

CONTRACT

Between

OSSEO AREA SCHOOLS



MAPLE GROVE, MINNESOTA

and

CONFIDENTIAL SUPPORT SPECIALISTS

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. Appropriate Unit	1
Section 2. Recognition	1

ARTICLE 3 - DEFINITIONS

Section 1. Terms and Conditions of Employment	1
Section 2. 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 – CONFIDENTIAL EMPLOYEE RIGHTS

Section 1. Right to Views.....	2
Section 2. Right to Join.....	2
Section 3. Personnel Files	2
Section 4. Other Rights	3
Section 5. Meet and Confer	3
Section 6. Progressive Discipline	3

ARTICLE 6 – BASIC SCHEDULES & RATES OF PAY

Section 1. Full-Time Rates of Pay	3
Section 2. Salary Ranges	3
Section 3. Salary Enhancement.....	4
Section 4. Pay for Performance Stipend.....	4
Section 5. Work Year.....	5
Section 6. Hours	5
Section 7. Holidays.....	6
Section 8. Staff Development.....	6
Section 9. Emergency Closings.....	6
Section 10. Paid Time-Off.....	6
Section 11. Probationary Period	8
Section 12. Section 125 Plan (Flexible Spending Plan)	8
Section 13. Retirement Savings Plans	8
Section 14. National Certifications/Education Stipends.....	9

ARTICLE 7 – GROUP INSURANCE

Section 1. Health and Hospitalization Insurance	10
---	----

Section 2. Eligibility	12
Section 3. Enrollment.....	12
Section 4. Claims Against the School District	12
Section 5. Duration of Insurance Contribution.....	12
Section 6. Insurance Program Eligibility in the Event of Retirement	12

ARTICLE 8 – LEAVES OF ABSENCE

Section 1. Bereavement Leave	12
Section 2. Jury Duty	13
Section 3. Child Care/Adoption Leave.....	13
Section 4. Long-Term Leave	15
Section 5. Short-Term Leave	16
Section 6. Religious Leave	17

ARTICLE 9 – GRIEVANCE PROCEDURE

Section 1. Grievance Definition.....	17
Section 2. Representative	17
Section 3. Definitions and Interpretations	17
Section 4. Time Limitation and Waiver	18
Section 5. Adjustment of Grievance.....	18
Section 6. School board Review	18
Section 7. Denial of Grievance	19
Section 8. Arbitration Procedures	19
Section 9. General.....	20

ARTICLE 10 - DURATION

Section 1. Terms and Reopening Negotiations	20
Section 2. Effect	21
Section 3. Finality.....	21
Section 4. Severability.....	21

MEMORANDUM OF UNDERSTANDING

Limits to Long-Term Disability Insurance Coverage	22
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ARTICLE 1 PURPOSE OF AGREEMENT

Section 1. Parties: This Agreement, entered into between the School Board of Independent School District 279, hereinafter referred to as the school board, and the Osseo District Confidential Support Specialists, hereinafter referred to as Confidential Employees, is pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as PELRA, and provides the terms and conditions of employment for Confidential Employees during the term of this Agreement.

ARTICLE 2 EMPLOYEE REPRESENTATIVE

Section 1. Appropriate Unit: The Osseo District Confidential Support Specialists Committee will represent all Confidential Employees of the school district as defined in this Agreement and in PELRA.

Section 2. Recognition: In accordance with PELRA, the school board recognizes that Confidential Employees employed by the school board of Independent School District 279 will have those rights and duties as prescribed by PELRA and as described in this Agreement.

ARTICLE 3 DEFINITIONS

Section 1. Terms and Conditions of Employment: “Terms and Conditions of Employment” means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits other than employer payment of contributions to premiums for group insurance coverage of retired employees or severance pay, and the school board’s personnel policies affecting working conditions of Confidential Employees. In the case of Confidential Employees, “Terms and Conditions of Employment” does not mean educational policies of the school board. “Terms and Conditions of Employment” is subject to the provisions of PELRA.

Section 2. Other Terms: Terms not defined in this Agreement will have those meanings as defined by PELRA.

