MINNEAPOLIS PUBLIC SCHOOLS
Urban Education. Global Citizens.¶

CONTRACT

between

MINNEAPOLIS PUBLIC SCHOOLS
(SPECIAL SCHOOL DISTRICT NO. 1)

and the

MINNEAPOLIS ASSOCIATION
of ADMINISTRATORS and SUPERVISORS
- MAAS -

effective

July 1, 2023 through June 30, 2025

MINNEAPOLIS PUBLIC SCHOOLS
Minneapolis, MN 55411

An Equal Opportunity Employer

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Article 1 Definition of Agreement

1.1 **Parties: This Agreement,** entered into between the Board of Education, Special School District No. 1, Minneapolis, Minnesota, hereinafter referred to as the Board of Education and Minneapolis Association of Administrators and Supervisors (MAAS) certified by the Director of the Bureau of Mediation Services as the exclusive representative, hereinafter referred to as the Association, pursuant to and in compliance with the 1984 Public Employment Labor Relations Act (PELRA), as amended, to set forth the terms and conditions of employment.

1.2 **Purpose:** The purpose of this Agreement is to promote orderly and constructive relationships between the Board of Education, the employees of this unit and Association.

Article 2 Recognition

2.1 Certified Exclusive Representative: The Board of Education recognizes the Association as the certified exclusive representative for the unit, consisting of all supervisors, including directors of Special School District No. 1, Minneapolis, Minnesota in the current classifications listed in Appendix M, N, and O, whose employment service exceeds the lesser of fourteen (14) hours per week or thirty-five percent (35%) of the normal work week and more than sixty-seven (67) work days per year, excluding the Superintendent's Cabinet, Principals, Assistant Principals, Teachers, Confidential, Executive Directors and all other titles mutually agreed by the District and the Association.

2.2 **Exclusive Negotiating Organization:** The Board of Education agrees that the Association is the exclusive representative for all personnel defined in Section 2.1, and that it will not meet and negotiate with any other labor or employee organization concerning the terms and conditions of employment for the unit.

2.3 **Disputes:** Disputes that may occur over the inclusion or exclusion of new or revised job classifications in the unit described in Section 2.1, shall be referred to the Bureau of Mediation Services for determination.

Article 3 Definitions

For the purpose of this Agreement, the words defined have the meaning given them.

3.1 **Employee:** Any person who holds a position in the unit for which the Association is the certified exclusive representative and who works more than fourteen (14) hours per week and sixty-seven (67) work days per year.

3.2 **Employer:** The Board of Education of Special School District No. 1, Minneapolis, Minnesota.

3.3 **PELRA:** The Public Employment Labor Relations Act of 1971, as amended.

3.4 **Terms and Conditions of Employment:** 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 Board of Education's personnel policies affecting the working conditions of the employees. The term is subject to the provisions of Section 179A of PELRA, as amended, regarding the rights of public employers and the scope of negotiations.

3.5 **Fiscal Year:** The term "fiscal year" means that period of time beginning July 1st and ending on the 30th day of June immediately thereafter.

3.6 **Labor Management Committee:** The Parties agree to form a Labor Management Committee which will meet regularly to discuss contractual and other issues.

3.7 **Notification of Preliminary Status Change Form:** Form used to communicate to employees when their current position is being eliminated for the upcoming fiscal year, during the Budget Tie-Out process.

3.8 **Bargaining unit Seniority:** continuous combined service in MACA, AMP and/or MAAS.

3.9 **District Seniority:** hire date into the District in any position, if service has been continuous since then.

3.10 **Lower Related titles**: Jobs within a Career ladder that are graded for wages equal to or lower the current job. Please see the Appendix D for examples.

3.11 **Other Terms:** Terms not defined in this Agreement shall have those meanings as defined by PELRA, as amended.

Article 4 Rights of Association

4.1 **Performance of Duties:** Under the terms of this Agreement, officers, executive board members, and committee persons shall have the right to perform and discharge the duties and responsibilities which may be properly assigned to them. The Board of Education agrees that there shall be no restraint, interference, coercion or discrimination against an officer, board member and committee person because of the performance of such duties.

4.2 **Request for Dues Check Off:** Employees shall have the right to request and be allowed dues check off for the Association. The Board of Education agrees to deduct during each payroll period an amount sufficient to provide the payment of dues established by the Association from the wages of all employees authorizing in writing such deductions on forms provided by the Association. The Association will indemnify, defend, and hold the Board of Education harmless against any claims made and against any suits instituted against the Board of Education, its officers or employees, by reason of payroll deductions for dues.

The above may be modified at times as required by Minn. Stat. 170A.06, Subd.6.

4.3 **Remittance of Dues Deduction**: The Board of Education agrees to remit the total dues deduction for each period together with an itemized statement to the Association no later than fifteen (15) days following the end of a payroll period.

4.4 **Use of School Building/Facilities**: The Association may use school building facilities and equipment for its proper business activities without charge during the regular hours of the custodian upon notification to the Superintendent's office, providing it shall not interfere with other scheduled activity in the building specified. The Association shall pay the cost of all materials and supplies incident to their use.

4.5 **Communication:** The Association may use the District's inter-school mail service and e-mail for communications to its members provided the use does not require the School Board to spend additional money or allocate personnel time to perform such service.

4.6 **Business:** Duly authorized representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times, provided

that this shall not interfere with nor interrupt normal school operations or the duties of the administrator.

4.7 **Union Business:**

4.7.1 **Time Off with Pay:** The District will afford reasonable time off with pay to elected officers or appointed representatives of the Association.

a. **Organizational Leave:** The District will provide for leaves of absence with pay to elected officers or appointed representatives of the Association.

4.7.2 **Use of Conference Rooms or Facilities:** The District will allow the use of conference rooms or facilities upon permits secured from the proper authority in accordance with rules and regulations of the Board of Education.

4.7.3 Bulletin Boards: The District will permit the posting of the Association notices on bulletin boards.

Article 5 Board of Education's Rights and Obligations

5.1 **Management Responsibilities:** It is the obligation of the Board of Education to manage and conduct efficiently 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.

5.2 **Inherent Managerial Policy:**

5.2.1 **Inherent Policies:** The Board of Education's inherent managerial policies include, but are not limited to, such areas of discretion as the functions and programs of the school system, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

5.2.2 **Management of Board Affairs:** The Board of Education has the right and is entitled, without negotiation or reference to any agreement resulting from negotiation, to operate and manage its affairs solely at its discretion and in any lawful manner not otherwise limited by this Agreement.

5.2.3 **Operational Authority:** The Board of Education, except as expressly stated herein, retains whatever rights and authority are necessary for it to operate and direct the affairs of the Board of Education in all of its various aspects, including, but not limited to, the right to direct the working forces; to plan, direct and control all the operations and services; to determine the methods, means, organization and number of personnel by which such operations and services are to be conducted; to make and enforce reasonable rules and regulations.

5.3 **Managerial Rights Not Covered By This Agreement:** The foregoing enumeration of Board of Education rights shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein.

Article 6 Rights of Employee

6.1 **Right to Views:** Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or representative of an employee to the expression or communication of a view, complaint or opinion on any matter so long as such action does not interfere with the performance of the duties of employment as prescribed in this Agreement or circumvent the rights of the exclusive representative.

6.2 **Right to Join and Participate:** Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees choosing to participate in internal Association affairs as officers, executive board members, and committee persons shall be free to do so without fear of penalty or reprisal.

6.3 **No Restriction or Denial of Employee Rights:** Nothing contained herein shall be construed to deny or to restrict any Association employee rights they may have under federal law or the statutes of Minnesota (or other applicable laws and regulations).

Article 7 Work Schedule

7.1 **Work Schedule:** The professional discretion of the Association employees in scheduling their hours/days of work shall be respected in so far as such discretion is reasonable and is consistent with the responsibilities of their positions with the approval of immediate supervisors. Compensatory time off may be granted upon approval of the employee's supervisor. For non-exempt employees, see also Section 15.7.

7.2 **Extended Time/Extended Work Year:**

7.2.1 **Extended Time – Definition:** For employees who are less than 52 weeks, extended time shall be defined as work performed within the employee's permanent job classification beyond their regular duty year. Extended time is voluntary, and employees shall be compensated for extended time at the hourly rate of their permanent assignment.

7.2.2 **Extended Work Year:** In the event an employee who is less than 52 weeks per year is extended to a longer work year, that employee will be compensated on a per diem basis for the additional assignment and will be eligible for holiday pay for any holidays that occur during the extended time period.

7.3 **On-Call Pay:** See Article 15.5 for detailed information.

7.4 **Assignments Less Than 52 Weeks/12 Months**

7.4.1 **Notification:** Effective the start of the 2025-2026 school year, unless the supervisor and employee agree otherwise in writing, the supervisor shall notify the employee in writing of the start and end dates

Holidays: All holidays shall be paid within that start and end date.

Article 8 Leaves – Vacation and Sick

8.1 **Vacation:**

8.1.1 **Approval:** Paid vacation shall be taken with approval of the immediate supervisor, and such approval shall supersede any District policy or practice that limits the duration of vacation use. Every reasonable effort shall be made by the District to approve employee requests for vacations in so far as adequate scheduling of the work unit permits.

a. Vacations and other paid absences may be scheduled for more than eleven (11) days in a row if approved by the supervisor and if available in the employee's leave balance.

8.1.2 **Rate – 52-Week Assignments:** Employees who are assigned to a fifty-two (52) week work year shall earn and accumulate paid vacation at the rate of:

a. 0-6 years employment with the District earns 20 days per year,

Effective July 1, 2022:
0-3 years employment with the District earns 20 days per year.
4-6 years employment with the District earns 22 days per year.

b. 7-14 years employment with the District earns 25 days per year.

c. 15+ years of employment with the District earns 26 days per year.

d. Employees earning 25 days per year as of 12/31/2013 will continue accruing 25 days.

e. Vacation for exempt and non-exempt employees will be loaded as of July 1 in the school year in which it is to be used but the District reserves the right to switch to the accrual method.

8.1.3 **Rate – Less than 52-Week Assignments:** Employees working less than 52 weeks shall accrue vacation on a pro rata basis.

8.1.4 **Carry Forward:** Employees may carry forward up to fifteen (15) days of unused vacation to the following year. The vacation days carried forward must be used in the subsequent year or the employee will lose those vacation days.

The Superintendent may temporarily suspend the carry forward maximum days in an emergency situation.

a. **Vacation Balance Errors**: For situations in which errors in vacation balance calculations occurred, resulting in corrections too late in the year for the employee to use their accrued hours before the yearly carry forward deadline (June 30th), the carry forward cap is waived for one (1) year,

The request to waive the cap must be initiated by the employee:

1) If the vacation error is 5+ days and not corrected by March 1st.
2) If the vacation error is 3+ days and not corrected by April 1st.
3) If the vacation error is 2+ days and not corrected by May 1st.
4) If the vacation error is .5+ days and not corrected by June 1st.

8.1.5 **Cash out:**

a. Employees hired into the district prior to July 1, 2008 may cash out up to twelve (12) days of unused vacation annually effective for the fiscal year ending June 30, 2014.

b. **Cashout Eligibility:**

- Employees with less than three (3) years of service with the District will not be able to cash out any vacation days.
- Employees with three (3) or more years of service with the District shall be eligible to cash out up to three(3) days of vacation annually.
- Employees with six (6) or more years of service with the District shall be eligible to cash out up to five (5) days of vacation annually.

c. Generally, the above amounts are paid out around the beginning of the new school year based upon balances from the prior school year.

8.1.6 **Separation from Employment:** Employees who leave the District with a vacation balance shall have their vacation balance cashed out. If vacation is loaded on July 1st, the vacation balance shall be pro-rated prior to cash out.

8.1.7 **Death of the Employee:** In the event of the death of an employee covered by this Agreement, vacation that has been earned but not taken shall be paid to the employee's beneficiary at the rate of pay in effect for the fiscal year of payment.

8.2 **Sick Leave:**

8.2.1 **Sick Leave for Personal Illness or Medical Appointment**: Sick leave with pay shall be allowed whenever an employee's absence is due to personal illness and/or disability which prevents an employee's attendance at work and the performance of duties on such days. Sick leave may also be used for medical appointments where prior notification to the supervisor has been given. All uses of sick leave are subject to the following provisions:

8.2.2 **Immediate Family:** Employees may use sick leave for their immediate family on the same basis as they would use it for themselves.

1) Immediate family includes the employee's child or grandchild (including step, biological, adopted or foster), adult child, spouse, sibling, parent, mother-in-law or father-in-law, grandparent, or step-parent.

8.2.3 **Safety Leave:** Sick leave may be used for assistance to the employee or to the relatives described in B.1.a.1) above for the purpose of providing or receiving assistance because of sexual assault, domestic abuse, or stalking.

8.2.4 **Sick Leave Accrual:**

a. Employees assigned to work fifty-two (52) weeks shall earn and accumulate sick leave at the rate of twelve (12) days per year.

b. Employees assigned to work less than fifty-two (52) weeks shall earn and accumulate sick leave on a pro rata basis.

8.2.5 **Restoration of Sick Leave Hours:** Former employees who return to the District within two (2) years will have all sick leave hours restored that have not been used or paid out.

8.2.6 **Rate of Pay:** Employees shall accumulate the unused portion of current sick leave at full pay.

8.2.7 **Approval and Documentation:** Any sick leave claim shall be subject to the approval of the Human Resources Department as to the validity of the circumstances upon which the claim is based. The employee shall, if requested, furnish such certificates and evidence of facts as may be required for verification.

8.2.8 **Sick Leave on Vacation or Leave of Absence:** Sick leave with pay shall not be granted for illness or disability while an employee is on vacation or an approved leave of absence except where an employee is receiving worker's compensation or long-term disability payments. In those two cases, employees may use one-third (1/3) of each day of unused sick leave per day.

8.2.9 **Death of the Employee:** In the event an employee dies while on active payroll status, the full amount of unused sick leave remaining shall be paid, at the rate effective on the date of death, to the employee's beneficiary designated for life insurance coverage. In no event shall this sick leave payment exceed the equivalent of one year's salary.

8.2.10 **Sick Leave Use Allowed by MN Statute:** Per Minnesota Law, an employee may use personal sick leave benefits due to illness or injury of the employee's child for such reasonable periods as the employee's attendance with the child may be necessary, additional family members will be allowed as required by Minnesota statute.

8.3 **Critical Illness or Death:**

8.3.1 **Death in the Family.**

a. Employees may be granted a leave of absence for up to five (5) days in the event of the death of the employee's mother, father, sister, brother, spouse, significant other, child, aunt, uncle, niece, nephew, grandparents, grandchildren, mother-in-law, father-in-law, son-in-law/daughter-in-law, sister-in-law/brother-in-law, parents of significant others, spouse's immediate family, anyone who has the position of parent or child, or any person who has been a member of the employee's household immediately prior to the critical illness or death of the individual.

8.3.2 **Critical Illness in the Family:** Critical illness is defined as an illness where death is impending, but recovery is possible.

a. Employees may be granted a leave of absence for up to five (5) consecutive days in the event of the critical illness of the employee's mother, father, sister, brother, children, spouse, significant other, parents of spouse, or parents of significant other and anyone who has the position of parent or child, or any person who has been a member of the employee's household immediately prior to the critical illness.

8.3.3 **Terms and Limitations**

a. Such leaves shall not exceed fifteen (15) days per year.

b. Such leaves shall be with pay and shall not be deducted from the employee's sick leave.

c. The District reserves the right to require proof of critical illness or death.

8.3.4 **Critical Illness or Death of a Friend:** Employees may take up to two (2) days, to be deducted from the employee's cumulative sick leave for the critical illness or death of a friend subject to the 15-day cap specified in 8.3.3 above.

Article 9 Leaves - Other

9.1 **General:**

9.1.1 **Request for Leave:** Except as otherwise provided in this Agreement, written requests for leave of absence shall be made by employees prior to the beginning of the period(s) of absence and no payment for any absence shall be made until the leave is properly approved. All leaves of absence without pay shall be granted at the discretion of the Employer and must be approved by the Employer in advance. Upon application by the employee, leaves of absence may be extended or renewed at the discretion of the Employer. The appropriate Leave of Absence Request form is available online at the Human Resources page of the MPS website (www.mpls.k12.mn.us). A written request must be submitted to the Human Resources Department prior to returning from leave. All returns from leave must be approved by the Human Resources Director or designee.

9.1.2 **Accrual of vacation and sick leave**: Accrual of vacation leave and sick leave benefits during the period of leave of absence with pay shall continue. If an employee is granted leave without pay, they will not be credited with vacation or sick leave accruals for the period of leave without pay with the exception of approved military leave where accruals are required by law to be credited.

9.1.3 **Cancellation of leave**: The Employer, upon prior notice to the employee, may cancel any approved leave of absence at any time the Employer has evidence that the employee is using the leave for purposes other than those specified at the time of approval.

9.2 **Personal Leave:** Two (2) non-cumulative personal leave days, not deducted from sick leave, may be used for absences due to special obligations or emergencies, which cannot be scheduled on non-duty days and are not authorized under other leave provisions. A satisfactory explanation and prior approval by the supervisor shall be necessary. The employee shall state in writing that the leave is to be taken for important personal business, not of a recreational nature, that cannot be conducted on a non-duty day.

9.3 **On-Duty Injury:** If an employee sustains a work-related injury, expenses incurred for medical, dental, surgical and hospital care in excess of those covered by hospitalization, other insurance or worker's compensation shall be the responsibility of the School Board.

9.4 **Court Cases:** An employee who is duly subpoenaed as a witness in any case in court shall be entitled to leave with pay for that purpose provided that the employee is not a party in the case, and provided that the case is not the result of litigation undertaken by the employee or ASSOCIATION against the District. Any fees that the employee shall receive for such service shall be paid to the District. In cases where the Board is a party in the litigation, the employee shall be entitled to pay while attending as a witness at the request of the Board. Such leave shall not be subtracted from sick leave.

9.5 **Required Jury Duty:** Any employee who is required to serve as a juror shall be granted leave with pay while serving on jury duty contingent upon the employee paying to the Board any fees received minus travel allowance, for such jury service. If so requested by the Superintendent, the employee shall request excuse from jury duty.

9.6 **Professional Leave:** Employees may be excused for professional reasons without loss of pay after written application to and approval by the Superintendent. The purpose of such leave must be for the benefit of the Minneapolis Public Schools and the written request must be submitted not later than one (1) week in advance of the date of the

requested leave. The number of employees requesting leaves and the number of days of leave requested shall be considered in granting or denying requests. Such leave shall not be granted for purposes of achieving relicensure or recertification.

9.7 **Professional Associations:** Association employees elected or selected to serve on regional, state or national professional Association committees, boards or as officers shall be granted the necessary and reasonable time to perform the attended duties.

9.8 **Military Leave:**

9.8.1 **Non-probationary Employee:** Leaves of absence are granted for military purposes, but not to exceed the enlistment or draft period. Employees are required to submit a copy of their orders along with a completed leave request form. Upon termination of military leaves employees shall be entitled to be reinstated in a position at the same salary which they would have received if they had not taken such a leave, upon the following conditions: that the position has not been abolished; that they are physically and mentally capable of performing the duties of the position; that they make written application for reinstatement to Human Resources within ninety (90) days after termination of military service; and that they submit an honorable discharge or honorable separation from the military service. Upon the return of the employees to their former employment, they will occupy the same position, or positions of equal status in respect to their employment, which they would have occupied or been entitled to under the provisions of this agreement had their employment not been interrupted.

9.8.2 **Probationary Employee:** Upon termination of a military leave, employees who were granted military leave of absence while on probation shall be entitled to be reinstated in positions at the same salary which they would have received if they had not taken such leave, upon the following conditions: that the position has not been abolished; that they are physically and mentally capable of performing the duties of the position; that they make written application for reinstatement to the Director of Human Resources within ninety (90) days after termination of military service and that they submit an honorable discharge or honorable separation from the military service. Upon the return of employees to their former employment, they will occupy the same positions, or positions of equal status in respect to their employment which they would have occupied or been entitled to under the provisions of this Agreement had their employment not been interrupted. They are still on probation.

9.8.3 **Reserve Duty:** A leave of absence will be granted to reservists for training purposes not to exceed fifteen (15) days per calendar year. Employees shall make application on the Leave of Absence Form to the Human Resources Department and shall enclose a copy of their military order. Leaves for training purposes are granted without loss of pay, but employees are encouraged to make arrangements to take these training periods during winter, spring, or summer recess.

9.8.4 **Spouse's Departure for Military Duty**; No leave of absence will be granted to employees who wish to accompany their spouses who enter military service. However, employees who wish to visit their spouses at the port of embarkation prior to the spouse's departure for military service overseas may be granted a short leave of absence without pay, providing the Superintendent so recommends. This request should be submitted on Leave of Absence Form 49A and submitted to the

Human Resources Department at least ten (10) days before the anticipated absence date.

9.8.5 **Other:** State and/or federal law may provide for additional leave and/or benefits or rights related to military leave. Contact the Human Resources Department for further information.

9.9 **Parenting Leave (Maternity, Paternity, Adoption) :**

9.9.1 **Purpose and Procedures:** A leave of absence shall be granted to an eligible employee, pursuant to the Family Medical Leave Act, for the purpose of providing full-time parental care for a new-born or newly adopted child(ren). Whenever possible, arrangements for such leaves shall be made at least forty-five (45) days prior to the beginning date of the leave. A planned date of return to duty shall also be arranged at the same time. Employees should meet with their supervisor to consider the particular needs of their position in selecting an effective date for beginning of and/or returning from such leave.

a. Arrangements for leaves granted for purposes of adoption shall be made upon official notification of the pending adoption.

9.9.2 **Use of Sick Leave for Parenting Leave**: For any leave of absence for maternity, paternity or adoption, employees shall be able to access their earned sick leave during the parenting leave up to twelve (12) weeks. Documentation of date of birth or adoption shall be submitted to the Human Resources department.

9.9.3 **Parenting Leave in Excess of Twelve (12) Weeks**: Any leave of absence for maternity, paternity or adoption that results from the birth or adoption of a child(ren) that is medically necessary as evidenced by an attending physician's statement is covered by the sick leave provisions of this Agreement. The attending physician's statement shall be submitted to the District concerning the medical circumstances that require the leave. Employees may access their earned sick leave during parenting leave up to twelve (12) weeks or the time specified by their physician. Leaves to care for children in excess of twelve (12) weeks that are not medically necessary may qualify as personal leaves of absence.

9.9.4 **Parenting Leave for Adoption:** Any parenting leave for adoption of a child(ren) that does not have documented medical need is applied toward the twelve weeks provided under the Family Medical Leave Act. For any leave of absence for adoption, employees shall be able to access their earned sick leave during the parenting leave up to twelve (12) weeks. Documentation of date of adoption shall be submitted to the Human Resources Department. Employees may use their earned sick leave for up to thirty (30) duty days, of the twelve (12) weeks of parenting leave, prior to the arrival of an adopted child(ren) when the adoption procedures include a legal requirement that the adopting parent be present. Such use of duty days need not be used consecutively.

9.9.5 **Effective Dates of Leave:** The dates of commencement and termination of parenting leave shall be at the discretion of employees in consultation with their physicians, if appropriate. Employees are encouraged to meet with their supervisor in planning the effective date for beginning and/or return from such leave.

9.9.6 **Duration of Leave:** Leaves granted for maternity, paternity and adoption shall not extend beyond one (1) calendar year except when the expiration date would occur after April 15, in which case the leave may be extended until the first duty day for employees of the next school year, unless an earlier return date is

approved by the appropriate superintendent. Failure to return to duty upon termination of leave shall be considered grounds for discharge.

9.9.7 **Interruption of Leave:** Upon five (5) duty days' notice of intent to return to duty, an employee may return to duty prior to the approved date of termination of leave in the event of interruption of pregnancy or cancellation of adoption

9.10 **Unpaid Leaves Of Absence:**

Employees may apply for unpaid leaves of absence for any period of consecutive days. Such leaves of absence must be approved by the employee's immediate supervisor and the Superintendent of Schools, and are wholly discretionary on the part of the immediate supervisor and the Superintendent of Schools.

9.11 **Extended Leaves:**

9.11.1 **Qualifications**: The School Board may grant an extended leave of absence in accordance with Minn. Stat. 122A.46 to any ASSOCIATION employee who qualifies under this statute as defined by Minn. Stat. 122A.15 and has been employed by the District for at least five (5) years and has at least 10 (ten) years of allowable service.

9.11.2 **Duration of leave**: Extended leaves of absence may be without salary for a term not exceeding five (5) years in duration.

9.11.3 **Service credit**: An employee who applies in writing and is granted an extended leave of absence may receive allowable service credit for annuities and other benefits pursuant to Minn. Stat. 354 A .091 for each year of their leave by paying into the retirement fund employee contributions during the period of the leave.

9.12 **Family Medical Leave Act:**

9.12.1 **General Provisions:** The Family Medical Leave Act (FMLA) provides additional rights while on leave of absence. Employees may take up to twelve (12) calendar weeks of leave per calendar year to care for a spouse/child/parent, care for oneself, or due to the birth/adoption of a child(ren) or foster child(ren). Employees shall return to their position if the position still exists. Insurance costs would be the same as if the employee was actively working for that twelve (12) week period as defined in Article 13, Group Benefits. To determine if a leave under the provisions of the Family and Medical Leave Act will be a paid or unpaid leave, contact the District's Human Resources Department.

9.12.2 **Return from FMLA:** When returning from an FMLA leave, the employee shall return to the same position if the position is still in existence. If the position no longer exists, the employee shall be reassigned according to Article 12.

9.13 **Sabbatical Leave – Study or Research:**

9.13.1 **Purpose**: The Board of Education may grant one sabbatical leave of absence per fiscal year for the purpose of study or research and should the Board of Education grant the sabbatical, the Human Resources Department will administer the sabbatical leave process.

9.13.2 **Eligibility**: To be eligible for consideration, an employee must have completed seven (7) full consecutive years of service with this District and agree to return to full time employment with this District for at least two (2) consecutive fiscal years. An employee who is within two (2) years of eligibility for retirement shall not be eligible for sabbatical leave. If this employee's service is discontinued for any reason other than because of incapacity to work or discontinuance of position

before the expiration of the two (2) fiscal years, the employee shall pay back to the District the calculated part of the sabbatical allowance.

9.13.3 **Application Process**: Applications for sabbatical leave of absence shall be made in writing to the Superintendent of Schools by March 15. A committee consisting of representatives from the District and MAAS will be formed to act on leave of absence requests. The Superintendent of Schools shall review all applications for sabbatical leave and make a recommendation to the Board of Education for its consideration.

9.13.4 Sabbatical Leave Allowance. Employees may receive as a sabbatical leave allowance, at their option, a full year's salary for one-half (½) of their normal work year or one-half (½) of their regular salary for a leave of absence equal to their normal work year.

9.14 **Sabbatical Leave – Based on Unused Sick leave:**

9.14.1 **Purpose:** Effective July 1, 1992, one (1) employee may be granted a sabbatical leave of one-half year at full pay, based on unused sick leave. Such applications shall be subject to all the terms and conditions of any other leave granted under this section, except that such leaves shall not be included in the limitations contained in Section 9.13 (no seven year requirement).

9.14.2 **Eligibility:** Such leaves may be granted only if, on the date the sabbatical leave is scheduled to begin, the employee:

a. has unused sick leave equal to the number of duty days of the requested sabbatical leave; and,

b. will have a minimum of fifteen (15) sick leave days remaining following the sabbatical leave.

9.14.3 **Charged to Sick Leave:** The sabbatical leave shall be charged to unused sick leave.

