



July 1, 2025 *to* June 30, 2027

MASTER AGREEMENT

BETWEEN

CHISAGO LAKES SCHOOL DISTRICT, ISD 2144

AND

CHISAGO LAKES TECHNOLOGY ASSOCIATION

ARTICLE I PURPOSE

Section 1. Parties: THIS AGREEMENT, entered into between Chisago Lakes Area Schools, ISD #2144, Chisago City, Minnesota, hereinafter referred to as the "School District", and the Chisago Lakes Technology Association, to provide the terms and conditions of employment for technology staff workers during the duration of this Agreement.

ARTICLE II DEFINITIONS

Section 1. Terms: The term "terms and conditions of employment" means 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. In the case of professional employees, the term does not mean educational policies of the school district.

Section 2. Technology Staff: Shall mean Network Administrator, System Administrator, District-wide Level 2 Technician, and Building Technology Support.

Section 3: District Technology Staff: Shall mean Network Administrator, System Administrator, and District-wide Level 2 Technician.

Section 4. Building Technology Support: Shall mean High School and Middle School building technology support.

Section 5. School District: For purposes of administering this Agreement, the term "School District" shall mean the School Board or its designated representative.

ARTICLE III ASSOCIATION AND TECHNOLOGY STAFF RIGHTS

Section 1. Personnel Files: Pursuant to M.S. 125.12, Subd. 14, as amended, all evaluations and files relating to each individual technology staff worker shall be available during regular school business hours to each individual technology staff worker upon his written request. The technology staff worker shall have the right to reproduce any of the contents of the files at the technology staff worker's expense and to submit any material contained therein. However, the school district may destroy such files as provided by law.

Section 2. Just Cause: No technology staff worker shall be disciplined without just cause. The principles of progressive discipline shall apply. During any investigation a technology staff worker may be suspended. Such suspension shall be with pay. Discipline may include suspension without pay but suspension without pay shall not exceed 15 duty days.

Section 3. Probationary Period: An employee under the provisions of the Agreement shall serve a probationary period of 120 calendar days of continuous service in the school district, during which time

the school district shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee. The 120 calendar days shall exclude breaks in service of more than two weeks due to lack of scheduled work or employee absence, but the probation period shall not restart at the conclusion of such a break of service.

ARTICLE IV BASIC COMPENSATION AND RATES OF PAY

Section 1. Basic Compensation:

Subd. 1. Rates of Pay: The wages and salaries shall be effective only for the 2025-2026 and 2026-2027 school years.

	<u>2025-2026</u>	<u>2026-2027</u>
Network Admin	\$ 83,475	\$ 86,814
Systems Admin	\$ 68,250	\$ 70,980
District Level II Support	\$ 24.87 / hr	\$ 25.87 / hr
Building Tech MS	\$ 28.12 / hr	\$ 29.24 / hr
Building Tech HS	\$ 23.79 / hr	\$ 24.74 / hr

Subd. 2. The Network Administrator, District-wide Level 2 Technician, and System Administrator are full-time year-round positions of 260 days. Building Technology Support is 200 days.

ARTICLE V EXTRA COMPENSATION

Section 1. Severance Pay:

Subd. 1. After fifteen years in Chisago Lakes Schools, and upon leaving the school district a technology staff worker would receive their daily rate of compensation per sick day, up to a year's salary. The school district will contribute an amount equal to the value of 100% (one hundred percent) of the technology staff worker's severance pay directly into the MSRS Post Health Care Savings Plan account. These accounts will be wholly and solely funded by the technology staff worker's accumulated severance pay. The technology worker will not receive any direct payment from the School District for severance pay. The School District's contribution into the technology worker's MSRS account will be made within sixty (60) calendar days after the technology staff worker's effective date of resignation. Once the current employees leave their position, Article V section 1 – Severance Pay will be removed from the Chisago Lakes Technology Association contract. No one hired or added to this contract after the 2020-2021 school year will receive this severance pay.