ARTICLE 4 SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: Confidential Employees 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 employer, its overall budget, utilization of technology, the organizational structure and selection, direction, and number of personnel.

Section 2. Management Responsibilities: Confidential Employees 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: 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 thereunder, 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 board.

ARTICLE 5 CONFIDENTIAL EMPLOYEE RIGHTS

Section 1. Right to Views: Pursuant to 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 or does not interfere with the full faithful and proper performance of the duties of employment or circumvent the rights of the Confidential Employees; nor will it be construed to require any employee to perform labor or services against their will.

Section 2. Right to Join: Confidential Employees will have the right to form and join labor or employee organizations and will have the right not to form and not to join such organizations. Confidential Employees in the unit 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 board.

Section 3. Personnel Files:

Subd. 1. Access: All individual employee evaluations and individual files generated within the school district will be available to the employee during regular school district hours upon the employee's request in accordance with PELRA.

Subd. 2. Review: Such request will be made to the human resources department. Human resources will schedule an appointment for the employee to review the employee's file and will notify the employee of such appointment.

Subd. 3. Documentation of Contents: The employee may review and have access to the employee's personnel file generated in the school district only in the presence of a human resources designee.

Subd. 4. Right to Copy: The employee will have the right to reproduce any of the contents of their files.

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

Subd. 6. Destruction/Expunge: The school district may destroy or expunge such files as provided by law.

Section 4. Other Rights: Confidential Employees will have all other rights prescribed by PELRA.

Section 5. Meet and Confer: Representatives of the school district and Confidential Employees will regularly meet for the mutual exchange of ideas, and to discuss matters outside the terms and conditions of employment.

Section 6. Progressive Discipline: The District and Confidential Employees recognize the concept of progressive discipline, consisting of: (1) oral reprimand; (2) written reprimand; (3) suspension without pay; and (4) discharge. Notwithstanding this concept, the district reserves, in its sole discretion, to impose discipline at any level.

Incarceration, arrest, or subsequent court directives that could impact the employee's ability to perform their job, and/or any allegation of child maltreatment, must be reported by the employee to human resources or the employee may be subject to discipline.

ARTICLE 6 BASIC SCHEDULES AND RATES OF PAY

Section 1. Full-Time Rates of Pay: The wages and salaries reflected will be effective for the duration of this bargaining agreement for full-time employees.

Section 2. Salary Ranges: The following salary ranges shall be created for each classification listed below, beginning July 1, 2022. The salary range is used as a guide for initial placement. CSS employees may move above the top of the range with salary enhancements.

Salary Ranges		
Class	Minimum Hourly Rate	Maximum Hourly Rate
2	\$19.25	\$26.33

3	\$20.23	\$27.59
5	\$22.30	\$30.32

Subd. 1. Initial Salary Placement: New employees will be placed at the discretion of human resources and may be placed above the top of the range based on experience, education, or a combination of both.

Subd. 2. Classifications:

- Class 2 Payroll Specialist
Substitute & Attendance Specialist
Human Resources Specialist

- Class 3 Executive Specialist to the Executive Director
Labor Relations Specialist
Human Resources Specialist Lead
Human Resources Leave Specialist

- Class 5 Executive Specialist to the Superintendent & School Board
Human Resources Lead Leave Specialist
Human Resources Generalist

Section 3. Salary Enhancement: A 5% increase to Confidential Employee's base salary in year 1 of the contract shall be effective July 1, 2024. A 1.8% increase to the base salary in year 2 of the contract shall be effective July 1, 2025.

Section 4. Pay for Performance Stipend: Pay for performance stipend will be based on performance measures relating to job performance. Pay for performance will be paid as a stipend based on performance level and base salary.

- Employees who work less than 120 days of paid service do not qualify for the pay for performance stipend.
- Employees who complete at least 120 days of paid service, but less than their contracted year, will receive a prorated pay for performance stipend.
- Employees who complete their contracted year (including FMLA and/or ADA qualified leaves) will receive the full pay for performance stipend.
- Employees must be active on the last day of the contracted year and receive their performance evaluation in order to receive the performance stipend.

Performance evaluations must be completed and turned into Human Resources by May 31st in order for the stipend to be paid on the July 20th paycheck. If completed after May 31st the stipend payout will be within 3 pay periods.

