

**AGREEMENT ON
TERMS AND CONDITIONS OF EMPLOYMENT**

BETWEEN

Osseo Area Schools



**BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT 279
MAPLE GROVE, MINNESOTA**

AND

EM-O KIDSTOP INSTRUCTORS

Effective Date: July 1, 2024 -- June 30, 2026

TABLE OF CONTENTS

ARTICLE 1 - PURPOSE OF AGREEMENT

Section 1. Parties	1
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ARTICLE 2 - EMPLOYEE REPRESENTATIVE

Section 1. Recognition.....	1
Section 2. Appropriate Unit	1

ARTICLE 3 – DEFINITIONS

Section 1. Terms and Conditions of Employment	1
Section 2. Kidstop Instructors	1
Section 3. School Board.....	1
Section 4. Other Terms.....	1

ARTICLE 4 - SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights.....	1
Section 2. Management Responsibilities	2
Section 3. Effect of Laws, Rules, and Regulations.....	2
Section 4. Reservation of Managerial Rights.....	2

ARTICLE 5 - KIDSTOP INSTRUCTORS' RIGHTS

Section 1. Right to Views	2
Section 2. Right to Join.....	2
Section 3. Request for Dues Check off.....	2
Section 4. Personnel Files.....	2
Section 5. Political Action Committee (PAC) Deduction.....	3
Section 6. Other Rights	3

ARTICLE 6 - SCHEDULE OF RATES OF PAY

Section 1. Hourly Rates of Pay	3
Section 2. Hours	4
Section 3. Assignment	5
Section 4. Emergency Program Closing.....	6
Section 5. Placement on Schedule	6
Section 6. Holidays	7
Section 7. Vacation Allowance	7
Section 8. Seniority.....	8
Section 9. Probation and Regular Status	8
Section 10. Posting of Positions	9
Section 11. Job Elimination.....	9
Section 12. Progressive Discipline	10

ARTICLE 7 – GROUP INSURANCE

Section 1. Health & Hospitalization Insurance for Full-Time Employees....	10
Section 2. Health & Hospitalization Insurance for Part-Time Employees ...	11
Section 3. Long-Term Disability Income Protection.....	12
Section 4. Dental Insurance	12

Section 5.	Eligibility	12
Section 6.	Enrollment	13
Section 7.	Claims Against the School District.....	13
Section 8.	Duration of Insurance Contribution.....	13
Section 9.	Insurance Program Eligibility in the Event of Retirement	13
Section 10.	Section 125 Flexible Spending Plan	13
Section 11.	Deferred Compensation Program.....	14

ARTICLE 8 - LEAVES OF ABSENCE

Section 1.	Sick Leave	14
Section 2.	Family Illness	16
Section 3.	Bereavement Leave	16
Section 4.	Parental Leave	16
Section 5.	Long-Term Leave	18
Section 6.	Jury Duty	20
Section 7.	Personal Leave.....	20
Section 8.	Short-Term Leave.....	20
Section 9.	Religious Leave.....	21
Section 10.	Naturalization Leave.....	21
Section 11.	Eligibility for Leave Benefits	21
Section 12.	Unexcused Absences.....	21

ARTICLE 9 - GRIEVANCE PROCEDURE

Section 1.	Grievance Definition.....	21
Section 2.	Representative	21
Section 3.	Definitions and Interpretations.....	21
Section 4.	Time Limitation and Waiver	22
Section 5.	Adjustment of Grievance	22
Section 6.	School Board Review.....	23
Section 7.	Denial of Grievance	23
Section 8.	Mediation.....	23
Section 9.	Arbitration Procedures	23

ARTICLE 10 – DURATION

Section 1.	Terms and Reopening Negotiations	24
Section 2.	Effect	24
Section 3.	Finality	25
Section 4.	Severability.....	25

Appendix

Kidstop Instructor 10.5-30 hours/week	27
Kidstop Instructor 30-32 hours/week	28
Kidstop Instructor 32-39 hours/week	29
Lead Kidstop Instructor.....	30
4-Star Express Instructor 30-32 hours/week	31
4-Star Express Instructor 32+ hours/week.....	32

MEMORANDUM OF UNDERSTANDING

Job Qualifications	34
Student Teaching Practicum or Similar Field Experience	36
Limits to Long-term Disability Insurance Coverage.....	39
Attendance Recognition	40
12-Month Positions Task Force	41
Paid Family Medical Leave Act	42
ESST Language	43

ARTICLE 1 PURPOSE OF AGREEMENT

Section 1. Parties: This Agreement, entered into between the School Board, Independent School District 279, Maple Grove, Minnesota, hereinafter referred to as the School District and the Kidstop Instructors, is pursuant to and in compliance with the Public Employment Labor Relations Act as amended, hereinafter referred to as the PELRA, and provides the terms and conditions of employment for Kidstop Instructors during the term of this Agreement.

ARTICLE 2 EMPLOYEE REPRESENTATIVE

Section 1. Recognition: In accordance with the PELRA, as amended, the School Board recognizes Education Minnesota - Osseo as the exclusive representative of Kidstop Instructors employed by the School Board. The exclusive representative will have those rights and duties as prescribed by the PELRA and as described in this Agreement.

Section 2. Appropriate Unit: The exclusive representative will represent all the Kidstop Instructors of the District as defined in this Agreement and in said Act.

ARTICLE 3 DEFINITIONS

Section 1. Terms and Conditions of Employment: Will mean the hours of employment, the compensation therefore, including fringe benefits, except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees, but does not mean educational policies of the School District. The terms in both cases are subject to the provisions of the PELRA.

Section 2. Kidstop Instructors: Will mean all Kidstop Instructors employed by Independent School District 279, Maple Grove, Minnesota, who are public employees within the meaning of Minnesota Statute 179A.03, Subd. 14., excluding supervisory, confidential, and all other employees.

Section 3. School Board: For purposes of administering this Agreement, the term "School Board" may also mean the designated representative.

Section 4. Other Terms: Terms not defined in this Agreement will have those meanings as defined by the PELRA.

ARTICLE 4 SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: The Kidstop Instructors recognize that 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 School Board, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities: The Kidstop Instructors recognize the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement will perform the services prescribed by the School District and will be governed by School Board policies, rules, regulations, directives and orders which are not inconsistent with the terms and conditions of employment set forth in this Agreement and which are issued by properly designated officials of the School District. Any provision of this Agreement found in violation of any law, rule or regulation there under, will be without force or effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of School Board rights and duties will not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

ARTICLE 5 **KIDSTOP INSTRUCTORS' RIGHTS**

Section 1. Right to Views: Pursuant to the PELRA, nothing contained in this Agreement will be construed to limit, impair or affect the right of any employee, or their representative, to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative; nor will it be construed to require any employee to perform labor or services against their will.

Section 2. Right to Join: Kidstop Instructors will have the right to form and join labor organizations and will have the right not to form and not to join such organizations. Kidstop Instructors will have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such employees with the School District.

Section 3. Request for Dues Check-off: Kidstop Instructors will have the right to request dues check-off for the organization of the exclusive representative in accordance with the provisions of the PELRA, as amended. Upon receipt of a properly executed authorization form from the employee, the School District will deduct, in equal installments, from the employee's paycheck the dues the employee has agreed to pay the exclusive representative during the effective period of authorization. The number of equal installments will be fifteen (15), beginning on October 20th and ending on May 20th. The authorization will continue in effect until terminated by the employee in writing.

Section 4. Personnel Files:

Subd. 1. Access: All individual Kidstop Instructor evaluations and individual Kidstop Instructor's files generated within the school district will be available to the instructor during regular School District hours upon the employee's request in accordance with Minnesota Statutes.

Subd. 2. Review: Such request will be made to human resources. Human resources will schedule an appointment for the Kidstop Instructor to review their file and will notify the instructor of such appointment.

Subd. 3. Documentation of Contents: The Kidstop Instructor will review their file with a confidential Human Resources designee present. All such reviews will take place in Human Resources

Subd. 4. Right to Copy: The Kidstop Instructor will have the right to a copy of any of the contents of their file.

Subd. 5. Right to Response: The Kidstop Instructor may submit for inclusion in their file a written response to any material contained in such file.

Subd. 6. Destruction/Expungement: The School District may destroy such files as provided by law.

Section 5. Political Action Committee (PAC) Deduction: Employees may request a payroll deduction to contribute to the PAC fund of Education Minnesota – OSSEO.

Subd. 1. Authorization: Upon receipt of an authorization card, the School District will make the designated deduction per paycheck.

