 hours/week will receive 10 paid holidays, (addition of Presidents Day, Monday after Easter (2025 only), Juneteenth and Martin Luther King Day).

5-7-2-4 Bereavement

Employees assigned a minimum of 20 hours/week will receive 2 days for immediate family, (employee's spouse, or significant other, child, parent, sister, brother or legal guardian, grandparent), and 1 day for other family members, (grandchildren, parent-in-law, son or daughter-in-law, brother or sister-in-law, aunt or uncle).

5-7-2-5 Personal Leave

Employees assigned a minimum of 39 hours/week will receive 2 days of personal leave.

5-7-2-6 Vacation

Employees assigned 39 hours/week who begin employment by December 31, will be eligible for 5 days of vacation, accruing the following July 1.

5-7-3 Driving Assignments

Benefit Hours: For all full-time bus drivers-scheduled hours for the purposes of benefit eligibility shall include the following routes: Home to School, SHARE, and Special Education routes.

Regular Routes: For all full-time bus drivers regularly, scheduled hours shall include the following routes: Stand By and Special Education routes.

SHARE and Home to School routes vary in length and are added to open slots based on schedule efficiency, location and overtime minimization, when student data is available.

All regular routes, (Special Education), standby positions, and program routes will be posted and awarded by seniority. For the purpose of route picks, seniority as

defined in section 7-4 will apply. Full time employees will pick first up to forty (40) hours.

Modifications to the sign up and rotation process can be made through the labor management committee.

For the purposes of route picks, in the event an employee leaves a classification and returns, the employee shall retain their original seniority date within that classification.

5-8 Jury Duty

Employees called for jury duty or called as a witness in court in a matter pertaining to District 281, shall suffer no loss in compensation from the school district. Employees who receive a summons are to notify the supervisor immediately of the proposed dates of service. A copy of the jury duty check should be sent to the Payroll Department as proof of service.

5-9 Layoff and Voluntary Termination of Employment

The school district shall require two weeks written notice from a service employee voluntarily terminating employment. In case of layoffs and other not for cause terminations the school district shall provide three weeks' notice.

5-10 Vacations

Each full-time employee covered by this agreement shall accrue paid vacation as follows:

Hire date through 4 complete years of service.	10 working days per year (3.33 hours accrual per pay period)
First day of 5th year through 9 complete years of service.	15 working days per year (5.00 hours accrual per pay period)
First day of 10th year through 14 complete years of service.	20 working days per year (6.67 hours accrual per pay period)
First day of 15th year and thereafter.	25 working days per year (8.33 hours accrual per pay period)

5-10-1 Vacation Accrual and Carryover

Employees may not take accrued vacation during the first six months of employment and will have no vacation entitlement if employment is terminated for any reason during the first six months. No more than 240 hours may be carried over as of September 1 of that year.

5-10-2 Vacation Requests

All vacation shall normally be taken between June (after school is out) and

August (up to the first week before school starts). Requests for vacation must be submitted by April 30 for summer break, November 30 for winter break, and 1 month prior to spring break. A limited amount of vacation may be taken during the school year. Requests for school year vacation must be submitted in writing to the administration for approval two weeks (10 working days) prior to the requested vacation day. The District will try to accommodate requests submitted less than two weeks in advance on a first come first serve basis and subject to the business needs of the District. Vacation leave for an employee shall be scheduled so that there will be minimum disruption of the operation of the school system.

5-10-3 Vacation Accrual During Sick Leave

Vacation benefits shall not accrue during that portion of extended sick leave in excess of three months.

5-11 Building Check and Boiler Check

There shall be an inspection of the buildings and boilers on Saturday, Sunday and holidays only at the request of the Director of Facilities and Operations. This inspection shall be by the head employee of the buildings or by a substitute appointed by the administration or delegate appointed by the head employee. The employee conducting any building and boiler check will receive an \$85 stipend. Overtime will be paid in addition to the \$85 stipend when the building and boiler check exceeds one hour, and the employee works 40 hours during the workweek.

If an employee must respond to an emergency alarm outside of the employee's scheduled shift the employee will be paid a \$85 stipend. If a boiler qualified employee must conduct a building and boiler check outside of the employee's scheduled shift the employee will be paid a \$85 building and boiler check stipend. Overtime will be paid in addition to the stipend when the emergency alarm or building and boiler check exceeds one hour, and the employee works 40 hours during the workweek. A building and boiler checklist will be completed by the employee completing the building and boiler check.

5-11-1 District Wide Building Alarm Call Backup Stipend

On certain weekend or holiday dates identified by the District, the administration director or program director may assign an additional service employee to be the last alarm call backup for district wide building alarms.

District administration will select and assign service personnel to be on the last alarm call backup list subject to the following criteria:

- Willingness to be on list
- Second Class License
- Experience
- Qualifications

An employee who is assigned to be that alarm call backup for the district wide building alarms on a 24-hour period will be paid a stipend for being on call when

not otherwise working a shift and for answering the alarm call, managing and executing the district alarm response to alarms on that date. The rate of the stipend will be \$85 a day.

When that employee needs to go to a building to follow up or respond to that alarm, that employee will be additionally compensated in accordance with alarm call backup stipend and hourly rate provisions as defined in Article 5-11 for an alarm response. When a head day or head night person responds to an alarm call a building check should be completed and included with \$85 stipend.

5-12 *Split Shift*

For purposes of this agreement, bus drivers may be assigned to work split shifts. A split shift is a work day which includes regularly scheduled unpaid block of time in the middle of the work day. Full time bus drivers will not be regularly assigned to work a split shift with an unpaid uninterrupted block of time totaling in excess of 1.5 hours. Full time bus drivers will punch back in after 1.5 hours off and complete their eight (8) hour service day as directed by management. Full time bus drivers hired after October 1, 1992, who are regularly assigned to work a split shift with unpaid block(s) of time totaling in excess of three (3) hours per day will receive a split shift differential of \$50.00 per month. Bus drivers working split shifts will receive overtime pay for hours worked in excess of 40 hours per week.