Subd. 1. Pay for Performance Stipend Amounts: The following pay for performance stipend amounts will be available:

Exemplary:	2.3%
Accomplished:	1.4%
Developing:	0.7%
Unsatisfactory	No stipend

These pay for performance stipend amounts shall be effective for the length of the current bargaining agreement.

Subd. 2. Alternative Pay for Performance Stipend Amounts: The school board shall set financial parameters for contract negotiations. These financial parameters relating to salary shall be used to determine the amount of pay for performance if it is to be less than the amounts specified in Subd. 1 above.

Based on these parameters set by the school board, pay for performance will be as follows:

Exemplary:	An amount equal to 0- 2.3%
Accomplished:	An amount equal to 0- 1.4%
Developing:	An amount equal to 0- 0.7%
Unsatisfactory:	No stipend

Section 5. Work Year: The length of the full work year is 2,080 hours or 260 workdays, which includes the allowance for paid time off and paid holidays. The school district reserves the right to determine the length of the work year of all employees. If the scheduled work year exceeds 2,080 hours or 260 workdays (i.e., leap year) the employee will be compensated for the additional scheduled days at their established daily rate of pay.

Section 6. Hours: Full-time Confidential Employees are normally required to work a minimum of 8 hours per day 5 days per week less 12 paid holidays and scheduled paid time off. The scheduled hours may be adjusted from time to time to meet the needs of the employees' department and the school district to ensure optimal levels of service are provided. Adjustments to the normal hourly and work week schedule will require approval from the employee's immediate supervisor and/or the director of human resources. A 30-minute lunch period is not a part of the workday. Hours worked beyond the 40-hour work week will be paid at one and one-half times the regular rate of pay. Work performed on Sunday or school district identified holidays will be paid at two times the regular rate of pay. The supervisor must authorize in advance all overtime work and work performed on Sunday or school district identified holidays.

Compensatory time in lieu of overtime will be applied at time and one-half. Compensatory time earned on Sunday or school district identified holidays will be applied at double time. All compensatory time must be authorized and recorded in advance by the supervisor within the pay

period earned. The choice of overtime pay or compensatory time will be with the prior approval of and at the discretion of the supervisor.

Section 7. Holidays: Full-time Confidential Employees will have 12 paid holidays as determined by the school board prior to July 1st, yearly. Any of the holidays that fall within a 12-month employee's vacation period will not count as paid time off.

Section 8. Staff Development: The school district recognizes the value of continual training and development to both the school district and the Confidential Employees. Confidential Employees may submit requests to attend staff development activities that relate to their employment to their supervisor for approval. Expenses associated with approved staff development programs such as in-services, conferences, conventions, and workshops will be covered by the school district. Expenses covered include registrations, parking, meals, materials, and mileage.

Section 9. Emergency Closings: 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 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. PTO can be used any school closing days after the maximum to be paid, if the employee is not required to report to work, provided this does not result in compensation over and above the employee's base salary.

The superintendent or designee 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 paid time off day or bereavement day that coincides with an emergency school closing day, the employee will not be charged for their scheduled paid time off day or bereavement day. If the employee was scheduled to take a series (2 or more) of connected paid time off days or bereavement leave days and one of those connected days falls on the emergency school closing day, the employee will be charged for the day(s) that coincides with the emergency school closing day(s).

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

Section 10. Paid Time-Off:

Subd. 1. PTO: Employees who accrue Paid Time-Off (PTO) shall no longer accrue vacation time, sick leave, or personal leave. The PTO bank can be used for any circumstance where an employee needs to be off work.

Subd. 2. Accruals: PTO will be credited to each employee's account every year on July 1st, provided that in the case of voluntary separation or removal for cause of an employee to whom PTO has been advanced in excess of that accrued, the employee is required to refund the amount paid for the period of such excess. New employees with less than one year of service shall accrue pro-rated PTO based on months of service up to June 30. Employees shall accrue PTO hours based on the following accrual schedule:

Year 1:	144 hours
After 1 Year of service:	152 hours
After 2 Years of service:	184 hours
After 4 Years of service:	208 hours
After 6 Years of service:	216 hours
After 9 Years of service:	224 hours
After 11 Years of service:	232 hours
After 13+ Years of service:	240 hours

An employee's PTO anniversary date is the first day of the fiscal year in which the employee was hired.

