

December 11, 2025
2025-27 Admin Asst Negotiations
District Proposal #1

Key:

Additions: blue / bold / italics / underlined

~~Deletions~~: blue / strikethrough

Tentative Agreements as of Dec 11 2025

1 and 2.

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)

3.

Article VII: Group Insurance

District Response to Union Proposal of Dec 11 2025

The District reserves the right to amend, adjust, or add to these proposals during the process of negotiations.

4.

Article VIII: Leaves of Absence

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 20th year of service to the School District. Administrative Assistants may roll over up to ~~two (2)~~ three (3) personal days per year to a maximum of ~~four (4)~~ five (5) days for those Administrative Assistants not having reached their 20th year of service and to a maximum of ~~five (5)~~ six (6) days for those Administrative Assistants having reached their 20th year of service.

5a.

Article IX: Hours of Service

Section 5. School Closings

The District does not agree.

5b.

Article IX: Hours of Service

Section 7. Holidays

Section 7. Holidays: There shall be ~~eleven (11)~~ ten (10) or twelve (12) 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 (12-month employees only)

Labor Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Eve Day

Christmas Day

New Years Eve Day

New Year's Day

President's Day

Good Friday

Memorial Day

Juneteenth (12-month employees only)

6.

Article XIV: Deferred Matching Contribution Plan

The District does not agree.

District Proposals of Dec 11 2025

The District reserves the right to amend, adjust, or add to these proposals during the process of negotiations.

7.

Change all references from "secretary" to "Administrative Assistant"

8.

Change all references of supervisors to "Superintendent or designee"

9.

Strike salary and replace with wage throughout.

10.

Article VI: Rates of Pay

Section 1. Rates of Pay

Subd. 5. Salary increases shall be effective on July 1st of each contract year. Those employed prior to January 15th will qualify for the next full ~~second~~ step. Those employed January 15th or later will qualify for a pro-rated raise.

11.

Article VI: Rates of Pay

Section 3: Retroactive Pay:

Any changes to rates of pay or benefits shall be retroactive as negotiated in the new agreement for all active employees and employees who retired in good standing who completed work during the contract period.

12.

Article VIII: Leaves of Absence

Section 1. Sick Leave

~~Subd. 8. Sick leave balances shall be reported on employees pay stubs.~~

13.

Article VIII: Leaves of Absence

Section 6. Jury Duty

~~Subd. 1. All employees shall be granted pay by the School District equaling the difference between their regular pay and jury duty pay if required to serve on jury duty.~~

Employees will turn over to the School District jury duty pay during the work year and be given full compensation for the time served on jury duty.

14.

Article IX: Hours of Service

Section 1. Basic Work Week: A regular work week shall consist of forty (40) hours, Monday through Sunday, inclusive of lunch, for full-time employees, unless otherwise requested by the employee and concurred with by the immediate supervisor. Hours worked in addition to forty (40) hours per week shall be paid at the rate of one and one half (1 ½) times the individual's hourly rate of pay. Whenever possible, prior approval for working overtime should be obtained from the immediate supervisor.

~~Employees will have the option to select compensatory time in lieu of overtime for all hours worked over 40 in any given week. Compensatory time is earned at a 1 to 1 hour ratio for time taken in the same week. All additional compensatory time will accrue at a 1.5 hour rate and must be used within a three week window. Compensatory time will default to paid overtime on the following payroll if it is not used within the allowed window. Use of compensatory time requires supervisory approval.~~

In the event that an administrative assistant is absent from work and the opening is not filled during a student contact day, with the approval of the administrator or supervisor, one or two hours of overtime can be accrued by the employee that remains working, and is covering two administrative assistant spots.

~~An exception to the basic work week occurs during Parent Teacher Conferences. Compensatory time for work that occurs during school conferences will be designated in the Administrative Assistants' calendar. Comp days for conferences will be the Wednesday before Thanksgiving for fall conferences and the superintendent, or designee, will work with the union steward to assign a designated date for spring conferences. Should students be required to attend school on either of the designated comp days for conferences the superintendent, or designee, will work with the union steward to assign an alternate non-student contact comp day.~~

15.

Article IX: Hours of Service

Section 6. Vacations

~~Subd. 4. Employees hired after July 1, 2001 for less than a twelve (12) month per year contract shall have their vacation time prorated each year.~~

16.

Article IX: Hours of Service

Section 7. Holidays

~~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.~~

17.

Article XIII: Retirement and Resignation

Section 3. Retiree Insurance Benefits: Retiring employees may continue in the School District's group health insurance plan as provided by applicable law. **For employees hired before September 1, 2025, R**etiring employees who are enrolled in the School District group insurance plan at the time of retirement and who have at least ten (10) years of service in the School District and who are at least age sixty (60) will be eligible to remain in the School District group insurance plan by purchasing either a single or family policy. Participating employees will receive a District contribution towards the premium equal to the contribution granted to active employees taking single insurance coverage until the employee reaches Medicare eligibility.