5-13 *Service Employee in Charge*

5-13-1

All service employees replacing a higher category employee for five (5) consecutive working days or a cumulative six (6) regularly scheduled working days in a 30 working day period will receive the Step 4 salary rate or the closest head service employee step above the employee's current rate, whichever is greater, for the applicable category retroactive to the first day of absence of the head service employee. All service employees replacing a custodial program director for six (6) consecutive working days or a cumulative seven (7) regularly scheduled working days in a 30 working day period will receive the Level 0, Level 1, or Level 2, Step 6 salary rate of the custodial program director scale retroactive to the first day of absence of the custodial program director.

5-13-2

In the event that a head day or head night custodian is out of the building for the purpose of driving a school bus for 5 consecutive days, and if that absence is at least 2 hours in length for each day, the conditions in this clause will apply.

5-14 *Drug and Alcohol Testing*

Drug and alcohol testing will be conducted in accordance with applicable state and federal law. Individuals will also be held to the District Drug and Alcohol Policy.

5-15 *Uniforms*

Employees who are provided with a uniform will be in uniform for all paid assigned

hours and remain in uniform until the end of assignment.

5-16 Building Technicians

All new hires in Category VII (Building Technicians) must obtain a Minnesota Specialist Class Boiler License, mutually agreed upon, within two (2) years of hire date. Failure to obtain a Specialist License within two (2) years will result in said employee being unable to move to any Category higher than Category VII unless, or until, the required license is obtained.

ARTICLE VI – LEAVE OF ABSENCE

All service employees taking any type of leave from work must be on a district approved leave.

6-1 Sick Leave

A sick leave allowance of twelve (12) days shall be granted to each full-time service employee for the year, accruing at a rate of 8.0 hours per month. Sick leave used the day before or the day after a scheduled vacation day may require a doctor's certification of illness.

Pursuant to MN Statute 181.9413, employees may use accumulated sick leave benefits for absences due to safety leave for the employee's child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent for reasonable periods of time as the employee's attendance may be necessary and on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury.

b. Safety Leave: assistance to the employee or assistance to the relatives of an employee for the purpose of providing or receiving assistance because of sexual assault, domestic abuse, or stalking. (MN Statute 181.9413).

c. The District may limit the use of safety leave benefits provided by the District for absences due to a safety leave for relatives as outlined above, to no less than one-hundred sixty (160) hours in any twelve (12) month period. This does not apply to the illness or injury of a child, as defined by MN Statute 181.940, subdivision 4.

6-1-1 Unused Sick Leave

Unused sick leave shall be allowed to accumulate to an unlimited amount.

6-1-2 Eligibility

To be eligible for sick leave in any given month, a new service employee must be employed on the first working day of that month.

6-1-3 Doctor's Certification

A service employee who has any pattern of absence may be required to submit a doctor's certificate of illness prior to returning to work. A service employee may also be required to submit a physician's certification of illness for absences of more than 3 consecutive days prior to returning to work.

6-2 Personal Leave

Each full-time service employee (eight hours per day and 40 hours per week) may be granted up to three (3) days of personal leave per year without salary deduction. Each day used for personal leave shall be deducted from sick leave. Personal leave shall be defined as personal business that cannot be completed outside of the work hours. Except in the case of emergencies, requests for such leave must be submitted at least five days in advance to the supervisor. Normally, personal leave shall not be granted the day before or the day following a designated holiday. Unused personal leave days are not cumulative. Personal leave may not be used to cover the day before or the day after a scheduled vacation, unless with prior approval.

6-2-1 Bereavement Leave

A leave of absence with pay, not to exceed five (5) days shall be granted because of the death of a service employee's spouse or significant other, child, parent, sister, brother, or legal guardian. Up to three (3) days shall be granted because of death in the family which shall be defined as grandchildren, grandparent, and mother-in-law and father-in-law, brother or sister-in-law, aunt or uncle. Such leave shall not be deducted from sick leave and unused leave for such purposes shall not be cumulative. In addition to the leave specified in this section, service employees may use up to three (3) days of personal leave for bereavement leave.

6-3 Union or Government Leave

Any service employee elected to public or union office will be granted a leave of absence subject to review and renewal after two years. Service employees shall not lose seniority in case of leave of absence with just cause, which shall be determined by the employer and the union.

6-4 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. A service employee making 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. A pregnant service employee will also provide at the time of the leave application a statement from her physician indicating the expected date of delivery, the term of disability and the date that the service employee will be physically able to return to work. All child care leaves shall be without compensation except for sick leave used for the period of time during which the service 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 service employee to return pursuant to the date determined under this Section shall constitute grounds for termination unless the school district and the service employee mutually agree to an extension of the leave.

6-5 Leaves of Absence Without Pay

The school district may, at its discretion, grant extended leaves of absence. Approval of the Executive Director of Human Resources is required. The service employee must apply for an extended leave at least six weeks in advance of the proposed leave date. Leaves of absence without pay will be considered for study, accompanying spouse on temporary assignment out of the area, rest, travel, recuperation or other purposes approved by the School Board.

6-5-1 Eligibility

A minimum of three (3) consecutive years of employment in the school district shall be required to qualify for a leave of absence without pay.

6-5-2 Length of Leaves

The duration of these leaves without pay shall be for no more than one year. Normally, the school board will grant one leave per service employee/bus driver every five years.

6-5-3 Seniority

Service employees/bus drivers who are granted a leave do not accrue seniority for the time of the leave.

6-5-4 Return from Leave

Employees who are granted a leave of absence for one year or less will be returned to the same or similar job as they held prior to the leave. The returning employee will bump the person with the lowest seniority in a position similar to the position the employee had prior to taking a leave. In order to be eligible for return, the employee must indicate their intent in writing to return 3 months prior to the end of the leave. If the employee does not notify the District, the failure to notify will be considered a resignation.