Subd. 3. Current Sick Leave Balances: Existing sick leave balances shall be frozen. Employees will be allowed to access their frozen sick leave balance for an approved personal medical leave, until eligible for long-term disability. The frozen sick leave balance shall not be available for any other purpose.

Subd. 4. Current Vacation Balances: For any new employee entering the Confidential Employee group, existing vacation balances shall be reduced by 6.00 hours, and the remaining balance will be used as each employee's beginning PTO bank. If an employee's vacation balance is above 200.00 hours, they will be allowed to start with a beginning PTO balance above 200.00 hours. If an employee does not have at least 6.00 hours in their vacation bank, their PTO bank will start as a negative amount.

Subd. 5. Maximum Carryover: Effective July 1, 2020, Employees shall be allowed to carryover a maximum of 240.00 PTO hours into any succeeding year, beginning July 1st each year. All PTO hours in excess of 240.00 hours on July 1st each year will be frozen. Employees will be allowed to access their frozen PTO balance for an approved personal medical leave, upon exhaustion of their regular PTO balance, until eligible for long-term disability. The frozen PTO balance shall not be available for any other purpose.

Subd. 6. Maximum Payout Upon Termination: The maximum payout of PTO hours, upon proper submission to the employer of at least 2 weeks' notice of proposed termination date, shall equal 100.00% of unused PTO hours, calculated at the employee's basic daily rate excluding any additional compensation. In no event shall such payout upon termination exceed 220.00 hours. Failure on the part of the employee to give proper notice will constitute forfeiture of this provision.

Subd. 7. PTO Usage: Use of PTO time shall be approved at least 3 days in advance by an employee's supervisor, except in circumstances relating to illness or in highly extenuating circumstances.

Section 11. Probationary Period: New employees in this unit will be considered probationary employees until June 30th if they have completed at least 120 workdays of employment, as defined in Section 5 of this Article. If a school year ends prior to a probationary employee serving at least 120 workdays, such employee shall be on probation for the following school year, ending June 30th. During this time, they may be transferred, discharged, or laid off. Upon completion of the probationary period, the employee will establish continuing employee status unless otherwise notified in writing by the employer prior to that date. Probationary employees will be evaluated by their immediate supervisor. If an employee is reassigned to another position during their initial probationary period, their probationary period will start over. Upon completion of the probationary period, the employee will establish regular status unless otherwise notified in writing by the employer prior to that date. Probationary employees will be evaluated in writing by their immediate supervisor.

Section 12. Section 125 Plan (Flexible Spending Plan): The school district will provide a Section 125 Plan under the Internal Revenue code for all employees.

Subd. 1. Description: The Section 125 Plan (Flexible Spending Plan) offered by the school district is a plan established to provide a way to save money on costs for medical and dependent care expenses. The three accounts 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 from more than one benefit. It is classified as a "Cafeteria Plan" for federal income tax purposes.

The plan year will be determined by the school board. There are three components to the plan:

1. District-provided health insurance premium deduction with pre-tax dollars.
2. Dependent care reimbursement account.
3. Medical expense reimbursement account.

Section 13. Retirement Savings Plans: In accordance with Section 403(b) of the Internal Revenue Code and MINN. STAT. 356.24, the school district will match an amount equal to the minimum match,

the maximum match, or any amount in between the contribution of an eligible Confidential Employee according to the following schedules towards an approved 403(b) tax sheltered annuity plan. 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. All bargaining group members are immediately eligible for the district match upon hire.

Maximum District Annual Match*	\$1,400.00 (\$58.33 per pay period)
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*Employees may choose to defer more than the district annual match amount. Federal law determines the maximum amount an individual can contribute annually.

Section 14. National Certifications/Education Stipends:

Subd. 1. Eligibility: An employee must be certified by December 31st and be of active status on February 5th, to be eligible for the stipend on the following February 5th. Employees are eligible for up to 1 National Certification/ Education Stipend.