Subd. 2. If a technology staff worker dies prior to the full payment of all severance payments, the remainder shall be paid to designated beneficiaries.

Section 2. 403(b) Plan:

Subd. 1. Eligibility: The School District will make matching contributions for a technology staff worker to a state-approved tax-deferred matching contribution plan, in an amount not to exceed the following, provided that the technology staff worker has also authorized a matching salary deduction payable to the 403 (b) plan.

<u>Years of Service in Chisago Lakes</u>	<u>Matching District Contribution*</u>
Probationary	\$0
End of Probation-15	\$1150
16-19	\$1650
20+	\$2500

Subd. 2. Maximum Career Contribution: The maximum cumulative amount that the School District will contribute towards a 403(b) plan for a technology staff worker over the course of their career with the School District shall be equal to the value of one year's salary.

Subd. 3. Coordination with Severance Pay: Upon retirement, the total cumulative amount of the School District's contributions toward a technology staff worker's 403(b) plan shall be deducted from any amount of severance pay the technology staff worker otherwise would be entitled to under Article V, Section 1.

Subd. 4. Approved Plans: The 403(b) plan shall be subject to all of the requirements of Minn. Stat. § 356.24, as amended, and Internal Revenue Code § 403(b).

Section 3. Minnesota State Retirement System – Post-Retirement Health Care Savings Plan: All full-time technology staff workers who have completed at least five years of service in Independent School District #2144 will have a contribution made by the District to their individual account with the Minnesota State Retirement System Post-Retirement Health Care Savings Plan. This contribution will be made at the conclusion of each year of service with the District according to the following schedule:

<u>Years of Service in Chisago Lakes</u>	<u>Amount of Contribution</u>
5-15	\$500
16-20	\$750
21+	\$1000

**ARTICLE VI
FRINGE BENEFITS**

Section 1. Health and Hospitalization Insurance for District Technology Staff*:

Subd. 1. Individual Coverage: The School District shall contribute the sum of up to \$9,095 towards the premium for coverage for the Network Administrator, System Administrator, and District-wide

Level 2 Technician employed by the School District who qualifies for and is enrolled in the District's group health and hospitalization plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Subd. 2. Dependent Coverage: The School District shall contribute the sum of up to \$19,900 toward the premium of dependent coverage for the Network Administrator, System Administrator, and District-wide Level 2 Technician employed by the School District who qualifies for and is enrolled in the District's employee group health and hospitalization plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Subd. 3. Consumer Driven Health Plan (CDHP): For the 2025-2027 school years, the Technology worker who qualifies for and is enrolled in the School District's group high deductible health insurance plan will receive a \$1,500 contribution from the School District into an HSA or VEBA account for single coverage and \$3,000 for dependent coverage. Half of the contribution will be deposited into the employee's HSA or VEBA account on October 15th and the other half will be deposited on the last day of February.

* In the event this Contract will cause or does cause penalties, fees, or fines to be assessed against the School District, the parties agree to reopen negotiations that result in a revised Contract between the parties that eliminates or reduces penalties, fees, or fines to be assessed against the School District. The amount of any reduction in the School District's contribution toward the Technology Association's healthcare benefits as a result of addressing the "highly compensated employee" component of the ACA will be placed into another School District provided benefit(s) (i.e., a retirement HRA, salary, etc.) as agreed upon between the parties.

Section 2. Health and Hospitalization Insurance for Building Technology Support:

Subd 1. The District's contribution for health insurance, both single and family, shall be equivalent to the insurance contribution received by the CLEM bargaining unit upon ratification of its contract. Any additional cost of the premium will be borne by the employee and paid by payroll deduction.