6-6 Medical Leave

A service employee may apply for a medical leave of absence. The application will require a medical statement from a certified physician stating the medical diagnosis, prognosis for recovery, intended recovery date and any limitations upon the service employee's ability to return to the job assignment. A service employee granted a medical leave of absence will not accrue seniority while on leave. A medical leave of absence may be granted for up to two (2) fiscal years.

6-7 Military Leave

Service employees shall be eligible for up to fifteen (15) days of military leave without loss of pay in accordance with Minnesota Statutes 192.26. Requests for such leave shall be submitted to the Executive Director of Human Resources by the service employee upon receipt of such orders, but in no event more than two (2) workdays following receipt of such orders, excluding emergency call-up for state duty.

ARTICLE VII – BASIC SCHEDULES AND RATES OF PAY

7-1 2024-2025, 2025-2026 Salary Schedules

The wages and salaries reflected in Appendices A and B attached hereto, shall be part of the Agreement for 2024-2026 school years.

7-2 Pay Dates

Pay Dates: Employees will be paid twice per month (15th and end of month). If any pay date falls on a Saturday, Sunday, or holiday, employees will be paid on the last business day immediately preceding. Regular paychecks shall be delivered by direct deposit. This is contingent upon an MOU with an anticipated start date of July 1, 2025

7-2-1 Overtime Pay

Work performed in excess of 40 hours per week shall be compensated at a rate of one and one-half times the regular rate, or employees may choose compensatory time. Earned compensatory time must be used within the same payroll period. If the compensatory time is earned on the last day of the payroll period, the time must be used within the following payroll period.

Employees, who, due to an approved vacation or school district holiday(s) work a shortened work week, will receive overtime as set forth in the preceding paragraph. Holidays and non-student contact days scheduled by the District will count towards the forty (40) hours.

In the event employees who are regularly scheduled to work more than forty (40) hours per week, use sick leave, they will not lose overtime for hours worked. Provisions of 6-1-4 apply. Work that qualifies as District-requested Overtime shall be compensated at the rate of one and one-half times the regular rate regardless of whether or not the employee(s) had used sick leave during that particular work week.

7-2-2 Overtime in Buildings

When overtime work is required by the District in a building, overtime in that building will be awarded on a rotational basis. A list of interested employees will be in order by seniority, starting with employees assigned in that building, then to the employees assigned to the building. Overtime will be awarded by going down the list, before starting back at the top again. If no one assigned to the building takes the overtime, it will be opened to the district list of employees willing to take overtime. If a specific qualification is necessary, as determined by the district, for that overtime assignment, the qualification(s) will be listed on the overtime assignment and the work will be awarded to the next person on the list that meets the qualifications.

7-3 Discipline and Discharge

7-3-1 Discharge

Service employees who have completed the required probationary period shall

become permanent employees and may only be discharged for cause.

7-3-2 *Steps of Discipline*

Normally, the following types of discipline may be imposed:

- (1) Oral reprimand (shall not be grievable)
- (2) Written reprimand
- (3) Suspension with or without pay
- (4) Discharge

7-3-3 *Immediate Termination*

Subject to the grievance procedure, cause for immediate discharge shall include, but is not limited to, the following: stealing, intoxication on the job, failure to pass a physical exam required by law in order to qualify for the position, insubordination, conviction of a felony involving moral turpitude, terminable offenses under federal, state and/or district drug and alcohol policy or other reason constituting just cause.

7-4 *Seniority and Layoffs*

Seniority: For purposes of layoff and recall, seniority shall be defined as the length of continuous service based upon the employee's full time hire date within the District. For bus drivers hired after July 1, 2010, seniority is the date that a valid CDL with applicable endorsements is obtained, and that employee is eligible to bid for work. If a new employee is hired with a valid CDL and applicable endorsements, the seniority date will be the hire date. When seniority is considered for purposes other than layoff and recall, overall District seniority shall apply.

For the purposes of layoff and recall, two (2) separate seniority lists will be maintained, one for full-time employees and one for part-time employees. In the event of layoff, full-time employees will be eligible to bump part-time employees, but part-time employees will not be eligible to bump full-time employees.

A reduction of work force will be accomplished based on district seniority within the classification, subject to all the provisions in this Section (7-4). All part-time employees within classification will be laid off before the layoff of full-time employees. In the event there are transportation reductions, part-time positions will be reduced before full-time positions.

In the event of a reduction of work force, an employee may:

- 1) choose demotion instead of layoff if a lower level category vacancy exists if the employee is qualified based on the job posting or if the employee can meet the qualifications (as indicated in the posting) within one year, or
- 2) the employee may bump the least senior employee in the same or lower category in a formerly held classification, or
- 3) choose layoff and retain recall rights.

Employees choosing demotion in lieu of layoff will retain recall rights for the

remainder of the recall period. Employees may not bump into a classification within a higher category unless, the employee was involuntarily demoted (such as just cause) from a higher classification. The employee must have held the classification within the higher category in order to bump into the position.

An employee refusing any of these options shall automatically terminate employment with the school district. An employee on layoff shall retain rights of recall for a period of eighteen (18) months following date of layoff and shall be eligible for recall to an opening in the same or lower job classification or category or an opening in a previously held classification or category based on seniority. In the event a laid off employee is recalled to a lower classification or hours than was held at time of layoff the employee will continue to retain recall rights for the duration of the eighteen months. Laid off employees will be called back to work based on seniority.

Laid-off service employees on recall status shall be responsible for maintaining a current listing of their address and telephone number in the school district's human resources office. Employees on layoff will be notified of recall opportunities by certified mail. Service employees refusing or failing to respond to recall within ten (10) calendar days from written notification by the school district or failing to report to work with fourteen (14) calendar days from notification of recall, shall waive all future rights of recall pursuant to this Agreement. Service employees recalled to work shall be paid at the rate established for the classification and shall work the designated hours established for that position.