- a) Society for Human Resource Management (SHRM)
- b) Certified Payroll Professional (CPP), American Payroll Association
- c) Fundamental Payroll Certification (FPC), American Payroll Association
- d) Election Clerk Certification
- e) Bachelor's degree in a related field

Subd. 2. Pay Rate: Upon certification as recognized in this section, an employee will be paid an additional amount each year the certification or education level is maintained. Payment will be made February 5th each year. Employees are eligible for up to 1 National Certification/Education Stipend.

- a) Employees who successfully complete the Society for Human Resource Management (SHRM) certification will be paid a stipend of \$300.00 each year the certification is maintained.
- b) Employees who successfully complete the Certified Payroll Professional (CPP) certification will be paid a stipend of \$300.00 each year the certification is maintained.

- c) Employees who successfully complete the Fundamental Payroll Certification (FPC) will be paid a stipend of \$200.00 each year the certification is maintained.
- d) Employees who successfully complete the Election Clerk certification will be paid a stipend of \$200.00 each year the certification is maintained. This stipend is only applicable to Executive Specialists to the Superintendent and School Board.
- e) Employees who hold a bachelor's degree in a field related to their job assignment will be paid a stipend of \$300.00 each year.

Subd. 3. Application: Eligible employees must initially apply by December 31st to receive the stipend the following February 5th. Employees must notify the director of human resources if any change in eligibility for the stipend occurs (e.g., expiration of certification, failure to pay fees, reduction in certification, etc.)

ARTICLE 7 GROUP INSURANCE

Section 1. Health and Hospitalization Insurance: The selection of insurance carriers and policies will be made by the school district.

Subd. 1. 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			
	Single	Employee +1	Family
High Plan	\$634.00	\$985.97	\$1,579.71
Value Plan	\$665.70	\$1,035.27	\$1,658.70
HSA Plan	\$529.77	\$1,031.46	\$1,651.32

Effective July 1, 2025			
	Single	Employee +1	Family
High Plan	\$634.00	\$985.97	\$1,579.71
Value Plan	\$685.67	\$1,066.33	\$1,708.46
HSA Plan	\$545.66	\$1,062.40	\$1,700.86

*The High Plan is no longer available for new enrollment. All existing members on the High Plan will continue to receive the district contribution to the High Plan health insurance as indicated in the table above.

Subd. 2. High Deductible Health Plan (HSA Plan) - Contributions to Health Savings Accounts

As recommended by the school district Insurance Advisory Committee, those employees participating in the HSA compatible health plan shall receive the following contributions to a qualifying Health Savings Account (HSA). Contributions will only be made to District approved HSA depository.

- 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.

Subd. 3. 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. 4. Group Term Life Insurance: The school district will pay the full premium per year for each \$1,000 in coverage toward 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.

Subd. 5. Supplemental Group Term Life Insurance: Confidential Employees will have the option, subject to the conditions established by the school district's carrier, for group term life insurance as provided in Subd. 4, 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.

Subd. 6. Long-Term Disability Income Protection: The school district will pay the full premium per year per \$1,000 in coverage toward the premium for employee coverage in the existing long-term disability income protection plan of the school board for the full-time employees employed by the school board who qualify for and enroll in such coverage. This coverage will apply to the base annual salary. See MOU Long-Term Disability Coverage for Mental Health & Chemical Dependency.

Subd. 7. Dental Insurance:

- a) Single Coverage: The school board will pay up to \$28.00 per month for individual coverage for each full-time Confidential Employee who qualifies for and enrolls in the school district's group dental insurance plan.

- b) **Family Coverage:** The premium cost of the family/dependent coverage for each full-time Confidential Employee who qualifies for and enrolls in the school district's group dental insurance coverage will be paid in total by the Confidential Employees and paid by payroll deduction minus the school district's contribution for single coverage. Whether the school district offers family/dependent coverage is subject to the conditions as established by the carriers.

Section 2. Eligibility: Full-time Confidential Employees are eligible for group insurance. 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 board and the carrier of the coverage.