Subd. 2. Consumer Driven Health Plan (CDHP): For the 2025-2027 school year, for each full-time Building Technology Support employee who qualifies for and is enrolled in the School District's group high deductible health insurance plan, the School District will contribute \$1,000 to the HSA or VEBA account for employees who have single coverage and \$2,000 to the HSA or VEBA account for employees who have dependent coverage. One-half of the contribution will be deposited into the employee's HSA or VEBA account on October 15th and the other one-half will be deposited on the last day of February.

Section 3. Dental Insurance: The School District shall contribute the sum of up to \$1,350 towards the premium for a technology staff worker who qualifies for and is enrolled in the School District's dental plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Section 4. Long Term Disability Insurance: The School District shall contribute the sum necessary to pay the costs of the Long-Term Disability insurance carried by the School District for the 2025-2027 school

years for full time technology staff employed by the district, who qualify for and are enrolled in the School District Group Long Term Disability Plan. A maximum annual covered salary \$100,000.00.

Section 5. Life Insurance: The School District shall contribute the sum necessary to pay for a term life insurance policy in the amount of \$50,000.00 for the 2025-2027 school years.

Section 6: Selection: The selection of the insurance carrier and policy shall be made by the school district with the cooperation of the staff.

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

Section 8. Eligibility: Benefits provided in this Article are designed for full time personnel as described in Article III.

Section 9. Dues: The School District shall pay the state and national dues to one organization of the technology staff workers.

ARTICLE VII LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the technology staff worker's work year.

<u>Work Year Length (Months)</u>	<u>Days Earned</u>
12	15
11	13
9-10	10

Subd. 2. Sick leave with pay shall be allowed whenever a technology staff worker's absence is due to illness or disability which prevents his/her attendance at school and performance of duties on the day or days.

Subd. 3. A technology staff worker may be required to furnish a medical certificate from the school health officer or a qualified physician as evidence of illness or disability, indicating such absence was due to illness or disability in order to qualify for sick leave pay. In the event the technology staff worker has not already consulted a physician, and the school district requests a medical certificate, the school district will pay any additional cost of obtaining said certificate, but not to exceed the normal charge for an office call. In this case, the school district reserves the right to select the physician. However, the final determination as to the eligibility of a technology staff worker for sick leave is reserved to the school district. In the event that a medical certificate will be required, the technology staff worker will be so advised.

Subd. 4. Sick leave allowed shall be deducted from the accrued disability leave days earned by the technology staff worker.

Subd. 5. Sick leave pay shall be approved only upon submission through an electronic absence management system.

Subd. 6. Unused sick leave days may accumulate to a maximum credit of 100 days leave per technology staff worker. For the purposes of severance there will be no limit to the number of accumulated sick days allowed.

Section 2. Worker's Compensation: Pursuant to M.S. 176.221, Subd 9, a technology staff worker injured on the job in the service of the school district and collecting worker's compensation insurance, may draw sick leave to receive full salary from the school district, his/her salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from his accrued sick leave. If an employee chooses not to use sick leave, then will only receive 2/3rds of their salary.

Section 3. Emergency Leave:

Subd. 1. Bereavement: Up to five (5) days leave shall be allowed, the days not to be deducted from sick leave, for death in the technology staff worker's immediate family. The specific amount of leave allowed is subject to the discretion of the Superintendent depending on the circumstances. Immediate family is defined as the technology staff worker's spouse, grandparent, parent, child, brother, sister, aunt, uncle, niece, nephew, or the technology staff worker's spouse's grandparent, parent, child, brother, sister, aunt, uncle, niece or nephew, or other relative living in the same household as the technology staff worker. Up to two (2) days will be allowed, the days to be deducted from sick leave, for a death other than in the immediate family per year.

Subd. 2. Leave for Illness in Family: Up to three (3) days per year emergency leave may be granted for illness in the technology staff worker's immediate family. The specific amount of leave allowed is subject to the circumstances. Immediate family is defined as the technology staff worker's spouse, spouse's parent, child, parent, brother, sister or other relative living in the same household as the technology staff worker. Emergency leaves will be cleared through the Superintendent. Emergency leave time will be deducted from the sick leave account.