In the case of equal seniority, the decision as to who must be laid off first will be determined by the date of application for employment with the District. The employee with the most recent application date will be the least senior. In the event there remains a tie, the last four digits of the service employees' social security numbers will be used. The service employee with the highest number shall be deemed to have more seniority. If multiple part-time employees move to full-time on the same date, seniority will be ranked among them based on their ranking on the part-time seniority list.

7-5 *School Closing*

In the event of school closings, the head day and night custodians will be assigned to another school building, with the least senior head day and night custodian being affected. There will be no bumping between elementary and secondary positions.

When a vacancy occurs, those service employees on the head custodian's seniority list will be recalled first in inverse order of layoff. If no names appear on the elementary or secondary list, the opening will be posted.

7-6 *Non-School Days (including Summer Work Hours)*

Work hours on non-school days may be different than work hours on school days. The Director of Facilities and Operations will determine the work hours on the non-school days. The union will be informed of the schedules.

7-7 Conventions

The union shall be permitted five (5) service employee days each year without pay to attend conventions. Applications shall be submitted to the Executive Director of Human Resources in charge of service employee relations at least two weeks in advance.

7-8 Annual Increment

For the period of July 1, 2024, through June 30, 2025, all service employees not at the top of the salary schedule will be granted an annual step on the anniversary date of their hire.

Beginning July 1, 2024, all service employees not at the top of the salary schedule will be granted an annual increase on July 1 of each year.

Employees hired after November 1, 2020:

All service employees not at the top of the salary schedule and hired between July and December will be granted an annual step increase on July 1 of each year.

All service employees not at the top of the salary schedule and hired between January and June will be granted an annual step increase on the second July 1 of their employment and each subsequent year.

7-9 Category VI-A and Category VI-B

7-9-1 Full-Time

An employee who works more than 39 hours per week and 52 weeks per year shall be considered full-time.

7-9-2 Category VI (Bus Drivers and Bus Driver/Custodians)

7-9-2-1

Category VI-A (Full-time, full year) shall include all bus drivers in the current Category VI who are regularly scheduled to work an average of more than 39 hours per week for 52 weeks per year and all grandfathered bus drivers and grandfathered bus driver/custodians who were in Category V-B.

7-9-2-2

Category VI-B (Part-time) shall include all drivers in the current Category VI who are regularly scheduled to work 39 hours or less per week, or drivers who work less than 52 weeks per year.

7-9-2-3

All Category VI-A employees hired prior to January 22, 2004, will retain full time status until separation through attrition, or just cause termination.

7-9-3 Insurance Benefits for Category VI-A (Full-time, full year)

All bus drivers in Category VI-A who are regularly scheduled to work an average of more than 39 hours per week for 52 weeks per year will receive full-time insurance benefits, as defined in Article VIII, effective 30 days after ratification of this contract by the board.

7-9-4 Category VI – License

All employees in Category VI must maintain a valid Commercial Driver’s License with a school bus endorsement.

ARTICLE VIII – SERVICE EMPLOYEES WELFARE FOR EMPLOYEES HIRED PRIOR TO JUNE 30, 2009

8-1 Group Insurance Preamble

Subject to the provisions of this agreement, the provisions of the FMLA and the group insurance plans established by this article, an employee on Leave of Absence may continue to participate in the group insurance plans. An employee choosing to continue participation shall pay the full monthly premium for such plan, commencing the first of the month after FMLA is exhausted or the first of the month after a non-FMLA leave commences.

8-2 Hospitalization and Major Medical

The School Board will participate in the hospitalization/medical insurance program by paying for full-time service employees the following amounts toward the monthly premium costs of any plan approved by the School Board. Any additional cost of premium shall be borne by the employee and paid by payroll deduction. The monthly premium cost up to the maximum described in the following table will be paid by the school district.

Effective	Single	Family
January 1, 2025	\$939	\$1,114
January 1, 2026	\$1,039	\$1,214

8-2-1

Effective January 1, 2013, for full time employees who enroll in a Comprehensive Major Medical Insurance Plan with a single plan annual deductible of at least \$1600 or a family plan annual deductible of at least \$3500, the district shall contribute a monthly amount of \$45.84 to a VEBA account.

8-2-2

Employees with an HSA qualified insurance plan will be allowed to direct District VEBA contributions to their HSA

8-3 Long-Term Disability Insurance

The School Board will participate in the long-term disability insurance program for full-time service employees and part time employees assigned a minimum of 25

hours/week on the following basis: the Board will pay one-half (1/2) of the annual premium for all full-time service employees who participate in the program. The School Board will pay to those participants who have accumulated over sixty-five (65) days of sick leave, one-third (1/3) of their regular salary with one-third (1/3) day subtracted from the total number of remaining sick leave days until all sick leave has been used in full. Employees assigned a minimum of 25 hours/week are eligible for long term disability.

8-4 *Term Life Insurance*

Each full-time service employee and part time employees assigned a minimum of 25 hours/week may participate in the group life insurance program by carrying term insurance in the amount of \$50,000 and the Board will pay seventy-five (75) percent of the annual premium. Additional term insurance in \$50,000 increments not to exceed an additional \$150,000 may be purchased through the group, with the cost to be borne by the service employee. Employees assigned a minimum of 25 hours/week are eligible for life insurance.

8-5 *Dental Insurance*

The School Board will pay one hundred (100) percent of the annual single premium, and eighty (80) percent of the family premium for full-time service employees who participate in the school district group dental insurance plan.

8-6 *Vision Insurance*

Effective January 1, 2016, each service employee who works twenty five (25) hours per week may participate in the vision plan. The vision premium is 100% paid by the employee.