Subd. 2. Terms of Authorization: Authorization cards will be filed with the payroll department by the teacher and will continue in effect until revoked on a form provided by the School District's payroll department. Application for an Education Minnesota – OSSEO PAC deduction will be accepted at any time with change in payment reflected as soon as is practicable, but within 45 days.

Subd. 3. Schedule of Deductions: PAC deductions will be made in 15, equal installments beginning on October 20th and ending on May 20th.

Section 6. Other Rights: Kidstop Instructors will have all other rights prescribed by the PELRA.

ARTICLE 6 **SCHEDULE OF RATES OF PAY**

Section 1. Hourly Rates of Pay: The following rates of pay will be in effect for the period of July 1, 2022, through June 30, 2024.

Kidstop Instructors 2024-2025 Hourly Rates			
Steps	Kidstop Instructors	Four Star Instructors	Lead Instructors
1	\$23.09	\$25.65	\$26.89
2	\$24.44	\$26.52	\$27.68
3	\$26.83	\$27.98	\$30.58

Kidstop Instructors 2025-2026 Hourly Rates			
Steps	Kidstop Instructors	Four Star Instructors	Lead Instructors
1	\$23.44	\$26.04	\$27.15
2	\$24.81	\$26.93	\$28.11
3	\$27.24	\$28.40	\$31.04

*Four Star Instructors with a teaching license shall receive an additional \$0.55 per hour.

Employees will be entitled to step increases only upon satisfactory job performance. Satisfactory job performance shall be determined by the employee's most recent performance evaluation so long as the evaluation was done during the previous two (2) years. Employees who do not receive a step increase due to job performance shall be eligible for such step the following January 1st or July 1st whichever occurs first after satisfactory job performance review, provided the employee has worked 120 work days prior to the performance review. Days worked shall include days actually worked, personal leave, sick leave, and paid holidays.

Subd. 1. Additional compensation for late pickups: Add time after normal shift to timecard as indicated:

15 minutes	ADD	30 minutes
30 minutes	ADD	1 hour
45 minutes	ADD	1 ½ hours
1 hour	ADD	2 hours

- The pattern for additional compensation will continue for time extending past one (1) hour.
- Should this additional time beyond 6:15 p.m. result in more than 40 hours/week, the time beyond will be paid at the overtime rate for the time indicated in the table above.
- If hours of operation change for program, the Union and the District will collaborate on changes as needed.

Section 2. Hours:

Subd. 1. Work Year: The primary work year for all employees will be considered the school year program. All employees will be expected to work their regular daily assignment on those days the Kidstop program is in session or scheduled to be in session with the exception of non-school program days. On non-school program days, management reserves the right to assign work hours and site assignment to facilitate

program operation. Any deviation from the regular daily assignment other than leaves as provided in Article 8 must have the prior approval of the community education coordinator or designee and Human Resources.

Subd. 2. Overtime: Work over forty (40) hours per week will be paid at time and one-half or by compensatory time at time and one-half, as determined by the employee and the immediate supervisor. All overtime must be authorized in advance.

Subd. 3. Summer Programs:

- a) Summer Program Notification: Kidstop Instructors working the school year program will notify Human Resource by February 1st of their intent to work the summer program. Instructors will apply for open positions and their preference for placement will be taken into consideration based on seniority.
- b) Kidstop Instructors will be paid at their same school year rate when employed as a substitute in the Summer Program.
- c) District reviews summer hours and for every 30 hours worked, staff will receive 1 hour of sick leave.

Section 3. Assignment:

Subd. 1. Beginning with the 2021-2022 School Year, Each Kidstop Instructor and Lead Instructor will be hired for a specific site through the Kidstop Program. Upon changes in student enrollment, the District reserves the right to make modifications or adjustments in these site assignments during the school year. Kidstop Instructors and Lead Instructors may be assigned to other locations on a temporary basis due to leaves of absence that need to be covered. Four Star Instructors will be assigned a specific site based on the classroom model for this program. Adjustments to meet the staffing needs at each site will use the following protocol:

- a) Voluntary Re-Assignment: after a need has been announced at a site, qualified staff have 1 day to notify their supervisor or staffing manager of their desire to be reassigned to an open position of less, equal or greater hours than their current assignment. If multiple staff give notice, the most senior employee shall be granted the re-assignment. The voluntary re-assignment process will continue until the open position(s) are filled or there are no more volunteers.
- b) If there are no or no more volunteers(s) to fill the position(s) in need, the least senior staff at the site shall be placed into the open position of equal or greater hours within 5 business days of the initial offer.
- c) When all needed positions are filled, the least senior employee at the site with reductions shall be laid off with recall rights per the provisions of Article 6, Section 11 of the collective bargaining agreement.

d) Should a position that was eliminated re-open, the employee who was displaced shall have recall rights back to that position for one (1) year-from the effective date of the re-assignment.

Subd. 2. Electronic notification from the District/Program Coordinator or staffing manager will be provided to the employees indicating assignment to the Kidstop Program and the hours according to the schedule before August 15th prior to the start of the school year.

Subd. 3. New employees shall receive electronic notification of assignment to the Kidstop Program, hours, wages and benefits upon hire.

Subd. 4. In the case of job elimination or hour reductions in the Kidstop Program all other provisions of Article 6, Section 11 will apply.

Section 4. Emergency Program Closing: If school starts late or is closed early due to inclement weather or other emergency situations, employees will be paid for their normal work assignment for that day. On such days, the work assignment will be determined by the immediate supervisor.

In the event school is cancelled due to inclement weather or other emergency situations, employees will be paid for up to three (3) days, per school year, for their normal work assignment. This provision will apply for full days only when school has been cancelled prior to the opening of the normal school day.

The superintendent reserves the right to require that employees report to work for any school closing. Employees will receive their normal compensation for that day and no additional compensation.

In the event an employee was scheduled to take a single sick day, personal leave day, bereavement day or vacation day that coincides with an emergency program closing day, the employee will not be charged for their scheduled sick day, personal leave day, bereavement day or vacation day. If the employee was scheduled to take a series (2 or more) of connected sick days, personal leave days, bereavement leave days, or vacation days and one of those connected days falls on the emergency program closing day, the employee will be charged for the day(s) that coincides with the emergency program closing day(s).

When the Superintendent determines that the district will follow an e-learning day, the district will follow Minnesota Statute 2022, section 120A.414 (<https://www.revisor.mn.gov/statutes/cite/120A.414>).

Section 5. Placement on Schedule: New employees will be placed on the appropriate schedule as determined by the requirements of the job and at the discretion of Human Resources. Schedule advancements will occur on July 1st of each year for eligible employees. Employees will maintain their seniority based on their original hire date within the unit. For the purposes of this section, a day worked will include paid leave and holiday pay. Employees must be regularly scheduled to work ten and one-half (10-1/2) hours or more per week in order to qualify for step movement. Summer only employment does not qualify for step movement.

Section 6. Holidays:

Subd. 1. Full-time 12-month Lead Kidstop Instructors will be granted 12 paid holidays as determined by the School District prior to July 1 each year.

Subd. 2. Part-time Kidstop Instructors regularly scheduled to work 10.5 hours or more per week will be granted eight paid holidays as determined by the School District prior to July 1 each year.

The following eight paid holidays will be granted.

Thanksgiving	Spring Holiday
Day after Thanksgiving	Martin Luther King –or- President’s Day*
Winter Holidays (2 days)	Memorial Day
New Year’s Day	

* Whichever day is not designated as a holiday will be utilized for paid staff development, department training, and/or required workshops.

Subd. 3. If a holiday occurs on a workday, the Kidstop Instructor will be paid double their normal rate of pay or be able to take an alternate day off.

Section 7. Vacation Allowance: Lead Kidstop Instructors will be granted vacation as follows:

Years of Employment in the Bargaining Unit	Annual Vacation Credit
0-4	80 hours
5-10	120 hours
11	128 hours
12	136 hours
13	144 hours
14	152 hours
15	160 hours
19+	200 hours

*The accrual levels referenced above shall change on July 1st of the fiscal year in which the employee is scheduled to reach the requisite years of service.

Conditions for Vacation Allowance:

- a) An employee shall be credited vacation on July 1st each year.
- b) Effective June 30, 2017, the maximum carryover of vacation will be 80 hours. The maximum payout of vacation upon termination of employment will be 160 hours.
- c) Vacation must be scheduled in advance and will be approved only upon submission of a request in accordance with District procedure and subject to available balance.