Section 3. Enrollment: All employees qualifying will enroll for such coverage in accordance with the procedures established by the school board. 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., a spouse, etc.) 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. If an employee waives health coverage under this Section, the employee will not receive any District contribution for health insurance benefits.

Section 4. Claims Against the School District: It is understood that the school board's obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim will be made against the school board as a result of a denial of insurance benefits by an insurance carrier.

Section 5. Duration of Insurance Contribution: An employee is eligible for school board 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 working day of the month in which employment terminates.

Section 6. Insurance Program Eligibility in the Event of Retirement: An employee who retires prior to age 65 is eligible to participate in the health/hospitalization and dental plans but must pay the entire premium for the plans selected. The right to continue participation in such plans, however, will be in accordance with conditions of the carrier and/or until they qualify for coverage under another program.

ARTICLE 8 LEAVES OF ABSENCE

Section 1. Bereavement Leave:

Subd. 1. Use: In accordance with ESST policy, PTO may be used for an employee's need to make arrangements for, or attend, funeral services or a memorial, or address financial or legal matters that arise after the death of a family member. If all accrued PTO is exhausted and additional

unpaid time is needed for bereavement, employees may request a short-term leave from Human Resources.

Section 2. **Jury Duty:** A Confidential 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. are met.

Section 3. **Child Care/Adoption 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 of a child. This leave will be granted to a 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 3 calendar months before commencement of the intended leave. For 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 PTO for Child Care/Adoption: If the reason for the leave is occasioned by childcare/adoption, an employee may utilize PTO pursuant to the provisions of Article 6, Section 10. A pregnant employee will provide, at the time of the leave application, a statement from their licensed physician indicating the expected date of delivery. An employee may use PTO for adoption to assist in preparation and legal reasons of the adoption, as well as necessary travel and initial adjustment of the child. These days need not be taken consecutively.

Subd. 4. Date of Leave: The effective beginning date of a childcare/adoption 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 request of the employee.
- b) The specific employment duties of the employee involved.
- c) The health and welfare of the employee, unborn child or adopted child.
- d) The recommendation of the employee's licensed physician.

Subd. 5. Duration: In determining the commencement and duration of a childcare/adoption 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. 6. 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. 7. Termination of Leave: Interruption of pregnancy will terminate the leave. Human resources may require in such cases 45 days' notice to return.

Subd. 8. Reinstatement: An employee returning from childcare/adoption 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. 9. 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. 10. Probationary Period: The parties agree that the applicable periods of probation for Confidential Employees are intended to be periods of actual service enabling the school district to have an opportunity to evaluate a Confidential Employees performance. The parties agree, therefore, that periods of time for which the employee is on childcare/adoption leave will not be counted in determining the completion of the probationary period.

Subd. 11. Salary: Any childcare/adoption leave of absence granted under this Section will be a leave without pay except when using available PTO.

Subd. 12. Insurance: An employee on childcare/adoption 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. 13. Notification to Return: An employee on childcare/adoption 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. 14. 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 4. Long-Term Leave: Eligibility: Full-time employees with a minimum of three years of experience in the school district may apply for an unpaid leave of absence once during their school district employment. Additional leaves may be granted at the discretion of human resources for health reasons.

Subd. 1. Duration: Leave may be granted for a period of time not to exceed one year.

Subd. 2. Insurance: An employee on an approved leave is eligible to participate, at the employee's own expense, in the health and hospitalization program of the school district. This participation will be subject to the conditions prescribed by the insurance carrier.

Subd. 3. Benefit Accrual: An employee on approved 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. 4. Purpose: Consideration for granting long-term leaves will be given for:

Education	Election to Political Office
Health	Approved Travel
Retraining or Career Change	Family Reasons

Subd. 5. Requests: Requests for leaves must be made at least 30 days in advance on PF 22 (Leave of Absence Request) and submitted to the administrator in charge for recommendation. Final approval will be made by human resources. The number of staff on approved leave in any school year will not exceed 1 of the total Confidential Employees staff.