8-7 *Sick Leave Incentive*

A service employee who has worked the full fiscal year in the previous fiscal year, has at least 160 hours of sick leave or personal leave at the end of the previous fiscal year, shall receive an incentive in one lump sum, according to the following schedule:

Amount of absence

- 0 and up to 8 hours of absence: \$250
- Over 8 and up to 32 hours of absence: \$200
- Over 32 and up to 40 hours of absence: \$150

Payments will be made in July of the following fiscal year or as soon as is feasible.

Up to 24 hours of personal leave a year scheduled with at least 5 days' notice will not be charged against this incentive.

Service employees hired before June 30, 2009, 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 service employee will be kept in the service employee's personnel file. This option may be

used in conjunction with Article 9-2, deferred compensation. This option may be exercised only during the open enrollment period.

ARTICLE IX – SERVICE EMPLOYEE WELFARE FOR EMPLOYEES HIRED ON OR AFTER JUNE 30, 2009

9-1 Cafeteria Benefits

9-1-1 Eligibility

Each full-time service employee whose employment commences on or after June 30, 2009, and who is scheduled to hold a position in excess of eighty (80) working days in a school year, will be allocated a specified dollar amount per month, for use in purchasing fringe benefits under this Article. Said allocation will commence on the first of the month following hire date and will be made to the service employee’s account at the beginning of each month during which the service employee is entitled to full salary from the district.

Full-time service employees who enroll in the district’s medical insurance plan with at least \$1,600 annual deductible, the district shall contribute monthly plus an annual VEBA contribution; part-time service employees who are assigned at least 25 hours/week shall receive a pro-rated contribution. Employees with an HSA qualified insurance plan will be allowed to direct District VEBA contributions to their HSA.

EFFECTIVE	CAFETERIA PLAN	VEBA
January 1, 2025	\$1,169	\$45.84 monthly contribution
January 1, 2026	\$1,269	\$45.84 monthly contribution

9-1-2 Minimum Coverage

Each full-time service employee shall purchase, at a minimum, single coverage under the group hospitalization/major medical insurance and shall purchase Long- Term Disability Income Insurance or a service employee 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 service employee’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.

9-1-3 Additional Coverage

If a service employee 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 service employee’s account pursuant to 9-1-1 above, any cost in excess of the service employee’s monthly allocation shall be borne by the service employee and paid by payroll deduction.

9-1-4 Excess Allocation

A service employee will receive as additional salary any money allocated to the service employee for that month which was not charged against the service employee's account for purposes of fringe benefit purchases in accordance with 9-1-1.

9-1-5 Discontinuation of Allocation

Monthly allocation to service employees for the purposes of purchasing insurance fringe benefits under 9-1 above 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.

9-1-6 Part-time Service Employees

Employees whose assignment is at least 25 hours/ week shall be eligible for benefits under 9-1. The fractional part of the full amount described in 9-1-1 shall be the service employee's full-time equivalent multiplied by the amount of the benefits. The amount of sick leave, personal leave, holidays and bereavement shall continue as in 5-7-2.

Part time employees pro-rata share of the monthly contribution will be made based on their assigned hours as of October 31. This pro-rata portion will remain constant until the subsequent assignment placement on October 31 in the next year. If the assignment changes by five or more hours per week, (up or down), adjustments will be made to contributions.

9-2 Vision Insurance

Effective January 1, 2016, each service employee who works twenty-five (25) or more hours per week may participate in the vision plan. The vision premium is 100% paid by the employee.

9-3 Deferred Compensation

9-3-1 Eligibility

All eligible service employees may contribute from their pay, pre-tax dollars to an annuity program as provided in MS. 356.24. This option is available immediately with the appropriate paperwork submitted to human resources.

9-3-2 District Contribution

For full-time employees hired after June 30, 2009, the district will provide up to \$600 in a deferred compensation match with three years of full-time service or the equivalent. The deferred compensation match will be paid twice monthly at the rate of \$25.00. Employees hired before June 30, 2009 and choosing the deferred

compensation match must waive their right to severance pay as described in Article XI, 11-1, (and will receive the above stated contribution). 9-3-3 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 approved vendors accepting such contributions. However, any employer contributions shall be made on a non- Roth pre-tax 403(b) basis. It is the employee's responsibility to submit a request for the district contribution to begin, by completing the Payroll Reduction Form and submitting it to the benefits department upon completion of 3 years of full-time service or the equivalent.

9-3-3 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 approved vendors accepting such contributions. However, any employer contributions shall be made on a non-Roth pre-tax 403(b) basis.

9-3-4 Part Time Service Employees

Service employees whose assignment is at least 25 hours/ week shall be eligible for benefits under 9-2. The fractional part of the full amount described in 9-2-2 shall be the service employee's full-time equivalent multiplied by the amount of the benefits.

ARTICLE X – PUBLIC OBLIGATION

The Board and the union mutually recognize the needs of the Public Employee Labor Relations Act (PELRA), and that the right of students and residents of this district to the continuous and uninterrupted operation of their schools is of paramount importance. During the term of this Agreement, the union and the district will not engage in any action contrary to the public employee law of the state of Minnesota.

ARTICLE XI – RETIREMENT

All full-time service employees of Independent School District 281 who are members of the school district hospitalization/major medical group plan, who have fifteen (15) years of full-time employment in the school district and who retire following the age of 55, may continue as a member in the insurance group.

The School district will pay the same percentage of premiums as paid for other members of the group until the retiree reaches eligibility for Medicare for service employees who retire before July 1, 1990. For service employees retiring after July 1, 1990, the amount of school board participation in health insurance coverage will be fixed at the amount provided by the School Board at the time of the service employees' retirement. Future change negotiated through this bargaining process will not affect the retired service employee's benefit.

11-1 Severance

The purpose of the severance pay program in District 281 is to reward full-time service employees for service rendered over a long period of time.

11-1-1 Eligibility

To qualify for severance pay, the full-time service employee must:

11-1-1-1

Be at least 55 years of age on June 30 of the school year in which the service employees' retirement becomes effective.