- d) An employee resigning prior to an earned vacation period is entitled to a pro rata share of vacation time or vacation pay earned upon proper submission to the employer of at least two weeks' notice of proposed termination date. Failure on the part of the employee to give proper notice shall constitute forfeiture of this provision. Overuse of earned vacation due to yearly front loading on July 1, will result in the employee owing the district backpay for any vacation time used, but not yet accrued at the date of resignation/retirement.
- e) Vacation eligibility will be calculated on anniversary date of employment.
- f) Kidstop Instructors that become eligible for vacation allowance will be credited with actual months worked as a Kidstop Instructor. A maximum of three weeks' vacation will be attained through this provision.

Section 8. Seniority:

Subd. 1. Seniority Date: An employee's seniority date will be the original date of employment in the School District within the Kidstop Instructor's unit. If the starting date is the same between two or more employees, the employee with the greatest number of years of district service in a regular (non-casual position) will be considered the most senior. In the event of a tie between years of service, the School District will meet and confer with the employee representatives to determine a process to break the tie.

Subd. 2. Forfeiture: An employee who is discharged, resigns, or does not report for an assignment after being recalled will forfeit all seniority rights.

Subd. 3. Seniority Rights: An instructor assigned temporarily as a program manager will retain all seniority rights within the instructors' employee group and will retain all previous credit for pay purposes. Upon completion of the temporary assignment, the employee will be re-employed in a position for which the employee is qualified commensurate with a position occupied prior to the assignment provided the position(s) has not been abolished.

Subd. 4. Seniority List: A seniority list of regular employees will be updated and posted on the District website monthly during the school year.

Section 9. Probation and Regular Status:

Subd. 1. New employees will be considered probationary employees until June 30, provided they have worked 120 days from their hire date to June 30. If a school year ends prior to a probationary employee serving at least 120 working days, such employee shall be on probation for the following school year, ending June 30. Working days shall include days actually worked, vacation, sick leave, paid holidays, and personal leave. During this time they have no seniority privileges and may be transferred, discharged or laid off. Upon completion of the probationary period, an employee will establish regular employee status unless otherwise notified in writing by the employer prior to that date.

Section 10. Posting of Positions: When there are vacancies within the bargaining unit, all employees will receive an email notification in a timely manner. Vacancies to be filled will be posted for a period of up to five working days. Between the period of August 15th and September 30th each year, vacancies will be posted for a period of three working days or until filled. Employees interested in applying should discuss the possible transfer with their immediate supervisor and then make application to human resources. Employees who apply during the designated time frame will be considered on the basis of previous work experience, training, and job performance. Management reserves the right to make the final decision in filling the position. After a hiring decision is made, all applicants will be notified by human resources within five working days.

Section 11. Job Elimination:

Subd. 1. Seniority: In the event of job elimination requiring layoff, the employee with the least seniority in the job title within the site will be laid off first. The employee, if qualified, will be placed into an open position in the same title with equal or greater hours matching their previous assignment, resulting from program changes and/or newly created positions at the time of displacement. If no such openings exist within the title at the time of displacement, the employee, if qualified, will have the right to displace the least senior employee in the Kidstop Instructor's unit in the School District, subject to Subd. 4 of this Section. Failure to accept a position under the terms of this Section will be viewed as a resignation by the employee. Effective July 1, 2017, an employee on a performance improvement plan by December 1st of any year may not displace another employee.

Subd. 2. Recall List: A regular employee who has been displaced due to a layoff will be placed on a recall list. When a position becomes available, the most senior qualified employee will be recalled first. If the employee fails to report to work upon two weeks' notice of recall, this will cause the employee to lose all recall rights.

Subd. 3. Recall Period: A regular employee will be kept on the recall list up to 12 months after the layoff if no position has been offered.

Subd. 4. Assignment Reduction – More Than Two Hours: When a reduction in assignment of more than two hours per day occurs, the following steps will be taken: a) the incumbent is offered the option of retaining the position; b) if there are open positions resulting from program changes and/or newly created positions at the time of reduction, the employee, if qualified, will be placed into such open position if such open position has equal hours matching their previous assignment, or c) if the incumbent declines the reduced position, and no opening exists at the time of reduction, the employee, if senior, will have the right to bump the least senior employee within the site having equal hours or the greatest hourly assignment best matching their previous assignment. If such right is not utilized, the employee may bump the least senior person in the unit who has similar hours. The bumped employee, if senior, will be placed into an open position resulting from program changes and/or newly created positions at the time of displacement. If no such openings exist at the time of displacement, the employee, if qualified, will have rights to bump the least senior employee within the unit having equal hours or the greatest hourly assignment best matching their previous assignment. The person then bumped will only

have rights to bump the least senior employee in the unit or may elect to take an open position.

Subd. 5. Full-time employees: When a reduction or elimination of a full-time assignment occurs, the employee will be placed into an open position with equal hours matching their previous assignment, resulting from program changes and/or newly created positions at the time of displacement. If no such openings exist at the time of displacement, the employee, if qualified, will have the right to displace the least senior full-time employee in the unit. The bumped employee, if senior, will have the right to bump the least senior full-time employee within the unit. The person then bumped will have the right to bump the least senior employee in the unit or may elect to take an open position.

Section 12. Progressive Discipline: The School District and Kidstop Instructors recognize the concept of progressive discipline consisting of: 1. Letter of Expectation (non-disciplinary); 2. Written reprimand; 3. Suspension without pay; 4. Discharge. Notwithstanding this concept, the School District reserves, in its sole discretion, to impose discipline at any level.

ARTICLE 7 **GROUP INSURANCE**

Section 1. Health and Hospitalization Insurance for full-time employees (employees scheduled to work 32 or more hours weekly):

Subd. 1. Basic Group Health and Hospitalization Plans:

a. **District Contributions**

Basic Group Health and Hospitalization Plans: The district will contribute up to the following amounts towards the district's Group Health Insurance premiums for full time employees. Any portion of the premium that exceeds the district contribution will be paid by the employee and paid by payroll deduction.

Effective July 1, 2024 – December 31, 2024

	Single	Employee +1	Family
High	\$610.42	\$947.68	\$1,518.37
Value	\$666.35	\$1,034.89	\$1,658.11
HSA Plan	\$672.40	\$1,012.92	\$1,620.65

Effective January 1, 2025– December 31, 2025

	Single	Employee +1	Family
High	\$610.42	\$947.68	\$1,518.37
HSA Plan	\$699.30	\$1,053.44	\$1,685.48

Effective January 1, 2026

	Single	Employee +1	Family
High	\$610.42	\$947.68	\$1,518.37
HSA Plan	\$720.28	\$1,085.04	\$1,736.04

Effective July 1, 2023, employees who are a new hire and enrolling for the first time will not be able to elect the high advantage health insurance plan.

Effective January 1, 2024, employees will no longer be able to switch into the high advantage health insurance plan.

District contributions to the HSA trust account will be made each month. Contributions for July will be made at the same time as the August contribution. In the event of hardship, the parties agree to meet and confer to discuss alternatives to the contribution timelines.

- Single HSA Coverage: \$200 per month
- Employee+1 HSA Coverage: \$400 per month
- Family HSA Coverage: \$400 per month

The school district will pay all administrative fees associated with the plan.

Subd. 2. Married Couples in District with Family Coverage: When an employee and their spouse are both employed by the School District and are eligible for the School District's group health and hospitalization plan, and both employees enroll in the same hospitalization plan, the full premium will be paid by the School District.

Subd. 3. Group Term Life Insurance: The School District will pay the premium for group term life insurance for all full-time employees employed by the School District who qualify for and enroll in the existing group term life insurance plan of the School District. Full-time employees who qualify and enroll will be covered by group term life insurance in the amount of \$50,000. Part time employees who qualify and enroll will be covered by group term life insurance at \$20,000.

Subd. 4. Supplemental Group Term Life Insurance: Full-time Kidstop Instructors will have the option, subject to the conditions established by the School Board's carrier for group term life insurance as provided in Subd. 4 of this Section, to purchase supplemental group term life insurance in the amounts of \$50,000, \$75,000, \$100,000, \$125,000, or \$150,000, not to exceed 3x annual salary. The cost of the supplemental coverage will be borne by the employee and paid by payroll deduction.