9.15 **Statutory Leave Rights:** In addition to the leaves identified in this Agreement, the parties acknowledge additional leaves as determined by Minnesota Statute, including the definition of "family" for sick leave use, election judge leave, organ donor leave, and bone marrow donation leave.

9.15.1 **Election Judge Leave:** Election judge leave is allowed per Minn. Stat. 2014B.195. With twenty (20) days' notice, an employee may be granted leave with pay for the purpose of serving as an election judge, contingent upon the employee paying to the Board any fees received minus travel allowance, for such service. With less than twenty (20) days' notice, the employee may request vacation time for serving as an election judge.

9.15.2 **Organ Donor Leave:** Leave for organ donation is allowed under Min. Stat. 181.9456. The statute restricts such leave to forty (40) hours, unless otherwise agreed. The District may require medical verification for such leave.

9.15.3 **Bone Marrow Donation Leave:** Leave for bone marrow donation is allowed under Minn. Stat. 181.945. The statute restricts such leave to forty (40) hours, unless otherwise agreed. The District may require medical verification for such leave.

Article 10 Holidays

10.1 **Work Year – 52 Weeks:** Employees who work fifty-two (52) weeks per year shall be eligible for twelve (12) paid legal holidays. These holidays are: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day and following Friday, Christmas Eve Day, Christmas Day, and New Year's Eve.

10.2 **Work year – Less than 52 Weeks:** Employees who work less than 52-weeks per year shall be eligible for the holidays falling within the start date and end date of an employee's annual work assignment.

Article 11 Probationary Period

11.1 **Purpose**: The probationary period provides the District an opportunity to observe, and the employee a time to demonstrate whether they can perform the duties and fulfill the responsibilities of the position assumed.

11.2 **Length of Probationary Period:**

11.2.1 **Initial Employment:** Each new Association employee initially hired for a position in the Association shall have a probationary period of one (1) year.

11.2.2 **Change in Position:**

a. A one (1) year probationary period will be served by any current Association member who changes positions within the Association unit. In this instance, the superintendent or designee may, at their discretion, reduce the length of an employee's required probationary period.

b. **Effective January 1, 2025:** The probation period for promotion or transfer will be six (6) months.

1) **Exception – Promotion to Supervisor Position:** In instances in which an employee moves from a non-supervisory to a supervisory position, the probation period will be one (1) year.

11.3 **Progress Reviews:**

11.3.1 **Initial Meeting:** Each supervisor shall personally meet with the **employee** within the first month of the probationary period to outline position requirements and performance standards. The employee shall be given a written description of the requirements and standards at such time.

11.3.2 **Additional Meetings and Feedback:** Each employee will receive feedback of progress toward meeting the position requirements and performance standards quarterly by means of a meeting with the position supervisor. The employee will receive written feedback at each quarterly meeting and again one month prior to the end of the probationary period. In the event a probationary employee is concerned about whether their performance is meeting standards, the employee may request a meeting with the supervisor and Association representative to review the situation and, if necessary, develop a plan to assist the employee in making satisfactory progress.

11.4 **Attainment of Permanent Status:**

11.4.1 Unless a probationary employee is notified in writing by the District that they will not be certified to permanent status in the position held prior to the end of the probationary period, the employee shall be deemed to have achieved permanent status.

11.5 **Failure to Attain Permanent Status:**

11.5.1 **Right of Review:** An employee may be terminated from their position by the District at any time during the probationary period. However, if the employee believes the termination to constitute an inaccurate or unfair account of their job performance, the employee may, within sixty (60) days of the date of probationary release, initiate a request to meet with their supervisor, the Director of Human Resources, and an Association representative, at which time the employee may present evidence concerning their job performance. The Director shall then within sixty (60) days determine whether the termination was reasonable and appropriate. The Director's decision to not certify an employee to permanent status is final and may not be appealed or grieved.

11.5.2 **Right of Return within the Association:** If the employee has attained permanent status in another Association position either pursuant to this provision or by virtue of having held the previous position for at least one (1) year, they shall have the right to return to a similar vacant position, for which they are qualified, if available, which is a part of the Association unit.

11.5.3 **Right of Recall within the Organization:** A former employee terminated during probation shall have the right of recall to a previously held position, for a period of one (1) calendar year, if the previous position becomes vacant. The right to recall shall only apply to positions in which the employee had previously attained permanent status.

To initiate recall, the former employee must notify the District within ten (10) business days of the vacancy posting.

a. The right of recall does not apply to the position from which the former employee was probationarily released.

11.5.4 **Right to Transfer outside the Association:** The employee may also exercise whatever rights they may have under state law to claim any position in the District that is outside the Association unit.

11.6 **Benefits during Probationary Period:** All employees will have the right to use accumulated sick leave and vacation days earned during the probationary period as well as all other benefits contained in this agreement.

Article 12 Changes in Classification or Position, Layoff

12.1 **Layoff:**

12.1.1 **Purpose**: Layoffs shall not be used to discipline employees or for performance management.

The employer shall be prohibited from engaging in any practices that involve terminating an employee's position under the guise of layoff for business reasons, only to subsequently create a new position with substantially similar duties and responsibilities under a different job title. Any reorganization or elimination of

positions for financial reasons must be conducted in good faith and without intent to circumvent contractual just cause protections.

12.1.2 **Order of Layoff:**

a. Temporary or contracted employees doing similar work will be laid off first.

b. The least senior employee in the classification within the department will be laid off first.

c. For purposes of layoff or recall, if two (2) employees have the same date in the classification within the department, the District seniority date will be used to break ties.

d. Employees laid off in section b may bump into lower related titles in which they have previously served and passed probation, by classification seniority for the lower related class.

12.1.3 **Notification**:

a. At the time of notification by their supervisor, affected employees will receive the Notification of Preliminary Status Change Form

1) A signature will not be required from the impacted employee on the Notification of Preliminary Status Change Form.

b. The District shalll notify the union of potentially affected employees within one (1) week of Human Resources receiving completed budget information from sites and/or departments during the Budget Tie-Out process.

c. The union must be notified at least 10 days prior to notifying employees of layoff.

d. Employees must be notified at least 45 days in advance of the layoff.

e. The District will send Layoff Notices via email and certified mail.

The District will notify the Union in writing prior to an employee being escorted out for security reasons related to the employee's job status, performance, or conduct, except for emergency situations outside of the District's control, in which case, notification shall be as soon as reasonably practical.

12.1.4 **Holding of Vacancies:** Vacancies will be held for a period of time during layoffs to maximize opportunities for current employees. During budget tie-out the District shall not post externally openings covered by AMP, MACA, and MAAS Bargaining units after March 1 and until April 30.

12.1.5 **Posting and filling during budget tie-out:** During the time period in 12.1.4, vacant positions will be posted for application and consideration of internal Union employees, including those notified of excess or layoff, before posting externally.

a. Employees will be responsible for watching respective posting during this time and applying within the prescribed deadline.

b. Employees shall have approximately one week to see the list of postings and decide which ones to apply for.

c. As contract language requires, employees in any of the unions who apply and meet the required minimum qualifications will be guaranteed an interview.

d. An employee who has been notified of excess or layoff may communicate such to the hiring manager(s) for internal vacancies during this process.

e. The Senior Officer of Human Resources will send out a communication encouraging hiring managers to give preference to internal candidates.

f. Positions left unfilled through this internal process will be posted both internally and externally for application and again, all internal applicants who apply and meet the minimum qualifications will be guaranteed an interview.

g. Should an internal employee in the Unions receive an offer for and accept a job within the district, the Parties commit to facilitating that transition and for backfilling the resulting open slot by September 1.

h. The Unions will be timely notified of each step in the process by Human Resources and the Parties will work to proactively set up meetings during the period to ensure greater communication.

12.1.6 **Claiming Rights:** Employees notified of layoff, but not yet laid off, shall have rights by Bargaining Unit Seniority to open vacancies in their same title and then lower related titles in the District.

12.1.7 **Recall:**

a. Employees will have recall rights to the same title from which they were laid off across all the AMP, MACA, and MAAS bargaining units by inverse order of Bargaining Unit Seniority.

b. Recall rights will last two full school years. This extends the time on recall for employees laid off during the school year.

c. Employees have three opportunities to accept or decline a recall assignment. All job refusals count toward the three.

1) If recall is to the same FTE or work year, employees will have 2 business days to accept the recall offer.

2) If recall is to a lower level FTE or work year, employees will have 5 business days to accept the recall offer.

d. Sick Leave Balance: Employees in MAAS, MACA, and AMP who are recalled or rehired into MAAS, MACA or AMP during the recall period shall have their sick leave balance at the time of layoff restored, unless the balance has been previously paid out or used.

e. Employees on the recall list will be granted an automatic interview for open positions for which they meet the minimum qualifications.

12.2 **Filling of Vacancies:**

12.2.1 **52-Week Assignments:** The District will offer 52-week assignments to any current employees in the same classification who work less than 52 weeks before offering to other internal or external candidates. The District has discretion as to the order in which assignments are offered to current employees described in this paragraph.

12.2.2 **Reclassification:**

a. **Seniority:** Upon reclassification, an employee's seniority will carry forward to the employee's new bargaining unit, provided the new assignment is a position title covered under the AMP, MAAS, or MACA bargaining agreements.

b. **Probation Period:** Upon reclassification, employees will not be required to begin a new probation period.

12.2.3 **Mandatory Posting:** Vacancies must be posted unless filled by the recall list or the sections above. Jobs will be posted without prior union approval until June 30, 2015; however, the union reserves the right to grieve such postings.

12.2.4 **Internal candidates** from AMP, MAAS, or MACA will be granted an **automatic** interview for open positions in AMP, MAAS, or MACA for which they meet the minimum qualifications.

12.3 **New Positions**

12.3.1 **New Positions Reclassification Committee:** A joint labor-management Reclassification Committee will be established to review new positions prior to posting. However, management reserves the right to create new positions, determine salary and grade, and post and fill positions without union agreement, subject to the provisions in paragraph b below.

a. **Regular Meetings:** The committee will meet bi-weekly, or according to a regular meeting schedule as determined by the Committee.

b. **New Positions:** New positions will be presented to the committee for review and feedback. New positions will be posted no less than ten (10) business days after they have been presented to the committee. However, the union reserves the right to file a grievance according to the grievance procedure if the posted positions were not approved by the committee.

Article 13 Group Insurance Benefits

13.1 **General Information:**

13.1.1 The following benefits are available to insurance-eligible employees.

13.1.2 These benefits are subject to the terms of the contract between the insurance carrier and the District.

13.1.3 **Domestic Partner Coverage:** Domestic partner coverage is available in the health, dental and vision insurance plans through the District

a. Employees must select the appropriate plan type to have their domestic partner included and list them as a dependent.

13.2 **Eligibility:**

13.2.1 **Basic Eligibility:** The employee must have at least a .5 assignment or work at least 20 hours per week to qualify.

13.2.2 **Salary Schedule:** The employee must be paid on the salary schedule in Appendix A.

13.2.3 **Leave of Absence:** Employees on an approved leave of absence may participate (see below regarding enrollment and premiums).

13.2.4 **Layoff:** Employees who are laid off may continue coverage at the employee's expense as provided by Federal and State continuation of coverage laws. Employees who are laid off may not continue disability insurance coverage.

13.3 **Enrollment:**

13.3.1 **Basic Requirement:** Employees must enroll in order to be covered by health insurance and dental insurance. The employee is automatically enrolled in life and disability insurance.

a. **Initial Enrollment:** New employees or employees who become insurance eligible must enroll within the first 30 calendar days of becoming insurance eligible.

b. **Effective Date of Coverage**: Enrollment forms must be received by the Employee Benefit Office before coverage is effective. Coverage begins the day enrollment forms are received by the Employee Benefit Office if the employee is actively at work on the effective date of coverage.

13.3.2 **Waiver of insurance coverage:** Employees may waive all or some insurance coverage by completing a waiver of coverage form.

13.3.3 **Continuation of current coverage**: If an employee does not change health or dental coverage during open season, the employee's current health and/or dental insurance election will remain the same as the prior benefit year.

a. **Exceptions:** If one or more plan options are not available or if there is an insurance carrier change, all employees must re-enroll for coverage. Employees would be notified that they must re-enroll.

13.3.4 **Leave of Absence:** Employees on paid and unpaid leaves of absence may continue health and life insurance.

a. **Employees on paid leaves of absence** must pay their portion of premium (if any).

b. **Employees on unpaid leaves** must pay the full premium cost for coverage. Failure to pay premium when due will cause coverage to lapse.

c. **Coverage Lapse – Re-Enrollment:** Employees who allow health insurance coverage to lapse while on leave must re-enroll to obtain coverage. An employee who does not re-enroll within 30 calendar days of returning from leave, must wait for the next open enrollment period to enroll.

13.4 **Health Coverage:**

13.4.1 **Enrollment:** The employee must enroll to receive health plan coverage. Employees may enroll in employee only, employee + 1, or family coverage.

13.4.2 **District Contribution**

a. Employee Only.

Effective January 1, 2019, The District will pay the total cost of the premiums towards the lower/lowest cost employee-only plan, for each permanent certified employee who works twenty (20) or more hours per week. The District will pay no less than eighty percent (80%) of the total cost of the premium for the other employee-only plans. The employee shall pay the difference between the District contribution and the total cost of the premium for the employee-only health plan coverage.

b. **Employee + 1:** Effective January 1, 2019, The District shall contribute no less than seventy-five percent (75%) of the total cost of the premium for the employee-plus-one plans. The employee shall pay the difference between the District contribution and the total cost of the premium for the employee-plus-one health plan coverage.

c. **Family:** Effective January 1, 2019, The District shall contribute no less than seventy percent (70%) of the total cost of the premium for the family coverage. The employee shall pay the difference between the District contribution and the total cost of the premium for the family health plan coverage.

13.5 **Dental Insurance:**

13.5.1 **District Contribution – Effective January 1, 2019:**

a. **Employee Only:** The District shall contribute no less than seventy-five percent (75%) of the total cost of the premium towards employee-only coverage. The employee will pay the difference between the District contribution and the total cost of the premium for employee-only dental coverage.

b. **Employee + 1:** The District shall contribute no less than eighty percent (80%) of the total cost of the premium toward employee-plus-one coverage. The employee shall pay the difference between the District contribution and the total cost of the premium for the employee-plus-one dental coverage.

c. **Family:** The District shall contribute no less than eighty percent (80%) of the total cost of the premium toward family coverage. The employee shall pay the difference between the District contribution and the total cost of the premium for family dental coverage.

13.6 **Life Insurance:**

13.6.1 **Basic Life Insurance:** Insurance eligible employees are automatically enrolled for $75,000 of District paid life insurance coverage.

13.6.2 **Optional Life:** In addition, any employee covered by this agreement may purchase up to an additional $250,000 of life insurance in increments of $10,000 or such increments and under such conditions specified by the carrier by paying their premium as calculated by the carrier for such additional coverage provided the carrier agrees to underwrite added coverage.

13.7 **Disability Insurance:**

13.7.1 **Short-Term Disability:**

a. **No Cost:** The Short-term Disability (STD) policy is provided by MPS at no cost to MACA, MAAS and AMP employees.

b. **Application for Benefits:** To be considered for STD benefits, employees who are absent from work after five (5) work calendar days to ninety (90) consecutive work days due to illness or injury must submit a medical provider's statement to MPS' Leave Coordinator in the Total Compensation Division that includes the following information:

1) Confirmation that the employee is under the care of a medical provider.
2) Diagnosis and nature of care being provided.
3) Date of onset of illness or injury.
4) Dates that the employee was seen for the current condition.
5) Whether or not the employee is totally disabled and incapable of working.
6) Expected date of return to work, if known.

c. **Medical Documentation:** Periodic updates from the medical provider may be required.

d. **Approval:**

1. **If Approved:** Effective January 1, 2025, Short-Term Disability (STD) coverage shall automatically apply when an employee is approved for medical leave for their own serious health condition.

2. **If Disapproved:** If the request for STD benefits is denied, the employee may:
   - request to be paid by using accrued sick leave.
   - request an unpaid leave of absence.

e. **Payment Schedule:** STD provides an employee with the following payment schedule for a maximum of ninety (90) days:

6 - 60 days: 100% of base salary

61 – 90 days: 80% of base salary

f. **Illness or Injury Resulting from Other Employment:** STD benefits will not be paid if the illness or injury is sustained as a result of employment outside of MPS.

g. **Vacation and Sick Leave Accrual:** Employees approved for STD benefits do not accrue Vacation or Sick Leave and do not receive salary increases until they return to work.

h. **Additional Information:** Refer to the STD Summary Plan Document for more information.

13.7.2 **Long-Term Disability Insurance:**

a. **Automatic Enrollment:** Insurance eligible employees are automatically enrolled for District paid disability insurance.

b. **Scope:** The disability insurance plan replaces 2/3 of base salary at the time disability began as shown in Appendix A or B of this Agreement after a ninety (90) work day elimination period and upon meeting such other qualifications as may be required by the insurance provider. The disability insurance benefits are coordinated with the appropriate pension plan and social security benefits.

c. **Use of Sick Leave:** An employee receiving payments for long-term disability may receive payment of one-third (1/3) of each day of accumulated sick leave per day while disabled until all accumulated sick leave is exhausted. No additional sick leave may be accumulated by an employee while the employee is disabled.

13.8 **Identity Theft Insurance:** Effective on or before January 1, 2026, identity theft coverage shall be provided by the District. Employees must enroll through the Benefits department in order for coverage to take effect.

13.9 **Retiree Insurance:**

13.9.1 **Medical Insurance for Former MAAC Members:**

a. Employees who were members of the MAAC bargaining unit prior to the effective date of the July 1, 1992, agreement:

The Board of Education shall contribute the same amount toward medical insurance premiums for employees who retire on or after June 1, 1980, as it contributes toward such coverage for employees on active duty, provided that the retired employee:

- is at least fifty-five (55) years of age or has completed thirty (30) years of service to this District, and
- is not qualified to participate in a program of medical insurance provided by another employer.

Such contributions shall terminate at the end of the month in which the retired employee becomes eligible for coverage under Medicare insurance.

b. Employees who were not members of the MAAC bargaining unit prior to the effective date of the July 1, 1992 contract:

These employees will receive the COBRA rate for medical insurance until the end of the month in which the retired employee becomes eligible for coverage under Medicare insurance.

13.9.2 **Medical Insurance for Former MPSASP Members:**

a. **Eligibility:** The retired employee was hired prior to July 1, 1991 is at least fifty-five (55) years of age or has completed thirty (30) years of service and has not less than ten (10) years of credited service with this Board of Education, and is not qualified to participate in a program of hospitalization insurance provided by another employer. For the purpose of determining eligibility for retirement, employees who are M.E.R.F. members will qualify for retirement with twenty-nine (29) years and one (1) day of service with the district.

This provision applies only to employees who were members of this bargaining unit prior to July 1, 1996.

b. **Employer Contribution:** Effective June 1, 1980, the Board of Education shall continue the same hospitalization insurance coverage for employees who retire on or after June 1, 1980, as it contributes toward such premium for the employee immediately prior to the retirement of the employee.

c. **Dental Insurance (for employees employed prior to 7/1/2010):** Those employees who retire and who have served the district over ten (10) years and are currently enrolled in single and or family dental insurance, will be able to continue their coverage at active rates until the earliest occurrence of a) eighteen months after the end of the month in which the employee retires, (b) at the end of the month in which the retired employee attains age sixty-five (65), or (c) when the retired employee becomes eligible to participate in a program of dental insurance provided by another employer.

d. **Life Insurance:** Employees who retire and have served the District for over ten (10) years will be able to continue their current life insurance policy at their own expense at the same rate as is paid by the District for active employees.

13.9.3 **Medical Insurance for Former ELT Members:**

a. **Health Plan (for employees employed prior to 7/1/2010):** The Board of Education, effective July 1, 1994, shall contribute the same amount toward medical insurance premiums for employees who retire as it contributes toward such coverage for principals on active duty, provided the retired employee is at least fifty-five (55) years of age and has completed at least ten (10) years of service to this District, and is not able to participate in a program of medical insurance provided by another employer. Such contributions shall terminate at the earliest occurrence of (a) eighteen months after the end of the month in which the employee retires, b) at the end of the month in which the retired employee attains age sixty-five (65), or (c) when the retired employee becomes eligible to participate in a program of medical insurance provided by another employer.

b. **Dental Insurance (for employees employed prior to 7/1/2010):** Those employees who retire and who have served the district over ten (10) years and are currently enrolled in single and or family dental insurance, will be able to continue their coverage at active rates until the earliest occurrence

of a) eighteen months after the end of the month in which the employee retires, (b) at the end of the month in which the retired employee attains age sixty-five (65), or (c) when the retired employee becomes eligible to participate in a program of dental insurance provided by another employer.

Life Insurance: Employees who retire and have served the District for over ten (10) years will be able to continue their current life insurance policy at their own expense at the same rate as is paid by the District for active employees.

13.9.4 **Dental Insurance:** Former employees of MAAC or MPSASP who retire have the right to continue dental insurance at the COBRA rate at their expense until they become Medicare eligible.

13.9.5 **Restrictions – Health and Dental:**

a. The employer contribution for retiree insurance shall terminate at the end of the month in which the retired employee becomes eligible for coverage under Medicare.
b. The employee may continue only the coverage in force at the time of retirement.
c. The retiree may drop coverage at any time. However, the retired employee may not re-enroll if the coverage is lapsed for any reason.
d. The retiree may enroll in a health plan other than the plan in effect at the time of retirement only if the District changes health plan carriers.
e. The District retains the right to make plan design changes to the coverage but will inform the representative of the bargaining group of any plan design changes.
f. The retired employee must comply with the eligibility requirements of the health plan(s) in order to participate in the District's plan.
g. This benefit includes continuation coverage rights afforded to the employee under state and federal law.
h. The benefit is subject to Minn. Stat. 179A.20, Subd. 2a which requires that this benefit must be incorporated in future labor agreements in order for the benefit to continue.

13.9.6 **Life Insurance**

a. Employees who retired prior to July l, l986, may elect to purchase life insurance in the amount of $75,000 and shall pay the premiums for such coverage. Such life insurance shall continue in the amount of $75,000 to age 65. Thereafter, the amount of life insurance in effect shall be reduced to $60,000 at age 66, to $45,000 at age 67, $30,000 at age 68, $l5,000 at age 69, and shall terminate at age 70.
b. It is expressly understood that post-retirement life insurance is a benefit provided for the employee at no cost to the employer. In the event that the employer is unable to secure such insurance through an insurance carrier, such coverage shall terminate with no further obligation by the employer.

Article 14 Pre-Tax Benefits

14.1 **Insurance Deductions:** Premiums deducted from the employee's check to pay for health insurance are automatically taken on a before-tax basis, unless the employee has indicated otherwise in writing to the Employee Benefit Office. The premiums paid by the employee, if any, are not subject to federal, state and Social Security (FICA) taxes. Reports of earnings and pension deductions will be based on gross earnings. The before-tax deductions are subject to the requirements of Section 125 of the Internal Revenue Code as amended from time to time.

14.2 **Dependent Care Assistance Plan:** An employee may designate an amount per calendar year, from earnings on which there will be no federal income tax withholding for dependent care assistance (as defined in Section 129 of the Internal Revenue Code as amended from time to time.)

14.3 **Flexible Spending Account (FSA):** Beginning January 1, 1993, an employee may designate an amount per year to be placed into the employee's Flexible Spending Account (as defined in Section 125 of the Internal Revenue Code as amended from time to time). The amounts in the account may be used to reimburse the employee for uncovered medical expenses. Amounts placed in the account are not subject to federal, state and Social Security (FICA) taxes. Reports of earnings to MTRFA and pension deductions will be based on gross earnings.

14.4 **Deferred Compensation Match:** The District will make a matching payment to the tax-deferred savings plans. The District Payment will be made to the State of Minnesota Deferred Compensation Plan (457) and/or the Special School District No. 1 403(b) Plan. All employer and employee amounts paid to the State of Minnesota Deferred Compensation Plan (457) are subject to FICA or social security taxes. All employee contributions to the 403(b) plan are subject to FICA, but employer contributions to the 403(b) plan are not subject to FICA.

Employees should ensure that tax-deferred payments do not exceed IRS limits. If limits are exceeded, the District will stop deductions to these accounts.

14.4.1 **Employer Contributions/Employee Deferrals:**

a. 403(b) employer contributions are in addition to your limit.

b. 457 employer contributions are included in your limit.

c. For detailed current information concerning deferral limits, see the IRS website (www.irs.gov).

d. For current information about maximum shelter amounts, additional contributions, catch-up limits, and other details concerning the 457 or 403(b) plans, consult the plan's representative or website.

e. An employee who terminates employment with the District prior to the time of the match payment, as a result of resignation, layoff, retirement, or discharge will not be eligible for any further payment to the tax-deferred savings plans under this section.

14.4.2 **Employees may enroll, change or cease their contributions at any time.**

a. An employee who terminates employment with the District prior to the time of the match payment, as a result of resignation, layoff, retirement, or discharge will not be eligible for any further payment to the tax-deferred savings plans under this Section.

14.4.3 **District Annual Match Payment:**

a. The District shall make an employer matching payment to the State of Minnesota Deferred Compensation Plan (457) and/or the Special School District No. 1 403(b) Plan. Employees enrolled in the State of Minnesota Deferred Compensation Plan or the Special School District No. 1 403(b) Plan will be automatically eligible for the match.

14.4.4 **Match Requirements:**

a. The District will pay an annual match payment of up to $2,000.00 for employees participating in the public retirement pension plans.
   1) Effective January 1, 2025, the District will increase the annual match payment to $3,000,
b. Tax-deferred savings plan participants will be matched on a per pay period basis while they are deferring into the plan(s) until they reach their match for the calendar year.
c. Only deductions that employees defer during the match period shall be matched by the District.
d. The employee must have enrolled, elected to defer, and in fact deferred a qualifying amount during the calendar year, to qualify for the match.

14.4.5 **Student Loan Repayments:**

a. The parties agree to explore options surrounding deferred compensation match based on student loan repayments.

Article 15 Salary and Compensation

15.1 **Salary Schedules:** The salary of each classification included within the Association shall be the amounts shown in Appendices B-E attached to this Agreement. It is understood and agreed that these salary schedules supersede any other salary schedule previously in effect. Positions are as shown in Appendices F-H.

15.2 **General Provisions:**

15.2.1 **Year One**

b. Step increase for all eligible employees, effective July 1, 2023
c. No schedule increases

15.2.2 **Year Two**

a. Step increase for all eligible employees, effective July 1, 2024
b. Salary Schedule Increases:
   - 2.5%, effective July 1, 2024
   - 2.5%, effective November 1, 2024
   - 2.5%, effective February 1, 2025

c. Salary Schedule Restructure:
   - June 30, 2025 – Add two steps to the top of the salary schedule.
   - June 30, 2025 – Remove two steps from the bottom of the salary schedule.
   - Renumber the steps accordingly.

15.2.3 **Red-Circled Employees:** Across-the-board salary schedule increases do not apply to red-circled employees.

15.3 **Step Movement:**

15.3.1 **Eligibility:**

a. **Time in Position:** To qualify for advancement to a higher step, an employee must be in their position as of February 1st of the fiscal year.

b. **Satisfactory Performance:** Unless noted otherwise in 15.2, advancement to higher steps shall be made on July 1 of each year subject to the provisions in Pay for Performance below.

c. **Maximum Step:** Employees whose salary is at the maximum step at the start of a given fiscal year are not eligible for step increases, but they remain eligible for negotiated across the board increases.