Employees hired on/after September 1, 2025 shall be eligible for an HRA beginning in year eleven (11) of service. For full-time employees in years eleven (11) to twenty (20), \$2,500 will be deposited annually (July 15 of the following year) into an HRA account.

18.

Article XIV: Deferred Matching Contribution Plan

Section 4. Intent to Participate/Enrollment Period: ~~By September 8 of the year,~~ **No later than the date of the qualifying year as established annually by the School District.** eligible

employees shall declare their intent to participate in the matching deferred compensation plan by submitting a signed Intent to Participate form to the payroll office. The plan year shall be from ~~July 1st~~ **October 1** to the following ~~June 30th~~ **September 30**. An Intent to Participate form shall be binding until a new Intent to Participate form is submitted . The employee is solely responsible for filing an Intent to Participate form .

Failure to participate in any given year shall result in the loss of benefit for that year, which cannot be made up in subsequent years. If the employee stops their contribution at any time during the year, it cannot be restarted until the following year.

19.

District financial proposal (presented on separate document).

ISD 882 MONTICELLO
Administrative Assistants
RATES

Proposal District1
Date 12/11/2025

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	\$21.50	\$0.06	0.30%
2	\$23.58	\$0.07	0.30%
3	\$27.83	\$0.08	0.30%
4	\$29.36	\$0.09	0.30%

WAGES 2026-27

Step	Hr Rate	\$ Change	% Change
1	\$21.56	\$0.06	0.30%
2	\$23.65	\$0.07	0.30%
3	\$27.91	\$0.08	0.30%
4	\$29.45	\$0.09	0.30%

Longevity Pay	
5 years	\$0.00
10 years	\$0.55
15 years	\$0.65
20 years	\$0.75
25 years	\$0.85
None	\$0.00

Longevity Pay	\$ Change	% Change
5 years	\$0.45	#DIV/0!
10 years	\$0.65	0.00%
15 years	\$0.65	0.00%
20 years	\$0.75	0.00%
25 years	\$0.85	#DIV/0!
None	\$0.00	

Longevity Pay	\$ Change	% Change
5 years	\$0.45	0.00%
10 years	\$0.55	0.00%
15 years	\$0.65	0.00%
20 years	\$0.75	0.00%
25 years	\$0.85	0.00%
None	\$0.00	0.00%

9.7%
18.0%
5.5%

BENEFITS 2024-25

Health Ins - per yr	
Indv	\$11,700.00
Dep	\$25,656.00
None	\$0.00
H.S.A Indv Cost	\$10,201.96
H.S.A Dep Cost	\$25,394.00
Dep Costs (2Emp)	

BENEFITS 2025-26

Health Ins - per yr	\$ Change	% Change
Indv	\$11,700.00	\$0.00
Dep	\$25,656.00	\$0.00
None	\$0.00	\$0.00
Indv Cost	\$11,074.72	9.50%
Dep Cost	\$27,616.43	9.50%
Dep Costs (2)	\$0.00	

BENEFITS 2026-27

Health Ins - per yr	\$ Change	% Change
Indv	\$12,300.00	\$600.00
Dep	\$25,896.00	\$240.00
None	\$0.00	\$0.00
Indv Cost	\$11,879.50	8.00%
Dep Cost	\$29,665.71	8.00%
Dep Costs (2)	\$0.00	

Dental Ins - per yr	
Indv	\$546.00
Dep	\$1,080.00
None	\$0.00

Dental Ins - per yr	\$ Change	% Change
Indv	\$562.38	\$16.38
Dep	\$1,080.00	\$0.00
None	\$0.00	\$0.00

Dental Ins - per yr	\$ Change	% Change
Indv	\$579.25	\$16.87
Dep	\$1,080.00	\$0.00
None	\$0.00	\$0.00

Life - per yr \$50,000	
30 hrs	\$54.00
None	\$0.00

Life - per yr \$50,000	\$ Change	% Change
30 hrs	\$54.00	\$0.00
None	\$0.00	\$0.00

Life - per yr \$50,000	\$ Change	% Change
30 hrs	\$54.00	\$0.00
None	\$0.00	\$0.00

LTD - per yr	
30 hrs	\$140.00
None	\$0.00

LTD - per yr	\$ Change	% Change
30 hrs	\$140.00	\$0.00
None	\$0.00	\$0.00

LTD - per yr	\$ Change	% Change
30 hrs	\$140.00	\$0.00
None	\$0.00	\$0.00

PERA 7.50%

PERA 7.50%

PERA 7.50%

Proposal Summary:

Matrix Summary						
	Base Year	Year 1	Year 1 - % Change from Base	Year 1 - Amt Change from Base	Year 2 Year 2 - % Change from Year 1	Year 1 - Year 2 \$ Total
Salary	839,119.20	886,411.44	5.64%	47,292.24	902,420.40	1,788,831.84
Health Ins	340,716.00	340,716.00	0.00%	-	346,356.00	687,072.00
Dental Ins	14,610.00	14,691.90	0.56%	81.90	14,776.26	29,468.16
Life Ins	864.00	864.00	0.00%	-	864.00	1,728.00
LTD	2,240.00	2,240.00	0.00%	-	2,240.00	4,480.00
403b Match	10,638.20	12,012.88	12.92%	1,374.68	13,350.82	25,363.70
Worker's Compensation	2,752.31	3,324.04	20.77%	571.73	3,384.08	6,708.12
Paid Family Medical Leave	-	1,950.11	#DIV/0!	1,950.11	3,970.65	5,920.75
PERA	62,933.94	66,480.86	5.64%	3,546.92	67,681.53	134,162.39
FICA	64,192.62	67,810.48	5.64%	3,617.86	69,035.16	136,845.64
Total Benefits	498,947.07	510,090.26	2.23%	11,143.19	521,658.49	1,031,748.75
Additional Item:						
Additional Item:						
Additional Item:						
Total Salary & Benefit	1,338,066.27	1,396,501.70	4.37%	58,435.43	1,424,078.89	2,820,580.59
Fund 01	1,109,494.86	1,163,179.53		53,684.67	1,188,864.92	79,370.06
Fund 02	71,658.32	73,951.20		2,292.88	74,868.98	3,210.66
Fund 04	87,173.94	88,631.11		1,457.17	89,172.40	1,998.46
Fund 12	69,739.15	70,739.86		1,000.71	71,172.58	1,433.43
	1,338,066.27	1,396,501.70		58,435.43	1,424,078.89	86,012.62
						\$67,198.00
						(\$12,172.06)

MSBA	
Year 1 & Year 2	2,820,580.59
Double Base Yr	2,676,132.54
Difference	144,448.05
Double Base Yr	2,676,132.54
MSBA Percentage	5.40%

FY26/27 House Bill: Statutory Inflation (part of base), Increases in Basic Supplemental Revenue (nee LOR) and Read Act Money
Library Aid Repealed, Student Support Personnel Aid Reduced, Special Ed Pupil Transpo 95% (excludes HHM)

882 = DISTRICT NUMBER									
Enter the school district number in the purple cell C4 use 0.9999 for State Totals and 1.2 for Minneapolis									
page 1 is totals; page 2 is amounts per adjusted pupil;									
0.9999									
882 - Monticello									
Adjusted ADM (pupils)									
GENERAL EDUCATION									
Basic									
Extended Time									
Gifted & Talented									
Small Schools									
Declining									
Local Option/Basic Supplemental									
Compensatory									
English Learner									
Op Sparsity									
Oper. Capital									
Transpo Sparsity									
Equity									
Transition									
Pension Adj									
Options Adj: Referendum Aid									
Options Adj: Charter Transport									
Options Adj: Fairbault									
Referendum									
Gen Ed Totals									
Gen Ed Change Prior Year									
% Change From Prior Year									
Gen Ed Change Base									
% Change From Base									
SPECIAL EDUCATION									
Special Ed Regular, Net									
Spec Ed Totals									
Spec ed Change Prior Year									
% Change From Prior Year									
Spec ed Change Base									
% Change From Base									
OTHER									
Library Aid									
Student Support Personnel Aid									
ECFE Revenue									
Other Totals									
Other Change Prior Year									
% Change From Prior Year									
Other Change Base									
% Change From Base									
TOTAL REVENUE									
Total Change Prior Year									
% Change From Prior Year									
Total Change Base									
% Change From Base									

new funds

ISD 882 Monticello
Allocation of New State Funds

From State Webpage

Employee Group	Base Year 2024-25	Percent of Total	1,222,083	Actual Settlements	1,450,319	Actual Settlements	New \$
			2025-26 Allocation of New State Funds		2026-27 Allocation of New State Funds		
Teachers (Fd 01)	31,644,500	71.72%	876,454		1,040,140		1,916,594
ESS (Fd 01)	3,255,903	7.38%	90,178		107,020		197,198
BI (Fd 01)	417,126	0.95%	11,553		13,711		25,264
Custodians	2,562,610	5.81%	70,976		84,232		155,208
Technology	718,139	1.63%	19,890		23,605		43,495
Clerical (Fd 01)	1,109,495	2.51%	30,730		36,469		67,198
Individuals (Fd 01)	1,194,858	2.71%	33,094		39,274		72,368
Principals	1,699,960	3.85%	47,084		55,877		102,960
Directors	1,246,479	2.82%	34,524		40,971		75,495
Superintendent	274,429	0.62%	7,601		9,020		16,621
	44,123,497	100.00%	1,222,083	0	1,450,319	0	
Food Service							
Food Service Employees	1,177,302						71,345

6%

6%