11-1-1-2

Have completed fifteen (15) or more full-time years of service in District 281 on June 30 of the school year in which the service employees' retirement becomes effective. All service employees employed 52 weeks annually are deemed to be full-time service employees with regard to severance pay eligibility. Full-time employees shall earn one full time year towards severance for each 2080 hours worked as a part time employee. Severance pay shall not be granted to any service employee who is discharged by the school district;

11-1-1-3

Have provided to the school district a written resignation forty-five (45) days prior to the effective date of the resignation.

11-1-1-4

Been hired prior to June 30, 2009, and not participating in the cafeteria plan.

11-1-2 Basis of Pay

The amount of severance pay shall be up to 100 days of the service employee's final salary as of June 30 of the last full year of employment. Salary shall be defined as annual salary amount and shall not include any additional compensation for extended employment or other extra compensation. A maximum of 30 days may be accumulated for years of service. A maximum of 70 days may be accumulated for unused sick leave.

11-1-3 Years of Service

Two (2) days of severance pay will be paid for each full year of service in the school district. Provisions in 11-1-3 are subject to limitations noted in 11-1-2.

11-1-4 Accumulated Sick Leave

One-half (1/2) day of severance pay will be paid for each full day of accumulated sick leave up to a maximum of seventy (70) days. Provisions in 11-1-4 are subject to limitations noted in 11-1-2.

11-1-5 Amount of Pay

Days accumulated toward severance pay as noted in 11-1-2, 11-1-3, and 11-1-4 shall be multiplied by the daily rate of pay.

11-1-6 Time of Payment

Severance pay shall be deposited into an employer sponsored 403(b) within thirty days of the last paycheck following the date of retirement.

ARTICLE XII – EMPLOYER SECURITY

No service employee covered by the terms of this contract shall engage in a strike, as defined by PELRA, nor shall any such person or organization of such persons or its officials or agents cause, condone, instigate, encourage or cooperate in a strike except as may be provided in Minnesota Statutes 179A.01-179A.30.

ARTICLE XIII – DURATION AND EFFECT

Terms and Reopening Negotiations

This Agreement shall remain in full force and effect for a period commencing on July 1, 2024, through June 30, 2026. In the event that a new contract is not agreed to by July 1, 2026, provisions of this contract will remain in effect. If either party desires to modify or amend this Agreement commencing on July 1, 2026, they shall give written notice of such intent no later than May 1, 2026. Unless otherwise mutually agree, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Agreement.

This Agreement constitutes the full and complete Agreement between the Board and the union representing service employees described in the appropriate unit. Provisions herein relating to terms and conditions of employment supersede any and all prior Agreements and practices of employment inconsistent with these provisions.

APPENDIX A SERVICE EMPLOYEES LOCAL 284 CATEGORY POSITIONS

CATEGORY I-A

Classifications:

a. Head Day - Elementary

CATEGORY I-B

Classifications:

a. Low Voltage Electrician

c. Maintenance Lead

e. Carpenter Lead

b. Warehouse

d. Head Day ESC/ Transportation/Crystal Learning Center

f. Head Night – Senior High

CATEGORY II

Classifications:

a. Head Night – Middle School

c. Assistant Grounds

e. Electrical Apprentice

b. Assistant Maintenance

d. Assistant Carpenter

CATEGORY III

Classifications:

a. Head Night-Elementary

CATEGORY IV

Classifications:

a. Maintenance – Senior High

c. Full-Time Grounds

b. Full-Time Maintenance

d. Full-Time Carpenter

CATEGORY V

Classifications:

a. Maintenance Technicians

c. Mail Delivery Driver

b. Warehouse Driver

CATEGORY VI-A

Full-time Bus Drivers/Custodians (39 hours per week AND 52 weeks per year.)

CATEGORY VI-B

Part-time Bus Drivers (less than 39 hours per week or less than 52 weeks per year.)

CATEGORY VII

Building Technicians

Category VII

Building Technicians

Employees in Category VII who obtain a 2nd class boiler's license or higher, who have worked for the District for at least three years, and who demonstrate the ability to perform the essential functions of a maintenance technician and subject to the business needs of the District for the position, will be placed in Category V on a step that is no less per hour than the step the employee was placed in Category VII. An employee placed in Category V shall be called upon to perform the duties of a maintenance technician. The district and the union will meet to determine the checklist to be used to determine whether an employee can demonstrate the necessary skills of a maintenance technician.

**APPENDIX B
SERVICES EMPLOYEES LOCAL 284 2024-2025, 2025-2026 WAGE
SCHEDULE**

CUSTODIAL SALARY MATRIX

2024-2025

Step	Class								
	CU1A	CU1B	CU2	CU3	CU4	CU5	CU6A	CU6B	CU7
1	\$29.19	\$28.63	\$28.09	\$27.78	\$27.56	\$21.88	\$24.14	\$20.54	\$18.56
2	\$29.59	\$29.04	\$28.47	\$28.17	\$27.90	\$24.37	\$25.74	\$21.23	\$19.73
3	\$29.98	\$29.43	\$28.88	\$28.53	\$28.33	\$27.35	\$27.35	\$22.01	\$20.88
4	\$30.27	\$29.72	\$29.17	\$28.82	\$28.60	\$27.47	\$27.47	\$22.10	\$20.98

2025-2026

Step	Class								
	CU1A	CU1B	CU2	CU3	CU4	CU5	CU6A	CU6B	CU7
1	\$30.36	\$29.78	\$29.21	\$28.89	\$28.67	\$22.75	\$25.11	\$21.36	\$19.30
2	\$30.78	\$30.20	\$29.61	\$29.30	\$29.02	\$25.34	\$26.77	\$22.08	\$20.52
3	\$31.18	\$30.60	\$30.04	\$29.67	\$29.46	\$28.44	\$28.44	\$22.89	\$21.71
4	\$31.48	\$30.90	\$30.34	\$29.97	\$29.75	\$28.57	\$28.57	\$22.99	\$21.82

LONGEVITY PAY

Effective July 1, 2021, a career increment will be paid to full-time service employees each year following their 5th year anniversary in District 281. The payment will be processed on the first payroll in July.