Section 2. Health and Hospitalization Insurance for part-time employees (employees scheduled to work 30 hours but less than 32 hours weekly):

Subd. 1. Basic Group Health and Hospitalization Plans:

a) Single Coverage or HSA Plans

Effective January 1, 2024			
	Single	Employee +1	Family
High	\$585.72	\$585.72	\$585.72
Value	\$612.08	\$612.08	\$612.08
HSA Plan	\$631.51	\$920.24	\$1,472.38

Effective January 1, 2025 – December 31, 2025

	Single	Employee +1	Family
High	\$585.72	\$585.72	\$585.72
HSA Plan	\$656.77	\$957.05	\$1,531.28

Effective January 1, 2026

	Single	Employee +1	Family
High	\$585.72	\$585.72	\$585.72
HSA Plan	\$676.47	\$985.76	\$1,577.22

Effective July 1, 2023, employees who are a new hire and enrolling for the first time will not be able to elect the high advantage health insurance plan.

Effective January 1, 2024, employees will no longer be able to switch into the high advantage health insurance plan.

District contributions to the HSA trust account will be made each month, to the HSA trust account recommended by the School District Insurance Advisory Committee. Contributions for July will be made at the same time as the August contribution. In the event of hardship, the parties agree to meet and confer to discuss alternatives to the contribution timelines.

- Single HSA Coverage: \$200 per month
- Employee+1 Coverage: \$400 per month
- Family Coverage: \$400 per month

The School District will pay all administrative fees associated with the plan.

Section 3. Long-Term Disability Income Protection: The School District will pay the premium for employee coverage in the existing long-term disability income protection plan of the School District for all employees employed by the School District working 30 or more hours per week who qualify for and enroll in such coverage. This coverage will apply up to the employee's base annual salary. See Limits to Long-term Disability Insurance Coverage MOU.

Section 4. Dental Insurance:

- a) **Single Coverage:** The School District will pay up to \$28.00 per month for individual coverage for each Kidstop Instructor employee working 30 or more hours per week who qualifies for and enrolls in the School District's group dental insurance plan.
- b) **Family Coverage:** Employees working 30 or more hours per week who qualify for and enroll for family/dependent coverage in the School District's group dental insurance plan will pay the full cost of the premium minus the School District's contribution for single coverage. The premium will be paid by payroll deduction.

Section 5. Eligibility:

Subd. 1. Active Employees: Those employees working a full school year schedule consisting of 32 or more hours per week will be considered full-time for purposes of eligibility for group insurance. Qualifications will include those established by the School District and the carrier of the coverage. Part-time employees, employees working 30 hours but less than 32 hours, qualify only for the District's basic health and hospitalization plan.

Subd. 2. Employees on Leave of Absence: Employees on paid and unpaid leaves of absence may continue participation in the District health and life insurance plan(s) in accordance with COBRA and FMLA regulations. Employees on a paid leave of absence must pay their portion of the premium (if any). Employees on unpaid leaves must pay the full premium cost of coverage if the employee is not eligible for FMLA protection(s) or the employee is eligible for FMLA but more than 12 weeks has elapsed since the beginning of the leave.

Section 6. Enrollment: All employees qualifying may enroll for such coverage in accordance with the procedures established by the School District. Effective 2012-2014, employees will be allowed to waive health coverage in the District's health plan upon sufficient proof that the employee has obtained group health coverage through another source (e.g., spouse). The human resources department shall determine the basis for sufficient documentation of group coverage from another source. The district retains the right to re-examine waiver of health coverage on a year-to year basis. Employees who are not currently enrolled or have not previously opted out will be automatically enrolled in the district health insurance high deductible plan unless the employee submits an enrollment form either opting out of the plan or selecting another plan design option.

Section 7. Claims Against the School District: It is understood that the School Districts' obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim will be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 8. Duration of Insurance Contribution: An employee is eligible for School District contributions as provided in this Article as long as the employee is employed by the School District. Upon termination of employment, all School District participation and contribution will cease effective on the last day of the month in which employment terminations.

Section 9. Insurance Program Eligibility in the Event of Retirement: A Kidstop Instructor who retires is eligible to participate in the health/hospitalization plan upon retirement per Minnesota statute, but must pay the entire premium for the plan selected. The right to continue participation in such plan, however, will be in accordance with conditions of the carrier.

Section 10. Section 125 Flexible Spending Plan: The district will provide a Section 125 Plan (FSA) under the Internal Revenue code for all employees.

Subd. 1. Description: The Section 125 Plan (Flexible Spending Plan FSA) offered by the District is a plan established to provide a way to save money on costs for medical and dependent care expenses. The three components allow payment for health insurance

premiums, certain out-of-pocket health care expenses, and dependent care expenses with pre-tax dollars. It is a salary reduction plan permitting participants to choose among more than one benefit. It is classified as a "Cafeteria Plan" for federal income tax purposes.

Subd. 2. Plan Year: The plan year will be determined by the School Board. There are three components to the plan:

- Health insurance premium deduction with pre-tax dollars (Article 7, Section 1, Health Insurance)
- Dependent care reimbursement account
- Medical expense reimbursement account

Section 11. Deferred Compensation Program: In accordance with Section 457 or 403b of the Internal Revenue Code and Minnesota Statute §356.24, the School District will match the contribution of a Kidstop Instructor according to the following schedules towards either the Minnesota State Deferred Compensation Program (Section 457) or an approved 403b tax sheltered annuity plan. The plan must meet the School Districts' guidelines for approval. The contribution and match are forwarded each pay period to the plan account. Employees who have been contributing to a 457 plan prior to the ratification of the 2014-2016 contract will be grandfathered in, with the District contributing matching funds to the 457 plan. Employees hired on or after July 1, 2014, or new enrollees to the deferred compensation program will have all matching funds contributed to a 403(b) plan. The District will match the minimum or maximum amount, or any amount in between.

Subd. 1. Maximum District Annual Match, 2022-2024:

Maximum District Annual Match Amounts	
12-month employee	\$925 (\$38.54 per paycheck)
10.5-month employee	\$925 (\$48.68 per paycheck)

*Employees may choose to defer more than the District annual match amount. Federal law determines the maximum amount an individual can contribute annually.

ARTICLE 8 LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. Earn: All Kidstop Instructors will accrue sick leave at the rate of one day per month worked, up to a maximum of 12 days annually.

Subd. 2. Accumulation: Unused sick leave days may accumulate to an unlimited number of days of sick leave per employee. Such accrual will be non-retroactive.

Subd. 3. Sick leave with pay will be allowed by the School District whenever an employee's absence is found to have been due to personal illness which prevented attendance and performance of duties on that day or days, provided that the employee has unused sick leave at the time of such absence. A regular employee who works the summer program will be eligible to use accumulated sick leave days in the summer.

Subd. 4. Medical Verification: If there is a question as to the eligibility of an employee for sick leave, the School District reserves the right to verify the illness. In the event that a medical certificate is required, the employee will be advised by the School District.

Subd. 5. Deduction: Sick leave allowed will be deducted from the employee's accrued sick leave days.

Subd. 6. Approval: Sick leave pay will be approved only upon submission of a timely request in accordance with district procedure and subject to available balance. Employees will be entitled to request sick leave in one- hour increments.

Subd. 7. Utilization of Sick Leave Benefits During Absences Covered by Workers' Compensation:

- a) Upon the request of an employee who is absent from work as a result of a compensable injury incurred in the service of the School District under the provisions of the Workers' Compensation Act, the School District will pay the difference between the compensation received by the employee pursuant to the Workers' Compensation Act and the employee's base rate of pay to the extent of the employee's earned accrual of sick leave.
- b) A deduction will be made from the employee's accrued sick leave according to the pro rata portion of days of sick leave which is used to supplement Workers' Compensation payment.
- c) Such payment will be paid by the School District to the employee only during the period of disability.
- d) In no event will the additional compensation paid to the employee by virtue of sick leave pay result in the payment of total daily, weekly, or monthly compensation that exceeds the base compensation of the employee.
- e) An employee who is absent from work as a result of an injury compensable under the Workers' Compensation Act, who elects to receive sick leave pursuant to this Agreement, will submit the Workers' Compensation check endorsed to the School District prior to receiving payment from the School District for this absence.
- f) An employee who is unable to perform their duties and responsibilities due to a physical assault resulting in an injury which occurs while on duty as a result of a work-related incident, will be entitled to compensation without use of sick leave for up to fifteen (15) days of absence per incident. Any additional days needed by the employee without the use of sick leave will be mutually agreed to in collaboration between the district and union. The district may require employee to be seen by a

district selected medical provider and provide documentation that outlines return to work conditions. Thereafter, the compensation will be paid per a. through e. of this Subdivision.

g) If a Kidstop Instructor incurs an injury as described in Subd. f above, and such injury causes the employee to work less than full-time, the District will continue to contribute its share of the cost of the health and hospitalization insurance plan that the employee is enrolled in.