Section 4. Sabbatical Leave: The Board, upon recommendation of the Superintendent, may grant a sabbatical leave to qualified technology staff workers for the purpose of study, travel, and for such other purposes as may be approved by the Board. The technology staff worker on sabbatical leave shall receive no compensation during the period of absence. Upon return from the sabbatical leave, the technology staff worker shall be restored to his/her former position or one of comparable status. He/she is also granted a year of experience.

Section 5. Child Care Leave:

Subd. 1. A child care leave shall be granted by the school district subject to the provisions of this Section. Child care leave shall be granted because of the need to prepare and provide parental care for a child or children of the technology staff worker for an extended period of time.

Subd. 2. A technology staff worker making application for child care leave shall inform the Superintendent in writing of intention to take the leave at least two (2) calendar months before commencement of the intended leave.

Subd. 3. Any technology staff worker shall have the right to receive a child care leave of absence without pay for the purpose of maternity, adoption, or child care or a combination thereof. This leave may also be taken following the utilization of the disability provisions provided in Article VII, Section I, Subdivisions 3 and 4. A pregnant technology staff worker will also provide, at the time of the leave application, a statement from her physician indicating the expected date of delivery.

Subd. 4. The school district may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year, i.e., winter vacation, spring vacation, semester break or quarter break, end of a grading period, end of the school year, or the like.

Subd. 5. The school district shall grant a child care leave of up to four (4) school quarters to any technology staff worker who makes a written application for such leave. In making a determination concerning the commencement and duration of a child care leave, the School Board shall not in any event be required to:

1. Grant any leave which affects more than one (1) school calendar year.
2. Permit the technology staff worker to return to his/her employment prior to the date designated in the request for child care leave.

Subd. 6. A technology staff worker returning from the child care leave shall resume his/her former duties or other position mutually agreed upon unless previously discharged or placed on unrequested leave.

Subd. 7. Failure of the technology staff worker to return pursuant to the date determined under this Section shall constitute grounds for termination unless the school district and the technology staff worker mutually agree to an extension of the leave.

Subd. 8. The parties agree that the applicable periods of probation for technology staff workers as set forth in Minnesota Statutes are intended to be periods of actual service enabling the school district to have opportunity to evaluate a technology staff worker's performance. The parties agree, therefore, that periods of time for which the technology staff worker is on child care leave shall not be counted in determining the completion of the probationary period.

Subd. 9. A technology staff worker who returns from child care leave within the provisions of this Section shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave. The technology staff worker shall not accrue additional experience credit for pay purposes or leave time during the period of absence for child care leave.

Subd. 10. A technology staff worker on child care leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for

such programs as the technology staff worker wishes to retain, commencing with the beginning of the child care leave. The right to continue participation in such group insurance programs, however, will terminate if the technology staff worker does not return to the district pursuant to this section.

Subd. 11. Leave under this Section shall be without pay or fringe benefits.

Section 6. Simultaneous Personal Leave: Technology staff worker's schedules are to be reviewed by the Superintendent and work schedules approved.

Section 7. Jury Duty: Technology staff workers are no longer exempt from jury service during the school year according to the Statutes. If a technology staff worker is summoned for jury service, he/she shall inform the Superintendent of statutory duties indicating the time and place of jury service. The employee will be released with pay minus \$15.00 per day or the amount received for serving as a member of the jury. Employees will be allowed to keep the mileage expenses for this service.

Section 8. Adoption Leave: A full-time technology staff worker will be granted up to ten (10) days leave immediately prior to or within one year of adoption of a child. Adoption leave allowed shall be deducted from accrued disability leave days earned by the technology staff worker. Technology staff workers who take an adoption leave are also eligible for a child care leave pursuant to Section 5 above.