15.3.2 **Pay for Performance:**

a. **Satisfactory Performance:** Salary step increases as provided in this Agreement shall be given to such employees the superintendent or their designee certifies is performing at a satisfactory or higher level.

b. **Additional Step:** Effective July 1, 2015 the Superintendent or their designee may award one additional step in a particular year to an employee based on performance.

15.3.3 **Job Descriptions:**

a. **Performance Standards:** The District will ensure that all job classifications will have objective and measurable standards of performance that support the goals and objectives of the employee's department.

b. **Changes:** In the event that the employee's job classification and/or job description undergoes significant change, new standards and goals will be designed by the supervisor and discussed with the employee. Such standards shall be set forth in writing and provided to the employee in a timely manner to ensure the employee understands the expectations for satisfactory job performance.

15.3.4 **Denial of step movement.** The following procedures must be followed by the District prior to denial of a step increase:

a. **Notification** The supervisor will meet with the employee to inform the employee that performance is not satisfactory at present, and provide specifics thereof in writing.

b. **Written Action Plan:** The supervisor and employee shall develop a written action plan designed to raise the employee's performance to a satisfactory level. The written action plan must provide a reasonable period of time for the employee to make the desired improvement. In most cases, depending on the nature and severity of the deficiency, this would be a minimum of 4 weeks from the employee's receipt of the written action plan. The District

shall, if appropriate, provide information, training/staff development to assist in improving employee performance.

c. **Progress Review Meeting:** The supervisor shall meet with the employee to review progress, revise the action plan if needed, and to inform the employee whether his/her job performance is satisfactory or still unsatisfactory. A written summary report shall also be given to the employee at each meeting.

d. **Withholding of Step Increase:** In the event the employee is deemed to be doing unsatisfactory work by the supervisor at the end of the timeline established in the written action plan, the Superintendent or his/her designee may withhold all of the planned salary step increase from the employee until such time as the employee's performance becomes satisfactory; or by mutual agreement, the employee is reassigned to another assignment more closely aligned with his/her skills or abilities.

- **Employee Request for Meeting:** In the event an employee is concerned about whether his/her review process was conducted unfairly, the employee may request a meeting with the supervisor and an Association representative. This meeting shall occur prior to any final decision by the District to withhold a step increase.

e. **Completion of Probationary Period:** Employees who complete a probationary period shall be deemed to have been performing their position at a satisfactory or higher level during the probationary year.

f. **Presumption of Satisfactory Performance:** If the District does not follow the performance review process outlined in this provision, the employee shall be deemed to be performing at a satisfactory or higher level and will receive his/her salary step increase.

15.4 **Longevity Pay:**

Employees qualify for the following Longevity Pay amounts effective July 1st at the beginning of the year in which they will have completed the years of service listed below:

Years of Service	**Salaried**	**Hourly**
15 years of service	$1,000 annually	$0.48 per hour
20 years of service	$2,000 annually	$0.96 per hour
25 years of service	$3,000 annually	$1.44 per hour

15.5 **On-Call Pay:**

15.5.1 **Stipend Amounts:**

a. An on-call stipend for eligible employees shall be paid out in nine payments during the school year:

1) Exempt employees shall be eligible for an on-call stipend of $444 per payment.

2) Non-exempt employees shall be eligible for an on-call stipend of $222 per payment.

15.5.2 **Conditions:** Eligibility for stipends is contingent upon the following conditions:

a. On a regular basis, the employee is expected to be called back into work after normal work hours, or immediately work remotely to address emergencies.

b. The employee has no freedom to disregard the call and have the task passed along to another staff member.

c. Employee eligibility for on-call pay shall be determined by the employee's department head in consultation with Human Resources.

d. The District will provide an updated list to the Union annually of individuals determined by the District who will be required to be on call as an essential function of their job.

15.6 **Compensatory Time**

15.6.1 **Compensatory Time Non-Exempt**

a. **Option:** In lieu of receiving pay for working over forty (40) hours per regular workweek, an hourly employee may elect to have compensatory time off with pay. The option to elect to receive overtime pay or compensatory time shall belong exclusively to the employee.

b. **Credit Basis:** An employee so electing to receive compensatory time shall be credited with one and one-half hour (1 ½) hours of compensatory time for each one (1) hour worked in excess of forty (40) hours per week. Employees may accrue no more than 240 hours of compensatory time. All overtime worked after an employee has accrued 240 hours of compensatory time shall be paid for at the rate of one and one half hour (1 ½) times the regular hourly rate.

15.6.2 **Compensatory Time Balance Payout:**

a. **Fiscal Year End:** All compensatory time balances will be paid out at the end of each fiscal year and will be charged to the site or department the employee was assigned to at the end of the employee's regular assignment for that fiscal year.

b. **Employee Change in Assignment:** All compensatory time balances will be paid out when moving from one position to another and to a different department.

c. **Employee Separation:** All compensatory time balances will be paid out to an employee who leaves District employment and will be charged to the site or department the employee is leaving.

15.7 **Work Out of Class:** Employees who are temporarily assigned to a job with a higher pay grade or to a majority of duties of a higher pay grade for ten days or more shall considered working "out of class".

15.7.1 Work out of class employees shall be compensated by a 5% increase or the minimum of the higher range, whichever is more for all paid hours during the time they are assigned.

15.7.2 Such assignments shall not exceed six (6) months.

15.7.3 The District shall give written notice to Human Resources and the Union prior to, or in an emergency immediately upon, such assignment.

15.7.4 The parties may agree to extend the duration past six (6) months if the person is still assigned the duties and if a reclassification or Position Description Questionnaire process has been started.

15.8 **Salary Rate Change Notification:** The District will notify the Union fourteen (14) days in advance of changes in pay rates as a result of errors.

15.9 **Pay Period Options:** Effective July 1, 2022, any employee working less than fifty-two weeks will have the option to be paid over twenty-six (26) pay periods (year-round). School year employees default to the 21-pay option; employees electing the 26-pay option must affirmatively elect this option based on rules and procedures established by the District's payroll department. The District shall notify the Union of rules and policies prior to the start of each school year.

Article 16 Severance Pay Plan

16.1 **FORMER MAAC EMPLOYEES:** who are at least fifty-five (55) years of age or who are credited with thirty (30) years of service by the applicable retirement fund will have payment for 55% of unused sick leave paid at the rate in effect at the time of separation, deposited into a Minnesota State Retirement Services (MSRS) Post-Retirement Health Care Savings Plan account established for the employee. This provision is subject to any limitations that may be imposed on such payments by statutes.

16.2 **FORMER MPSASP EMPLOYEES:** for the purpose of determining eligibility for retirement, employees who are M.E.R.F. members will qualify for retirement with twenty-nine (29) years and one (1) day of service with the district.

16.2.1 As of July 1, 2001 all employees that are currently members of the bargaining unit that have accrued ten years or more of continuous service with the employer, shall receive severance pay upon any separation, except for discharge for cause. In the event an employee dies, accumulated and unused sick leave will be paid at the current rate of pay to the beneficiary named by the employee for basic life insurance benefits.

16.2.2 Employees with less than ten years of continuous service with the employer shall receive severance pay upon mandatory retirement or retirement at social security eligibility, death, or layoff. Severance pay shall be equal to 100% of the employee's accumulated, but unused, sick leave balance (which balance shall not exceed 900 hours). As of April 1, 2008 employees who were members of the bargaining group as of July 1, 2001 shall have a payment deposited into an account with the Minnesota State Retirement System's Post-Retirement Health Care Savings Plan that equates to 100% of their unused sick leave (which balance shall not exceed 900 hours) balance. Implementation is subject to IRS rules and regulations.

16.2.3 For those employees who became members of the bargaining unit after July 1, 2001 Severance pay shall be calculated at 50% of the employee's accumulated, but unused sick leave balance (which shall not exceed 900 hours). As of April 1, 2008 employees who were members of the bargaining group after July 1, 2001 shall have a payment deposited into an account with the Minnesota State Retirement System's Post-Retirement Health Care Savings Plan that equates to 50% of their unused sick leave (which balance shall not exceed 900 hours) balance. Implementation is subject to IRS rules and regulations.

All employees hired effective July 1, 2008 and thereafter shall only be eligible for the Career Transition Trust.

16.3 **FORMER ELT EMPLOYEES: The District shall pay employees hired prior to July 1,** 2010 the equivalent of fifty percent (50%) of unused accrued sick leave for employees who have been employed in the District at least ten (10) years, or fifty-five percent (55%) for employees who have been employed in the District fifteen (15) or more years. The amount shall be based on the daily rate of pay as of June 30, 2010 and shall not exceed the number of unused, accrued hours as of that date.

16.3.1 Employees may elect to have all or part of the severance payment placed into their account with the State of Minnesota Deferred Compensation Plan or the District sponsored Tax Sheltered Annuity (TSA) Plan consistent with the requirements of the plan. The balance, if any, will be paid directly to employees. Employees, not the District, are solely responsible for determining the maximum allowable annual contribution amount to deferred compensation/TSA.

16.3.2 To the extent permitted by Federal law and Treasury regulations or other similar guidance, accrued bona fide sick will be paid within two and one-half (2½) months of Participant's severance from employment so long as the employee would have been able to use the leave if employment had continued. Any balance remaining after application of the above calculations shall be paid out as a lump sum payment.

16.4 **FOR ALL EMPLOYEES HIRED AFTER JUNE 30, 2014 CAREER TRANSITION TRUST:** In addition employees hired before that date who are not covered by Sections 16.1, 16.2, or 16.3 above or who are granted CTT by those sections are also eligible for this benefit.

16.4.1 **Definition of Plan:**

a. Effective July 1, 2008, employees who meet the eligibility requirements may participate in Career Transition Trust by converting the allowable number of accrued sick leave hours, at 100% of their daily rate of pay, into payments to the State of Minnesota Deferred Compensation Plan (457) or the then applicable 403 (b) Plan offered by the District. The Career Transition Trust Plan is an employer contribution, which allows for such conversion until the employee reaches the maximum-capped deposit for the tier of benefits. The number of hours, which may be converted, is based on the sick leave conversion hours on September 1st of the fiscal year the conversion will be made.

b. Employees may elect to participate in the Career Transition Trust plan at any time they have met the eligibility requirements for participation in 16.4.2.

c. The total amount of dollars converted by an employee under the Career Transition Trust program is capped at $35,000.

   1) Effective July 1, 2024, there is no cap of total dollars converted by an employee under the Career Transition Trust Program

d. Any hours, which have been converted into the Career Transition Trust, will not be available for use as sick leave.

e. Employees who resign and are subsequently reemployed by the District are not credited with their previous sick leave accrual hours.

16.4.2 **Eligibility for Participation in the Career Transition Trust:**

a. **Sick Leave Balance**

1. To be eligible to convert accrued sick leave hours, employees must have a sick leave conversion balance of at least thirty (30) days on September 1st of the fiscal year of conversion.
2. Employees must enroll annually to participate in the Career Transition Trust. If the employee's sick leave conversion balance drops below the eligibility minimum of thirty (30) days, the employee's participation is suspended until the employee reaches the minimum of thirty (30) days sick leave conversion required for eligibility and participation.

b. **Deposit of benefit**

1. Payment to the State of Minnesota Deferred Compensation (457) or the then applicable 403(b) Plan shall be made by June 30th of each year the employee is eligible and elects to participate.
2. The Career Transition Trust is subject to the rules of the State of Minnesota Deferred Compensation Plan under Minnesota Statute 352.96 and the Internal Revenue Service.
3. This deposit is made in accordance with Minnesota Statute 352.96.
4. **Rate of Pay:** All payments shall be made at the daily rate of pay at the time of deposit, to the extent allowable by law.

16.4.3 **Benefit Tiers and Conversion Formula:** The balance in the sick leave conversion account is equal to the employee's current accrued sick leave added to any days previously converted.

Annual Conversion

a. The number of hours an employee may convert on an annual basis is determined by the employee's sick leave conversion balance and to the extent allowable by law.
b. Conversion is as follows:
    1. Employees who have a sick leave conversion balance of 30-39 days may convert 8 days annually at their daily rate of pay.
    2. Employees who have a sick leave conversion balance of 40-49 days may convert 10 days annually at their daily rate of pay.
    3. Employees who have a sick leave conversion balance of 50 or more days may convert 12 days annually at their daily rate of pay.

16.4.4 **Separation from Employment**

a. An employee leaving prior to their annual conversion may elect to convert a sick leave balance under the same terms as current employees with a pro-rated benefit based on the amount of the previous year they worked. This shall be offered when an employee separates.
    1) Exception: The District may offer this pro-rated benefit conversion at the same time as all other current employees if the employee is notified of that at the time of separation.

16.4.5 **Death of Employee:** The Career Transition Trust account shall be disbursed to the employee's named beneficiary on the 403B or 457 account as named at the time of death.

Article 17 Other Provisions

17.1 **Mileage:**

Employees shall be reimbursed for the use of personal automobiles in the conducting of school district business at the prevailing IRS rate.

17.2 **Membership Dues Reimbursement:**

Upon presentation of adequate proof to the Finance Department, employees shall be reimbursed the cost of membership dues in local, state and/or national professional Associations appropriate to their current position held. Such reimbursement shall not exceed two hundred dollars ($200.00) annually. In no event shall reimbursement be made for membership dues or assessments of any kind whatsoever associated with any organization that represents MAAS employees in collective bargaining activities.

17.3 **Professional Development Process:**

17.3.1 **General Principles:** The employees of the Minneapolis Public Schools are our most valuable resource. They are the people who build and translate the strategic and operational mission of this District into everyday reality for thousands of children and families who enter our schools and offices. The goals of the District cannot be realized without the knowledge, skill, and commitment of our employees.

17.3.2 **Annual Amount:** Employees shall be eligible for up to two hundred dollars ($200) per employee for professional development annually.

17.3.3 **Eligibility:** The employee must demonstrate the following:

a. Relevance of professional development to the employee's current position
b. Receipt of prior approval by the supervisor
c. Ability to engage the newly acquired knowledge with other professional colleagues and to the supervisor.

17.3.4 **Training:** The Parties agree to establish a committee to discuss additional supervisory training for supervisors.

17.4 **Reimbursement - Damage To Vehicle:**

17.4.1 **Scope.** The District shall reimburse Association employees for the cost of loss, damage, or destruction of personal motor vehicles on school property or while a bargaining unit employee is in the performance of school business as verified by the principal or supervisor and police report. In the case of motor vehicles, reimbursement shall not include personal property that is stolen or damaged unless the theft accompanies a personal assault upon the bargaining unit employee.

17.4.2 **Reimbursement Limits:** Reimbursement shall not exceed $500 per incident (including personal property, if eligible). The maximum amount paid per year for all incidents shall be $5,000.

17.4.3 **Requirements:** The employee must submit receipts and a police report number or an incident report number to receive reimbursement. Reimbursement shall be made by the District upon receipt of the appropriate paperwork.

17.4.4 **Liability:** Any reimbursement made under this Article is a gratuitous payment and does not indicate that the District has accepted liability.

17.5 **Reimbursement Resulting from Assault:**

17.5.1 **Scope:** The District shall reimburse employees of this bargaining unit for the cost of replacement or repair of personal property damaged or destroyed as a result of student assault or aggressive behavior that occurs while the employee is engaging in the performance of employee's duties.

17.5.2 **Reimbursement Limits**: The maximum reimbursement is $250 per incident based on receipts and verification by the employee's supervisor. The maximum amount paid per year for all incidents in this bargaining unit shall be $2,500 regardless of the number of individual claims submitted.

17.5.3 **Liability:** Any reimbursement made under this Article is a gratuitous payment and does not indicate that the District has accepted liability.

17.6 **Temporary Employees**

17.6.1 **Definition:** Temporary employees shall be used if a position or a project exists that is expected to last less than 67 working days, if a position is vacant pending an appointment from an eligible list, or as a temporary replacement for a permanent employee who is on an authorized leave of absence. (Include in "definitions" section of the CBA)

17.6.2 **Time Limit:** The term of said appointment shall not exceed 67 working days except a mutually agreed upon extension.

17.6.3 **Appointment:** Appointment of temporary employees shall be at the discretion of the District and be processed by through the Human Resources Department.

17.6.4 **Salary:** The salary of temporary employees shall be set within the minimum and maximum rate for the grade of the position, if a position exists.

17.6.5 **Benefits:** Temporary employees are not eligible for any contractual benefits.

17.6.6 **Rights to Permanent Position:** Temporary employees do not have the right to be "grandpersoned" into any bargaining unit position or fill any vacant bargaining unit position on a permanent basis.

17.7 **Travel:** The following provisions apply for employees who must travel for the District:

17.7.1 **Compensation**:

a. **For overnight travel in which the employee is:**
   1. **chaperoning students**, the employee shall receive $500 for each day of travel.
   2. **not chaperoning students** (i.e. Professional development), the employee shall receive $200 for each day the employee is not regularly scheduled to work and $75 for each day the employee would be regularly scheduled to work.
      i. **Holidays:** For travel that includes a day on which the employee will receive holiday pay, the employee shall receive $75.

b. **Pre-Approval:** Employees must obtain pre-approval for the trip both from the trip organizer and their supervisor.

c. **Payment**: Reimbursements and payments for expenses shall be in accordance with District policies and procedures.

Article 18 Grievance Procedure

18.1 **Purpose:** The District and Association desire that each employee and the Association have a means by which grievances may be given timely, fair and continued consideration until resolved.

18.2 **Definitions:**

18.2.1 A grievance shall be defined as any controversy arising over the interpretation of or adherence to the terms and provisions of this Agreement.

18.2.2 Unless otherwise modified herein, all terms shall be defined as provided in the procedure promulgated by the Bureau of Mediation Services.

18.2.3 See Article 19, Discipline, concerning grievances relating to discipline.

18.3 **Time Limitation and Waiver:**

18.3.1 **Submission in Writing:** Grievances shall not be valid for consideration unless, as outlined in this grievance procedure, the grievance is submitted in writing to Human Resources in Step 2, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought.

18.3.2 **Time Limitation:** The grievance must be submitted within one (1) calendar month after the employee or the Association knew or should have known of the event giving rise to the grievance.

18.3.3 **Waiver of the Grievance:** Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance.

18.3.4 **Grievance Timeline – Termination:** The grievance timeline for the purpose of termination will begin when approved by the Board of Education.

18.4 **Adjustment of Grievance:** The employer and the grievant shall attempt to adjust all grievances which may arise during the course of employment of any employee within the school district in the following manner:

18.4.1 **Step 1:** The employee should normally discuss the grievance with the immediate supervisor. If the grievance is not resolved at Step 1, the employee or Association may move to Step 2.

18.4.2 **Step 2:** Within one (1) calendar month after the grievance arises, it shall be reduced to writing and submitted to Human Resources.

The timelines relating to Step 2 can be extended by mutual agreement if the parties need to discuss the nature of the grievance or attempt to resolve the grievance.

18.4.3 **Step 3:**

a. **Referral to Arbitration:** If the grievance is not resolved within one (1) calendar month after the grievance was filed at Step 2, the Association may request arbitration in Step 3.

1. **Mediation Option:** See 18.5.1 below.

b. **Selection of Arbitrator: T**he Association may request a list of seven (7) qualified arbitrators from the Bureau of Mediation Services, State of Minnesota. The District and the Association shall determine who is to strike the first name from the list by the toss of a coin. Each party will then alternately strike names until only one remains, who shall be the arbitrator who shall hear and decide the grievance.

c. **No Modification of the Agreement:** The arbitrator shall not have the power to modify in any form whatsoever any provision of this Agreement but shall make a final and binding decision.

d. **Arbitrator Fees and Expenses:** Fees and expenses of the arbitrator shall be divided equally between the District and the Association. The time limitations provided herein may be extended by mutual written Agreement of the District and the Association.

e. **Standing Arbitrator Panel:** In the alternative to the arbitrator selection process outlined above, the District and the Association may create a standing rotating panel of arbitrators.

18.5 **Other:**

18.5.1 **Mediation:** If the grievance is not resolved at Step 2, either party may request mediation by filing a request to the Bureau of Mediation Services.

a. Grievance mediation is optional and voluntary. If mediation is pursued, the contractual timelines for processing a grievance shall be delayed during the period of mediation.

18.5.2 **Discrimination**: Nothing in this Agreement shall prevent an employee from pursuing both a grievance under this Agreement and a Charge of Discrimination, including, but not limited to, those Charges of Discrimination brought under Title VII, the Americans with Disabilities Act, the Age Discrimination in Employment Act, or the Equal Pay Act.

18.5.3 **Election of Remedies:** Nothing in this Article precludes employees from pursuing claims under the Minnesota Veteran's Preference Act or through the Civil Service Commission.

a. If an employee files a grievance under this Article, then subsequently, is eligible, and chooses to file a claim under the Veteran's Preference Act or through the Civil Service Commission, the employee irrevocably waives all rights, claims and remedies associated with the grievance procedure contained in this Article, and the grievance will be considered dropped by the District and the Association. Similarly, if the employee files a claim under the Veteran's Preference Act or the Civil Service Commission and has not yet filed a grievance, then they waive the right to file a grievance under the Contract.

Article 19 Discipline

19.1 **Discipline:**

19.1.1 **Just Cause:** The school District agrees that actions taken to discipline or discharge a non-probationary employee shall be based upon just cause.

19.1.2 **Progressive Discipline:** The principle of progressive discipline shall be applied when appropriate as determined by the employer. The District reserves the right to impose a higher level of discipline in serious or appropriate circumstances.

19.1.3 **Forms of Discipline:** Discipline will be in the form of:

- Oral reprimand
- Written reprimand (Notice of Deficiency)
- Suspension
- Demotion
- Discharge

19.1.4 **Non-Disciplinary Options:** In addition, the District reserves the right to engage in coaching, counseling, or otherwise directing employees outside the discipline process to address employee behavior and conduct. Examples include, but are not limited to, letters of expectation, notices of concern, coaching letters, etc. Such documentation shall not be placed in an employee's personnel file.

19.2 **Grievances Relating to Discipline:**

19.2.1 **Oral reprimands** shall not be subject to the grievance process contained in Article 18. The employee or the Association may submit an answer or rebuttal to the oral reprimand, which will be attached to documentation relating to the reprimand. After two (2) years of no similar conduct or discipline, an oral reprimand will not be used against the employee as part of any progressive discipline.

19.2.2 **Written reprimands (notice of deficiency)** shall be subject to the grievance process contained in Article 18, with the exception that written reprimands shall not be subject to arbitration. The employee or the Association may submit an answer or rebuttal to the written reprimand, which will be attached to documentation relating to the reprimand. After two (2) years of no similar conduct or discipline, an oral reprimand will not be used against the employee as part of any progressive discipline.

19.2.3 **Suspensions, demotions and discharges** shall be subject to the grievance process contained in Article 18, including the right to arbitration.

19.3 **Right to Representation:** An employee who is to be questioned concerning an investigation that may result in disciplinary action for the employee shall be advised of the right to have an Association representative present during the interview.

19.4 **Investigations:**

19.4.1 Employees and the Association shall be notified prior to an investigatory interview of the general nature of the allegations against them.

19.4.2 Upon request, employees shall be informed of the status of any investigation for which they are the subject and shall be notified when an investigation concludes with any findings related to the investigation.

19.5 **Personnel Files:** Employees shall have the right to examine all information in their personnel files. Files may be examined at reasonable times under rules developed by the Human Resources department.

Article 20 Complete Agreement

20.1 **Effect:** This Agreement constitutes the full and complete agreement between the Board of Education and the Association, representing all employees as set forth in Article 2.1. 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.

20.2 **Finality:** Any matters relating to the current contract term, whether or not referred to in this Agreement shall not be open for negotiation during the term of this Agreement except by mutual agreement.

Article 21 Severability Clause

21.1 If any provision of this Agreement or any application of this Agreement to any member of the unit or group of members in the unit shall be found contrary to state or federal law, then this provision or application shall be deemed invalid, except to the extent permitted by law, but all other provisions hereof shall continue in full force and effect.

21.2 **Renegotiation:** The provision found to be contrary to state or federal law shall be renegotiated by the parties.

Article 22 Duration of Agreement

This Agreement shall be in full force and effect from, July 1, 2023 through June 30, 2025 and thereafter until a new Agreement is reached.