Section 2. Family Illness:

Subd. 1. Kidstop Instructors will be granted up to ten days of absence per year, for illness in the Kidstop Instructor's or spouse's immediate family that may or may not otherwise be covered under the Family and Medical Leave Act (FMLA) and/or state statute. The immediate family will include parent, sister, brother, spouse, son, daughter, son-in-law, daughter-in-law, grandparent, grandchildren, guardian, and any other relative or non-relative who stands in the same relationship with the employee. Those days will be deducted from accrued sick leave. If the employee does not have accrued sick leave, there will be a salary deduction equal to the pro-rated daily rate of pay.

Section 3. Bereavement Leave:

Subd. 1. Use – Immediate Family: Kidstop Instructors will be granted up to but not to exceed five days for absence due to death of each member of the employee's or spouse's immediate family. The immediate family will include parent, sister, brother, spouse, son, daughter, son-in-law, daughter-in-law, grandparent, grandchildren, guardian, and any other relative or non-relative who stands in the same relationship with the employee. Such absences will be deducted from accrued sick leave. Exceptions to the immediate family designations may be granted with pre-approval of Human Resources in extenuating circumstances.

Subd. 2. Use – Not Immediate Family: Absence due to the death of a person, not listed in Subd. 1 will be limited to one day per incident. Such absence will be deducted from accrued sick leave. Exceptions may be granted with approval of Human Resources in extenuating circumstances.

Section 4. Parental Leave:

Subd. 1. Purpose: An employee, upon request, may be granted a leave for the purpose of childcare of a newborn child or for the adoption/foster care of a child. The employee will be required to concurrently take a leave pursuant to the Family/Medical Leave Act (FMLA). This leave will be granted to one parent of a newborn or adopted child provided such parent is caring for the child. Employees may be granted partial leaves of absence appropriate to the job assignment.

Subd. 2. Request: An employee making application for childcare leave will inform Human Resources in writing of the intention to take the leave at least three calendar months before commencement of the intended leave. For an adoption leave, the employee will

inform Human Resources in writing at the earliest opportunity of the intention to take the leave.

Subd. 3. Use of Sick Leave for Pregnancy: If the reason for the leave is occasioned by pregnancy, an employee may utilize sick leave pursuant to the sick leave provisions of this Article during a period of physical disability. A pregnant employee will also provide at the time of the leave application, a statement from her licensed physician indicating the expected date of delivery.

Subd. 4. Use of Sick Leave for Adoption/Foster Care: An employee may request to use up to 30 days of accumulated sick leave to assist in preparation and legal reasons of the adoption/foster care process, as well as necessary travel and initial adjustment of the child. These days need not be taken consecutively.

Subd. 5. Date of Leave: The effective beginning date of a parental leave and its duration will be determined by mutual consent between the employee and human resources. In determining the date of the commencement and duration of the leave, human resources will review each case on its individual merits taking into consideration the following:

- a) The continuity of the instructional program for students. The commencement of the leave should normally coincide with some natural break in the school year, e.g., winter vacation, spring vacation, end of a grading period, the end of the school year or the like.
- b) The request of the employee.
- c) The specific employment duties of the employee involved.
- d) The health and welfare of the employee, unborn child or adopted child.
- e) The recommendation of the employee's licensed physician.

Subd. 6. Duration: In making a determination concerning the commencement and duration of a parental leave, the school board will not in any event be required to:

- a) Grant any leave of more than 12 months in duration.
- b) Permit the employee to return to their employment prior to the date designated in the request for the leave, unless by mutual agreement of the employee and human resources.

Subd. 7. Approval of Leave: If the employee complies with all provisions of this Section and a leave is granted by the school board, the employee will be notified in writing.

Subd. 8. Termination of Leave: Interruption of pregnancy will terminate the leave. Human resources may require in such cases 45 days' notice to return.

Subd. 9. Reinstatement: An employee returning from parental leave will be re-employed in the position occupied prior to the leave, subject to the following conditions:

- a) The position has not been abolished.
- b) The employee is not physically or mentally disabled from performing the essential duties of such position.

Subd. 10. Failure to Return: Failure of the employee to return pursuant to the date determined in this Section will constitute grounds for termination by the school district unless the School District and the employee mutually agree to an extension of the leave.

Subd. 11. Probationary Period: The parties agree that the applicable periods of probation for Kidstop Instructors are intended to be periods of actual service enabling the School District to have an opportunity to evaluate a Kidstop Instructors performance. The parties agree, therefore, that periods of time for which the employee is on parental leave will not be counted in determining the completion of the probationary period.

Subd. 12. Experience Credit: An employee who returns from parental leave within the provisions of this Section will retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Article at the commencement of the leave. The employee will not accrue additional experience credit for pay purposes or leave time during the period of absence.

Subd. 13. Salary: Any childcare/adoption leave of absence granted under this Section will be a leave without pay except as provided in Section 1 of this Article.

Subd. 14. Insurance: An employee on a parental leave of absence is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but will pay the entire premium for such programs as the employee wishes to retain, following FMLA.

Subd. 15. Notification to Return: An employee on a parental leave of absence will be sent a notification of assignment from human resources according to the following schedule:

- a) When the return date of the leave is intended to coincide with the opening of school, notification will be given by April 1st.
- b) At least 60 days prior to the specified return of the leave when such date falls at any other time during the school year.

Subd. 16. Failure to Return Contract: The employee will lose all re-employment rights if the employee refuses or fails to return the contract within ten days.

Section 5. Long-Term Leave: Kidstop Instructors who have a minimum of three years' experience in the school district may apply for an unpaid leave of absence once during their district employment, due to health reasons, education, retraining or career change, or

election to political office. Additional leaves may be granted at the discretion of human resources for health reasons.

Subd. 1. Requests: Requests for leaves must be made at least 30 days in advance except in emergencies and submitted to the administrator in charge for their recommendation. Final approval will be made by human resources.

Subd. 2. Duration: Leave may be granted for a period of time up to one year.

Subd. 3. Verification: If the leave is for health purposes, medical verification-indicating the reason must be included with the request for long-term leave

Subd. 4. Benefits: An employee on leave will retain their accrued benefits as of the beginning date of the leave. No benefits will accrue during the period the employee is on leave.

Subd. 5. Notice to Return: An employee on long-term leave will be sent a notification of assignment from human resources at least 60 days prior to the specified return date of said leave. The employee shall lose all re-employment rights if the employee refuses or fails to return the letter of assignment within ten days.

Subd. 6. Reinstatement: An employee returning from long-term leave for medical reasons will be re-employed, subject to the following conditions:

- a) The employee must be physically and mentally able to perform the duties of their position.
- b) If an opening exists in the position occupied by the employee prior to the leave with the same number of hours the employee worked prior to the leave, the employee will be placed into the open assignment. There will be no guarantee of being reassigned to the same site or shift as prior to the leave.
- c) If no opening exists according to paragraph (b) above, program supervisors will meet and confer with the employee returning from medical leaves only and the employee's exclusive representative to determine if an assignment can be created for which the employee is qualified with the same or more number of hours. If such an assignment can be created after meeting and conferring with the employee and their exclusive representative, the employee will be placed into the created assignment. There shall be no guarantee of continuous hours or assignment to any particular site. If the parties cannot mutually agree to the creation of an assignment, the employee's reinstatement shall be governed by paragraph (d) below.
- d) If no position or opening exists according to paragraph (c) above, the employee returning from medical leave only will displace the least senior employee who holds the same assignment in the District. The reinstated employee will be reassigned into the position with the same number of hours worked before the leave. Any displaced employee will be subject to the provisions of Article 6, Section 11, relating to job elimination.

Section 6. Jury Duty: An employee summoned to jury duty will be granted time off with pay.

Subd. 1. Notice to School District: Employees who receive a summons are to call and/or email the Human Resources Attendance Specialist and their supervisor immediately to notify them of the proposed dates of service.

Subd. 2. Remittance of Stipend: Employees who receive a stipend for jury duty are to reimburse the School District for the amount received, minus the mileage allowance if they were on jury duty during school time.

Subd. 3. Commencement of Leave: Employees on-call for jury duty will need to report to work until they are summoned to appear for jury duty. Failure to do so will result in a deduction of pay for the days of work missed.

Subd. 4. Pay: Employees will have no loss of pay as a result of jury duty if the provisions of Subd. 1 through 3. of this section are met.