Subd. 6. Notification to Return: An employee returning from long term leave for Education, Approved Travel, Family Reasons, Retaining or Career Change reasons will be re-employed in the position occupied prior to the leave, subject to the following conditions:

- a) The position is vacant.
- b) That the position has not been abolished.
- c) That the employee is not physically or mentally disabled from performing the essential duties of such position.
- d) An employee returning from long term leave for health or election to political office reasons will be re-employed in the position occupied prior to the leave, subject to the following conditions:
 - 1. That the position has not been abolished
 - 2. That the employee is not physically or mentally disabled from performing the essential duties of such position.

Subd. 7. Failure to Return Notice: The employee will lose all re-employment rights if they refuse or fail to return the notice within ten days of receipt.

Section 5. Short-Term Leave: Full-time Confidential Employees may apply for a short-term leave of absence.

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

Subd. 2. Duration: Short-term leave may be granted for not more than ten working days during the effective dates of this Agreement.

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 on a Leave of Absence Request (PF 22) and will clearly state the reason for such 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 will be granted only in extraordinary circumstances and must be approved by human resources.

Subd. 5. Eligibility: Short-term leave will normally be available no more than once every year and will only be granted when all other paid leave options have been exhausted.

Subd. 6. Limit-1: The number of staff on short-term leave on any day will not exceed one of the total Confidential Employees staff.

Section 6. Religious Leave:

Subd. 1. Use: Confidential Support employees may be granted up to three days of religious leave. Confidential Support employees must make application, including a brief summary of details of the request, to human resources at least three days prior to the religious leave. Human resources will notify the employee's supervisor to make the necessary arrangements allowing the employee to make up the days at some other prearranged time. However, an employee may utilize provisions outlined in Article 6, Section 10, Paid Time Off, if so desired. If the employee chooses none of the options as outlined herein, the leave will be granted with full loss of pay.

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 board 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 a member or agent of the designated unit to act on the employee's 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 weekdays 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 services 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 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 hereinafter 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 that 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 10 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. 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 10 days following the decision in Level III 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 10 days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the 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 will constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information:

- a) **Materials Request:** Upon appointment of the arbitrator, the appealing party will, within five (5) days after notice of appointment, forward to the arbitrator, with a copy to the school board, the submission of the grievance which will include the following:
 - 1. The issues involved
 - 2. Statement of the facts
 - 3. Position of the grievant
- b) The school board will make a similar submission of information in accordance with Subd. 4a, above.

Subd. 5. 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 will be consistent with the original grievance.

Subd. 6. Decision: The decision of the arbitrator will be rendered within 30 days after the closing 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 in PELRA.

Subd. 7. Expenses: Each party will bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording will be made of the hearing at the request of either party. The parties will share, equally, the fees and expenses of the arbitrator. The cost of the transcript or recording will be borne by the requesting party. Any other expenses which the parties mutually agree are necessary for the conduct of the arbitrations will be shared equally.

Subd. 8. 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 procedures as outlined herein; nor will the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which will include but are not limited to such areas of discretion of 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 will give due consideration to the statutory rights and obligations of the public school boards to efficiently manage and conduct its operations within the legal limitations surrounding the financing of such operations.

Section 9. General:

Subd. 1. Reprisals: No reprisals of any kind will be taken by the school board or by any member of the administration against any person or any other participants in the procedure by reason of such participation.

Subd. 2. Employee Rights: Nothing herein will be construed to limit, impair, or affect the right of any employee as provided in state statutes.

ARTICLE 10 DURATION

Section 1. Term and Reopening Negotiations: This Agreement will run from July 1, 2024, through June 30, 2026. If either party desires to modify or amend this Agreement commencing on July 1, 2026, it will give written notice of such intent no later than May 1, 2026. Unless otherwise mutually

agreed, the parties will not commence negotiations more than 90 days prior to the expiration of this Agreement.

Section 2. **Effect:** This Agreement constitutes the full and complete agreement between the school board and the Confidential Employees of Independent School District 279. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, school district policies, rules or regulations concerning 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 negotiations 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.

MEMORANDUM OF UNDERSTANDING
between
OSSEO AREA SCHOOLS (ISD 279)
and
CONFIDENTIAL SUPPORT SPECIALISTS

TOPIC: Limits to 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 to a combined 24 months of coverage per claim. 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 1, Subd 6.