Years of Service	Effective July 1, 2024
5-9	\$700
10-14	\$1,050
15-19	\$1,450
20-24	\$1,800
25+	\$2,250

Years of Service	Effective July 1, 2025
5-9	\$700
10-14	\$1,050
15-19	\$1,450
20 -24	\$1,800
25+	\$2,250

STIPENDS

- Building Technician Trainer stipend \$.50/hour during the entire fiscal year.

Employees holding the following license or certification will receive stipends as indicated.

- Certified Pool Operator License: \$0.30/hour
- Class A CDL Driver's License (grounds employees): \$0.15/hour
- Registered Unlicensed Maintenance Electrician Certification (at District's request): \$0.15/hour
- Class B School Bus License and Passenger Endorsement (non-transportation employees): \$0.50/hour
- Specialist Class \$0.50,
- 2nd Class \$0.60 and
- 1st class Boiler License: \$0.70/hour
- CDL Air Brake Endorsement: \$0.30/hour
- Chief Boiler License: \$0.80/hour
- Playground Equipment Inspector Certificate: \$0.25/hour

Employees will not normally be hired at an initial step higher than step 2. In the event that the supervisor believes a higher initial placement is appropriate, the supervisor will consult with the Union Steward prior to an initial offer of employment.

SHIFT DIFFERENTIAL: Second Shift \$.25 per hour
Third Shift \$.35 per hour
The shift differentials is not applicable to the Head Night position as it is built into the pay.

Boiler License

Maintenance Technicians, Senior High Maintenance, Head Night-Elementary, Head Night-Middle School, and Head Night-Senior High shall obtain a boiler license appropriate for their building boiler system by a date mutually agreed upon by the District and SEIU. These employees must keep those licenses current.

Employees who receive the boiler license differentials must have the skills and qualifications required to perform applicable boiler tending responsibilities for their respective license.

Vo-Tech/Community College

Employees who take and pass (80%) district approved college courses will receive, for all hours worked, a differential of \$0.25 per hour for each course passed. The maximum differential paid for course work will be limited to \$0.75 per hour (three classes passed). A course description will be provided to the Director of Buildings and Grounds for approval. The differential will be paid beginning on the pay period after the employee provides the Human Resources Department with an official copy of a school grade transcript showing the employee passed (80%) the approved course.

APPENDIX C

Robbinsdale Area Schools 2024-25 District Calendar




- First, last days of school, ends of academic periods
- Observed holidays, district offices closed
- Summer vacation, staff report per contract
- No school days, staff report per contract
- No school days and beginning, end of school year; staff report per contract

Notes:

- Compensatory days are negotiated days off for licensed staff.
- Staff and professional development days are negotiated days for professional development activities.
- Staff workshop days are negotiated days for licensed staff to conduct grading, preparation and planning.

Updated Feb. 2024



July	4 Independence Day *
August	23 New teacher orientation RFT lunch Prof. development 26-30 Workshop Week Prof. development Workshops 27 Welcome back breakfast
September	2 Labor Day * 3 First day of school
October	11 NO SCHOOL Compensatory 17 NO SCHOOL, MEA Compensatory 18 NO SCHOOL, MEA
November	1 End quarter 1 4 NO SCHOOL Prof. development 5 NO SCHOOL Election Day ** Prof. development 28-29 NO SCHOOL Thanksgiving *
December	23-31 NO SCHOOL Winter Break (24-25) Christmas observed *
January	1-3 NO SCHOOL Winter Break (1) New Year's Day * 20 NO SCHOOL MLK Day * 23 End quarter 2, semester 1 24 NO SCHOOL Workshop / grading
February	17 NO SCHOOL Presidents Day * 24 NO SCHOOL Prof. development
March	21 End quarter 3 31 NO SCHOOL Spring Break
April	1-4 NO SCHOOL Spring Break 18 NO SCHOOL Compensatory (18) District holiday * 21 NO SCHOOL Compensatory
May	2 NO SCHOOL Prof. development 26 NO SCHOOL Memorial Day *
June	2 Commencement *** 4 LAST DAY OF SCHOOL End quarter 4, semester 2 5 Staff workshop 19 Juneteenth *

* District staff should consult their contract for details about paid, district-observed holidays.
** No school-sponsored activities may be scheduled between 6-8 p.m. on Election Day.
*** For information about all school and program commencement ceremonies, visit rdale.org.

rdale.org | #Rdale281

APPENDIX D

Robbinsdale Area Schools 2025-26 District Calendar




- First, last days of school, ends of academic periods
- Observed holidays. district offices closed
- Summer vacation, staff report per contract
- No school days, staff report per contract
- No school days and beginning, end of school year; staff report per contract

Notes:

- Compensatory days are negotiated days off for licensed staff.
- Staff and professional development days are negotiated days for professional development activities.
- Staff workshop days are negotiated days for licensed staff to conduct grading, preparation and planning.