Section 7. Personal Leave: A Kidstop Instructor will be granted a leave of no more than one day per year, accumulative to five days, for personal situations which cannot be attended to when the Kidstop program is not in session. Request for personal leave must be submitted according to established procedures at least three days in advance, except in the event of emergencies.

At no time will more than 4% of the bargaining unit be granted personal leave under this section on any given day.

Section 8. Short-Term Leave: Kidstop Instructors may apply for a short-term leave of absence:

Subd. 1. Salary: Short term leave will be without pay.

Subd. 2. Duration: Kidstop Instructors who are vacation eligible may be granted short-term leave for not more than ten working days during the term of this Agreement and is available no more than once per year. Kidstop Instructors who are not vacation eligible may be granted short-term leave for no more than 15 working days per year and may use these days on an intermittent basis.

Subd. 3. Requests: Requests for short-term leave will be made five days in advance except in the case of emergencies. The request will be submitted following Human Resources' designated process and will clearly state the reason for the request.

Any special conditions or arrangements established by the administrator for a short-term leave will be in writing to the individual requesting the leave. All conditions established must be met to be eligible for the leave.

Subd. 4. Approval: Short-term leave may be granted to vacation eligible staff if all vacation and personal leave days have been exhausted. Short-term leave may be granted to staff that are not vacation eligible without exhausting other leaves. Such requests must be approved by Human Resources.

Subd. 5. Limit: The number of staff on short term approved leave will normally not exceed two members of the unit. On designated non-school program days, this limit will not be applicable.

Section 9. Religious Leave: A Kidstop Instructor may be granted up to three days of religious leave. Instructors must make application, including a brief statement of the request, to Human Resources at least three days prior to the religious leave. Upon approval, Human Resources will notify the instructor's immediate supervisor to make the necessary arrangements allowing the instructor to make up the days at some other prearranged time. However, an instructor may utilize provisions outlined in Section 7, Personal Leave, if so desired. If the instructor chooses none of the options as outlined herein, leave may be granted with full loss of pay.

Section 10. Naturalization Leave: Up to three (3) days of sick leave may be used for employees completing the naturalization process. Documentation must be submitted to Human Resources prior to taking the leave.

Section 11. Eligibility for Leave Benefits: An employee who is regularly scheduled to work 10.5 hours or more per week will be eligible for the leave benefits provided in this Article. Summer only or seasonal employees may qualify for leave benefits adhering to state and federal laws.

Section 12. Unexcused Absences: Employees who are absent without approved leave (with the exception of emergencies) may be subject to discipline, up to and including discharge from employment.

ARTICLE 9 **GRIEVANCE PROCEDURE**

Section 1. Grievance Definition: A "grievance" will mean an allegation by an employee resulting in a dispute or disagreement between the employee and the School District as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Agreement.

Section 2. Representative: The employee, supervisor, or school board may be represented during any step of the procedure by any person or agent of the employee's designated unit to act in their behalf.

Section 3. Definitions and Interpretations:

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

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

Subd. 3. 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 will not be included. The last day of the period so computed will be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein will be timely if it bears a postmark of the United States mail within the time period.

Section 4. Time Limitation and Waiver: Grievances will not be valid for consideration unless the grievance is submitted in writing to the school board's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within 20 days after the date of the event giving rise to the grievance occurred. Failure to file any grievance within such period will be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided will constitute a waiver of the grievance. An effort will first be made to adjust an alleged grievance informally between the employee and the school board's designee.

Section 5. Adjustment of Grievance: The school board and the employee will attempt to adjust all grievances which may arise during the course of employment of any employee within the School District in the following manner:

Subd. 1. Informal Discussions: Informal discussions will take place between the grievant and their supervisor. Through these discussions the parties will attempt to resolve the problem.

Subd. 2. Level 1: If the grievance is not resolved through informal discussions, the employee may submit the item in writing to human resources. Human resources will give a written decision on the grievance to the parties involved within ten days after receipt of the written grievance.

Subd. 3. Level 2: In the event the grievance is not resolved in Level 1, the decision rendered may be appealed to the superintendent provided such appeal is made in writing within five days after receipt of the decision in Level 1. If a grievance is properly appealed to the superintendent, the superintendent or designee will set a time to meet regarding the grievance within 15 days after receipt of the appeal. Within ten days after the meeting, the superintendent or designee will issue a decision in writing to the parties involved.

Subd. 4. Level 3: In the event the grievance is not resolved in Level 2, the decision rendered may be appealed to the school board, provided such appeal is made in writing within five days after receipt of the decision in Level 2. If a grievance is properly appealed to the school board, the school board will set a time to hear the grievance within 20 days

after receipt of the appeal. Within 20 days after the meeting, the school board will issue its decision in writing to the parties involved. At the option of the school board, a committee or representative(s) of the school board may be designated by the school board to hear the appeal at this Level, and report its findings and recommendations to the school board. The school board will then render its decision.

Section 6. School Board Review: The school board reserves the right to review any decision issued under Level 1 or Level 2 of this procedure provided the school board or its representative notifies the parties of its intention to review within ten days after the decision has been rendered. In the event the school board reviews a grievance under this section, the school board reserves the right to reverse or modify such decision.

Section 7. Denial of Grievance: Failure by the school board or its representative to issue a decision within the time periods provided herein will constitute a denial of the grievance and the employee may appeal it to the next level.

Section 8. Mediation. At any time prior to submission of a grievance to arbitration as referenced in Section 9 below, the parties may mutually agree to utilize the assistance of the Bureau of Mediation Services (BMS) to attempt to mediate a resolution of the grievance.

Section 9. Arbitration Procedures: In the event that the employee and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein.

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party and such request must be filed in the office of the superintendent within ten days following the decision in Level 3 of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance will be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties will, within ten days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the BMS to appoint an arbitrator, pursuant to PELRA providing such request is made within 20 days after request for arbitration. The request will 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 BMS within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Hearing: The grievance will 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 will have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing *de novo*.

Subd. 5. Decisions: The decision by the arbitrator will be rendered within 30 days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her will be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided for in the PELRA.

Subd. 6. Expenses: Each party will bear its own expenses in connection with arbitration including expenses relating to the party's representative, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording will be made of the hearing at the request of either party.

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

Subd. 7. Jurisdiction: The arbitrator will 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 will not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement; nor will 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 will the jurisdiction of the arbitrator extend to matters on inherent managerial policy, which will 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, the 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 boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

ARTICLE 10

DURATION

Section 1. Terms and Reopening Negotiations: This Agreement will remain in full force and effect for a period commencing upon the date of its execution through June 30, 2026, and thereafter until modifications are made pursuant to PELRA. In the event a successor agreement is not entered into prior to the commencement of school in 2026, a Kidstop Instructor will be compensated according to the last individual rate of pay executed between the Kidstop Instructors and the School District until such time that a successor agreement is executed. If the Kidstop Instructors desire to modify or amend this Agreement commencing on July 1, 2026, they will give written notice of such intent. Unless otherwise mutually agreed, the parties will not commence negotiations more than 120 days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete agreement between the school board and Kidstop Instructors. The provisions herein relating to terms and conditions supersede any and all prior Agreements, resolutions, practices, school district policies, rules, or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality: Any matters relating to the current term of this Agreement, whether or not referred to in this Agreement, will not be open for negotiation during the term of this Agreement.

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

Appendix

Kidstop Instructor 10.5-30 hours/week	27
Kidstop Instructor 30-32 hours/week	28
Kidstop Instructor 32-39 hours/week	29
Lead Kidstop Instructor	30
4-Star Express Instructor 30-32 hours/week	31
4-Star Express Instructor 32+ hours/week	32

Kidstop Instructor

10.5 – 30 hours per week/10.5 months per year

Insurance

Provision	Eligibility
Medical	Not eligible.
Dental	Not eligible.

Time Off

Holidays	8 days, paid.
Vacation	Not eligible.
Personal Leave	1 day per year, paid.
Sick Leave	1 day per month, paid.
Short Term Leave	Up to 15 days per year, unpaid. May be used intermittently.
Long Term Leave	1 occurrence* during employment, unpaid, with a minimum of 3 years' experience in the district.
Family Illness	Up to 10 days per year, deducted from sick leave.
Bereavement	Up to 5 days per occurrence for immediate family; 1 day for non-immediate family; deducted from sick leave.
Religious Leave	Up to 3 days per year, deducted from sick leave.
Naturalization Leave	Up to 3 days per year, deducted from sick leave.
Childcare/Adoption Leave	Eligible to use up to 30 sick days, with a maximum leave period of up to 1 year.