Section 9. Insurance Application: A technology staff worker on unpaid leave is eligible to continue to participate in group insurance programs as permitted under the insurance policy provisions. The technology staff worker shall pay the entire premium for such insurance commencing with the beginning of the leave, and shall pay to the school district the monthly premium in advance.

Section 10. Eligibility: Leave benefits provided in this Article shall apply only to full time technology staff workers as defined in Article II of this Agreement, and shall be available only during the regular school year.

ARTICLE VIII DUTY DAYS

Section 1. Technology Staff Workers Duty Days: The technology staff worker's basic day shall be eight (8) hours. Workdays are not subject to overtime. However, additional service days may be negotiated. Duty days are as follows: Network Administrator, System Administrator, and District-wide Level 2 Technician – 260 days (includes 13 holidays); Building Technology Support – 200 Days (includes 11 Holidays).

Subd. 1. Time off for District Technology Staff

1. Holidays: 13 Holidays = Independence Day (2), Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, Memorial Day, Monday of Spring Break, and Juneteenth.
2. Vacation: Each worker shall receive twenty three (23) days of vacation each year. Upon leaving employment for any reason, any unused vacation shall be paid to the employee. To the extent permitted by law, at the end of each fiscal year (June 30), District

Technology Staff may contribute the value of up to ten (10) days of unused vacation to a TSA 403(b) Plan.

3. School Closings: An employee may choose to apply sick leave or vacation leave to receive pay for a school closing day. If school is closed by mandate from the governor or other state body, the employees will be paid for the day without using their leave. In the event school is closed or canceled due to a pandemic or other health issue, the employees will be paid for any day(s) that is/are not made-up. If the number of days that schools are closed due to a government mandate or health issue exceed one (1) duty day in a school year, then the make-up of the duty days in excess of one (1) shall be at the discretion of the School Board.

Subd. 2. Time off for Building Technology Support

1. Holidays: 11 Holidays = Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, Memorial Day, Monday of Spring Break, and Juneteenth.
2. Personal Leave: Building Technology Support Staff will be granted two (2) days per fiscal year of personal leave, and may carry over a maximum of 3 days, not to exceed 5 days. Any days not used beyond the carryover are lost with no payout.
3. School Closings: In the event of a district wide closing, Building Technology Support staff will be compensated for their normally scheduled hours one day per year, without deduction from accrued time off. Building Technology Support staff may choose to apply personal leave or sick leave to receive pay for additional school closing days.

Section 2. Additional Activities: In addition to the basic school day, technology staff workers shall be required to reasonably participate in school activities beyond the technology staff worker's basic day as is required by the School Board or its designated representative.

Section 3. Emergency Closing: In the event of a student day or technology staff worker duty day lost for any emergency, the technology staff workers shall perform duties on that day or other such day in lieu thereof as the School Board or its designated representative shall determine, if any.

Section 4. Strikes or Work Stoppages: In the event of a strike or work stoppage by other groups of district employees, the technology staff workers will consider themselves to be on duty for the purpose of carrying out Board policy and ensuring the safety of personnel and property. In no event will the compensation for technology staff workers be halted or suspended due to strikes or work stoppages of other district employees.

ARTICLE IX DURATION

Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, 2025 through June 30, 2027. In the event a successor agreement is not entered into prior to the commencement of school in the fall of 2027 a technology staff worker shall be compensated according to the last individual contract executed between the technology staff worker and the school district until such time that a successor agreement is executed. If either party desires to modify or amend this agreement commencing July 1, 2025, it shall give written notice of such intent no later than May 1, 2027. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (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 Chisago Lakes Technology Association representing the technology staff workers of the district. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality: Any matters relating to the current contract term pertaining to conditions and terms of employment shall not be open for negotiation during the term of this Agreement unless by mutual consent of both parties.

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

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

FOR: Chisago Lakes Technology Association

FOR: Independent School District #2144

Brian Dietz, Superintendent

Michelle Caneday, System Administrator

Board Chair

Board Clerk

Date

Date