IN WITNESS WHEREOF, the parties hereto have executed this contract on this 8th day of October, 2024

For the District:

Lori Norvell
Lori Norvell (Aug 6, 2025 15:02:10 CDT)

Lori Norvell
Chairperson, Board of Education

Alicia Miller
Alicia Miller (Aug 6, 2025 08:42:06 CDT)

Alicia Miller
Senior Human Resources Officer

For The Union:

Daren Johnson 08-05-2025

Daren Johnson
President

08-05-2025

Martha Swanson
Vice President

APPROVED
October 8, 2024
Board of Education Meeting

Appendix A-1 52-Week Salary Schedule, July 1, 2023 – June 30, 2024

Step >	A	B	C	D	E	F	G	H	I	J
Grade	1	2	3	4	5	6	7	8	9	10
1	16,732	17,151	17,579	18,020	18,469	18,932	19,404	19,889	20,387	20,896
2	17,151	17,579	18,020	18,469	18,932	19,404	19,889	20,387	20,896	21,419
3	17,579	18,020	18,469	18,932	19,404	19,889	20,387	20,896	21,419	21,954
4	18,020	18,469	18,932	19,404	19,889	20,387	20,896	21,419	21,954	22,503
5	18,469	18,932	19,404	19,889	20,387	20,896	21,419	21,954	22,503	23,066
6	18,932	19,404	19,889	20,387	20,896	21,419	21,954	22,503	23,066	23,642
7	19,404	19,889	20,387	20,896	21,419	21,954	22,503	23,066	23,642	24,233
8	19,889	20,387	20,896	21,419	21,954	22,503	23,066	23,642	24,233	24,839
9	20,387	20,896	21,419	21,954	22,503	23,066	23,642	24,233	24,839	25,460
10	20,896	21,419	21,954	22,503	23,066	23,642	24,233	24,839	25,460	26,097
11	21,419	21,954	22,503	23,066	23,642	24,233	24,839	25,460	26,097	26,749
12	21,954	22,503	23,066	23,642	24,233	24,839	25,460	26,097	26,749	27,417
13	22,503	23,066	23,642	24,233	24,839	25,460	26,097	26,749	27,417	28,103
14	23,066	23,642	24,233	24,839	25,460	26,097	26,749	27,417	28,103	28,805
15	23,642	24,233	24,839	25,460	26,097	26,749	27,417	28,103	28,805	29,525
16	24,233	24,839	25,460	26,097	26,749	27,417	28,103	28,805	29,525	30,264
17	24,839	25,460	26,097	26,749	27,417	28,103	28,805	29,525	30,264	31,020
18	25,460	26,097	26,749	27,417	28,103	28,805	29,525	30,264	31,020	31,795
19	26,097	26,749	27,417	28,103	28,805	29,525	30,264	31,020	31,795	32,591
20	26,749	27,417	28,103	28,805	29,525	30,264	31,020	31,795	32,591	33,405
21	27,417	28,103	28,805	29,525	30,264	31,020	31,795	32,591	33,405	34,241
22	28,103	28,805	29,525	30,264	31,020	31,795	32,591	33,405	34,241	35,096
23	28,805	29,525	30,264	31,020	31,795	32,591	33,405	34,241	35,096	35,974
24	29,525	30,264	31,020	31,795	32,591	33,405	34,241	35,096	35,974	36,873
25	30,264	31,020	31,795	32,591	33,405	34,241	35,096	35,974	36,873	37,794
26	31,020	31,795	32,591	33,405	34,241	35,096	35,974	36,873	37,794	38,739
27	31,795	32,591	33,405	34,241	35,096	35,974	36,873	37,794	38,739	39,708
28	32,591	33,405	34,241	35,096	35,974	36,873	37,794	38,739	39,708	40,701
29	33,405	34,241	35,096	35,974	36,873	37,794	38,739	39,708	40,701	41,719
30	34,241	35,096	35,974	36,873	37,794	38,739	39,708	40,701	41,719	42,761
31	35,096	35,974	36,873	37,794	38,739	39,708	40,701	41,719	42,761	43,831
32	35,974	36,873	37,794	38,739	39,708	40,701	41,719	42,761	43,831	44,927
33	36,873	37,794	38,739	39,708	40,701	41,719	42,761	43,831	44,927	46,049

Appendix A-1 52-Week Salary Schedule, July 1, 2023 – June 30, 2024

Step >	A	B	C	D	E	F	G	H	I	J
Grade	1	2	3	4	5	6	7	8	9	10
34	37,794	38,739	39,708	40,701	41,719	42,761	43,831	44,927	46,049	47,201
35	38,739	39,708	40,701	41,719	42,761	43,831	44,927	46,049	47,201	48,381
36	39,708	40,701	41,719	42,761	43,831	44,927	46,049	47,201	48,381	49,590
37	40,701	41,719	42,761	43,831	44,927	46,049	47,201	48,381	49,590	50,830
38	41,719	42,761	43,831	44,927	46,049	47,201	48,381	49,590	50,830	52,101
39	42,761	43,831	44,927	46,049	47,201	48,381	49,590	50,830	52,101	53,403
40	43,831	44,927	46,049	47,201	48,381	49,590	50,830	52,101	53,403	54,738
41	44,927	46,049	47,201	48,381	49,590	50,830	52,101	53,403	54,738	56,106
42	46,049	47,201	48,381	49,590	50,830	52,101	53,403	54,738	56,106	57,510
43	47,201	48,381	49,590	50,830	52,101	53,403	54,738	56,106	57,510	58,946
44	48,381	49,590	50,830	52,101	53,403	54,738	56,106	57,510	58,946	60,421
45	49,590	50,830	52,101	53,403	54,738	56,106	57,510	58,946	60,421	61,931
46	50,830	52,101	53,403	54,738	56,106	57,510	58,946	60,421	61,931	63,479
47	52,101	53,403	54,738	56,106	57,510	58,946	60,421	61,931	63,479	65,066
48	53,403	54,738	56,106	57,510	58,946	60,421	61,931	63,479	65,066	66,693
49	54,738	56,106	57,510	58,946	60,421	61,931	63,479	65,066	66,693	68,359
50	56,106	57,510	58,946	60,421	61,931	63,479	65,066	66,693	68,359	70,069
51	57,510	58,946	60,421	61,931	63,479	65,066	66,693	68,359	70,069	71,821
52	58,946	60,421	61,931	63,479	65,066	66,693	68,359	70,069	71,821	73,616
53	60,421	61,931	63,479	65,066	66,693	68,359	70,069	71,821	73,616	75,457
54	61,931	63,479	65,066	66,693	68,359	70,069	71,821	73,616	75,457	77,344
55	63,479	65,066	66,693	68,359	70,069	71,821	73,616	75,457	77,344	79,276
56	65,066	66,693	68,359	70,069	71,821	73,616	75,457	77,344	79,276	81,259
57	66,693	68,359	70,069	71,821	73,616	75,457	77,344	79,276	81,259	83,290
58	68,359	70,069	71,821	73,616	75,457	77,344	79,276	81,259	83,290	85,372
59	70,069	71,821	73,616	75,457	77,344	79,276	81,259	83,290	85,372	87,506
60	71,821	73,616	75,457	77,344	79,276	81,259	83,290	85,372	87,506	89,695
61	73,616	75,457	77,344	79,276	81,259	83,290	85,372	87,506	89,695	91,937
62	75,457	77,344	79,276	81,259	83,290	85,372	87,506	89,695	91,937	94,235
63	77,344	79,276	81,259	83,290	85,372	87,506	89,695	91,937	94,235	96,590
64	79,276	81,259	83,290	85,372	87,506	89,695	91,937	94,235	96,590	99,006
65	81,259	83,290	85,372	87,506	89,695	91,937	94,235	96,590	99,006	101,481
66	83,290	85,372	87,506	89,695	91,937	94,235	96,590	99,006	101,481	104,017
67	85,372	87,506	89,695	91,937	94,235	96,590	99,006	101,481	104,017	106,618

Appendix A-1 52-Week Salary Schedule, July 1, 2023 – June 30, 2024

Step >	A	B	C	D	E	F	G	H	I	J
Grade	1	2	3	4	5	6	7	8	9	10
68	87,506	89,695	91,937	94,235	96,590	99,006	101,481	104,017	106,618	109,283
69	89,695	91,937	94,235	96,590	99,006	101,481	104,017	106,618	109,283	112,016
70	91,937	94,235	96,590	99,006	101,481	104,017	106,618	109,283	112,016	114,817
71	94,235	96,590	99,006	101,481	104,017	106,618	109,283	112,016	114,817	117,687
72	96,590	99,006	101,481	104,017	106,618	109,283	112,016	114,817	117,687	120,628
73	99,006	101,481	104,017	106,618	109,283	112,016	114,817	117,687	120,628	123,644
74	101,481	104,017	106,618	109,283	112,016	114,817	117,687	120,628	123,644	126,735
75	104,017	106,618	109,283	112,016	114,817	117,687	120,628	123,644	126,735	129,904
76	106,618	109,283	112,016	114,817	117,687	120,628	123,644	126,735	129,904	133,151
77	109,283	112,016	114,817	117,687	120,628	123,644	126,735	129,904	133,151	136,479
78	112,016	114,817	117,687	120,628	123,644	126,735	129,904	133,151	136,479	139,891
79	114,817	117,687	120,628	123,644	126,735	129,904	133,151	136,479	139,891	143,389
80	117,687	120,628	123,644	126,735	129,904	133,151	136,479	139,891	143,389	146,974
81	120,628	123,644	126,735	129,904	133,151	136,479	139,891	143,389	146,974	150,648
82	123,644	126,735	129,904	133,151	136,479	139,891	143,389	146,974	150,648	154,414
83	126,735	129,904	133,151	136,479	139,891	143,389	146,974	150,648	154,414	158,274
84	129,904	133,151	136,479	139,891	143,389	146,974	150,648	154,414	158,274	162,232
85	133,151	136,479	139,891	143,389	146,974	150,648	154,414	158,274	162,232	166,287
86	136,479	139,891	143,389	146,974	150,648	154,414	158,274	162,232	166,287	170,445
87	139,891	143,389	146,974	150,648	154,414	158,274	162,232	166,287	170,445	174,705
88	143,389	146,974	150,648	154,414	158,274	162,232	166,287	170,445	174,705	179,073
89	146,974	150,648	154,414	158,274	162,232	166,287	170,445	174,705	179,073	183,550
90	150,648	154,414	158,274	162,232	166,287	170,445	174,705	179,073	183,550	188,139
91	154,414	158,274	162,232	166,287	170,445	174,705	179,073	183,550	188,139	192,843
92	158,274	162,232	166,287	170,445	174,705	179,073	183,550	188,139	192,843	197,663
93	162,232	166,287	170,445	174,705	179,073	183,550	188,139	192,843	197,663	202,605
94	166,287	170,445	174,705	179,073	183,550	188,139	192,843	197,663	202,605	207,670
95	170,445	174,705	179,073	183,550	188,139	192,843	197,663	202,605	207,670	212,861
96	174,705	179,073	183,550	188,139	192,843	197,663	202,605	207,670	212,861	218,183
97	179,073	183,550	188,139	192,843	197,663	202,605	207,670	212,861	218,183	223,637
98	183,550	188,139	192,843	197,663	202,605	207,670	212,861	218,183	223,637	229,228
99	188,139	192,843	197,663	202,605	207,670	212,861	218,183	223,637	229,228	234,959

Please note that the annual amounts listed are reference values only. Actual annual payroll values will fluctuate within a few dollars due to the 26 and 21 paycheck schedule.

Appendix A-2 52-Week Salary Schedule, July 1, 2024 – October 31, 2024

Step >	A	B	C	D	E	F	G	H	I	J
Grade	1	2	3	4	5	6	7	8	9	10
1	17,150	17,580	18,019	18,470	18,931	19,405	19,889	20,386	20,897	21,419
2	17,580	18,019	18,470	18,931	19,405	19,889	20,386	20,897	21,419	21,955
3	18,019	18,470	18,931	19,405	19,889	20,386	20,897	21,419	21,955	22,503
4	18,470	18,931	19,405	19,889	20,386	20,897	21,419	21,955	22,503	23,066
5	18,931	19,405	19,889	20,386	20,897	21,419	21,955	22,503	23,066	23,642
6	19,405	19,889	20,386	20,897	21,419	21,955	22,503	23,066	23,642	24,234
7	19,889	20,386	20,897	21,419	21,955	22,503	23,066	23,642	24,234	24,839
8	20,386	20,897	21,419	21,955	22,503	23,066	23,642	24,234	24,839	25,460
9	20,897	21,419	21,955	22,503	23,066	23,642	24,234	24,839	25,460	26,097
10	21,419	21,955	22,503	23,066	23,642	24,234	24,839	25,460	26,097	26,750
11	21,955	22,503	23,066	23,642	24,234	24,839	25,460	26,097	26,750	27,418
12	22,503	23,066	23,642	24,234	24,839	25,460	26,097	26,750	27,418	28,102
13	23,066	23,642	24,234	24,839	25,460	26,097	26,750	27,418	28,102	28,806
14	23,642	24,234	24,839	25,460	26,097	26,750	27,418	28,102	28,806	29,525
15	24,234	24,839	25,460	26,097	26,750	27,418	28,102	28,806	29,525	30,263
16	24,839	25,460	26,097	26,750	27,418	28,102	28,806	29,525	30,263	31,021
17	25,460	26,097	26,750	27,418	28,102	28,806	29,525	30,263	31,021	31,795
18	26,097	26,750	27,418	28,102	28,806	29,525	30,263	31,021	31,795	32,590
19	26,750	27,418	28,102	28,806	29,525	30,263	31,021	31,795	32,590	33,406
20	27,418	28,102	28,806	29,525	30,263	31,021	31,795	32,590	33,406	34,240
21	28,102	28,806	29,525	30,263	31,021	31,795	32,590	33,406	34,240	35,097
22	28,806	29,525	30,263	31,021	31,795	32,590	33,406	34,240	35,097	35,973
23	29,525	30,263	31,021	31,795	32,590	33,406	34,240	35,097	35,973	36,873
24	30,263	31,021	31,795	32,590	33,406	34,240	35,097	35,973	36,873	37,795
25	31,021	31,795	32,590	33,406	34,240	35,097	35,973	36,873	37,795	38,739
26	31,795	32,590	33,406	34,240	35,097	35,973	36,873	37,795	38,739	39,708
27	32,590	33,406	34,240	35,097	35,973	36,873	37,795	38,739	39,708	40,701
28	33,406	34,240	35,097	35,973	36,873	37,795	38,739	39,708	40,701	41,719
29	34,240	35,097	35,973	36,873	37,795	38,739	39,708	40,701	41,719	42,762
30	35,097	35,973	36,873	37,795	38,739	39,708	40,701	41,719	42,762	43,831
31	35,973	36,873	37,795	38,739	39,708	40,701	41,719	42,762	43,831	44,926
32	36,873	37,795	38,739	39,708	40,701	41,719	42,762	43,831	44,926	46,050
33	37,795	38,739	39,708	40,701	41,719	42,762	43,831	44,926	46,050	47,200

Appendix A-2 52-Week Salary Schedule, July 1, 2024 – October 31, 2024

Step >	A	B	C	D	E	F	G	H	I	J
Grade	1	2	3	4	5	6	7	8	9	10
34	38,739	39,708	40,701	41,719	42,762	43,831	44,926	46,050	47,200	48,381
35	39,708	40,701	41,719	42,762	43,831	44,926	46,050	47,200	48,381	49,590
36	40,701	41,719	42,762	43,831	44,926	46,050	47,200	48,381	49,590	50,829
37	41,719	42,762	43,831	44,926	46,050	47,200	48,381	49,590	50,829	52,101
38	42,762	43,831	44,926	46,050	47,200	48,381	49,590	50,829	52,101	53,403
39	43,831	44,926	46,050	47,200	48,381	49,590	50,829	52,101	53,403	54,738
40	44,926	46,050	47,200	48,381	49,590	50,829	52,101	53,403	54,738	56,106
41	46,050	47,200	48,381	49,590	50,829	52,101	53,403	54,738	56,106	57,509
42	47,200	48,381	49,590	50,829	52,101	53,403	54,738	56,106	57,509	58,947
43	48,381	49,590	50,829	52,101	53,403	54,738	56,106	57,509	58,947	60,420
44	49,590	50,829	52,101	53,403	54,738	56,106	57,509	58,947	60,420	61,931
45	50,829	52,101	53,403	54,738	56,106	57,509	58,947	60,420	61,931	63,479
46	52,101	53,403	54,738	56,106	57,509	58,947	60,420	61,931	63,479	65,066
47	53,403	54,738	56,106	57,509	58,947	60,420	61,931	63,479	65,066	66,693
48	54,738	56,106	57,509	58,947	60,420	61,931	63,479	65,066	66,693	68,360
49	56,106	57,509	58,947	60,420	61,931	63,479	65,066	66,693	68,360	70,069
50	57,509	58,947	60,420	61,931	63,479	65,066	66,693	68,360	70,069	71,821
51	58,947	60,420	61,931	63,479	65,066	66,693	68,360	70,069	71,821	73,617
52	60,420	61,931	63,479	65,066	66,693	68,360	70,069	71,821	73,617	75,457
53	61,931	63,479	65,066	66,693	68,360	70,069	71,821	73,617	75,457	77,344
54	63,479	65,066	66,693	68,360	70,069	71,821	73,617	75,457	77,344	79,277
55	65,066	66,693	68,360	70,069	71,821	73,617	75,457	77,344	79,277	81,258
56	66,693	68,360	70,069	71,821	73,617	75,457	77,344	79,277	81,258	83,291
57	68,360	70,069	71,821	73,617	75,457	77,344	79,277	81,258	83,291	85,373
58	70,069	71,821	73,617	75,457	77,344	79,277	81,258	83,291	85,373	87,506
59	71,821	73,617	75,457	77,344	79,277	81,258	83,291	85,373	87,506	89,694
60	73,617	75,457	77,344	79,277	81,258	83,291	85,373	87,506	89,694	91,937
61	75,457	77,344	79,277	81,258	83,291	85,373	87,506	89,694	91,937	94,235
62	77,344	79,277	81,258	83,291	85,373	87,506	89,694	91,937	94,235	96,591
63	79,277	81,258	83,291	85,373	87,506	89,694	91,937	94,235	96,591	99,005
64	81,258	83,291	85,373	87,506	89,694	91,937	94,235	96,591	99,005	101,481
65	83,291	85,373	87,506	89,694	91,937	94,235	96,591	99,005	101,481	104,018
66	85,373	87,506	89,694	91,937	94,235	96,591	99,005	101,481	104,018	106,618
67	87,506	89,694	91,937	94,235	96,591	99,005	101,481	104,018	106,618	109,283

Appendix A-2 52-Week Salary Schedule, July 1, 2024 – October 31, 2024

Step >	A	B	C	D	E	F	G	H	I	J
Grade	1	2	3	4	5	6	7	8	9	10
68	89,694	91,937	94,235	96,591	99,005	101,481	104,018	106,618	109,283	112,015
69	91,937	94,235	96,591	99,005	101,481	104,018	106,618	109,283	112,015	114,816
70	94,235	96,591	99,005	101,481	104,018	106,618	109,283	112,015	114,816	117,687
71	96,591	99,005	101,481	104,018	106,618	109,283	112,015	114,816	117,687	120,629
72	99,005	101,481	104,018	106,618	109,283	112,015	114,816	117,687	120,629	123,644
73	101,481	104,018	106,618	109,283	112,015	114,816	117,687	120,629	123,644	126,735
74	104,018	106,618	109,283	112,015	114,816	117,687	120,629	123,644	126,735	129,904
75	106,618	109,283	112,015	114,816	117,687	120,629	123,644	126,735	129,904	133,151
76	109,283	112,015	114,816	117,687	120,629	123,644	126,735	129,904	133,151	136,480
77	112,015	114,816	117,687	120,629	123,644	126,735	129,904	133,151	136,480	139,892
78	114,816	117,687	120,629	123,644	126,735	129,904	133,151	136,480	139,892	143,389
79	117,687	120,629	123,644	126,735	129,904	133,151	136,480	139,892	143,389	146,974
80	120,629	123,644	126,735	129,904	133,151	136,480	139,892	143,389	146,974	150,648
81	123,644	126,735	129,904	133,151	136,480	139,892	143,389	146,974	150,648	154,415
82	126,735	129,904	133,151	136,480	139,892	143,389	146,974	150,648	154,415	158,275
83	129,904	133,151	136,480	139,892	143,389	146,974	150,648	154,415	158,275	162,231
84	133,151	136,480	139,892	143,389	146,974	150,648	154,415	158,275	162,231	166,288
85	136,480	139,892	143,389	146,974	150,648	154,415	158,275	162,231	166,288	170,444
86	139,892	143,389	146,974	150,648	154,415	158,275	162,231	166,288	170,444	174,706
87	143,389	146,974	150,648	154,415	158,275	162,231	166,288	170,444	174,706	179,073
88	146,974	150,648	154,415	158,275	162,231	166,288	170,444	174,706	179,073	183,550
89	150,648	154,415	158,275	162,231	166,288	170,444	174,706	179,073	183,550	188,139
90	154,415	158,275	162,231	166,288	170,444	174,706	179,073	183,550	188,139	192,843
91	158,275	162,231	166,288	170,444	174,706	179,073	183,550	188,139	192,843	197,664
92	162,231	166,288	170,444	174,706	179,073	183,550	188,139	192,843	197,664	202,604
93	166,288	170,444	174,706	179,073	183,550	188,139	192,843	197,664	202,604	207,670
94	170,444	174,706	179,073	183,550	188,139	192,843	197,664	202,604	207,670	212,862
95	174,706	179,073	183,550	188,139	192,843	197,664	202,604	207,670	212,862	218,183
96	179,073	183,550	188,139	192,843	197,664	202,604	207,670	212,862	218,183	223,638
97	183,550	188,139	192,843	197,664	202,604	207,670	212,862	218,183	223,638	229,228
98	188,139	192,843	197,664	202,604	207,670	212,862	218,183	223,638	229,228	234,959
99	192,843	197,664	202,604	207,670	212,862	218,183	223,638	229,228	234,959	240,833

Please note that the annual amounts listed are reference values only. Actual annual payroll values will fluctuate within a few dollars due to the 26 and 21 paycheck schedule.

Appendix A-3 52-Week Salary Schedule, November 1, 2024 – January 31, 2025

Step >	A	B	C	D	E	F	G	H	I	J
Grade	1	2	3	4	5	6	7	8	9	10
1	17,579	18,019	18,469	18,932	19,404	19,890	20,387	20,896	21,419	21,954
2	18,019	18,469	18,932	19,404	19,890	20,387	20,896	21,419	21,954	22,504
3	18,469	18,932	19,404	19,890	20,387	20,896	21,419	21,954	22,504	23,065
4	18,932	19,404	19,890	20,387	20,896	21,419	21,954	22,504	23,065	23,643
5	19,404	19,890	20,387	20,896	21,419	21,954	22,504	23,065	23,643	24,234
6	19,890	20,387	20,896	21,419	21,954	22,504	23,065	23,643	24,234	24,840
7	20,387	20,896	21,419	21,954	22,504	23,065	23,643	24,234	24,840	25,460
8	20,896	21,419	21,954	22,504	23,065	23,643	24,234	24,840	25,460	26,097
9	21,419	21,954	22,504	23,065	23,643	24,234	24,840	25,460	26,097	26,749
10	21,954	22,504	23,065	23,643	24,234	24,840	25,460	26,097	26,749	27,419
11	22,504	23,065	23,643	24,234	24,840	25,460	26,097	26,749	27,419	28,104
12	23,065	23,643	24,234	24,840	25,460	26,097	26,749	27,419	28,104	28,805
13	23,643	24,234	24,840	25,460	26,097	26,749	27,419	28,104	28,805	29,526
14	24,234	24,840	25,460	26,097	26,749	27,419	28,104	28,805	29,526	30,263
15	24,840	25,460	26,097	26,749	27,419	28,104	28,805	29,526	30,263	31,020
16	25,460	26,097	26,749	27,419	28,104	28,805	29,526	30,263	31,020	31,796
17	26,097	26,749	27,419	28,104	28,805	29,526	30,263	31,020	31,796	32,590
18	26,749	27,419	28,104	28,805	29,526	30,263	31,020	31,796	32,590	33,405
19	27,419	28,104	28,805	29,526	30,263	31,020	31,796	32,590	33,405	34,241
20	28,104	28,805	29,526	30,263	31,020	31,796	32,590	33,405	34,241	35,097
21	28,805	29,526	30,263	31,020	31,796	32,590	33,405	34,241	35,097	35,974
22	29,526	30,263	31,020	31,796	32,590	33,405	34,241	35,097	35,974	36,873
23	30,263	31,020	31,796	32,590	33,405	34,241	35,097	35,974	36,873	37,795
24	31,020	31,796	32,590	33,405	34,241	35,097	35,974	36,873	37,795	38,741
25	31,796	32,590	33,405	34,241	35,097	35,974	36,873	37,795	38,741	39,708
26	32,590	33,405	34,241	35,097	35,974	36,873	37,795	38,741	39,708	40,701
27	33,405	34,241	35,097	35,974	36,873	37,795	38,741	39,708	40,701	41,719
28	34,241	35,097	35,974	36,873	37,795	38,741	39,708	40,701	41,719	42,762
29	35,097	35,974	36,873	37,795	38,741	39,708	40,701	41,719	42,762	43,831
30	35,974	36,873	37,795	38,741	39,708	40,701	41,719	42,762	43,831	44,926
31	36,873	37,795	38,741	39,708	40,701	41,719	42,762	43,831	44,926	46,050
32	37,795	38,741	39,708	40,701	41,719	42,762	43,831	44,926	46,050	47,201
33	38,741	39,708	40,701	41,719	42,762	43,831	44,926	46,050	47,201	48,381

Appendix A-3 52-Week Salary Schedule, November 1, 2024 – January 31, 2025

Step >	A	B	C	D	E	F	G	H	I	J
Grade	1	2	3	4	5	6	7	8	9	10
34	39,708	40,701	41,719	42,762	43,831	44,926	46,050	47,201	48,381	49,590
35	40,701	41,719	42,762	43,831	44,926	46,050	47,201	48,381	49,590	50,830
36	41,719	42,762	43,831	44,926	46,050	47,201	48,381	49,590	50,830	52,100
37	42,762	43,831	44,926	46,050	47,201	48,381	49,590	50,830	52,100	53,404
38	43,831	44,926	46,050	47,201	48,381	49,590	50,830	52,100	53,404	54,739
39	44,926	46,050	47,201	48,381	49,590	50,830	52,100	53,404	54,739	56,107
40	46,050	47,201	48,381	49,590	50,830	52,100	53,404	54,739	56,107	57,509
41	47,201	48,381	49,590	50,830	52,100	53,404	54,739	56,107	57,509	58,946
42	48,381	49,590	50,830	52,100	53,404	54,739	56,107	57,509	58,946	60,421
43	49,590	50,830	52,100	53,404	54,739	56,107	57,509	58,946	60,421	61,931
44	50,830	52,100	53,404	54,739	56,107	57,509	58,946	60,421	61,931	63,480
45	52,100	53,404	54,739	56,107	57,509	58,946	60,421	61,931	63,480	65,066
46	53,404	54,739	56,107	57,509	58,946	60,421	61,931	63,480	65,066	66,693
47	54,739	56,107	57,509	58,946	60,421	61,931	63,480	65,066	66,693	68,361
48	56,107	57,509	58,946	60,421	61,931	63,480	65,066	66,693	68,361	70,069
49	57,509	58,946	60,421	61,931	63,480	65,066	66,693	68,361	70,069	71,821
50	58,946	60,421	61,931	63,480	65,066	66,693	68,361	70,069	71,821	73,617
51	60,421	61,931	63,480	65,066	66,693	68,361	70,069	71,821	73,617	75,457
52	61,931	63,480	65,066	66,693	68,361	70,069	71,821	73,617	75,457	77,343
53	63,480	65,066	66,693	68,361	70,069	71,821	73,617	75,457	77,343	79,277
54	65,066	66,693	68,361	70,069	71,821	73,617	75,457	77,343	79,277	81,259
55	66,693	68,361	70,069	71,821	73,617	75,457	77,343	79,277	81,259	83,290
56	68,361	70,069	71,821	73,617	75,457	77,343	79,277	81,259	83,290	85,373
57	70,069	71,821	73,617	75,457	77,343	79,277	81,259	83,290	85,373	87,507
58	71,821	73,617	75,457	77,343	79,277	81,259	83,290	85,373	87,507	89,694
59	73,617	75,457	77,343	79,277	81,259	83,290	85,373	87,507	89,694	91,937
60	75,457	77,343	79,277	81,259	83,290	85,373	87,507	89,694	91,937	94,236
61	77,343	79,277	81,259	83,290	85,373	87,507	89,694	91,937	94,236	96,592
62	79,277	81,259	83,290	85,373	87,507	89,694	91,937	94,236	96,592	99,006
63	81,259	83,290	85,373	87,507	89,694	91,937	94,236	96,592	99,006	101,480
64	83,290	85,373	87,507	89,694	91,937	94,236	96,592	99,006	101,480	104,018
65	85,373	87,507	89,694	91,937	94,236	96,592	99,006	101,480	104,018	106,619
66	87,507	89,694	91,937	94,236	96,592	99,006	101,480	104,018	106,619	109,283
67	89,694	91,937	94,236	96,592	99,006	101,480	104,018	106,619	109,283	112,016

Appendix A-3 52-Week Salary Schedule, November 1, 2024 – January 31, 2025

Step >	A	B	C	D	E	F	G	H	I	J
Grade	1	2	3	4	5	6	7	8	9	10
68	91,937	94,236	96,592	99,006	101,480	104,018	106,619	109,283	112,016	114,815
69	94,236	96,592	99,006	101,480	104,018	106,619	109,283	112,016	114,815	117,687
70	96,592	99,006	101,480	104,018	106,619	109,283	112,016	114,815	117,687	120,630
71	99,006	101,480	104,018	106,619	109,283	112,016	114,815	117,687	120,630	123,645
72	101,480	104,018	106,619	109,283	112,016	114,815	117,687	120,630	123,645	126,735
73	104,018	106,619	109,283	112,016	114,815	117,687	120,630	123,645	126,735	129,904
74	106,619	109,283	112,016	114,815	117,687	120,630	123,645	126,735	129,904	133,151
75	109,283	112,016	114,815	117,687	120,630	123,645	126,735	129,904	133,151	136,480
76	112,016	114,815	117,687	120,630	123,645	126,735	129,904	133,151	136,480	139,892
77	114,815	117,687	120,630	123,645	126,735	129,904	133,151	136,480	139,892	143,389
78	117,687	120,630	123,645	126,735	129,904	133,151	136,480	139,892	143,389	146,974
79	120,630	123,645	126,735	129,904	133,151	136,480	139,892	143,389	146,974	150,648
80	123,645	126,735	129,904	133,151	136,480	139,892	143,389	146,974	150,648	154,415
81	126,735	129,904	133,151	136,480	139,892	143,389	146,974	150,648	154,415	158,275
82	129,904	133,151	136,480	139,892	143,389	146,974	150,648	154,415	158,275	162,232
83	133,151	136,480	139,892	143,389	146,974	150,648	154,415	158,275	162,232	166,287
84	136,480	139,892	143,389	146,974	150,648	154,415	158,275	162,232	166,287	170,445
85	139,892	143,389	146,974	150,648	154,415	158,275	162,232	166,287	170,445	174,705
86	143,389	146,974	150,648	154,415	158,275	162,232	166,287	170,445	174,705	179,073
87	146,974	150,648	154,415	158,275	162,232	166,287	170,445	174,705	179,073	183,550
88	150,648	154,415	158,275	162,232	166,287	170,445	174,705	179,073	183,550	188,139
89	154,415	158,275	162,232	166,287	170,445	174,705	179,073	183,550	188,139	192,843
90	158,275	162,232	166,287	170,445	174,705	179,073	183,550	188,139	192,843	197,664
91	162,232	166,287	170,445	174,705	179,073	183,550	188,139	192,843	197,664	202,606
92	166,287	170,445	174,705	179,073	183,550	188,139	192,843	197,664	202,606	207,670
93	170,445	174,705	179,073	183,550	188,139	192,843	197,664	202,606	207,670	212,862
94	174,705	179,073	183,550	188,139	192,843	197,664	202,606	207,670	212,862	218,184
95	179,073	183,550	188,139	192,843	197,664	202,606	207,670	212,862	218,184	223,638
96	183,550	188,139	192,843	197,664	202,606	207,670	212,862	218,184	223,638	229,229
97	188,139	192,843	197,664	202,606	207,670	212,862	218,184	223,638	229,229	234,959
98	192,843	197,664	202,606	207,670	212,862	218,184	223,638	229,229	234,959	240,833
99	197,664	202,606	207,670	212,862	218,184	223,638	229,229	234,959	240,833	246,854

Please note that the annual amounts listed are reference values only. Actual annual payroll values will fluctuate within a few dollars due to the 26 and 21 paycheck schedule.