Deferred Compensation

403(b)	Up to \$925 maximum annual district match with no waiting period.
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Note that this summary is not all-inclusive; you may be eligible for additional benefits beyond what is listed here. Please contact your human resources business partner with any questions.

* See Article 8, § 5 – Long-Term Leave: “Additional leaves may be granted at the discretion of human resources for health reasons.”

Kidstop Instructor

30 – 32 hours per week/10.5 months per year

Insurance

Provision	Eligibility
Medical	Eligible for district contribution. See insurance table.
Dental	Eligible for district contribution.

Time Off

Holidays	8 days, paid.
Vacation	Not eligible.
Personal Leave	1 day per year, paid.
Sick Leave	1 day per month, paid.
Short Term Leave	Up to 15 days per year, unpaid. May be used intermittently.
Long Term Leave	1 occurrence* during employment, unpaid, with a minimum of 3 years' experience in the district.
Family Illness	Up to 10 days per year, deducted from sick leave.
Bereavement	Up to 5 days per occurrence for immediate family; 1 day for non-immediate family; deducted from sick leave.
Religious Leave	Up to 3 days per year, deducted from sick leave.
Naturalization Leave	Up to 3 days per year, deducted from sick leave.
Childcare/Adoption Leave	Eligible to use up to 30 sick days, with a maximum leave period of up to 1 year.

Deferred Compensation

403(b)	Up to \$925 maximum annual district match with no waiting period.
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Note that this summary is not all-inclusive; you may be eligible for additional benefits beyond what is listed here. Please contact your human resources business partner with any questions.

* See Article 8, § 5 – Long-Term Leave: “Additional leaves may be granted at the discretion of human resources for health reasons.”

Kidstop Instructor

32 – 39 hours per week/10.5 months per year

Insurance

Provision	Eligibility
Medical	Eligible for district contribution. See insurance table.
Dental	Eligible for district contribution.

Time Off

Holidays	8 days, paid.
Vacation	Not eligible.
Personal Leave	1 day per year, paid.
Sick Leave	1 day per month, paid.
Short Term Leave	Up to 15 days per year, unpaid. May be used intermittently.
Long Term Leave	1 occurrence* during employment, unpaid, with a minimum of 3 years' experience in the district.
Family Illness	Up to 10 days per year, deducted from sick leave.
Bereavement	Up to 5 days per occurrence for immediate family; 1 day for non-immediate family; deducted from sick leave.
Religious Leave	Up to 3 days per year, deducted from sick leave.
Naturalization Leave	Up to 3 days per year, deducted from sick leave.
Childcare/Adoption Leave	Eligible to use up to 30 sick days, with a maximum leave period of up to 1 year.

Deferred Compensation

403(b)	Up to \$925 maximum annual district match with no waiting period.
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Note that this summary is not all-inclusive; you may be eligible for additional benefits beyond what is listed here. Please contact your human resources business partner with any questions.

* See Article 8, § 5 – Long-Term Leave: “Additional leaves may be granted at the discretion of human resources for health reasons.”

Lead Kidstop Instructor

40 hours per week/12 months per year

Insurance

Provision	Eligibility
Medical	Eligible for district contribution. See insurance table.
Dental	Eligible for district contribution.

Time Off

Holidays	12 days, paid.
Vacation	Eligible; accrual based on years of service.
Personal Leave	1 day per year, paid.
Sick Leave	1 day per year month, paid.
Short Term Leave	Up to 10 days during the term of the contract (two years) and is available no more than once per year. All vacation and personal leave days must be exhausted.
Long Term Leave	1 occurrence* during employment, unpaid, with a minimum of 3 years' experience in the district.
Family Illness	Up to 10 days per year, deducted from sick leave
Bereavement	Up to 5 days per occurrence for immediate family; 1 day for non-immediate family; deducted from sick leave.
Religious Leave	Up to 3 days per year, deducted from sick leave.
Naturalization Leave	Up to 3 days per year, deducted from sick leave.
Childcare/Adoption Leave	Eligible to use up to 30 sick days, with a maximum leave period of up to 1 year.

Deferred Compensation

403(b)	Up to \$925 maximum annual district match with no waiting period.
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Note that this summary is not all-inclusive; you may be eligible for additional benefits beyond what is listed here. Please contact your human resources business partner with any questions.

* See Article 8, § 5 – Long-Term Leave: “Additional leaves may be granted at the discretion of human resources for health reasons.”

4-Star Express Instructor

30 – 32 hours per week/10.5 months per year

Insurance

Provision	Eligibility
Medical	Eligible for district contribution. See insurance table.
Dental	Eligible for district contribution.

Time Off

Holidays	8 days, paid.
Vacation	Not eligible.
Personal Leave	1 day per year, paid.
Sick Leave	1 day per month, paid.
Short Term Leave	Up to 15 days per year, unpaid. May be used intermittently.
Long Term Leave	1 occurrence* during employment, unpaid, with a minimum of 3 years' experience in the district.
Family Illness	Up to 10 days per year, deducted from sick leave.
Bereavement	Up to 5 days per occurrence for immediate family; 1 day for non-immediate family; deducted from sick leave.
Religious Leave	Up to 3 days per year, deducted from sick leave.
Naturalization Leave	Up to 3 days per year, deducted from sick leave.
Childcare/Adoption Leave	Eligible to use up to 30 sick days, with a maximum leave period of up to 1 year.

Deferred Compensation

403(b)	Up to \$925 maximum annual district match with no waiting period.
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Note that this summary is not all-inclusive; you may be eligible for additional benefits beyond what is listed here. Please contact your human resources business partner with any questions.

* See Article 8, § 5 – Long-Term Leave: “Additional leaves may be granted at the discretion of human resources for health reasons.”

4-Star Express Instructor

32+ hours per week/10.5 months per year

Insurance

Provision	Eligibility
Medical	Eligible for district contribution. See insurance table.
Dental	Eligible for district contribution.

Time Off

Holidays	8 days, paid.
Vacation	Not eligible.
Personal Leave	1 day per year, paid.
Sick Leave	1 day per month, paid.
Short Term Leave	Up to 15 days per year, unpaid. May be used intermittently.
Long Term Leave	1 occurrence* during employment, unpaid, with a minimum of 3 years' experience in the district.
Family Illness	Up to 10 days per year, deducted from sick leave.
Bereavement	Up to 5 days per occurrence for immediate family; 1 day for non-immediate family; deducted from sick leave.
Religious Leave	Up to 3 days per year, deducted from sick leave.
Naturalization Leave	Up to 3 days per year, deducted from sick leave.
Childcare/Adoption Leave	Eligible to use up to 30 sick days, with a maximum leave period of up to 1 year.

Deferred Compensation

403(b)	Up to \$925 maximum annual district match with no waiting period.
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Note that this summary is not all-inclusive; you may be eligible for additional benefits beyond what is listed here. Please contact your human resources business partner with any questions.

* See Article 8, § 5 – Long-Term Leave: “Additional leaves may be granted at the discretion of human resources for health reasons.”

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – OSSEO KIDSTOP INSTRUCTORS**

MEMORANDUM OF UNDERSTANDING

Job Qualifications	34
Student Teaching Practicum or Similar Field Experience	36
Limits to Long-term Disability Insurance Coverage.....	39
Attendance Recognition.....	40
12-Month Positions Task Force	41
Paid Family Medical Leave Act	42
ESST Language	43

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – OSSEO KIDSTOP INSTRUCTORS**

TOPIC: Job Qualifications

EFFECTIVE DATES: July 1, 2024, through June 30, 2026

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279, and Education Minnesota – OSSEO Kidstop Instructors, relating to job qualifications within the Kidstop contract.

PURPOSE: The purpose of this MOU is to provide clarification to employees and District administrators relating to job qualifications for assignments within the Kidstop program in the event of new hires, staff reductions, layoffs and new program areas emerging.

CONDITIONS:

Qualifications for **Kidstop Before and After School Instructor** shall consist of the following:

- A. Must be at least 18 years of age, but 21 years of age is preferred at the time of employment.
- B. Must have 12 semester credits or more in the area of child development/program.
- C. Must have at least 2,080 hours of direct work experience within the kindergarten thru 6th grade age group.
- D. Experience must include planning and implementing educational activities for students.

Qualifications for **Four Star Express Instructor** shall consist of the following:

- A. Must be at least 18 years of age, but 21 years of age is preferred at the time of employment.
- B. Must have two years of credit towards a bachelor's degree and 2,080 hours of direct work experience in a preschool kindergarten readiness setting for children eligible for kindergarten the following school year.