Updated Oct. 2024



July	
4	Independence Day *
August	
22	New teacher orientation <i>Prof. development</i>
25-29	Workshop Week <i>Prof. development Workshops</i>
September	
1	Labor Day *
2	First day of school
October	
2	NO SCHOOL Yom Kippur
16	NO SCHOOL, MEA Compensatory
17	Holiday
31	End quarter 1
November	
3	NO SCHOOL <i>Prof. development</i>
4	NO SCHOOL Election Day ** <i>Prof. development</i>
27-28	NO SCHOOL Thanksgiving *
December	
22-31	NO SCHOOL Winter Break (24-25) Christmas observed *
January	
1-2	NO SCHOOL Winter Break (1) New Year's Day *
19	NO SCHOOL MLK Day *
22	End quarter 2, semester 1
23	NO SCHOOL Workshop / grading
February	
16	NO SCHOOL Presidents Day *
23	NO SCHOOL <i>Prof. development</i>
March	
19	End quarter 3
20	NO SCHOOL Compensatory
30-31	NO SCHOOL Spring Break
April	
1-3	NO SCHOOL Spring Break (1B) District holiday *
24	NO SCHOOL <i>Prof. development</i>
May	
8	NO SCHOOL Compensatory
25	NO SCHOOL Memorial Day *
June	
1	Commencement ***
3	LAST DAY OF SCHOOL End quarter 4, semester 2
4	Staff workshop
19	Juneteenth *

* District staff should consult their contract for details about paid, district-observed holidays.
 ** No school-sponsored activities may be scheduled between 6-8 p.m. on Election Day.
 *** For information about all school and program commencement ceremonies, visit rdale.org.

rdale.org | #Rdale281

ARTICLE XIV – COLLECTIVE BARGAINING CONTRACT

The School Board shall furnish a printed copy of this collective bargaining agreement to each service employee in the bargaining unit, eight (8) weeks after the contract is signed.

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

THE SERVICE EMPLOYEES

UNION LOCAL 284
AFFILIATED WITH THE AFL AND CIO
CUSTODIAN/BUS DRIVER EMPLOYEES
INDEPENDENT SCHOOL DISTRICT 281

Signed by:
Nicole Atkins
Steward

Signed by:
Greta Evans-Becker
Chairperson of the School Board

Signed by:
Todd Schmitz
Business Representative

Signed by:
Renae J. Bowman
Clerk of the School Board

DocuSigned by:
Amy O'Hern
Executive Director of Human Resources

Signed by:
Kristen Hoheisel
Chief Financial Officer

Dated this 23rd day of January, 2025

MEMORANDUM OF UNDERSTANDING

WHEREAS, the parties to this Memorandum of Understanding are Independent School District 281, Robbinsdale Area Schools (“District”); and Service Employees International Union, Local 284 (“Union”); and

WHEREAS, the Union represents service employees, including bus drivers and building and grounds employees; and

WHEREAS, as part of the 2011-14 Collective Bargaining Agreement between the parties the parties adopted a Memorandum of Understanding that contained the terms and conditions of employment relating to the implementation of the District’s decision to subcontract its transportation operations effective July 1, 2012; and

WHEREAS, the parties intend for this Memorandum to reflect the continuing implementation of the decision to subcontract the District’s transportation operations; and

WHEREAS, the parties have agreed to remove several provisions relating to transportation from the Collective Bargaining Agreement; and

WHEREAS, the parties recognize that the District could take action to discontinue subcontracting and resume providing transportation services through its own employees and wish to ensure an orderly transition, should that occur,

NOW THEREFORE, the parties hereby agree as follows:

1. Driver positions: The 2 employees listed below were employed in category VI-A positions on June 30, 2022 and pursuant to Section 7-9-2-3 of the Agreement, these employees will retain full-time status until separation through attrition or just cause termination. As the incumbents of these 3 driver/custodian positions separate from the District through attrition or just cause termination, the District will have no obligation to fill the positions by transferring existing employees or hiring new employees, (subject only to the exception noted in paragraph 2, below) and the transportation portion of the work associated with these 2 positions will be performed by a private contractor.

The parties agree that these employees will be assigned to specific regular school year, special education routes designated by the District. These employees will not have any right of assignment to field trip routes, charters, student activity routes, or regular education routes, and sections 5-6-1 and 5-7-3 of the collective Bargaining Agreement shall not apply. In the event the District needs to cover a route because the listed employees are absent and not available to cover their regular routes, the District may contract with a private contractor to cover the route.

Jacques Lewis
Paula Sala

2. In the event the District takes action to discontinue subcontracting and resume providing transportation services through its own employees, the following provisions of the 2011- 14 collective bargaining agreement will be re-inserted into the collective bargaining agreement in their entirety, as they appeared in the 2011-14 collective bargaining agreement: section 5-6-1 (Summer Routes) and section 5-7-3 (Driving Assignments)
3. This Memorandum of Understanding is hereby made part of the Collective Bargaining Agreement between the parties. This Memorandum of Understanding will take effect only upon ratification by the Union's membership and School Board action, along with the Collective Bargaining Agreement

INDEPENDENT SCHOOL DISTRICT 281

Date: 1/26/2025

DocuSigned by:
By: 
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SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 284

Date: 1/23/2025

Signed by:
By: 
025C5C96C2A8405...

MEMORANDUM OF UNDERSTANDING

WHEREAS, the parties to this Memorandum of Understanding are Independent School District 281, Robbinsdale Area Schools (“District”); and Service Employees International Union, Local 284 (“Union”); and

WHEREAS, the Union represents service employees, including bus drivers and building and grounds employees; and


WHEREAS, as part of the 2024-2026 Collective Bargaining Agreement between the parties the parties adopted a Memorandum of Understanding that contained the terms and conditions of employment relating to the implementation of a 24 pay cycle; and

WHEREAS, the parties intend for this Memorandum to reflect the continuing implementation of the decision which states:

Service Employees International Union, Local 284 will be paid twice per month (15th and end of month). If any pay date falls on a Saturday, Sunday, or holiday, employees will be paid on the last business day immediately preceding. Regular paychecks shall be delivered by direct deposit. The District shall ensure that there is no delay in the timing of payments and pay that service employees depend on to meet financial obligations (via electronic fund payments, etc.) and the expected pay in accounts that is especially crucial at the beginning of the month.

INDEPENDENT SCHOOL DISTRICT 281

Date: January 8, 2025

By: 

SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 284

Date: 1/23/2025

By:  Signed by:
Todd Schmitz
025C5C96C2A8405...