Appendix A-4 52-Week Salary Schedule, February 1, 2025 – June 29, 2025

Step >	A	B	C	D	E	F	G	H	I	J
Grade	1	2	3	4	5	6	7	8	9	10
1	18,019	18,470	18,931	19,405	19,889	20,388	20,897	21,419	21,955	22,503
2	18,470	18,931	19,405	19,889	20,388	20,897	21,419	21,955	22,503	23,067
3	18,931	19,405	19,889	20,388	20,897	21,419	21,955	22,503	23,067	23,642
4	19,405	19,889	20,388	20,897	21,419	21,955	22,503	23,067	23,642	24,234
5	19,889	20,388	20,897	21,419	21,955	22,503	23,067	23,642	24,234	24,840
6	20,388	20,897	21,419	21,955	22,503	23,067	23,642	24,234	24,840	25,461
7	20,897	21,419	21,955	22,503	23,067	23,642	24,234	24,840	25,461	26,096
8	21,419	21,955	22,503	23,067	23,642	24,234	24,840	25,461	26,096	26,749
9	21,955	22,503	23,067	23,642	24,234	24,840	25,461	26,096	26,749	27,418
10	22,503	23,067	23,642	24,234	24,840	25,461	26,096	26,749	27,418	28,104
11	23,067	23,642	24,234	24,840	25,461	26,096	26,749	27,418	28,104	28,807
12	23,642	24,234	24,840	25,461	26,096	26,749	27,418	28,104	28,807	29,525
13	24,234	24,840	25,461	26,096	26,749	27,418	28,104	28,807	29,525	30,264
14	24,840	25,461	26,096	26,749	27,418	28,104	28,807	29,525	30,264	31,020
15	25,461	26,096	26,749	27,418	28,104	28,807	29,525	30,264	31,020	31,796
16	26,096	26,749	27,418	28,104	28,807	29,525	30,264	31,020	31,796	32,591
17	26,749	27,418	28,104	28,807	29,525	30,264	31,020	31,796	32,591	33,405
18	27,418	28,104	28,807	29,525	30,264	31,020	31,796	32,591	33,405	34,240
19	28,104	28,807	29,525	30,264	31,020	31,796	32,591	33,405	34,240	35,097
20	28,807	29,525	30,264	31,020	31,796	32,591	33,405	34,240	35,097	35,974
21	29,525	30,264	31,020	31,796	32,591	33,405	34,240	35,097	35,974	36,874
22	30,264	31,020	31,796	32,591	33,405	34,240	35,097	35,974	36,874	37,795
23	31,020	31,796	32,591	33,405	34,240	35,097	35,974	36,874	37,795	38,740
24	31,796	32,591	33,405	34,240	35,097	35,974	36,874	37,795	38,740	39,709
25	32,591	33,405	34,240	35,097	35,974	36,874	37,795	38,740	39,709	40,701
26	33,405	34,240	35,097	35,974	36,874	37,795	38,740	39,709	40,701	41,719
27	34,240	35,097	35,974	36,874	37,795	38,740	39,709	40,701	41,719	42,762
28	35,097	35,974	36,874	37,795	38,740	39,709	40,701	41,719	42,762	43,831
29	35,974	36,874	37,795	38,740	39,709	40,701	41,719	42,762	43,831	44,927
30	36,874	37,795	38,740	39,709	40,701	41,719	42,762	43,831	44,927	46,050
31	37,795	38,740	39,709	40,701	41,719	42,762	43,831	44,927	46,050	47,201
32	38,740	39,709	40,701	41,719	42,762	43,831	44,927	46,050	47,201	48,381
33	39,709	40,701	41,719	42,762	43,831	44,927	46,050	47,201	48,381	49,590

Appendix A-4 52-Week Salary Schedule, February 1, 2025 – June 29, 2025

Step >	A	B	C	D	E	F	G	H	I	J
Grade	1	2	3	4	5	6	7	8	9	10
34	40,701	41,719	42,762	43,831	44,927	46,050	47,201	48,381	49,590	50,830
35	41,719	42,762	43,831	44,927	46,050	47,201	48,381	49,590	50,830	52,101
36	42,762	43,831	44,927	46,050	47,201	48,381	49,590	50,830	52,101	53,403
37	43,831	44,927	46,050	47,201	48,381	49,590	50,830	52,101	53,403	54,739
38	44,927	46,050	47,201	48,381	49,590	50,830	52,101	53,403	54,739	56,107
39	46,050	47,201	48,381	49,590	50,830	52,101	53,403	54,739	56,107	57,509
40	47,201	48,381	49,590	50,830	52,101	53,403	54,739	56,107	57,509	58,947
41	48,381	49,590	50,830	52,101	53,403	54,739	56,107	57,509	58,947	60,420
42	49,590	50,830	52,101	53,403	54,739	56,107	57,509	58,947	60,420	61,932
43	50,830	52,101	53,403	54,739	56,107	57,509	58,947	60,420	61,932	63,479
44	52,101	53,403	54,739	56,107	57,509	58,947	60,420	61,932	63,479	65,067
45	53,403	54,739	56,107	57,509	58,947	60,420	61,932	63,479	65,067	66,693
46	54,739	56,107	57,509	58,947	60,420	61,932	63,479	65,067	66,693	68,360
47	56,107	57,509	58,947	60,420	61,932	63,479	65,067	66,693	68,360	70,070
48	57,509	58,947	60,420	61,932	63,479	65,067	66,693	68,360	70,070	71,821
49	58,947	60,420	61,932	63,479	65,067	66,693	68,360	70,070	71,821	73,616
50	60,420	61,932	63,479	65,067	66,693	68,360	70,070	71,821	73,616	75,457
51	61,932	63,479	65,067	66,693	68,360	70,070	71,821	73,616	75,457	77,344
52	63,479	65,067	66,693	68,360	70,070	71,821	73,616	75,457	77,344	79,277
53	65,067	66,693	68,360	70,070	71,821	73,616	75,457	77,344	79,277	81,259
54	66,693	68,360	70,070	71,821	73,616	75,457	77,344	79,277	81,259	83,291
55	68,360	70,070	71,821	73,616	75,457	77,344	79,277	81,259	83,291	85,372
56	70,070	71,821	73,616	75,457	77,344	79,277	81,259	83,291	85,372	87,507
57	71,821	73,616	75,457	77,344	79,277	81,259	83,291	85,372	87,507	89,695
58	73,616	75,457	77,344	79,277	81,259	83,291	85,372	87,507	89,695	91,937
59	75,457	77,344	79,277	81,259	83,291	85,372	87,507	89,695	91,937	94,235
60	77,344	79,277	81,259	83,291	85,372	87,507	89,695	91,937	94,235	96,592
61	79,277	81,259	83,291	85,372	87,507	89,695	91,937	94,235	96,592	99,006
62	81,259	83,291	85,372	87,507	89,695	91,937	94,235	96,592	99,006	101,481
63	83,291	85,372	87,507	89,695	91,937	94,235	96,592	99,006	101,481	104,017
64	85,372	87,507	89,695	91,937	94,235	96,592	99,006	101,481	104,017	106,618
65	87,507	89,695	91,937	94,235	96,592	99,006	101,481	104,017	106,618	109,284
66	89,695	91,937	94,235	96,592	99,006	101,481	104,017	106,618	109,284	112,015
67	91,937	94,235	96,592	99,006	101,481	104,017	106,618	109,284	112,015	114,816

Appendix A-4 52-Week Salary Schedule, February 1, 2025 – June 29, 2025

Step >	A	B	C	D	E	F	G	H	I	J
Grade	1	2	3	4	5	6	7	8	9	10
68	94,235	96,592	99,006	101,481	104,017	106,618	109,284	112,015	114,816	117,686
69	96,592	99,006	101,481	104,017	106,618	109,284	112,015	114,816	117,686	120,629
70	99,006	101,481	104,017	106,618	109,284	112,015	114,816	117,686	120,629	123,645
71	101,481	104,017	106,618	109,284	112,015	114,816	117,686	120,629	123,645	126,736
72	104,017	106,618	109,284	112,015	114,816	117,686	120,629	123,645	126,736	129,904
73	106,618	109,284	112,015	114,816	117,686	120,629	123,645	126,736	129,904	133,151
74	109,284	112,015	114,816	117,686	120,629	123,645	126,736	129,904	133,151	136,480
75	112,015	114,816	117,686	120,629	123,645	126,736	129,904	133,151	136,480	139,892
76	114,816	117,686	120,629	123,645	126,736	129,904	133,151	136,480	139,892	143,389
77	117,686	120,629	123,645	126,736	129,904	133,151	136,480	139,892	143,389	146,974
78	120,629	123,645	126,736	129,904	133,151	136,480	139,892	143,389	146,974	150,648
79	123,645	126,736	129,904	133,151	136,480	139,892	143,389	146,974	150,648	154,415
80	126,736	129,904	133,151	136,480	139,892	143,389	146,974	150,648	154,415	158,275
81	129,904	133,151	136,480	139,892	143,389	146,974	150,648	154,415	158,275	162,232
82	133,151	136,480	139,892	143,389	146,974	150,648	154,415	158,275	162,232	166,288
83	136,480	139,892	143,389	146,974	150,648	154,415	158,275	162,232	166,288	170,445
84	139,892	143,389	146,974	150,648	154,415	158,275	162,232	166,288	170,445	174,706
85	143,389	146,974	150,648	154,415	158,275	162,232	166,288	170,445	174,706	179,073
86	146,974	150,648	154,415	158,275	162,232	166,288	170,445	174,706	179,073	183,550
87	150,648	154,415	158,275	162,232	166,288	170,445	174,706	179,073	183,550	188,139
88	154,415	158,275	162,232	166,288	170,445	174,706	179,073	183,550	188,139	192,843
89	158,275	162,232	166,288	170,445	174,706	179,073	183,550	188,139	192,843	197,664
90	162,232	166,288	170,445	174,706	179,073	183,550	188,139	192,843	197,664	202,606
91	166,288	170,445	174,706	179,073	183,550	188,139	192,843	197,664	202,606	207,671
92	170,445	174,706	179,073	183,550	188,139	192,843	197,664	202,606	207,671	212,862
93	174,706	179,073	183,550	188,139	192,843	197,664	202,606	207,671	212,862	218,184
94	179,073	183,550	188,139	192,843	197,664	202,606	207,671	212,862	218,184	223,638
95	183,550	188,139	192,843	197,664	202,606	207,671	212,862	218,184	223,638	229,229
96	188,139	192,843	197,664	202,606	207,671	212,862	218,184	223,638	229,229	234,960
97	192,843	197,664	202,606	207,671	212,862	218,184	223,638	229,229	234,960	240,833
98	197,664	202,606	207,671	212,862	218,184	223,638	229,229	234,960	240,833	246,854
99	202,606	207,671	212,862	218,184	223,638	229,229	234,960	240,833	246,854	253,025

Please note that the annual amounts listed are reference values only. Actual annual payroll values will fluctuate within a few dollars due to the 26 and 21 paycheck schedule.

Appendix A-5 52-Week Salary Schedule, Effective June 30, 2025

Old steps:	1	2	3	4	5	6	7	8	9	10		
New Steps:	Move to Step 1		1	2	3	4	5	6	7	8	9	10
1	~~18,019~~	~~18,470~~	18,931	19,405	19,889	20,388	20,897	21,419	21,955	22,503	23,067	23,642
2	~~18,470~~	~~18,931~~	19,405	19,889	20,388	20,897	21,419	21,955	22,503	23,067	23,642	24,234
3	~~18,931~~	~~19,405~~	19,889	20,388	20,897	21,419	21,955	22,503	23,067	23,642	24,234	24,840
4	~~19,405~~	~~19,889~~	20,388	20,897	21,419	21,955	22,503	23,067	23,642	24,234	24,840	25,461
5	~~19,889~~	~~20,388~~	20,897	21,419	21,955	22,503	23,067	23,642	24,234	24,840	25,461	26,096
6	~~20,388~~	~~20,897~~	21,419	21,955	22,503	23,067	23,642	24,234	24,840	25,461	26,096	26,749
7	~~20,897~~	~~21,419~~	21,955	22,503	23,067	23,642	24,234	24,840	25,461	26,096	26,749	27,418
8	~~21,419~~	~~21,955~~	22,503	23,067	23,642	24,234	24,840	25,461	26,096	26,749	27,418	28,104
9	~~21,955~~	~~22,503~~	23,067	23,642	24,234	24,840	25,461	26,096	26,749	27,418	28,104	28,807
10	~~22,503~~	~~23,067~~	23,642	24,234	24,840	25,461	26,096	26,749	27,418	28,104	28,807	29,525
11	~~23,067~~	~~23,642~~	24,234	24,840	25,461	26,096	26,749	27,418	28,104	28,807	29,525	30,264
12	~~23,642~~	~~24,234~~	24,840	25,461	26,096	26,749	27,418	28,104	28,807	29,525	30,264	31,020
13	~~24,234~~	~~24,840~~	25,461	26,096	26,749	27,418	28,104	28,807	29,525	30,264	31,020	31,796
14	~~24,840~~	~~25,461~~	26,096	26,749	27,418	28,104	28,807	29,525	30,264	31,020	31,796	32,591
15	~~25,461~~	~~26,096~~	26,749	27,418	28,104	28,807	29,525	30,264	31,020	31,796	32,591	33,405
16	~~26,096~~	~~26,749~~	27,418	28,104	28,807	29,525	30,264	31,020	31,796	32,591	33,405	34,240
17	~~26,749~~	~~27,418~~	28,104	28,807	29,525	30,264	31,020	31,796	32,591	33,405	34,240	35,097
18	~~27,418~~	~~28,104~~	28,807	29,525	30,264	31,020	31,796	32,591	33,405	34,240	35,097	35,974
19	~~28,104~~	~~28,807~~	29,525	30,264	31,020	31,796	32,591	33,405	34,240	35,097	35,974	36,874
20	~~28,807~~	~~29,525~~	30,264	31,020	31,796	32,591	33,405	34,240	35,097	35,974	36,874	37,795
21	~~29,525~~	~~30,264~~	31,020	31,796	32,591	33,405	34,240	35,097	35,974	36,874	37,795	38,740
22	~~30,264~~	~~31,020~~	31,796	32,591	33,405	34,240	35,097	35,974	36,874	37,795	38,740	39,709
23	~~31,020~~	~~31,796~~	32,591	33,405	34,240	35,097	35,974	36,874	37,795	38,740	39,709	40,701
24	~~31,796~~	~~32,591~~	33,405	34,240	35,097	35,974	36,874	37,795	38,740	39,709	40,701	41,719
25	~~32,591~~	~~33,405~~	34,240	35,097	35,974	36,874	37,795	38,740	39,709	40,701	41,719	42,762

Appendix A-5 52-Week Salary Schedule, Effective June 30, 2025

Old steps:	1	2	3	4	5	6	7	8	9	10		
New Steps:	Move to Step 1		1	2	3	4	5	6	7	8	9	10
26	~~33,405~~	~~34,240~~	35,097	35,974	36,874	37,795	38,740	39,709	40,701	41,719	42,762	43,831
27	~~34,240~~	~~35,097~~	35,974	36,874	37,795	38,740	39,709	40,701	41,719	42,762	43,831	44,927
28	~~35,097~~	~~35,974~~	36,874	37,795	38,740	39,709	40,701	41,719	42,762	43,831	44,927	46,050
29	~~35,974~~	~~36,874~~	37,795	38,740	39,709	40,701	41,719	42,762	43,831	44,927	46,050	47,201
30	~~36,874~~	~~37,795~~	38,740	39,709	40,701	41,719	42,762	43,831	44,927	46,050	47,201	48,381
31	~~37,795~~	~~38,740~~	39,709	40,701	41,719	42,762	43,831	44,927	46,050	47,201	48,381	49,590
32	~~38,740~~	~~39,709~~	40,701	41,719	42,762	43,831	44,927	46,050	47,201	48,381	49,590	50,830
33	~~39,709~~	~~40,701~~	41,719	42,762	43,831	44,927	46,050	47,201	48,381	49,590	50,830	52,101
34	~~40,701~~	~~41,719~~	42,762	43,831	44,927	46,050	47,201	48,381	49,590	50,830	52,101	53,403
35	~~41,719~~	~~42,762~~	43,831	44,927	46,050	47,201	48,381	49,590	50,830	52,101	53,403	54,739
36	~~42,762~~	~~43,831~~	44,927	46,050	47,201	48,381	49,590	50,830	52,101	53,403	54,739	56,107
37	~~43,831~~	~~44,927~~	46,050	47,201	48,381	49,590	50,830	52,101	53,403	54,739	56,107	57,509
38	~~44,927~~	~~46,050~~	47,201	48,381	49,590	50,830	52,101	53,403	54,739	56,107	57,509	58,947
39	~~46,050~~	~~47,201~~	48,381	49,590	50,830	52,101	53,403	54,739	56,107	57,509	58,947	60,420
40	~~47,201~~	~~48,381~~	49,590	50,830	52,101	53,403	54,739	56,107	57,509	58,947	60,420	61,932
41	~~48,381~~	~~49,590~~	50,830	52,101	53,403	54,739	56,107	57,509	58,947	60,420	61,932	63,479
42	~~49,590~~	~~50,830~~	52,101	53,403	54,739	56,107	57,509	58,947	60,420	61,932	63,479	65,067
43	~~50,830~~	~~52,101~~	53,403	54,739	56,107	57,509	58,947	60,420	61,932	63,479	65,067	66,693
44	~~52,101~~	~~53,403~~	54,739	56,107	57,509	58,947	60,420	61,932	63,479	65,067	66,693	68,360
45	~~53,403~~	~~54,739~~	56,107	57,509	58,947	60,420	61,932	63,479	65,067	66,693	68,360	70,070
46	~~54,739~~	~~56,107~~	57,509	58,947	60,420	61,932	63,479	65,067	66,693	68,360	70,070	71,821
47	~~56,107~~	~~57,509~~	58,947	60,420	61,932	63,479	65,067	66,693	68,360	70,070	71,821	73,616
48	~~57,509~~	~~58,947~~	60,420	61,932	63,479	65,067	66,693	68,360	70,070	71,821	73,616	75,457
49	~~58,947~~	~~60,420~~	61,932	63,479	65,067	66,693	68,360	70,070	71,821	73,616	75,457	77,344
50	~~60,420~~	~~61,932~~	63,479	65,067	66,693	68,360	70,070	71,821	73,616	75,457	77,344	79,277
51	~~61,932~~	~~63,479~~	65,067	66,693	68,360	70,070	71,821	73,616	75,457	77,344	79,277	81,259

Appendix A-5 52-Week Salary Schedule, Effective June 30, 2025

Old steps:	~~1~~	~~2~~	~~3~~	~~4~~	~~5~~	~~6~~	~~7~~	~~8~~	~~9~~	~~10~~		
New Steps:	**Move to Step 1**		**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
52	~~63,479~~	~~65,067~~	66,693	68,360	70,070	71,821	73,616	75,457	77,344	79,277	81,259	83,291
53	~~65,067~~	~~66,693~~	68,360	70,070	71,821	73,616	75,457	77,344	79,277	81,259	83,291	85,372
54	~~66,693~~	~~68,360~~	70,070	71,821	73,616	75,457	77,344	79,277	81,259	83,291	85,372	87,507
55	~~68,360~~	~~70,070~~	71,821	73,616	75,457	77,344	79,277	81,259	83,291	85,372	87,507	89,695
56	~~70,070~~	~~71,821~~	73,616	75,457	77,344	79,277	81,259	83,291	85,372	87,507	89,695	91,937
57	~~71,821~~	~~73,616~~	75,457	77,344	79,277	81,259	83,291	85,372	87,507	89,695	91,937	94,235
58	~~73,616~~	~~75,457~~	77,344	79,277	81,259	83,291	85,372	87,507	89,695	91,937	94,235	96,592
59	~~75,457~~	~~77,344~~	79,277	81,259	83,291	85,372	87,507	89,695	91,937	94,235	96,592	99,006
60	~~77,344~~	~~79,277~~	81,259	83,291	85,372	87,507	89,695	91,937	94,235	96,592	99,006	101,481
61	~~79,277~~	~~81,259~~	83,291	85,372	87,507	89,695	91,937	94,235	96,592	99,006	101,481	104,017
62	~~81,259~~	~~83,291~~	85,372	87,507	89,695	91,937	94,235	96,592	99,006	101,481	104,017	106,618
63	~~83,291~~	~~85,372~~	87,507	89,695	91,937	94,235	96,592	99,006	101,481	104,017	106,618	109,284
64	~~85,372~~	~~87,507~~	89,695	91,937	94,235	96,592	99,006	101,481	104,017	106,618	109,284	112,015
65	~~87,507~~	~~89,695~~	91,937	94,235	96,592	99,006	101,481	104,017	106,618	109,284	112,015	114,816
66	~~89,695~~	~~91,937~~	94,235	96,592	99,006	101,481	104,017	106,618	109,284	112,015	114,816	117,686
67	~~91,937~~	~~94,235~~	96,592	99,006	101,481	104,017	106,618	109,284	112,015	114,816	117,686	120,629
68	~~94,235~~	~~96,592~~	99,006	101,481	104,017	106,618	109,284	112,015	114,816	117,686	120,629	123,645
69	~~96,592~~	~~99,006~~	101,481	104,017	106,618	109,284	112,015	114,816	117,686	120,629	123,645	126,736
70	~~99,006~~	~~101,481~~	104,017	106,618	109,284	112,015	114,816	117,686	120,629	123,645	126,736	129,904
71	~~101,481~~	~~104,017~~	106,618	109,284	112,015	114,816	117,686	120,629	123,645	126,736	129,904	133,151
72	~~104,017~~	~~106,618~~	109,284	112,015	114,816	117,686	120,629	123,645	126,736	129,904	133,151	136,480
73	~~106,618~~	~~109,284~~	112,015	114,816	117,686	120,629	123,645	126,736	129,904	133,151	136,480	139,892
74	~~109,284~~	~~112,015~~	114,816	117,686	120,629	123,645	126,736	129,904	133,151	136,480	139,892	143,389
75	~~112,015~~	~~114,816~~	117,686	120,629	123,645	126,736	129,904	133,151	136,480	139,892	143,389	146,974
76	~~114,816~~	~~117,686~~	120,629	123,645	126,736	129,904	133,151	136,480	139,892	143,389	146,974	150,648
77	~~117,686~~	~~120,629~~	123,645	126,736	129,904	133,151	136,480	139,892	143,389	146,974	150,648	154,415

Appendix A-5 52-Week Salary Schedule, Effective June 30, 2025

Old steps:	1	2	3	4	5	6	7	8	9	10		
New Steps:	Move to Step 1		1	2	3	4	5	6	7	8	9	10
78	~~120,629~~	~~123,645~~	126,736	129,904	133,151	136,480	139,892	143,389	146,974	150,648	154,415	158,275
79	~~123,645~~	~~126,736~~	129,904	133,151	136,480	139,892	143,389	146,974	150,648	154,415	158,275	162,232
80	~~126,736~~	~~129,904~~	133,151	136,480	139,892	143,389	146,974	150,648	154,415	158,275	162,232	166,288
81	~~129,904~~	~~133,151~~	136,480	139,892	143,389	146,974	150,648	154,415	158,275	162,232	166,288	170,445
82	~~133,151~~	~~136,480~~	139,892	143,389	146,974	150,648	154,415	158,275	162,232	166,288	170,445	174,706
83	~~136,480~~	~~139,892~~	143,389	146,974	150,648	154,415	158,275	162,232	166,288	170,445	174,706	179,073
84	~~139,892~~	~~143,389~~	146,974	150,648	154,415	158,275	162,232	166,288	170,445	174,706	179,073	183,550
85	~~143,389~~	~~146,974~~	150,648	154,415	158,275	162,232	166,288	170,445	174,706	179,073	183,550	188,139
86	~~146,974~~	~~150,648~~	154,415	158,275	162,232	166,288	170,445	174,706	179,073	183,550	188,139	192,843
87	~~150,648~~	~~154,415~~	158,275	162,232	166,288	170,445	174,706	179,073	183,550	188,139	192,843	197,664
88	~~154,415~~	~~158,275~~	162,232	166,288	170,445	174,706	179,073	183,550	188,139	192,843	197,664	202,606
89	~~158,275~~	~~162,232~~	166,288	170,445	174,706	179,073	183,550	188,139	192,843	197,664	202,606	207,671
90	~~162,232~~	~~166,288~~	170,445	174,706	179,073	183,550	188,139	192,843	197,664	202,606	207,671	212,862
91	~~166,288~~	~~170,445~~	174,706	179,073	183,550	188,139	192,843	197,664	202,606	207,671	212,862	218,184
92	~~170,445~~	~~174,706~~	179,073	183,550	188,139	192,843	197,664	202,606	207,671	212,862	218,184	223,638
93	~~174,706~~	~~179,073~~	183,550	188,139	192,843	197,664	202,606	207,671	212,862	218,184	223,638	229,229
94	~~179,073~~	~~183,550~~	188,139	192,843	197,664	202,606	207,671	212,862	218,184	223,638	229,229	234,960
95	~~183,550~~	~~188,139~~	192,843	197,664	202,606	207,671	212,862	218,184	223,638	229,229	234,960	240,833
96	~~188,139~~	~~192,843~~	197,664	202,606	207,671	212,862	218,184	223,638	229,229	234,960	240,833	246,854
97	~~192,843~~	~~197,664~~	202,606	207,671	212,862	218,184	223,638	229,229	234,960	240,833	246,854	253,025
98	~~197,664~~	~~202,606~~	207,671	212,862	218,184	223,638	229,229	234,960	240,833	246,854	253,025	259,351
99	~~202,606~~	~~207,671~~	212,862	218,184	223,638	229,229	234,960	240,833	246,854	253,025	259,351	265,835

Please note that the annual amounts listed are reference values only. Actual annual payroll values will fluctuate within a few dollars due to the 26 and 21 paycheck schedule.