Prefer a bachelor's degree, and 1,040 hours of direct work experience in a preschool kindergarten readiness setting for children eligible for kindergarten the following school year. Preferred experience in planning and implementing early childhood instructional content, through hands-on learning lab instruction and play that enhances the child's skills in literacy, math, science, social, music and technology.

Experience must include assessing children's cognitive skills with a child assessment instrument when the child enters the program and when a child leaves the program.

Qualifications for **Lead Instructor** shall consist of the following:

- A. Must be at least 18 years of age, but 21 years of age is preferred at the time of employment.
- B. Must have an AA degree or two years of relevant post-secondary education (Youth Work, Education, Social Work, Etc...). Prefer a Bachelor's degree in Recreation, Education or related field with at least one year previous experience.
- C. Must meet requirements of State of Minnesota School Age Childcare Program Standards including a minimum of 120 hours of training in child development, guidance, and/or recreational coursework.
- D. Must have 2,080 hours experience working with children in grades K-8 in a childcare program setting.
- E. Current First Aid and CPR training within 90 days of employment.

Employees who are currently working in the programs referenced above shall be deemed qualified for the assignment they currently hold, regardless of the qualifications specified in paragraphs #1 – 3 above.

These qualifications may change from time to time based on state requirements and/or the evolving needs of the District. If these qualifications change for any reason, the District shall meet and confer with Education Minnesota – OSSEO Kidstop Instructors prior to any changes taking effect.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – OSSEO KIDSTOP INSTRUCTORS**

TOPIC: Student Teaching Practicum or Similar Field Experience

EFFECTIVE DATES: July 1, 2024, through June 30, 2026

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279 ("District"), and Education Minnesota – OSSEO, Kidstop Instructors ("Union"), relating to an employee in the Kidstop Instructor group that completes their student teaching practicum or similar field experience in Osseo Area Schools while employed as a Kidstop Instructor.

PURPOSE: The purpose of this MOU is to provide clarification related to an employee in the Kidstop Instructor group completing a student teaching practicum or similar field experience in ISD 279 while employed as a Kidstop Instructor.

The District and Education Minnesota – OSSEO Kidstop Instructors agree to the following related to an employee in the Kidstop Instructor group completing their student teaching practicum or similar field experience in ISD 279:

An employee will be eligible for the student teaching practicum or similar field experience after the successful completion of their probationary period, subject to HR approval.

The employee will retain their current rate of pay for up to one year while completing the practicum or similar field experience.

The employee will be paid for the number of hours of their assignment held before moving into their student teaching/ field experience position.

The employee will apply to take a paid student teaching/field experience leave of absence, for up to one year, from their current position to complete the student teaching practicum or similar field experience. During this time all sick, personal, or vacation leave is frozen.

The employee will be placed for their student teaching position, whenever possible, in a site other than their current Kidstop site. If an exception is needed, it will be done with mutual agreement of the district and the union.

Upon successful completion of the student teaching practicum or similar field experience the employee will return to their current position subject to vacancy and ability to perform the job duties.

The employee must commit to working for ISD 279 in a position with at least a comparable number of hours for a minimum of two years.

If the employee does not maintain employment with ISD 279 for at least two years following the completion of the student teaching practicum or similar field experience, the employee will pay back to the district the amount of salary and benefits earned while completing the student teaching practicum or similar field experience.

An employee must sign the attachment* to confirm they understand this MOU.

*Attachment**

Kidstop Instructor
Student Teaching Practicum or Similar Experience
Request for Paid Leave of Absence

Employee Name _____ **Employee Number** _____

Title _____ **Building** _____

College _____

Licensure to be awarded _____ (attach most recent transcript)

Dates of Student Teaching _____

Name and phone number of student advisor _____

Number of Hours per day and number of days per week student teaching _____

**attach verification requirement from college*

Site of Student Teaching at Osseo (must be site other than your employment site unless preapproved by Human Resources)

Classroom location, name of host teacher and subject of Student Teaching

Pursuant to the Memorandum of Agreement (MOU) between Osseo Area Schools, ISD #279 and Kidstop Instructors, I the undersigned do hereby agree to return to my current position, subject to vacancy and ability to perform the job duties. I also understand that I must commit to working for ISD 279 for at least two years following the completion of the student teaching practicum or similar field experience and if I fail to do so, I agree to reimburse the district the amount of salary and benefits earned while completing the student teaching practicum or similar experience.

Kidstop Instructor

Date

HR Use:

Received: _____

Approved: YES NO // Initials _____

Hourly Pay Rate: _____

Weekly Assignment Hours: _____

Health Insurance Cost/Month: _____
school Year End _____

Two School Year Start: _____ Two

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – OSSEO KIDSTOP INSTRUCTORS**

Limits to Long-Term Disability Insurance Coverage

TOPIC: Potential Plan Design Change - Long-Term Disability Insurance Coverage

EFFECTIVE DATE: Upon ratification

The plan design for long-term disability coverage for chemical dependency and mental health may be changed. These changes will only go into effect contingent on the agreement of all other bargaining groups in the Osseo Area School District, approval of the Insurance Advisory Committee and approval by the School Board. If no agreement is reached among the groups, or if the Insurance Advisory Committee and/or School Board do not approve the design of the request for proposal (RFP) and/or the bid/proposal itself, this language will be null and void. In the interim follow Article 7, Section 3.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – KIDSTOP INSTRUCTORS**

EFFECTIVE DATE: July 1, 2024 – June 30, 2026

TOPIC: Attendance Recognition

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279, and Education Minnesota –Kidstop Instructors (KSI), relating to a Post-Employment Health Care Account (PEHCA) contribution associated with attendance recognition for qualified Kidstop Instructors.

PURPOSE: The purpose of this MOU is to define criteria that KSIs must meet to be eligible for the PEHCA contribution of \$200.00, payable each school year this MOU is in effect.

CONDITIONS: The District and Education Minnesota – KSI agree to the following:

KSIs who use the equivalent hours of 3 days or less of sick leave each year (either 10 month or 12 month) shall be eligible for a \$200.00 PEHCA contribution. Verification of eligibility will be verified by Human Resources between May 15th and June 1st of each year. The following criteria must be met. The KSIs must:

- be hired on or before October 31st;
- have used 3 days or less (based on the equivalent number of hours in the employee's work assignment) of sick leave in the school year for any reason except for absences due to Workers Compensation;
- have a balance of at least 120 hours of accumulated sick leave on June 1st in their sick leave account
- be an active employee, not on an approved medical leave, long-term leave, or separated from ISD 279; and
- be an active employee at the time the PEHCA contribution is paid. The PEHCA contribution will be paid no later than September 30th of each year.

KSIs that use additional sick leave after the verification has been submitted may affect their eligibility and subsequently may not qualify for the PEHCA contribution.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – KIDSTOP INSTRUCTORS**

TOPIC: 12-Month Positions Task Force

BEGIN: July 1, 2023

AGREEMENT:

The following contains the full text of the Memorandum of Understanding (MOU) between the Osseo Area Schools, ISD 279 and the Education Minnesota - Kidstop Instructors (KSI) relating to the mutual establishment of a task force, designed to explore and assess current KSI 10-month positions that could be extended to 12-month positions, and provide a recommendation to that effect.

The focus of the task force will be to create a plan that will serve to:

- Review existing 10-month positions
- Explore existing needs and available work during the summer months
- Create job descriptions that align with available work, year-round, if possible
- Analyze how these new jobs would align with current unit work and where they would fall within the collective bargaining agreement, including classification and benefits
- Provide a recommendation based on the findings of the task force
- Align with the School District's mission, core values and strategic objectives
- Promote feedback, collaboration, and understanding

The Task Force will be comprised of members of the Kidstop Instructors unit, and members of administration appointed by the Labor Relations Director of Human Resources. Both sides agree to discuss at meet & confer if either side feels a need to adjust representation.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – KIDSTOP INSTRUCTORS**

TOPIC: Paid Family Medical Leave Act

EFFECTIVE DATE: Upon ratification of contract

PURPOSE:

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279 and Education Minnesota – Osseo relating to the mutual establishment of a task force, designed to review the Paid Family Medical Leave Act (PFMLA) and develop an MOU prior to January 1, 2026 to request, track and implement the benefits under PFMLA.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – KIDSTOP INSTRUCTORS**

TOPIC: ESST Language

EFFECTIVE DATE: Upon ratification of contract

PURPOSE:

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279 and Education Minnesota – Osseo relating to the mutual agreement to discuss ESST language as it applies to various leaves of absence in Meet and Confer.