

SEIU 284
Monticello ISD #882 Administration Assistant Support Staff
Opening Document December 11, 2025

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Contract Organizer SEIU 284: Sara Nyhus

2025-2027 UNION PROPOSALS

The following are the Union's initial proposals to the School District in negotiations for a successor collective bargaining agreement.

In the following proposals, (1) language that is **underlined and bold** is new language that is being proposed to be added to the agreement; (2) language with a ~~strikethrough~~ is current contract language that would be removed from the agreement; and (3) all other language is current contract language that would continue into the next contract.

The Union reserves the right to add to, subtract from, delete, amend, or otherwise modify its bargaining proposals as the union deems fit and necessary during the course of these negotiations.

All financial offers are retroactive to July 1, 2025.

1. Update all dates as appropriate for a 2-year contract. Update Table of Contents, include MOUs in attachments to Contract (both paper copy and online).

2. ARTICLE VI RATES OF PAY

Subd. 1. The wages and salaries reflected in Appendix A, attached hereto, shall be a part of the Agreement for the period commencing July 1, ~~2022~~**2025**, and continuing through June 30, ~~2023~~**2026**.

Subd. 2. The wages and salaries reflected in Appendix B, attached hereto, shall be a part of the Agreement for the period commencing July 1, ~~2023~~**2026**, and continuing through June 30, ~~2024~~**2027**.

~~Subd. 3. The wages and salaries reflected in Appendix C, attached hereto, shall be a part of the Agreement for the period commencing July 1, 2024, and continuing through June 30, 2025.~~

3. ARTICLE VII GROUP INSURANCE
SAME AS CERTIFIED STAFF

4. ARTICLE VIII LEAVES OF ABSENCE

ESST STATUTES WILL BE FOLLOWED BY THE DISTRICT

Section 2. Personal Leave:

Subd. 1. An employee may be granted two (2) days personal business of an urgent nature, at the discretion of their immediate supervisor, providing no other time is available. An additional personal leave day shall be granted to all employees, at the beginning of the fiscal year of their ~~10-20~~ year of service **and 20th year of service** to the School District. Secretaries may roll over up to **three (3)** ~~two (2)~~ personal days per year to a maximum of **five (5)** ~~four (4)~~ days for those secretaries not having reached their 20th year of service and to a maximum of **six(6)** ~~five (5)~~ days for those secretaries having reached their 20th year of service.

5. ARTICLE IX HOURS OF SERVICE

Section 5. School Closings:

In the event that school is closed early due to a weather event or other unforeseen emergency, the employees would receive that day's pay. Secretaries will be expected to work until dismissed by the Superintendent or designee. Secretaries are expected to report to work when school is cancelled, unless it is unsafe to do so. Secretaries will be paid for all hours worked at their regular rate. In the event that it is unsafe to report to work, secretaries will be paid for the first three cancelled days that are called by the superintendent. Any cancelled days after the first three, secretaries can use accrued compensatory time, personal time or vacation time in lieu of working **or work from home when arranged with immediate supervisor.**

Section 7. Holidays:

There shall be **twelve (12)** ~~eleven (11)~~ paid holidays for all employees covered under this Agreement and hired before July 1, 2001:

Subd. 1. The following days will be observed as holidays:

Independence Day

New Year's Day

Labor Day

President's Day

Thanksgiving Day

Memorial Day

Christmas Eve Day

Good Friday

Christmas Day

Friday after Thanksgiving

New Years Eve Day

Juneteenth for Admin Assistants that work in June.

Subd. 2. Overtime pay shall be paid for employees who are called upon to work on a holiday, plus holiday pay.

Subd. 3. Employees hired after July 1, 2001, working for less than a twelve (12) month per year contract shall not be paid for the Independence Day holiday.

Section 11. Definition of the Work Year:

Twelve (12) month secretaries shall work 260/261 days. ~~Beginning July 1, 2022, the work year will be reduced for twelve (12) month secretaries by two (2) four (4) non-student contact and non-teacher duty days. At least one of these days will be used during the first week of July.~~ Ten (10) month secretaries shall work 220/221 days. ~~Beginning July 1, 2022, the work year will be reduced for ten (10) month secretaries by one (1) two (2) non-student contact and non-teacher duty days.~~ Secretaries must attend all required trainings planned on non-student contact days.

The reduction of workdays in the calendar year will not reduce benefits for 10- and 12-month administrative assistants. ~~The reduction of the work year will sunset at the end of the 2024-2025 school year unless it is agreed upon in negotiations to continue non-duty days.~~

6. ARTICLE XIV DEFERRED MATCHING CONTRIBUTION PLAN

Section 1. Eligibility:

Any administrative assistant who has completed ~~five (5)~~ **three (3)** years of service as a School District employee shall be eligible for a matching deferred compensation plan in accordance with Minn. Stat. 356.24 and the terms set out below. The School District shall contribute annually an amount equal to the amount contributed by the employee subject to the limits listed below.