Article 2 Appendix A-5 Annual Salary Calculator – Employees on less than 52-Week Schedule

To determine an employee's annual salary from the 52--week salary schedule, use the following calculation:

Calculation:

Step One: Employee's assigned number of work weeks ÷ 52 weeks = ____%
Step Two: ____% x Annual salary in the charts below = annual salary

Example:

An employee's assigned schedule is 48 weeks, pay grade & step are Grade 51, Step 5. The annual salary for a 52-week employee at that grade and step is 66,693:

Step One:	48 weeks	÷	52 weeks	=	92.31%
Step Two:	92.31%	x	$66,693	=	$61,564

Appendix B-1 Non-Exempt Hourly Schedule, July 1, 2023 – June 30, 2024

Step >	A	B	C	D	E	F	G	H	I	J
Grade	1	2	3	4	5	6	7	8	9	10
1	8.07	8.27	8.49	8.71	8.91	9.12	9.37	9.59	9.84	10.07
2	8.27	8.49	8.71	8.91	9.12	9.37	9.59	9.84	10.07	10.33
3	8.49	8.71	8.91	9.12	9.37	9.59	9.84	10.07	10.33	10.58
4	8.71	8.91	9.12	9.37	9.59	9.84	10.07	10.33	10.58	10.85
5	8.91	9.12	9.37	9.59	9.84	10.07	10.33	10.58	10.85	11.11
6	9.12	9.37	9.59	9.84	10.07	10.33	10.58	10.85	11.11	11.39
7	9.37	9.59	9.84	10.07	10.33	10.58	10.85	11.11	11.39	11.67
8	9.59	9.84	10.07	10.33	10.58	10.85	11.11	11.39	11.67	11.97
9	9.84	10.07	10.33	10.58	10.85	11.11	11.39	11.67	11.97	12.27
10	10.07	10.33	10.58	10.85	11.11	11.39	11.67	11.97	12.27	12.58
11	10.33	10.58	10.85	11.11	11.39	11.67	11.97	12.27	12.58	12.89
12	10.58	10.85	11.11	11.39	11.67	11.97	12.27	12.58	12.89	13.21
13	10.85	11.11	11.39	11.67	11.97	12.27	12.58	12.89	13.21	13.54
14	11.11	11.39	11.67	11.97	12.27	12.58	12.89	13.21	13.54	13.89
15	11.39	11.67	11.97	12.27	12.58	12.89	13.21	13.54	13.89	14.21
16	11.67	11.97	12.27	12.58	12.89	13.21	13.54	13.89	14.21	14.56
17	11.97	12.27	12.58	12.89	13.21	13.54	13.89	14.21	14.56	14.95
18	12.27	12.58	12.89	13.21	13.54	13.89	14.21	14.56	14.95	15.33
19	12.58	12.89	13.21	13.54	13.89	14.21	14.56	14.95	15.33	15.69
20	12.89	13.21	13.54	13.89	14.21	14.56	14.95	15.33	15.69	16.09
21	13.21	13.54	13.89	14.21	14.56	14.95	15.33	15.69	16.09	16.50
22	13.54	13.89	14.21	14.56	14.95	15.33	15.69	16.09	16.50	16.92
23	13.89	14.21	14.56	14.95	15.33	15.69	16.09	16.50	16.92	17.32
24	14.21	14.56	14.95	15.33	15.69	16.09	16.50	16.92	17.32	17.75
25	14.56	14.95	15.33	15.69	16.09	16.50	16.92	17.32	17.75	18.20
26	14.95	15.33	15.69	16.09	16.50	16.92	17.32	17.75	18.20	18.65
27	15.33	15.69	16.09	16.50	16.92	17.32	17.75	18.20	18.65	19.14
28	15.69	16.09	16.50	16.92	17.32	17.75	18.20	18.65	19.14	19.61
29	16.09	16.50	16.92	17.32	17.75	18.20	18.65	19.14	19.61	20.10
30	16.50	16.92	17.32	17.75	18.20	18.65	19.14	19.61	20.10	20.59
31	16.92	17.32	17.75	18.20	18.65	19.14	19.61	20.10	20.59	21.10
32	17.32	17.75	18.20	18.65	19.14	19.61	20.10	20.59	21.10	21.63
33	17.75	18.20	18.65	19.14	19.61	20.10	20.59	21.10	21.63	22.15
34	18.20	18.65	19.14	19.61	20.10	20.59	21.10	21.63	22.15	22.72

35	18.65	19.14	19.61	20.10	20.59	21.10	21.63	22.15	22.72	23.28
36	19.14	19.61	20.10	20.59	21.10	21.63	22.15	22.72	23.28	23.88
37	19.61	20.10	20.59	21.10	21.63	22.15	22.72	23.28	23.88	24.48
38	20.10	20.59	21.10	21.63	22.15	22.72	23.28	23.88	24.48	25.08
39	20.59	21.10	21.63	22.15	22.72	23.28	23.88	24.48	25.08	25.71
40	21.10	21.63	22.15	22.72	23.28	23.88	24.48	25.08	25.71	26.34
41	21.63	22.15	22.72	23.28	23.88	24.48	25.08	25.71	26.34	26.99
42	22.15	22.72	23.28	23.88	24.48	25.08	25.71	26.34	26.99	27.70
43	22.72	23.28	23.88	24.48	25.08	25.71	26.34	26.99	27.70	28.36
44	23.28	23.88	24.48	25.08	25.71	26.34	26.99	27.70	28.36	29.07
45	23.88	24.48	25.08	25.71	26.34	26.99	27.70	28.36	29.07	29.83
46	24.48	25.08	25.71	26.34	26.99	27.70	28.36	29.07	29.83	30.55
47	25.08	25.71	26.34	26.99	27.70	28.36	29.07	29.83	30.55	31.30
48	25.71	26.34	26.99	27.70	28.36	29.07	29.83	30.55	31.30	32.10
49	26.34	26.99	27.70	28.36	29.07	29.83	30.55	31.30	32.10	32.89
50	26.99	27.70	28.36	29.07	29.83	30.55	31.30	32.10	32.89	33.72
51	27.70	28.36	29.07	29.83	30.55	31.30	32.10	32.89	33.72	34.55
52	28.36	29.07	29.83	30.55	31.30	32.10	32.89	33.72	34.55	35.42
53	29.07	29.83	30.55	31.30	32.10	32.89	33.72	34.55	35.42	36.32
54	29.83	30.55	31.30	32.10	32.89	33.72	34.55	35.42	36.32	37.20
55	30.55	31.30	32.10	32.89	33.72	34.55	35.42	36.32	37.20	38.14
56	31.30	32.10	32.89	33.72	34.55	35.42	36.32	37.20	38.14	39.10
57	32.10	32.89	33.72	34.55	35.42	36.32	37.20	38.14	39.10	40.07
58	32.89	33.72	34.55	35.42	36.32	37.20	38.14	39.10	40.07	41.07
59	33.72	34.55	35.42	36.32	37.20	38.14	39.10	40.07	41.07	42.10
60	34.55	35.42	36.32	37.20	38.14	39.10	40.07	41.07	42.10	43.16
61	35.42	36.32	37.20	38.14	39.10	40.07	41.07	42.10	43.16	44.23
62	36.32	37.20	38.14	39.10	40.07	41.07	42.10	43.16	44.23	45.33
63	37.20	38.14	39.10	40.07	41.07	42.10	43.16	44.23	45.33	46.47
64	38.14	39.10	40.07	41.07	42.10	43.16	44.23	45.33	46.47	47.62
65	39.10	40.07	41.07	42.10	43.16	44.23	45.33	46.47	47.62	48.81
66	40.07	41.07	42.10	43.16	44.23	45.33	46.47	47.62	48.81	50.04
67	41.07	42.10	43.16	44.23	45.33	46.47	47.62	48.81	50.04	51.29
68	42.10	43.16	44.23	45.33	46.47	47.62	48.81	50.04	51.29	52.58
69	43.16	44.23	45.33	46.47	47.62	48.81	50.04	51.29	52.58	53.88
70	44.23	45.33	46.47	47.62	48.81	50.04	51.29	52.58	53.88	55.24
71	45.33	46.47	47.62	48.81	50.04	51.29	52.58	53.88	55.24	56.60

72	46.47	47.62	48.81	50.04	51.29	52.58	53.88	55.24	56.60	58.02
73	47.62	48.81	50.04	51.29	52.58	53.88	55.24	56.60	58.02	59.48
74	48.81	50.04	51.29	52.58	53.88	55.24	56.60	58.02	59.48	60.97
75	50.04	51.29	52.58	53.88	55.24	56.60	58.02	59.48	60.97	62.48
76	51.29	52.58	53.88	55.24	56.60	58.02	59.48	60.97	62.48	64.06
f77	52.58	53.88	55.24	56.60	58.02	59.48	60.97	62.48	64.06	65.64
78	53.88	55.24	56.60	58.02	59.48	60.97	62.48	64.06	65.64	67.29
79	55.24	56.60	58.02	59.48	60.97	62.48	64.06	65.64	67.29	68.96
80	56.60	58.02	59.48	60.97	62.48	64.06	65.64	67.29	68.96	70.70
81	58.02	59.48	60.97	62.48	64.06	65.64	67.29	68.96	70.70	72.47
82	59.48	60.97	62.48	64.06	65.64	67.29	68.96	70.70	72.47	74.27
83	60.97	62.48	64.06	65.64	67.29	68.96	70.70	72.47	74.27	76.12
84	62.48	64.06	65.64	67.29	68.96	70.70	72.47	74.27	76.12	78.03
85	64.06	65.64	67.29	68.96	70.70	72.47	74.27	76.12	78.03	79.98
86	65.64	67.29	68.96	70.70	72.47	74.27	76.12	78.03	79.98	81.99
87	67.29	68.96	70.70	72.47	74.27	76.12	78.03	79.98	81.99	84.02
88	68.96	70.70	72.47	74.27	76.12	78.03	79.98	81.99	84.02	86.11
89	70.70	72.47	74.27	76.12	78.03	79.98	81.99	84.02	86.11	88.28
90	72.47	74.27	76.12	78.03	79.98	81.99	84.02	86.11	88.28	90.49
91	74.27	76.12	78.03	79.98	81.99	84.02	86.11	88.28	90.49	92.74
92	76.12	78.03	79.98	81.99	84.02	86.11	88.28	90.49	92.74	95.07
93	78.03	79.98	81.99	84.02	86.11	88.28	90.49	92.74	95.07	97.43
94	79.98	81.99	84.02	86.11	88.28	90.49	92.74	95.07	97.43	99.87
95	81.99	84.02	86.11	88.28	90.49	92.74	95.07	97.43	99.87	102.37
96	84.02	86.11	88.28	90.49	92.74	95.07	97.43	99.87	102.37	104.91
97	86.11	88.28	90.49	92.74	95.07	97.43	99.87	102.37	104.91	107.55
98	88.28	90.49	92.74	95.07	97.43	99.87	102.37	104.91	107.55	110.24
99	90.49	92.74	95.07	97.43	99.87	102.37	104.91	107.55	110.24	112.99

Appendix B-2 Non-Exempt Hourly Schedule, July 1, 2024– October 31, 2024

Step>	A	B	C	D	E	F	G	H	I	J
Grade	1	2	3	4	5	6	7	8	9	10
1	8.28	8.48	8.71	8.93	9.14	9.35	9.61	9.83	10.09	10.33
2	8.48	8.71	8.93	9.14	9.35	9.61	9.83	10.09	10.33	10.59
3	8.71	8.93	9.14	9.35	9.61	9.83	10.09	10.33	10.59	10.85
4	8.93	9.14	9.35	9.61	9.83	10.09	10.33	10.59	10.85	11.13
5	9.14	9.35	9.61	9.83	10.09	10.33	10.59	10.85	11.13	11.39
6	9.35	9.61	9.83	10.09	10.33	10.59	10.85	11.13	11.39	11.68
7	9.61	9.83	10.09	10.33	10.59	10.85	11.13	11.39	11.68	11.97
8	9.83	10.09	10.33	10.59	10.85	11.13	11.39	11.68	11.97	12.27
9	10.09	10.33	10.59	10.85	11.13	11.39	11.68	11.97	12.27	12.58
10	10.33	10.59	10.85	11.13	11.39	11.68	11.97	12.27	12.58	12.90
11	10.59	10.85	11.13	11.39	11.68	11.97	12.27	12.58	12.90	13.22
12	10.85	11.13	11.39	11.68	11.97	12.27	12.58	12.90	13.22	13.55
13	11.13	11.39	11.68	11.97	12.27	12.58	12.90	13.22	13.55	13.88
14	11.39	11.68	11.97	12.27	12.58	12.90	13.22	13.55	13.88	14.24
15	11.68	11.97	12.27	12.58	12.90	13.22	13.55	13.88	14.24	14.57
16	11.97	12.27	12.58	12.90	13.22	13.55	13.88	14.24	14.57	14.93
17	12.27	12.58	12.90	13.22	13.55	13.88	14.24	14.57	14.93	15.33
18	12.58	12.90	13.22	13.55	13.88	14.24	14.57	14.93	15.33	15.72
19	12.90	13.22	13.55	13.88	14.24	14.57	14.93	15.33	15.72	16.09
20	13.22	13.55	13.88	14.24	14.57	14.93	15.33	15.72	16.09	16.50
21	13.55	13.88	14.24	14.57	14.93	15.33	15.72	16.09	16.50	16.92
22	13.88	14.24	14.57	14.93	15.33	15.72	16.09	16.50	16.92	17.35
23	14.24	14.57	14.93	15.33	15.72	16.09	16.50	16.92	17.35	17.76
24	14.57	14.93	15.33	15.72	16.09	16.50	16.92	17.35	17.76	18.20
25	14.93	15.33	15.72	16.09	16.50	16.92	17.35	17.76	18.20	18.66
26	15.33	15.72	16.09	16.50	16.92	17.35	17.76	18.20	18.66	19.12
27	15.72	16.09	16.50	16.92	17.35	17.76	18.20	18.66	19.12	19.62
28	16.09	16.50	16.92	17.35	17.76	18.20	18.66	19.12	19.62	20.11
29	16.50	16.92	17.35	17.76	18.20	18.66	19.12	19.62	20.11	20.61
30	16.92	17.35	17.76	18.20	18.66	19.12	19.62	20.11	20.61	21.11
31	17.35	17.76	18.20	18.66	19.12	19.62	20.11	20.61	21.11	21.63
32	17.76	18.20	18.66	19.12	19.62	20.11	20.61	21.11	21.63	22.18
33	18.20	18.66	19.12	19.62	20.11	20.61	21.11	21.63	22.18	22.71

34	18.66	19.12	19.62	20.11	20.61	21.11	21.63	22.18	22.71	23.29
35	19.12	19.62	20.11	20.61	21.11	21.63	22.18	22.71	23.29	23.87
36	19.62	20.11	20.61	21.11	21.63	22.18	22.71	23.29	23.87	24.48
37	20.11	20.61	21.11	21.63	22.18	22.71	23.29	23.87	24.48	25.10
38	20.61	21.11	21.63	22.18	22.71	23.29	23.87	24.48	25.10	25.71
39	21.11	21.63	22.18	22.71	23.29	23.87	24.48	25.10	25.71	26.36
40	21.63	22.18	22.71	23.29	23.87	24.48	25.10	25.71	26.36	27.00
41	22.18	22.71	23.29	23.87	24.48	25.10	25.71	26.36	27.00	27.67
42	22.71	23.29	23.87	24.48	25.10	25.71	26.36	27.00	27.67	28.40
43	23.29	23.87	24.48	25.10	25.71	26.36	27.00	27.67	28.40	29.07
44	23.87	24.48	25.10	25.71	26.36	27.00	27.67	28.40	29.07	29.80
45	24.48	25.10	25.71	26.36	27.00	27.67	28.40	29.07	29.80	30.58
46	25.10	25.71	26.36	27.00	27.67	28.40	29.07	29.80	30.58	31.32
47	25.71	26.36	27.00	27.67	28.40	29.07	29.80	30.58	31.32	32.09
48	26.36	27.00	27.67	28.40	29.07	29.80	30.58	31.32	32.09	32.91
49	27.00	27.67	28.40	29.07	29.80	30.58	31.32	32.09	32.91	33.72
50	27.67	28.40	29.07	29.80	30.58	31.32	32.09	32.91	33.72	34.57
51	28.40	29.07	29.80	30.58	31.32	32.09	32.91	33.72	34.57	35.42
52	29.07	29.80	30.58	31.32	32.09	32.91	33.72	34.57	35.42	36.31
53	29.80	30.58	31.32	32.09	32.91	33.72	34.57	35.42	36.31	37.23
54	30.58	31.32	32.09	32.91	33.72	34.57	35.42	36.31	37.23	38.13
55	31.32	32.09	32.91	33.72	34.57	35.42	36.31	37.23	38.13	39.10
56	32.09	32.91	33.72	34.57	35.42	36.31	37.23	38.13	39.10	40.08
57	32.91	33.72	34.57	35.42	36.31	37.23	38.13	39.10	40.08	41.08
58	33.72	34.57	35.42	36.31	37.23	38.13	39.10	40.08	41.08	42.10
59	34.57	35.42	36.31	37.23	38.13	39.10	40.08	41.08	42.10	43.16
60	35.42	36.31	37.23	38.13	39.10	40.08	41.08	42.10	43.16	44.24
61	36.31	37.23	38.13	39.10	40.08	41.08	42.10	43.16	44.24	45.34
62	37.23	38.13	39.10	40.08	41.08	42.10	43.16	44.24	45.34	46.47
63	38.13	39.10	40.08	41.08	42.10	43.16	44.24	45.34	46.47	47.64
64	39.10	40.08	41.08	42.10	43.16	44.24	45.34	46.47	47.64	48.82
65	40.08	41.08	42.10	43.16	44.24	45.34	46.47	47.64	48.82	50.04
66	41.08	42.10	43.16	44.24	45.34	46.47	47.64	48.82	50.04	51.30
67	42.10	43.16	44.24	45.34	46.47	47.64	48.82	50.04	51.30	52.58
68	43.16	44.24	45.34	46.47	47.64	48.82	50.04	51.30	52.58	53.90
69	44.24	45.34	46.47	47.64	48.82	50.04	51.30	52.58	53.90	55.23

70	45.34	46.47	47.64	48.82	50.04	51.30	52.58	53.90	55.23	56.63
71	46.47	47.64	48.82	50.04	51.30	52.58	53.90	55.23	56.63	58.02
72	47.64	48.82	50.04	51.30	52.58	53.90	55.23	56.63	58.02	59.48
73	48.82	50.04	51.30	52.58	53.90	55.23	56.63	58.02	59.48	60.97
74	50.04	51.30	52.58	53.90	55.23	56.63	58.02	59.48	60.97	62.50
75	51.30	52.58	53.90	55.23	56.63	58.02	59.48	60.97	62.50	64.05
76	52.58	53.90	55.23	56.63	58.02	59.48	60.97	62.50	64.05	65.67
77	53.90	55.23	56.63	58.02	59.48	60.97	62.50	64.05	65.67	67.29
78	55.23	56.63	58.02	59.48	60.97	62.50	64.05	65.67	67.29	68.98
79	56.63	58.02	59.48	60.97	62.50	64.05	65.67	67.29	68.98	70.69
80	58.02	59.48	60.97	62.50	64.05	65.67	67.29	68.98	70.69	72.47
81	59.48	60.97	62.50	64.05	65.67	67.29	68.98	70.69	72.47	74.29
82	60.97	62.50	64.05	65.67	67.29	68.98	70.69	72.47	74.29	76.13
83	62.50	64.05	65.67	67.29	68.98	70.69	72.47	74.29	76.13	78.03
84	64.05	65.67	67.29	68.98	70.69	72.47	74.29	76.13	78.03	79.99
85	65.67	67.29	68.98	70.69	72.47	74.29	76.13	78.03	79.99	81.98
86	67.29	68.98	70.69	72.47	74.29	76.13	78.03	79.99	81.98	84.04
87	68.98	70.69	72.47	74.29	76.13	78.03	79.99	81.98	84.04	86.13
88	70.69	72.47	74.29	76.13	78.03	79.99	81.98	84.04	86.13	88.27
89	72.47	74.29	76.13	78.03	79.99	81.98	84.04	86.13	88.27	90.49
90	74.29	76.13	78.03	79.99	81.98	84.04	86.13	88.27	90.49	92.76
91	76.13	78.03	79.99	81.98	84.04	86.13	88.27	90.49	92.76	95.06
92	78.03	79.99	81.98	84.04	86.13	88.27	90.49	92.76	95.06	97.45
93	79.99	81.98	84.04	86.13	88.27	90.49	92.76	95.06	97.45	99.87
94	81.98	84.04	86.13	88.27	90.49	92.76	95.06	97.45	99.87	102.37
95	84.04	86.13	88.27	90.49	92.76	95.06	97.45	99.87	102.37	104.93
96	86.13	88.27	90.49	92.76	95.06	97.45	99.87	102.37	104.93	107.54
97	88.27	90.49	92.76	95.06	97.45	99.87	102.37	104.93	107.54	110.24
98	90.49	92.76	95.06	97.45	99.87	102.37	104.93	107.54	110.24	113.00
99	92.76	95.06	97.45	99.87	102.37	104.93	107.54	110.24	113.00	115.82

Appendix B-3 Non-Exempt Hourly Schedule, November 1, 2024– January 31, 2025

Step>	A	B	C	D	E	F	G	H	I	J
Grade	1	2	3	4	5	6	7	8	9	10
1	8.49	8.70	8.93	9.16	9.37	9.59	9.86	10.08	10.35	10.59
2	8.70	8.93	9.16	9.37	9.59	9.86	10.08	10.35	10.59	10.86
3	8.93	9.16	9.37	9.59	9.86	10.08	10.35	10.59	10.86	11.13
4	9.16	9.37	9.59	9.86	10.08	10.35	10.59	10.86	11.13	11.41
5	9.37	9.59	9.86	10.08	10.35	10.59	10.86	11.13	11.41	11.68
6	9.59	9.86	10.08	10.35	10.59	10.86	11.13	11.41	11.68	11.98
7	9.86	10.08	10.35	10.59	10.86	11.13	11.41	11.68	11.98	12.27
8	10.08	10.35	10.59	10.86	11.13	11.41	11.68	11.98	12.27	12.58
9	10.35	10.59	10.86	11.13	11.41	11.68	11.98	12.27	12.58	12.90
10	10.59	10.86	11.13	11.41	11.68	11.98	12.27	12.58	12.90	13.23
11	10.86	11.13	11.41	11.68	11.98	12.27	12.58	12.90	13.23	13.56
12	11.13	11.41	11.68	11.98	12.27	12.58	12.90	13.23	13.56	13.89
13	11.41	11.68	11.98	12.27	12.58	12.90	13.23	13.56	13.89	14.23
14	11.68	11.98	12.27	12.58	12.90	13.23	13.56	13.89	14.23	14.60
15	11.98	12.27	12.58	12.90	13.23	13.56	13.89	14.23	14.60	14.94
16	12.27	12.58	12.90	13.23	13.56	13.89	14.23	14.60	14.94	15.31
17	12.58	12.90	13.23	13.56	13.89	14.23	14.60	14.94	15.31	15.72
18	12.90	13.23	13.56	13.89	14.23	14.60	14.94	15.31	15.72	16.12
19	13.23	13.56	13.89	14.23	14.60	14.94	15.31	15.72	16.12	16.50
20	13.56	13.89	14.23	14.60	14.94	15.31	15.72	16.12	16.50	16.92
21	13.89	14.23	14.60	14.94	15.31	15.72	16.12	16.50	16.92	17.35
22	14.23	14.60	14.94	15.31	15.72	16.12	16.50	16.92	17.35	17.79
23	14.60	14.94	15.31	15.72	16.12	16.50	16.92	17.35	17.79	18.21
24	14.94	15.31	15.72	16.12	16.50	16.92	17.35	17.79	18.21	18.66
25	15.31	15.72	16.12	16.50	16.92	17.35	17.79	18.21	18.66	19.13
26	15.72	16.12	16.50	16.92	17.35	17.79	18.21	18.66	19.13	19.60
27	16.12	16.50	16.92	17.35	17.79	18.21	18.66	19.13	19.60	20.12
28	16.50	16.92	17.35	17.79	18.21	18.66	19.13	19.60	20.12	20.62
29	16.92	17.35	17.79	18.21	18.66	19.13	19.60	20.12	20.62	21.13
30	17.35	17.79	18.21	18.66	19.13	19.60	20.12	20.62	21.13	21.64
31	17.79	18.21	18.66	19.13	19.60	20.12	20.62	21.13	21.64	22.18
32	18.21	18.66	19.13	19.60	20.12	20.62	21.13	21.64	22.18	22.74
33	18.66	19.13	19.60	20.12	20.62	21.13	21.64	22.18	22.74	23.28

34	19.13	19.60	20.12	20.62	21.13	21.64	22.18	22.74	23.28	23.88
35	19.60	20.12	20.62	21.13	21.64	22.18	22.74	23.28	23.88	24.47
36	20.12	20.62	21.13	21.64	22.18	22.74	23.28	23.88	24.47	25.10
37	20.62	21.13	21.64	22.18	22.74	23.28	23.88	24.47	25.10	25.73
38	21.13	21.64	22.18	22.74	23.28	23.88	24.47	25.10	25.73	26.36
39	21.64	22.18	22.74	23.28	23.88	24.47	25.10	25.73	26.36	27.02
40	22.18	22.74	23.28	23.88	24.47	25.10	25.73	26.36	27.02	27.68
41	22.74	23.28	23.88	24.47	25.10	25.73	26.36	27.02	27.68	28.37
42	23.28	23.88	24.47	25.10	25.73	26.36	27.02	27.68	28.37	29.11
43	23.88	24.47	25.10	25.73	26.36	27.02	27.68	28.37	29.11	29.80
44	24.47	25.10	25.73	26.36	27.02	27.68	28.37	29.11	29.80	30.55
45	25.10	25.73	26.36	27.02	27.68	28.37	29.11	29.80	30.55	31.35
46	25.73	26.36	27.02	27.68	28.37	29.11	29.80	30.55	31.35	32.11
47	26.36	27.02	27.68	28.37	29.11	29.80	30.55	31.35	32.11	32.90
48	27.02	27.68	28.37	29.11	29.80	30.55	31.35	32.11	32.90	33.74
49	27.68	28.37	29.11	29.80	30.55	31.35	32.11	32.90	33.74	34.57
50	28.37	29.11	29.80	30.55	31.35	32.11	32.90	33.74	34.57	35.44
51	29.11	29.80	30.55	31.35	32.11	32.90	33.74	34.57	35.44	36.31
52	29.80	30.55	31.35	32.11	32.90	33.74	34.57	35.44	36.31	37.22
53	30.55	31.35	32.11	32.90	33.74	34.57	35.44	36.31	37.22	38.17
54	31.35	32.11	32.90	33.74	34.57	35.44	36.31	37.22	38.17	39.09
55	32.11	32.90	33.74	34.57	35.44	36.31	37.22	38.17	39.09	40.08
56	32.90	33.74	34.57	35.44	36.31	37.22	38.17	39.09	40.08	41.09
57	33.74	34.57	35.44	36.31	37.22	38.17	39.09	40.08	41.09	42.11
58	34.57	35.44	36.31	37.22	38.17	39.09	40.08	41.09	42.11	43.16
59	35.44	36.31	37.22	38.17	39.09	40.08	41.09	42.11	43.16	44.24
60	36.31	37.22	38.17	39.09	40.08	41.09	42.11	43.16	44.24	45.35
61	37.22	38.17	39.09	40.08	41.09	42.11	43.16	44.24	45.35	46.48
62	38.17	39.09	40.08	41.09	42.11	43.16	44.24	45.35	46.48	47.64
63	39.09	40.08	41.09	42.11	43.16	44.24	45.35	46.48	47.64	48.84
64	40.08	41.09	42.11	43.16	44.24	45.35	46.48	47.64	48.84	50.05
65	41.09	42.11	43.16	44.24	45.35	46.48	47.64	48.84	50.05	51.30
66	42.11	43.16	44.24	45.35	46.48	47.64	48.84	50.05	51.30	52.59
67	43.16	44.24	45.35	46.48	47.64	48.84	50.05	51.30	52.59	53.90
68	44.24	45.35	46.48	47.64	48.84	50.05	51.30	52.59	53.90	55.25
69	45.35	46.48	47.64	48.84	50.05	51.30	52.59	53.90	55.25	56.62