Section 2. Administrative Assistant Match:

The School District will make the foregoing matching contribution to only those administrative assistants choosing to participate in an approved administrative assistant's match account offered by the School District. The School District's matching contribution will be dollar-for-dollar as required under Minn. Stat. Section 356.24, up to ~~3~~ **2**% of gross salary. Secretaries may contribute any dollar amount up to or in excess of the maximum yearly School District match, but the annual limit on the amount individual administrative assistant

may contribute to their match account shall be governed by the applicable sections of the Internal Revenue Code and the regulations promulgated there under. If a administrative assistant chooses not to match the School District annual contribution, the unmatched portion is forfeited for that year. If the employee contributes less than the maximum yearly allowed contribution, The School District portion will be equally reduced. The reduced amount is forfeited for that year.

APPENDIX A

7% each year of contract

SALARY SCHEDULE ~~2022-2023~~ 2025-2026

~~2022-2023~~

Step 1 \$~~19.83~~ 22.94

Step 2 \$~~22.60~~ 25.16

Step 3 \$~~26.68~~ 29.69

Step 4 \$~~28.00~~ 31.32

APPENDIX B

SALARY SCHEDULE ~~2023-2024~~ 2026-2027

~~2023-2024~~

Step 1 \$~~20.62~~ 24.55

Step 2 \$~~23.05~~ 26.92

Step 3 \$~~27.21~~ 31.77

Step 4 \$~~28.56~~ 33.51

APPENDIX C ~~2024-2025~~

~~SALARY SCHEDULE C~~

~~2024-2025~~

~~Step 1 \$21.44~~

~~Step 2 \$23.51~~

~~Step 3 \$ 27.75~~

~~Step 4 \$29.27~~

APPENDIX D

LONGEVITY PAY

All employees shall earn longevity pay according to the following schedule:

~~2022-2023~~ ~~2023-2024~~ ~~2024-2025~~

At 10 years: \$0.45 ——— \$0.50 ——— \$0.55

At 15 years: \$0.55 ——— \$0.60 ——— \$0.65

At 20 years: \$0.65 ——— \$0.70 ——— \$0.75

Contract years 2025-2027

At 5 years: \$0.65 All other SEIU contracts have a 5 year longevity that started with the last contract.

At 10 years: **\$0.75**

At 15 years: **\$0.85**

At 20 Years: **\$0.95**

At 25 Years: \$1.05

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All financial offers are retroactive to July 1, 2025.

WAGES 2024-25

Step	Hr Rate
1	\$21.44
2	\$23.51
3	\$27.75
4	\$29.27

WAGES 2025-26

Step	Hr Rate	\$ Change	% Change
1	\$22.94	\$1.50	7.00%
2	\$25.16	\$1.65	7.00%
3	\$29.69	\$1.94	7.00%
4	\$31.32	\$2.05	7.00%

WAGES 2026-27

Step	Hr Rate	\$ Change	% Change
1	\$24.55	\$1.61	7.00%
2	\$26.92	\$1.76	7.00%
3	\$31.77	\$2.08	7.00%
4	\$33.51	\$2.19	7.00%

Longevity Pay	
5 years	\$0.00
10 years	\$0.55
15 years	\$0.65
20 years	\$0.75
25 years	\$0.00
None	\$0.00

Longevity Pay	
5 years	\$0.65
10 years	\$0.75
15 years	\$0.85
20 years	\$0.95
25 years	\$1.05
None	\$0.00

Longevity Pay	
5 years	\$0.65
10 years	\$0.75
15 years	\$0.85
20 years	\$0.95
25 years	\$1.05
None	\$0.00

BENEFITS 2024-25

Health Ins - per yr	
Indv	\$11,700.00
Dep	\$25,656.00
None	\$0.00
H.S.A Indv Cost	
H.S.A Dep Cost	\$10,201.96
Dental Ins - per yr	
Indv	\$546.00
Dep	\$1,080.00
None	\$0.00

BENEFITS 2025-26

Health Ins - per yr	
Indv	\$11,700.00
Dep	\$25,656.00
None	\$0.00
H.S.A Indv Cost	
H.S.A Dep Cost	\$11,074.72
Dental Ins - per yr	
Indv	\$562.38
Dep	\$1,080.00
None	\$0.00

BENEFITS 2026-27

Health Ins - per yr	
Indv	\$12,300.00
Dep	\$25,896.00
None	\$0.00
H.S.A Indv Cost	
H.S.A Dep Cost	\$11,879.50
Dental Ins - per yr	
Indv	\$579.25
Dep	\$1,080.00
None	\$0.00

Life - per yr \$50,000	
30 hrs	\$54.00
None	\$0.00
LTD - per yr	
30 hrs	\$140.00
None	\$0.00
PERA	7.50%

Life - per yr \$50,000	
30 hrs	\$54.00
None	\$0.00
LTD - per yr	
30 hrs	\$140.00
None	\$0.00
PERA	7.50%

Life - per yr \$50,000	
30 hrs	\$54.00
None	\$0.00
LTD - per yr	
30 hrs	\$140.00
None	\$0.00
PERA	7.50%

Proposal Summary:

[illegible]