70	46.48	47.64	48.84	50.05	51.30	52.59	53.90	55.25	56.62	58.05
71	47.64	48.84	50.05	51.30	52.59	53.90	55.25	56.62	58.05	59.48
72	48.84	50.05	51.30	52.59	53.90	55.25	56.62	58.05	59.48	60.97
73	50.05	51.30	52.59	53.90	55.25	56.62	58.05	59.48	60.97	62.50
74	51.30	52.59	53.90	55.25	56.62	58.05	59.48	60.97	62.50	64.07
75	52.59	53.90	55.25	56.62	58.05	59.48	60.97	62.50	64.07	65.66
76	53.90	55.25	56.62	58.05	59.48	60.97	62.50	64.07	65.66	67.32
77	55.25	56.62	58.05	59.48	60.97	62.50	64.07	65.66	67.32	68.98
78	56.62	58.05	59.48	60.97	62.50	64.07	65.66	67.32	68.98	70.71
79	58.05	59.48	60.97	62.50	64.07	65.66	67.32	68.98	70.71	72.46
80	59.48	60.97	62.50	64.07	65.66	67.32	68.98	70.71	72.46	74.29
81	60.97	62.50	64.07	65.66	67.32	68.98	70.71	72.46	74.29	76.15
82	62.50	64.07	65.66	67.32	68.98	70.71	72.46	74.29	76.15	78.04
83	64.07	65.66	67.32	68.98	70.71	72.46	74.29	76.15	78.04	79.99
84	65.66	67.32	68.98	70.71	72.46	74.29	76.15	78.04	79.99	81.99
85	67.32	68.98	70.71	72.46	74.29	76.15	78.04	79.99	81.99	84.03
86	68.98	70.71	72.46	74.29	76.15	78.04	79.99	81.99	84.03	86.15
87	70.71	72.46	74.29	76.15	78.04	79.99	81.99	84.03	86.15	88.29
88	72.46	74.29	76.15	78.04	79.99	81.99	84.03	86.15	88.29	90.48
89	74.29	76.15	78.04	79.99	81.99	84.03	86.15	88.29	90.48	92.76
90	76.15	78.04	79.99	81.99	84.03	86.15	88.29	90.48	92.76	95.08
91	78.04	79.99	81.99	84.03	86.15	88.29	90.48	92.76	95.08	97.44
92	79.99	81.99	84.03	86.15	88.29	90.48	92.76	95.08	97.44	99.89
93	81.99	84.03	86.15	88.29	90.48	92.76	95.08	97.44	99.89	102.37
94	84.03	86.15	88.29	90.48	92.76	95.08	97.44	99.89	102.37	104.93
95	86.15	88.29	90.48	92.76	95.08	97.44	99.89	102.37	104.93	107.56
96	88.29	90.48	92.76	95.08	97.44	99.89	102.37	104.93	107.56	110.23
97	90.48	92.76	95.08	97.44	99.89	102.37	104.93	107.56	110.23	113.00
98	92.76	95.08	97.44	99.89	102.37	104.93	107.56	110.23	113.00	115.83
99	95.08	97.44	99.89	102.37	104.93	107.56	110.23	113.00	115.83	118.72

Appendix B-4 Non-Exempt Hourly Schedule, February 1, 2025– June 29, 2025

Step>	A	B	C	D	E	F	G	H	I	J
Grade	1	2	3	4	5	6	7	8	9	10
1	8.71	8.92	9.16	9.39	9.61	9.83	10.11	10.34	10.61	10.86
2	8.92	9.16	9.39	9.61	9.83	10.11	10.34	10.61	10.86	11.14
3	9.16	9.39	9.61	9.83	10.11	10.34	10.61	10.86	11.14	11.41
4	9.39	9.61	9.83	10.11	10.34	10.61	10.86	11.14	11.41	11.70
5	9.61	9.83	10.11	10.34	10.61	10.86	11.14	11.41	11.70	11.98
6	9.83	10.11	10.34	10.61	10.86	11.14	11.41	11.70	11.98	12.28
7	10.11	10.34	10.61	10.86	11.14	11.41	11.70	11.98	12.28	12.58
8	10.34	10.61	10.86	11.14	11.41	11.70	11.98	12.28	12.58	12.90
9	10.61	10.86	11.14	11.41	11.70	11.98	12.28	12.58	12.90	13.23
10	10.86	11.14	11.41	11.70	11.98	12.28	12.58	12.90	13.23	13.57
11	11.14	11.41	11.70	11.98	12.28	12.58	12.90	13.23	13.57	13.90
12	11.41	11.70	11.98	12.28	12.58	12.90	13.23	13.57	13.90	14.24
13	11.70	11.98	12.28	12.58	12.90	13.23	13.57	13.90	14.24	14.59
14	11.98	12.28	12.58	12.90	13.23	13.57	13.90	14.24	14.59	14.97
15	12.28	12.58	12.90	13.23	13.57	13.90	14.24	14.59	14.97	15.32
16	12.58	12.90	13.23	13.57	13.90	14.24	14.59	14.97	15.32	15.70
17	12.90	13.23	13.57	13.90	14.24	14.59	14.97	15.32	15.70	16.12
18	13.23	13.57	13.90	14.24	14.59	14.97	15.32	15.70	16.12	16.53
19	13.57	13.90	14.24	14.59	14.97	15.32	15.70	16.12	16.53	16.92
20	13.90	14.24	14.59	14.97	15.32	15.70	16.12	16.53	16.92	17.35
21	14.24	14.59	14.97	15.32	15.70	16.12	16.53	16.92	17.35	17.79
22	14.59	14.97	15.32	15.70	16.12	16.53	16.92	17.35	17.79	18.24
23	14.97	15.32	15.70	16.12	16.53	16.92	17.35	17.79	18.24	18.67
24	15.32	15.70	16.12	16.53	16.92	17.35	17.79	18.24	18.67	19.13
25	15.70	16.12	16.53	16.92	17.35	17.79	18.24	18.67	19.13	19.61
26	16.12	16.53	16.92	17.35	17.79	18.24	18.67	19.13	19.61	20.09
27	16.53	16.92	17.35	17.79	18.24	18.67	19.13	19.61	20.09	20.63
28	16.92	17.35	17.79	18.24	18.67	19.13	19.61	20.09	20.63	21.14
29	17.35	17.79	18.24	18.67	19.13	19.61	20.09	20.63	21.14	21.66
30	17.79	18.24	18.67	19.13	19.61	20.09	20.63	21.14	21.66	22.19
31	18.24	18.67	19.13	19.61	20.09	20.63	21.14	21.66	22.19	22.74
32	18.67	19.13	19.61	20.09	20.63	21.14	21.66	22.19	22.74	23.31
33	19.13	19.61	20.09	20.63	21.14	21.66	22.19	22.74	23.31	23.87
34	19.61	20.09	20.63	21.14	21.66	22.19	22.74	23.31	23.87	24.48

35	20.09	20.63	21.14	21.66	22.19	22.74	23.31	23.87	24.48	25.09
36	20.63	21.14	21.66	22.19	22.74	23.31	23.87	24.48	25.09	25.73
37	21.14	21.66	22.19	22.74	23.31	23.87	24.48	25.09	25.73	26.38
38	21.66	22.19	22.74	23.31	23.87	24.48	25.09	25.73	26.38	27.02
39	22.19	22.74	23.31	23.87	24.48	25.09	25.73	26.38	27.02	27.70
40	22.74	23.31	23.87	24.48	25.09	25.73	26.38	27.02	27.70	28.38
41	23.31	23.87	24.48	25.09	25.73	26.38	27.02	27.70	28.38	29.08
42	23.87	24.48	25.09	25.73	26.38	27.02	27.70	28.38	29.08	29.84
43	24.48	25.09	25.73	26.38	27.02	27.70	28.38	29.08	29.84	30.55
44	25.09	25.73	26.38	27.02	27.70	28.38	29.08	29.84	30.55	31.32
45	25.73	26.38	27.02	27.70	28.38	29.08	29.84	30.55	31.32	32.14
46	26.38	27.02	27.70	28.38	29.08	29.84	30.55	31.32	32.14	32.92
47	27.02	27.70	28.38	29.08	29.84	30.55	31.32	32.14	32.92	33.73
48	27.70	28.38	29.08	29.84	30.55	31.32	32.14	32.92	33.73	34.59
49	28.38	29.08	29.84	30.55	31.32	32.14	32.92	33.73	34.59	35.44
50	29.08	29.84	30.55	31.32	32.14	32.92	33.73	34.59	35.44	36.33
51	29.84	30.55	31.32	32.14	32.92	33.73	34.59	35.44	36.33	37.22
52	30.55	31.32	32.14	32.92	33.73	34.59	35.44	36.33	37.22	38.16
53	31.32	32.14	32.92	33.73	34.59	35.44	36.33	37.22	38.16	39.13
54	32.14	32.92	33.73	34.59	35.44	36.33	37.22	38.16	39.13	40.07
55	32.92	33.73	34.59	35.44	36.33	37.22	38.16	39.13	40.07	41.09
56	33.73	34.59	35.44	36.33	37.22	38.16	39.13	40.07	41.09	42.12
57	34.59	35.44	36.33	37.22	38.16	39.13	40.07	41.09	42.12	43.17
58	35.44	36.33	37.22	38.16	39.13	40.07	41.09	42.12	43.17	44.24
59	36.33	37.22	38.16	39.13	40.07	41.09	42.12	43.17	44.24	45.35
60	37.22	38.16	39.13	40.07	41.09	42.12	43.17	44.24	45.35	46.49
61	38.16	39.13	40.07	41.09	42.12	43.17	44.24	45.35	46.49	47.65
62	39.13	40.07	41.09	42.12	43.17	44.24	45.35	46.49	47.65	48.84
63	40.07	41.09	42.12	43.17	44.24	45.35	46.49	47.65	48.84	50.07
64	41.09	42.12	43.17	44.24	45.35	46.49	47.65	48.84	50.07	51.31
65	42.12	43.17	44.24	45.35	46.49	47.65	48.84	50.07	51.31	52.59
66	43.17	44.24	45.35	46.49	47.65	48.84	50.07	51.31	52.59	53.91
67	44.24	45.35	46.49	47.65	48.84	50.07	51.31	52.59	53.91	55.25
68	45.35	46.49	47.65	48.84	50.07	51.31	52.59	53.91	55.25	56.64
69	46.49	47.65	48.84	50.07	51.31	52.59	53.91	55.25	56.64	58.04
70	47.65	48.84	50.07	51.31	52.59	53.91	55.25	56.64	58.04	59.51
71	48.84	50.07	51.31	52.59	53.91	55.25	56.64	58.04	59.51	60.97

72	50.07	51.31	52.59	53.91	55.25	56.64	58.04	59.51	60.97	62.50
73	51.31	52.59	53.91	55.25	56.64	58.04	59.51	60.97	62.50	64.07
74	52.59	53.91	55.25	56.64	58.04	59.51	60.97	62.50	64.07	65.68
75	53.91	55.25	56.64	58.04	59.51	60.97	62.50	64.07	65.68	67.31
76	55.25	56.64	58.04	59.51	60.97	62.50	64.07	65.68	67.31	69.01
77	56.64	58.04	59.51	60.97	62.50	64.07	65.68	67.31	69.01	70.71
78	58.04	59.51	60.97	62.50	64.07	65.68	67.31	69.01	70.71	72.48
79	59.51	60.97	62.50	64.07	65.68	67.31	69.01	70.71	72.48	74.28
80	60.97	62.50	64.07	65.68	67.31	69.01	70.71	72.48	74.28	76.15
81	62.50	64.07	65.68	67.31	69.01	70.71	72.48	74.28	76.15	78.06
82	64.07	65.68	67.31	69.01	70.71	72.48	74.28	76.15	78.06	80.00
83	65.68	67.31	69.01	70.71	72.48	74.28	76.15	78.06	80.00	81.99
84	67.31	69.01	70.71	72.48	74.28	76.15	78.06	80.00	81.99	84.04
85	69.01	70.71	72.48	74.28	76.15	78.06	80.00	81.99	84.04	86.14
86	70.71	72.48	74.28	76.15	78.06	80.00	81.99	84.04	86.14	88.31
87	72.48	74.28	76.15	78.06	80.00	81.99	84.04	86.14	88.31	90.50
88	74.28	76.15	78.06	80.00	81.99	84.04	86.14	88.31	90.50	92.75
89	76.15	78.06	80.00	81.99	84.04	86.14	88.31	90.50	92.75	95.08
90	78.06	80.00	81.99	84.04	86.14	88.31	90.50	92.75	95.08	97.46
91	80.00	81.99	84.04	86.14	88.31	90.50	92.75	95.08	97.46	99.88
92	81.99	84.04	86.14	88.31	90.50	92.75	95.08	97.46	99.88	102.39
93	84.04	86.14	88.31	90.50	92.75	95.08	97.46	99.88	102.39	104.93
94	86.14	88.31	90.50	92.75	95.08	97.46	99.88	102.39	104.93	107.56
95	88.31	90.50	92.75	95.08	97.46	99.88	102.39	104.93	107.56	110.25
96	90.50	92.75	95.08	97.46	99.88	102.39	104.93	107.56	110.25	112.99
97	92.75	95.08	97.46	99.88	102.39	104.93	107.56	110.25	112.99	115.83
98	95.08	97.46	99.88	102.39	104.93	107.56	110.25	112.99	115.83	118.73
99	97.46	99.88	102.39	104.93	107.56	110.25	112.99	115.83	118.73	121.69

Appendix B-5 Non-Exempt Hourly Schedule, Effective June 30, 2025

Old steps:	1	2	3	4	5	6	7	8	9	10		
New Steps:	Move to Step 1		1	2	3	4	5	6	7	8	9	10
1	~~8.71~~	~~8.92~~	9.16	9.39	9.61	9.83	10.11	10.34	10.61	10.86	11.14	11.41
2	~~8.92~~	~~9.16~~	9.39	9.61	9.83	10.11	10.34	10.61	10.86	11.14	11.41	11.70
3	~~9.16~~	~~9.39~~	9.61	9.83	10.11	10.34	10.61	10.86	11.14	11.41	11.70	11.98
4	~~9.39~~	~~9.61~~	9.83	10.11	10.34	10.61	10.86	11.14	11.41	11.70	11.98	12.28
5	~~9.61~~	~~9.83~~	10.11	10.34	10.61	10.86	11.14	11.41	11.70	11.98	12.28	12.58
6	~~9.83~~	~~10.11~~	10.34	10.61	10.86	11.14	11.41	11.70	11.98	12.28	12.58	12.90
7	~~10.11~~	~~10.34~~	10.61	10.86	11.14	11.41	11.70	11.98	12.28	12.58	12.90	13.23
8	~~10.34~~	~~10.61~~	10.86	11.14	11.41	11.70	11.98	12.28	12.58	12.90	13.23	13.57
9	~~10.61~~	~~10.86~~	11.14	11.41	11.70	11.98	12.28	12.58	12.90	13.23	13.57	13.90
10	~~10.86~~	~~11.14~~	11.41	11.70	11.98	12.28	12.58	12.90	13.23	13.57	13.90	14.24
11	~~11.14~~	~~11.41~~	11.70	11.98	12.28	12.58	12.90	13.23	13.57	13.90	14.24	14.59
12	~~11.41~~	~~11.70~~	11.98	12.28	12.58	12.90	13.23	13.57	13.90	14.24	14.59	14.97
13	~~11.70~~	~~11.98~~	12.28	12.58	12.90	13.23	13.57	13.90	14.24	14.59	14.97	15.32
14	~~11.98~~	~~12.28~~	12.58	12.90	13.23	13.57	13.90	14.24	14.59	14.97	15.32	15.70
15	~~12.28~~	~~12.58~~	12.90	13.23	13.57	13.90	14.24	14.59	14.97	15.32	15.70	16.12
16	~~12.58~~	~~12.90~~	13.23	13.57	13.90	14.24	14.59	14.97	15.32	15.70	16.12	16.53
17	~~12.90~~	~~13.23~~	13.57	13.90	14.24	14.59	14.97	15.32	15.70	16.12	16.53	16.92
18	~~13.23~~	~~13.57~~	13.90	14.24	14.59	14.97	15.32	15.70	16.12	16.53	16.92	17.35
19	~~13.57~~	~~13.90~~	14.24	14.59	14.97	15.32	15.70	16.12	16.53	16.92	17.35	17.79
20	~~13.90~~	~~14.24~~	14.59	14.97	15.32	15.70	16.12	16.53	16.92	17.35	17.79	18.24
21	~~14.24~~	~~14.59~~	14.97	15.32	15.70	16.12	16.53	16.92	17.35	17.79	18.24	18.67
22	~~14.59~~	~~14.97~~	15.32	15.70	16.12	16.53	16.92	17.35	17.79	18.24	18.67	19.13
23	~~14.97~~	~~15.32~~	15.70	16.12	16.53	16.92	17.35	17.79	18.24	18.67	19.13	19.61
24	~~15.32~~	~~15.70~~	16.12	16.53	16.92	17.35	17.79	18.24	18.67	19.13	19.61	20.09
25	~~15.70~~	~~16.12~~	16.53	16.92	17.35	17.79	18.24	18.67	19.13	19.61	20.09	20.63

Old steps:	1	2	3	4	5	6	7	8	9	10		
New Steps:	Move to Step 1		1	2	3	4	5	6	7	8	9	10
26	~~16.12~~	~~16.53~~	16.92	17.35	17.79	18.24	18.67	19.13	19.61	20.09	20.63	21.14
27	~~16.53~~	~~16.92~~	17.35	17.79	18.24	18.67	19.13	19.61	20.09	20.63	21.14	21.66
28	~~16.92~~	~~17.35~~	17.79	18.24	18.67	19.13	19.61	20.09	20.63	21.14	21.66	22.19
29	~~17.35~~	~~17.79~~	18.24	18.67	19.13	19.61	20.09	20.63	21.14	21.66	22.19	22.74
30	~~17.79~~	~~18.24~~	18.67	19.13	19.61	20.09	20.63	21.14	21.66	22.19	22.74	23.31
31	~~18.24~~	~~18.67~~	19.13	19.61	20.09	20.63	21.14	21.66	22.19	22.74	23.31	23.87
32	~~18.67~~	~~19.13~~	19.61	20.09	20.63	21.14	21.66	22.19	22.74	23.31	23.87	24.48
33	~~19.13~~	~~19.61~~	20.09	20.63	21.14	21.66	22.19	22.74	23.31	23.87	24.48	25.09
34	~~19.61~~	~~20.09~~	20.63	21.14	21.66	22.19	22.74	23.31	23.87	24.48	25.09	25.73
35	~~20.09~~	~~20.63~~	21.14	21.66	22.19	22.74	23.31	23.87	24.48	25.09	25.73	26.38
36	~~20.63~~	~~21.14~~	21.66	22.19	22.74	23.31	23.87	24.48	25.09	25.73	26.38	27.02
37	~~21.14~~	~~21.66~~	22.19	22.74	23.31	23.87	24.48	25.09	25.73	26.38	27.02	27.70
38	~~21.66~~	~~22.19~~	22.74	23.31	23.87	24.48	25.09	25.73	26.38	27.02	27.70	28.38
39	~~22.19~~	~~22.74~~	23.31	23.87	24.48	25.09	25.73	26.38	27.02	27.70	28.38	29.08
40	~~22.74~~	~~23.31~~	23.87	24.48	25.09	25.73	26.38	27.02	27.70	28.38	29.08	29.84
41	~~23.31~~	~~23.87~~	24.48	25.09	25.73	26.38	27.02	27.70	28.38	29.08	29.84	30.55
42	~~23.87~~	~~24.48~~	25.09	25.73	26.38	27.02	27.70	28.38	29.08	29.84	30.55	31.32
43	~~24.48~~	~~25.09~~	25.73	26.38	27.02	27.70	28.38	29.08	29.84	30.55	31.32	32.14
44	~~25.09~~	~~25.73~~	26.38	27.02	27.70	28.38	29.08	29.84	30.55	31.32	32.14	32.92
45	~~25.73~~	~~26.38~~	27.02	27.70	28.38	29.08	29.84	30.55	31.32	32.14	32.92	33.73
46	~~26.38~~	~~27.02~~	27.70	28.38	29.08	29.84	30.55	31.32	32.14	32.92	33.73	34.59
47	~~27.02~~	~~27.70~~	28.38	29.08	29.84	30.55	31.32	32.14	32.92	33.73	34.59	35.44
48	~~27.70~~	~~28.38~~	29.08	29.84	30.55	31.32	32.14	32.92	33.73	34.59	35.44	36.33
49	~~28.38~~	~~29.08~~	29.84	30.55	31.32	32.14	32.92	33.73	34.59	35.44	36.33	37.22
50	~~29.08~~	~~29.84~~	30.55	31.32	32.14	32.92	33.73	34.59	35.44	36.33	37.22	38.16
51	~~29.84~~	~~30.55~~	31.32	32.14	32.92	33.73	34.59	35.44	36.33	37.22	38.16	39.13

Old steps:	1	2	3	4	5	6	7	8	9	10		
New Steps:	Move to Step 1		1	2	3	4	5	6	7	8	9	10
52	~~30.55~~	~~31.32~~	32.14	32.92	33.73	34.59	35.44	36.33	37.22	38.16	39.13	40.07
53	~~31.32~~	~~32.14~~	32.92	33.73	34.59	35.44	36.33	37.22	38.16	39.13	40.07	41.09
54	~~32.14~~	~~32.92~~	33.73	34.59	35.44	36.33	37.22	38.16	39.13	40.07	41.09	42.12
55	~~32.92~~	~~33.73~~	34.59	35.44	36.33	37.22	38.16	39.13	40.07	41.09	42.12	43.17
56	~~33.73~~	~~34.59~~	35.44	36.33	37.22	38.16	39.13	40.07	41.09	42.12	43.17	44.24
57	~~34.59~~	~~35.44~~	36.33	37.22	38.16	39.13	40.07	41.09	42.12	43.17	44.24	45.35
58	~~35.44~~	~~36.33~~	37.22	38.16	39.13	40.07	41.09	42.12	43.17	44.24	45.35	46.49
59	~~36.33~~	~~37.22~~	38.16	39.13	40.07	41.09	42.12	43.17	44.24	45.35	46.49	47.65
60	~~37.22~~	~~38.16~~	39.13	40.07	41.09	42.12	43.17	44.24	45.35	46.49	47.65	48.84
61	~~38.16~~	~~39.13~~	40.07	41.09	42.12	43.17	44.24	45.35	46.49	47.65	48.84	50.07
62	~~39.13~~	~~40.07~~	41.09	42.12	43.17	44.24	45.35	46.49	47.65	48.84	50.07	51.31
63	~~40.07~~	~~41.09~~	42.12	43.17	44.24	45.35	46.49	47.65	48.84	50.07	51.31	52.59
64	~~41.09~~	~~42.12~~	43.17	44.24	45.35	46.49	47.65	48.84	50.07	51.31	52.59	53.91
65	~~42.12~~	~~43.17~~	44.24	45.35	46.49	47.65	48.84	50.07	51.31	52.59	53.91	55.25
66	~~43.17~~	~~44.24~~	45.35	46.49	47.65	48.84	50.07	51.31	52.59	53.91	55.25	56.64
67	~~44.24~~	~~45.35~~	46.49	47.65	48.84	50.07	51.31	52.59	53.91	55.25	56.64	58.04
68	~~45.35~~	~~46.49~~	47.65	48.84	50.07	51.31	52.59	53.91	55.25	56.64	58.04	59.51
69	~~46.49~~	~~47.65~~	48.84	50.07	51.31	52.59	53.91	55.25	56.64	58.04	59.51	60.97
70	~~47.65~~	~~48.84~~	50.07	51.31	52.59	53.91	55.25	56.64	58.04	59.51	60.97	62.50
71	~~48.84~~	~~50.07~~	51.31	52.59	53.91	55.25	56.64	58.04	59.51	60.97	62.50	64.07
72	~~50.07~~	~~51.31~~	52.59	53.91	55.25	56.64	58.04	59.51	60.97	62.50	64.07	65.68
73	~~51.31~~	~~52.59~~	53.91	55.25	56.64	58.04	59.51	60.97	62.50	64.07	65.68	67.31
74	~~52.59~~	~~53.91~~	55.25	56.64	58.04	59.51	60.97	62.50	64.07	65.68	67.31	69.01
75	~~53.91~~	~~55.25~~	56.64	58.04	59.51	60.97	62.50	64.07	65.68	67.31	69.01	70.71
76	~~55.25~~	~~56.64~~	58.04	59.51	60.97	62.50	64.07	65.68	67.31	69.01	70.71	72.48
77	~~56.64~~	~~58.04~~	59.51	60.97	62.50	64.07	65.68	67.31	69.01	70.71	72.48	74.28

Old steps:	1	2	3	4	5	6	7	8	9	10		
New Steps:	Move to Step 1		1	2	3	4	5	6	7	8	9	10
78	~~58.04~~	~~59.51~~	60.97	62.50	64.07	65.68	67.31	69.01	70.71	72.48	74.28	76.15
79	~~59.51~~	~~60.97~~	62.50	64.07	65.68	67.31	69.01	70.71	72.48	74.28	76.15	78.06
80	~~60.97~~	~~62.50~~	64.07	65.68	67.31	69.01	70.71	72.48	74.28	76.15	78.06	80.00
81	~~62.50~~	~~64.07~~	65.68	67.31	69.01	70.71	72.48	74.28	76.15	78.06	80.00	81.99
82	~~64.07~~	~~65.68~~	67.31	69.01	70.71	72.48	74.28	76.15	78.06	80.00	81.99	84.04
83	~~65.68~~	~~67.31~~	69.01	70.71	72.48	74.28	76.15	78.06	80.00	81.99	84.04	86.14
84	~~67.31~~	~~69.01~~	70.71	72.48	74.28	76.15	78.06	80.00	81.99	84.04	86.14	88.31
85	~~69.01~~	~~70.71~~	72.48	74.28	76.15	78.06	80.00	81.99	84.04	86.14	88.31	90.50
86	~~70.71~~	~~72.48~~	74.28	76.15	78.06	80.00	81.99	84.04	86.14	88.31	90.50	92.75
87	~~72.48~~	~~74.28~~	76.15	78.06	80.00	81.99	84.04	86.14	88.31	90.50	92.75	95.08
88	~~74.28~~	~~76.15~~	78.06	80.00	81.99	84.04	86.14	88.31	90.50	92.75	95.08	97.46
89	~~76.15~~	~~78.06~~	80.00	81.99	84.04	86.14	88.31	90.50	92.75	95.08	97.46	99.88
90	~~78.06~~	~~80.00~~	81.99	84.04	86.14	88.31	90.50	92.75	95.08	97.46	99.88	102.39
91	~~80.00~~	~~81.99~~	84.04	86.14	88.31	90.50	92.75	95.08	97.46	99.88	102.39	104.93
92	~~81.99~~	~~84.04~~	86.14	88.31	90.50	92.75	95.08	97.46	99.88	102.39	104.93	107.56
93	~~84.04~~	~~86.14~~	88.31	90.50	92.75	95.08	97.46	99.88	102.39	104.93	107.56	110.25
94	~~86.14~~	~~88.31~~	90.50	92.75	95.08	97.46	99.88	102.39	104.93	107.56	110.25	112.99
95	~~88.31~~	~~90.50~~	92.75	95.08	97.46	99.88	102.39	104.93	107.56	110.25	112.99	115.83
96	~~90.50~~	~~92.75~~	95.08	97.46	99.88	102.39	104.93	107.56	110.25	112.99	115.83	118.73
97	~~92.75~~	~~95.08~~	97.46	99.88	102.39	104.93	107.56	110.25	112.99	115.83	118.73	121.69
98	~~95.08~~	~~97.46~~	99.88	102.39	104.93	107.56	110.25	112.99	115.83	118.73	121.69	125.00
99	~~97.46~~	~~99.88~~	102.39	104.93	107.56	110.25	112.99	115.83	118.73	121.69	125.00	128.00

Appendix C-1 MAAS Job Classifications – by Job Title

MAAS Job Classifications – By Job Title		
Position Title	**Grade**	**FLSA Status**
Assistant Director Athletics	68	Exempt
Assistant Director, Culinary & Wellness Services	70	Exempt
Coordinator, Area Learning Centers	64	Exempt
Coordinator, Family Resource Center	59	Exempt
Coordinator, Mental Health Support	64	Exempt
Coordinator, Student Support Program	59	Exempt
Director, Academic Programs	76	Exempt
Director, Academic Program Management	70	Exempt
Director, Accountability	76	Exempt
Director, AVID Program	70	Exempt
Director, Budget Planning & Analysis	76	Exempt
Director, Career & Technical Education	76	Exempt
Director, Communications	69	Exempt
Director, Contract Alternatives	69	Exempt
Director, Core Instruction	76	Exempt
Director, Counseling Services & GEARUP Programs	72	Exempt
Director, Culinary & Wellness Services	80	Exempt
Director, District Athletics	79	Exempt
Director, Early Childhood Education	76	Exempt
Director, Early Childhood Family Education & Screening	70	Exempt
Director, Educator Professional Development	79	Exempt
Director, Emergency Management, Safety & Security	76	Exempt
Director, Engagement	69	Exempt
Director, Enrollment Management	70	Exempt
Director, Equity and Integration	76	Exempt
Director, ESL & Bilingual Programming	74	Exempt
Director, Extended Learning	76	Exempt
Director, Finance – Controller	76	Exempt
Director, Homeless & Highly Services	72	Exempt
Director, Indian Education	76	Exempt
Director, K-12 and Special Programs	72	Exempt
Director, K-12 Literacy	70	Exempt
Director, K-12 Mathematics	70	Exempt
Director, Literacy and Humanities	76	Exempt

MAAS Job Classifications – By Job Title		
Position Title	**Grade**	**FLSA Status**
Director, Mathematics and Sciences	76	Exempt
Director, Nursing Services	76	Exempt
Office of Black Student Achievement	76	Exempt
Director, Office of Latine Achievement	76	Exempt
Director, Payroll	72	Exempt
Director, Physical Plant Operations	74	Exempt
Director, Plant Maintenance	74	Exempt
Director, Procurement and Supply Chain Management	76	Exempt
Director, Research, Evaluation and & Assessment	76	Exempt
Director, Risk Management	76	Exempt
Director, Special Education Programs	76	Exempt
Director, Student Retention and Recovery	76	Exempt
Director, Teen Parent Services	72	Exempt
Director, Transportation	74	Exempt
District Master Planner	72	Exempt
High School Administrative Supervisor	56	Exempt
K-12 Content Lead	69	Exempt
Manager, Accounting & Vending Support	70	Exempt
Manager, ALC	64	Exempt
Manager, AVID Program	64	Exempt
Manager, Budget Planning & Analysis	72	Exempt
Manager, Capital Planning and Construction	72	Exempt
Manager, Community Education Programs	69	Exempt
Manager, CWS Compliance & Finance	64	Exempt
Manager, CWS Operations	64	Exempt
Manager, District Communications Center	64	Exempt
Manager, Emergency Management	62	Exempt
Manager, Environmental Health & Safety	69	Exempt
Manager, Global Education	70	Exempt
Manager, Grant Funding & Resource Development	70	Exempt
Manager, Homeless & Highly Mobile Students Services	69	Exempt
Manager, Mental Health Supports	69	Exempt
Manager, Occupational/Physical Therapy	69	Exempt
Manager, Office of Black Student Achievement	70	Exempt
Manager, Organizational Leadership & Strategy	69	Exempt
Manager, Payroll	70	Exempt

MAAS Job Classifications – By Job Title		
Position Title	**Grade**	**FLSA Status**
Manager, Plant Maintenance	72	Exempt
Manager, Psychological Services	69	Exempt
Manager, Purchasing	70	Exempt
Manager, Social Work	69	Exempt
Manager, Special Education Transportation	59	Exempt
Manager, Speech & Language Services	69	Exempt
Manager, Student Wellness	64	Exempt
Manager, Teacher Development	70	Exempt
Manager, Transportation Operations	59	Exempt
Manager, Warehouse and Distribution	64	Exempt
Office Manager	59	Exempt
Program Specialist, Community Education	64	Exempt
Program Specialist, Early Childhood Family Education	62	Exempt
Quality Assurance Field Supervisor	59	Exempt
Radio Station Manager	59	Exempt
School Administrative Manager	56	Exempt
School Athletic Director	65	Exempt
School Improvement Specialist	68	Exempt
School Improvement Specialist, Senior	70	Exempt
Supervisor, Accountant	68	Exempt
Supervisor, Accounts Payable	59	Exempt
Supervisor, CWS Production	59	Exempt
Supervisor, CWS Warehouse	59	Exempt
Supervisor, Grounds	59	Non-Exempt
Supervisor, Physical Plant Operations	59	Exempt
Supervisor, Special Education	64	Exempt
Supervisor, Student Placement	68	Exempt
Supervisor, Warehouse & Distribution	59	Exempt

Appendix C-2 MAAS Job Classifications – by Grade

MAAS Job Classifications – By Grade		
Position Title	**Grade**	**FLSA Status**
High School Administrative Supervisor	56	Exempt
School Administrative Manager	56	Exempt
Coordinator, Family Resource Center	59	Exempt
Coordinator, Student Support Program	59	Exempt
Manager, Special Education Transportation	59	Exempt
Manager, Transportation Operations	59	Exempt
Office Manager	59	Exempt
Quality Assurance Field Supervisor	59	Exempt
Radio Station Manager	59	Exempt
Supervisor, Accounts Payable	59	Exempt
Supervisor, CWS Production	59	Exempt
Supervisor, CWS Warehouse	59	Exempt
Supervisor, Grounds	59	Non-Exempt
Supervisor, Physical Plant Operations	59	Exempt
Supervisor, Warehouse & Distribution	59	Exempt
Program Specialist, Early Childhood Family Education	62	Exempt
Manager, Emergency Management	62	Exempt
Coordinator, Area Learning Centers	64	Exempt
Coordinator, Mental Health Support	64	Exempt
Manager, ALC	64	Exempt
Manager, AVID Program	64	Exempt
Manager, CWS Compliance & Finance	64	Exempt
Manager, CWS Operations	64	Exempt
Manager, District Communications Center	64	Exempt
Manager, Speech & Language Services	64	Exempt
Manager, Student Wellness	64	Exempt
Manager, Warehouse and Distribution	64	Exempt
Program Specialist, Community Ed	64	Exempt
Supervisor, Special Education	64	Exempt
School Athletic Director	65	Exempt
Assistant Director, Athletic	68	Exempt
School Improvement Specialist	68	Exempt
Supervisor, Accountant	68	Exempt
Supervisor, Student Placement	68	Exempt

MAAS Job Classifications – By Grade		
Position Title	**Grade**	**FLSA Status**
Director, Communications	69	Exempt
Director, Contract Alternatives	69	Exempt
Director, Engagement	69	Exempt
K-12 Content Lead	69	Exempt
Manager, Community Education Programs	69	Exempt
Manager, Environmental Health & Safety	69	Exempt
Manager, Homeless & Highly Mobile Students Services	69	Exempt
Manager, Mental Health Supports	69	Exempt
Manager, Occupational/Physical Therapy	69	Exempt
Manager, Organizational Leadership & Strategy	69	Exempt
Manager, Psychological Services	69	Exempt
Manager, Social Work	69	Exempt
Manager, Speech & Language Services	69	Exempt
Assistant Director, Culinary & Wellness Services	70	Exempt
Director, Early Childhood Family Education & Screening	70	Exempt
Director, K-12 Literacy	70	Exempt
Director, K-12 Mathematics	70	Exempt
Manager, Accounting & Vending Support	70	Exempt
Manager, Global Education	70	Exempt
Manager, Grant Funding & Resource Development	70	Exempt
Manager, Office of Black Student Achievement	70	Exempt
Manager, Payroll	70	Exempt
Manager, Purchasing	70	Exempt
Manager, Teacher Development	70	Exempt
School Improvement Specialist, Senior	70	Exempt
Director, Counseling Services & GEARUP Programs	72	Exempt
Director, Homeless & Highly Services	72	Exempt
Director, K-12 and Special Programs	72	Exempt
Director, Nursing Services	76	Exempt
Director, Payroll	72	Exempt
Director, Procurement & Accounts Payable	72	Exempt
Director, Teen Parent Services	72	Exempt
Manager, Budget Planning & Analysis	72	Exempt
Director, Transportation	74	Exempt
District Master Planner	72	Exempt
Manager, Capital Planning and Construction	72	Exempt

MAAS Job Classifications – By Grade		
Position Title	**Grade**	**FLSA Status**
Manager, Plant Maintenance	72	Exempt
Director, Physical Plant Operations	74	Exempt
Director, Plant Maintenance	74	Exempt
Director, ESL & Bilingual Programming	74	Exempt
Director, Transportation	74	Exempt
Director, Academic Programs	76	Exempt
Director, Accountability	76	Exempt
Director, Budget Planning & Analysis	76	Exempt
Director, Career & Technical Education	76	Exempt
Director, Core Instruction	76	Exempt
Director, Early Childhood Education	76	Exempt
Director, Emergency Management, Safety & Security	76	Exempt
Director, Equity and Integration	76	Exempt
Director, Extended Learning	76	Exempt
Director, Finance – Controller	76	Exempt
Director, Indian Education	76	Exempt
Director, Literacy and Humanities	76	Exempt
Director, Mathematics and Sciences	76	Exempt
Director, Nursing Services	76	Exempt
Director, Office of Black Student Achievement	76	Exempt
Director, Office of Latine Achievement	76	Exempt
Director, Procurement & Supply Chain Management	76	Exempt
Director, Research, Evaluation and & Assessment	76	Exempt
Director, Risk Management	76	Exempt
Director, Special Education Programs	76	Exempt
Director, Student Retention and Recovery	76	Exempt
Director, District Athletics	79	Exempt
Director, Educator Professional Development	79	Exempt
Director, Culinary & Wellness Services	80	Exempt

Article 3 Appendix C-3 MAAS Job Classifications – Inactive

MAAS Job Classifications - Inactive		
Position Title	**Grade**	**FLSA Status**
Accountant Supervisor	68	Exempt
Administrator, District Communications Center	59	Exempt
Administrator, Special Education	72	Exempt
Assistant Director, Food Services	69	Exempt
Assistant Director, Transportation Operations	64	Exempt
Continuous Improvement Specialist	64	Exempt
Coordinator, Academic & Behavioral Support	69	Exempt
Coordinator, Community Education Program	59	Exempt
Coordinator, Community Education Program (Volunteer Coord.)	59	Exempt
Coordinator, District Support Services	69	Exempt
Coordinator, Dropout Prevention	64	Exempt
Coordinator, Elementary/Secondary Education Act	69	Exempt
Coordinator, Extended School Year Program	59	Exempt
Coordinator, Grant Funding & Resource Development	64	Exempt
Coordinator, JAG Program	64	Exempt
Coordinator, New Achievement and Integration	64	Exempt
Coordinator, Online Learning	64	Exempt
Coordinator, Student Placement	64	Exempt
Coordinator, Teen Pregnancy & Parenting Program	64	Exempt
Culinary Trainer & Supervisor	59	Exempt
Director, Advanced Academics	76	Exempt
Director, Business Services	76	Exempt
Director, Elementary Education	72	Exempt
Director, ESEA & School Improvement	76	Exempt
Director, Family & Partnership Development	72	Exempt
Director, Financial Systems	76	Exempt
Director, IT Services	78	Exempt
Director, Multi-Tiered Systems of Support (MTSS)	77	Exempt
Director, Office of Black Male Achievement	79	Exempt
Director, Office of New Schools	76	Exempt
Director, Operational and Security Services	76	Exempt
Director, Procurement & Accounts Payable	76	Exempt
Director, Procurement & Supply Chain Development	72	Exempt
Director, Professional Development	76	Exempt

MAAS Job Classifications - Inactive		
Position Title	**Grade**	**FLSA Status**
Director, Research, Evaluation & Assessment	79	Exempt
Director, Secondary Education	72	Exempt
Director, Turnaround School Leaders Program	69	Exempt
Educational Equity Coordinator	64	Exempt
Instructional Leader	69	Exempt
JAG Program Specialist	59	Exempt
K-12 Content Leader (class option)	69	Exempt
Licensed Alcohol and Drug Counselor	64	Exempt
Manager, Accounting	69	Exempt
Manager, Accounting and Vendor Support	70	Exempt
Manager, Capital Planning & Project Development	72	Exempt
Manager, Counseling Services	69	Exempt
Manager, Culinary Services	68	Exempt
Manager, CWS Business and Systems	68	Exempt
Manager, CWS Operations	68	Exempt
Manager, Distribution and Logistics	64	Exempt
Manager, Equity and Integration	64	Exempt
Manager, Extended Learning	64	Exempt
Manager, Facilities Design & Construction	72	Exempt
Manager, Facilities Operations	72	Exempt
Manager, Food Service Business	64	Exempt
Manager, Food Service Operations	64	Exempt
Manager, GEAR UP	64	Exempt
Manager, Ice Arena	59	Exempt
Manager, Induction Program	66	Exempt
Manager, Innovation	64	Exempt
Manager, Instructional Support	69	Exempt
Manager, Nursing Services	69	Exempt
Manager, Physical Plant Operations	72	Exempt
Manager, Student Support Services	64	Exempt
Manager, Teacher Wellness	67	Exempt
Manager, Transportation Training	64	Exempt
Program Coordinator, Adult Basic Ed.	68	Exempt
Program Director, GEAR UP	64	Exempt
Program Manager, GEAR UP	59	Exempt
Project Manager, Real Estate & Facilities	59	Exempt

MAAS Job Classifications - Inactive		
Position Title	**Grade**	**FLSA Status**
STEM Program Manager	69	Exempt
Supervisor, Food Service Logistics	58	Exempt
Supervisor, Food Service Site	59	Exempt
Supervisor, Packaging & Distribution	53	Exempt
Supervisor, Physical Plant Maintenance	59	Exempt
Turnaround Program Specialist	64	Exempt

Appendix D Lower Related Titles, Examples, MAAS

Accountant	Accountant Sr.	Supervisor Accountant	Manager, Accounting & Finance Manager, Accounting & Vendor Support
Accountability Analyst	Accountability Specialist		
Supervisor Special Ed	Director Special Ed Director , Spec Ed Compliance and Marketing		
Assistant General Counsel	Assistant General Counsel Supervisory		
Benefits Analyst	Benefits Coordinator	Manager, Benefits	
Budget Finance Specialist	Budget Finance, Lead	Budget Finance, Senior	
Budget Analyst	Budget Analyst, Senior	Budget Finance Specialist	
Manager, Budget Planning & Analysis Supervisor Budget & Finance	Director, Budget	Director, Budget Planning & Analyst	
Buyer	Buyer Sr.	Director, Procurement & Accounts Payable Director, Procurement& Supply Chain Development Director Procurement & Supply chain Mgt	

Communications and Public Affairs Spec	Communications and Public Affairs Spec Sr.	Director, Communications		
Media Relations Coordinator	Director, Media relations and public affairs			
Marketing and Communications Spec.	Marketing and Communications Spec. Sr.			
Contract Administrator	Contract Manager			
Coordinator Community Education Program Youth and Adult Programs Coordinator Community Service Education Coordinators	Program Specialist, Community Ed	Manager Community Education Programs		
Coordinator, Construction Services				
Design & Construction Coordinator	Design & Construction Coordinator, Sr.	Manger Facility Design & Construction		
Project Manager, Planning & Construction	Manager, Capital Planning & construction			
Coordinator Equity & School Climate	Coordinator Equity & School Climate, Sr.			
Coordinator Educational Equity			Director, Equity and Diversity	
Coordinator Equity & Integration	Equity & Diversity Associate,	Equity & Diversity, Senior	Manager Equity & Integration	Director Equity and Integration
Out4good Specialist	Out4good program coordinator			

Appendix D Lower Related Titles, Examples – MAAS

Coordinator Human Capital				
Human resources Assistant Human Resources Business Services Specialist	Human Resources Consultant Human resource business Services consultant	Human Resources Consultant Sr.	Manager Talent Acquisition	Director, Talent Acquisition
	Human Resources Business Partner	Director HR Business Partners		
Human Resources information Analyst Employee Relations Analyst	Human Resources Information Specialist			
Employee Relations Associate	Employee Relations Associate Sr.	Director of Labor Relations Director of Employee Relations		
Coordinator, Leaves Coordinator, Work Comp and Leaves				
Risk Management Analyst	Coordinator, Risk Management	Risk Manager	Director, Risk Management	
Safety Specialist	EHS Manager			
School Improvement Specialist	School Improvement Specialist, Sr.			
School Athletic Director	Assistant Director, Athletics	Director, District Athletics		
Transportation Information Analyst	Manager, Transportation IT Operations			

Manager, Transportation (Training, Special Ed, Operations, Training)	Director, Transportation				
Management Analyst (Transportation, Academics finance, Human Resources,)	Management Analyst Sr.				
Data Analyst	Data Scientist	Data Scientist, Sr.			
Accountability Analyst	Accountability Specialist	Director Accountability Director Accountability & Evaluation			
Emergency Mgmt Safety & Security Spec	Manager Emergency Management	Director, Emergency Mgmt, Safety & Sec Director, Operational & Security Svcs			
Coordinator Area Learning Center Extended learning	Manager of Extended learning	Director of Extended Learning			
HR information Systems Specialist	HR information Systems Specialist Sr	HR Information Systems Analyst HR information Systems Analyst Sr	HRIS Coordinator	HRIS Project Manager	Director, HRIS & Analytics
Financial Analyst (Regular and enterprise systems)	Sr. Financial Analyst (Regular and enterprise systems)				
Financial Systems Analyst	Sr, Financial Systems Analyst	Financial Systems Administrator	Manager Financial Systems	Director Financial Systems	

Payroll Specialist	Payroll Analyst	Supervisor, payroll	Manager Payroll	Director Payroll

Supervisor Physical plant operations	Manager plant operations	Director, Physical Plant Operations
	Manager physical plant operations	Director, Plant Maintenance

Evaluation Specialist	Evaluation Specialist, Senior

Supervisor, Food Service Sites Supervisor, Production	Manager, CWS Operation
Coordinator, Student Wellness	Manager, Student Wellness
Supervisor, Food Service Sites	Menu Administrator

Coordinator, Student Wellness Coordinator, Farm to School Coordinator, Active Living	Manager, Student Wellness

Appendix D Lower Related Titles, Examples – MAAS

Director, Enterprise Infrastructure
Manager, Enterprise Infrastructure

Systems Engineer, Senior

Systems Engineer

Systems & Network Engineer, Senior

Systems / Network Engineer

Server Engineer, Senior
Server Engineer

Solutions Architect
IT Solutions Specialist

Director, IT Service Management
Manager, IT Service Management

IT Support Specialist
IT Support Technician

IT Strategy & Process Analyst
IT Service Analyst
IT Service Desk Support Technician

IT Field Support Technician

Director, IT Solution Center

Manager, IT Solution Center

Solutions Architect

IT Solutions Specialist

Director, IT Field Support

Manager, IT Field Support

IT Asset & Inventory Control Assist. Senior
IT Asset & Inventory Control Assistant

IT Field Support Technician, Senior

IT Field Support Technician

Director, Enterprise Systems
Manager, Enterprise Systems
Information Systems Analyst

Applications Developer

Data Scientist
Database Administrator

Applications Programmer

*The titles in the dotted line grey squares are related titles that feed into promotional related titles in the bold line boxes.

** Lower related titles in IT Services sometimes cross areas. An example: A Systems/ Network Engineer who is laid off may bump to a field tech position if previously held.

IT Service Desk Support Technician
IT Field Support Technician
IT Asset & Inventory Control Assist. Senior
IT Asset & Inventory Control Assistant
IT Service Analyst
Information Systems Analyst

Article 5

Memoranda of Agreement (MOAs)

MOA – On-Call Stipend

On-Call Stipend implementation

WHEREAS, Minneapolis Public Schools (District) and Association of Minneapolis Professionals, Minneapolis Association of Confidential Administrators, and Minneapolis Association of Administrators and Supervisors (Unions) have entered into collective bargaining agreements covering the terms and conditions of employment, which includes provisions for on call payments; and

WHEREAS, the District and Union desire to clarify how the yearly on-call stipend is paid out.

NOW, THEREFORE, BE IT RESOLVED, that the School District and Unions agree as follows:

THAT the following terms will apply:

1. The collective bargaining agreements call for an on-call stipend to be paid yearly to authorized employees, as determined by the District.
2. There will be no change in who is currently eligible or how much is paid out each year. Eligibility for the stipend is determined according to provisions in the bargaining agreements.
3. The amount paid will be prorated and paid during the school year to authorized employees in covered positions.
   a. An employee who works only part of the year will be eligible only for the months worked.
   b. An employee who is hired after the school year starts will only be paid for the months after they are hired.
4. The yearly stipend will be divided into nine (9) parts and then paid monthly throughout the school year.
5. If an employee in a covered position leaves a bargaining unit covered by this MOA, they will be paid for the full month in which they leave, regardless of the number of days worked in that month.
6. When an employee is hired, or transfers into a bargaining unit covered by this MOA, they will not be paid until the first full month they have worked in a covered position.
7. Parts 5 and 6 should ensure that at no time does the District pay out twice for the same position when a person is hired to replace another during the year.
8. The unions may agree proactively to a different proration scheme that is substantively similar to #3, at the request of payroll as long as #7 and #4 are still true.

BE IT FURTHER RESOLVED, that this Memorandum of Agreement modifies the implementation of the on-call benefit in the contract and shall apply, unless or until the parties agree otherwise.

FOR THE DISTRICT:

Candra Bennett
Candra Bennett (May 4, 2022 12:10 CDT)
Candra Bennett
Interim Senior Human Resources Officer

FOR ASSOCIATION OF MINNEAPOLIS DISTRICT PROFESSIONAL EMPLOYEES (AMP):

Monica Shockency
Monica Shockency (May 4, 2022 11:31 CDT)
Monica Shockency, President

FOR MINNEAPOLIS ASSOCIATION OF CONFIDENTIAL ADMINISTRATORS (MACA):

Jeremiah M. Bohn
Jeremiah M. Bohn (May 4, 2022 11:24 CDT)
Jeremiah Bohn, Vice President

FOR MINNEAPOLIS ASSOCIATION OF ADMINISTRATORS AND SUPERVISORS (MAAS):

Steven Crenshaw (May 4, 2022 11:55 CDT)
Steven Crenshaw, President

MOA – Layoff and Reduction in Force

Layoff and Reduction in Force - 2024

WHEREAS, Minneapolis Public Schools ("District") and Association of Minneapolis Professionals (AMP), Minneapolis Association of Administrators and Supervisors (MAAS) and Minneapolis Association of Confidential Administrators (MACA), hereafter referred to as the "Unions", have entered into collective bargaining agreements covering the terms and conditions of employment; and

WHEREAS, The District anticipates budget constraints for the 2024-2025 fiscal year and will experience budget reallocations in the upcoming budget tie-out; and

WHEREAS, The District values its employees and the positive effect that low turnover and employee retention has on students; and

WHEREAS, the uncertainty of the layoff process can negatively impact employees and the District's ability to retain them and the parties' wish to be proactive; and

WHEREAS, any layoffs that occur are not the result of individual performance issues, but rather a reprioritization of resources; and

WHEREAS, the parties have previously agreed to MOAs that clarify the process surrounding layoff and posted positions that occur concurrently and those MOUs have sunset. The parties have an expired contract and anticipate bargaining in 2024 for a new contract:

NOW, THEREFORE, BE IT RESOLVED, that the District and Unions agree to the following terms:

1. Pursuant to the current Contract Language, the District shall not post externally openings covered by the Unions after April 1, 2024 and until May 30, 2024, unless or until #2 has been completed and the District shall not post internal openings, except as outlined in #2 or otherwise agreed to by the parties.
2. During that time period, vacant positions will be posted for application and consideration of internal employees and employees notified of layoff or excess first.
    a. Employees will be responsible for watching respective postings during this time and applying within the prescribed deadline.
    b. Employees shall have approximately one week to see the list of postings and decide which ones to apply for.
    c. As contract language requires, employees in any of the unions who apply and meet the required minimum qualifications will be guaranteed an interview.
    d. An employee who has been notified of excess or layoff may communicate such to the hiring manager during this internal process.
    e. The Senior Officer of Human Resources will send out a communication encouraging hiring managers to give preference to internal candidates.
    f. The schedule and timeline considerations are set out in attachment A. However, the parties may by mutual agreement set a specific schedule or step that

benefits both parties and commence it prior to the date marked in #1 or with shorter intervals.

3. Positions left unfilled through this internal process will be posted both internally and externally for application and again, all internal applicants who apply and meet the minimum qualifications will be guaranteed an interview.
4. Should an internal employee in the Unions receive an offer for and accept a job within the district, the parties commit to facilitating that transition and for backfilling the resultant open slot through September 1, 2024.
5. The unions will be timely notified of each step in the process by Human Resources (HR) and the parties will work to proactively set up meetings during the period to ensure greater communication.
6. This Memorandum of Agreement shall apply only to layoffs made during the 2024 budget tie-out process. The parties shall discuss this MOU in bargaining and attempt to come to an agreement about whether to remove, change or renew it.
7. Enforcing implementation: This MOU shall be considered part of the Contract between the parties and can be enforced by the grievance procedure included in those Contracts.

FOR THE DISTRICT:

Alicia Miller
Alicia Miller (Mar 22, 2024 14:20 CDT)

DATE: Mar 22, 2024

Alicia Miller
Senior Human Resources Officer

FOR THE UNIONS:

Monica Shockency

Mar 22, 2024

Monica Shockency, President
AMP
DATE

Galiena Boyajian
Galiena Boyajian (Mar 22, 2024 13:56 CDT)

Mar 22, 2024

Galiena Boyajian, President
MACA
DATE

Daren Johnson

Mar 22, 2024

Daren Johnson, President
MAAS
DATE

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