

SEIU 284
Monticello ISD #882 Administration Assistant Support Staff
3rd Round Document February 17, 2026

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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.

** MOU that covers reduction of normal work year days expires June 30, 2026. **

District 12/11/2025: TA

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

District 12/11/2025: TA

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.

District counter 12/11/2025: Agrees to roll over increase but not to adding additional days.

Union 1/28/2025: TA rollover day increase – holds with adding additional days.

District 1/28/2026: Hold with 12/11/2025 offer.

Union 2/17/2026: TA rollover day increase – holds with adding additional days.

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.**

District Response 12/11/2025: Does not agree.

Union 1/28/2025: Hold with opening proposal – Bargaining team to give examples of how this would be beneficial.

District Counter 1/28/2026:

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: **1) it is unsafe to do so, or 2) the Administrative Assistant has received pre-approval from the Superintendent of designee to work from home.** Administrative Assistant will be paid for all hours worked at their regular rate. In the event that it is unsafe to report to work, Administrative Assistants will be paid for the first three cancelled days that are called by the superintendent. Any cancelled days after the first three, Administrative Assistants can use accrued compensatory time, personal time or vacation time in lieu of working.

Union 2/17/2026: TA district offer of new language proposed on 1/28/2026

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.

District Counterproposal 12/11/2025:

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)**
- 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 (12-month employees only)

Union 1/28/2026: TA

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 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.~~

District and Union 12/11/2025 agree that the language reverts to the 2020- 2022 contract language which restores all days that have been reduced. The MOU that covers the reduction of days in this section will expire on June 30, 2026.

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.

District 12/11/2025: Does not agree. All school contracts are currently written the same, and the district would like to keep it consistent.

Union 1/28/2025: Drop

District Proposals 12/11/2025

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

Union 1/28/2026: TA

8. Change all references of supervisors to "Superintendent or designee"

Union 1/28/2026: TA

9. Strike ~~salary~~ and replace with **wage** throughout.

Union 1/28/2026: TA

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.

Union 1/28/2026: TA

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 retire in good standing who completed work during the contract period.

Union 1/28/2026: TA

12. ARTICLE VIII: Leaves of Absence

Section 1: Sick Leave

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

Union 1/28/2026: TA

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.

Union 1/28/2026: TA

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 secretarial 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.~~

Union 1/28/2026: Does Not Agree.

15. Revised: Article IX: Hours of Service – Section 6- Sudb. 4. Strike out date after July 1, 2021

Union 2/17/2026: TA

16. Revised: Article IX: Hours of Service – Section 7-Sudb. 3. Strike out after July 1, 2021working

Union 2/17/2026: TA

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,** retiring 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) into an HRA account.

Union 1/28/2026: Asking for more information from district.

Union 2/17/2026: TA district proposal to add HRA language for employees hired after 9/1/2025. This is an opt-in benefit for anyone hired prior to 9/1/2025. Employees would be eligible for 10 years of District contributions.

18. ARTICLE XIV: Deferred Matching Contribution Plan:

Date change

Union 1/28/2026: TA date change.

APPENDIX A

0.9% Steps 1-3 Step 4 = 3.0% year 1

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

~~2022-2023~~

Step 1 \$~~19.83~~ 21.63

Step 2 \$~~22.60~~ 23.72

Step 3 \$~~26.68~~ 28.00

Step 4 \$~~28.00~~ 30.15

APPENDIX B

STEPS Adjusted for Steps 1-3 Step 4 = 3.0% year 2

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

~~2023-2024~~

Step 1 \$~~20.62~~ 27.23

Step 2 \$~~23.05~~ 28.07

Step 3 \$~~27.21~~ 28.94

Step 4 \$~~28.56~~ 31.05

~~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 2025-2026

2026-2027

At 5 years: \$0.45 \$0.45

All other SEIU contracts have a 5 year longevity that started with the last contract.

At 10 years: \$0.55 \$ 0.55

At 15 years: \$0.65 \$0.65

At 20 Years: \$0.75 \$0.75

At 25 Years: \$0.85 \$0.85

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.

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 2 - Amt Change from Year 1	Year 1 - Year 2 \$ Total	
Salary	839,119.20	905,356.80	7.89%	66,237.60	956,552.00	5.65%	51,195.20	1,861,908.80	
Health Ins	340,716.00	340,716.00	0.00%	-	346,476.00	1.69%	5,760.00	687,192.00	
Dental Ins	14,610.00	14,691.90	0.56%	81.90	14,776.26	0.57%	84.36	29,468.16	
Life Ins	864.00	864.00	0.00%	-	864.00	0.00%	-	1,728.00	
LTD	2,240.00	2,240.00	0.00%	-	2,240.00	0.00%	-	4,480.00	
403b Match	10,638.20	14,814.34	39.26%	4,176.13	16,746.40	13.04%	1,932.06	31,560.74	
Worker's Compensation	2,752.31	3,395.09	23.35%	642.78	3,587.07	5.65%	191.98	6,982.16	
Paid Family Medical Leave	-	1,991.78	#DIV/0!	1,991.78	4,208.83	111.31%	2,217.04	6,200.61	
PERA	62,933.94	67,901.76	7.89%	4,967.82	71,741.40	5.65%	3,839.64	139,643.16	
FICA	64,192.62	69,259.80	7.89%	5,067.18	73,176.23	5.65%	3,916.43	142,436.02	
Total Benefits	498,947.07	515,874.66	3.39%	16,927.59	533,816.18	3.48%	17,941.52	1,049,690.85	
Additional item:									
Additional item:									
Additional item:									
Total Salary & Benefit	1,338,066.27	1,421,231.46	6.22%	83,165.19	1,490,368.18	4.86%	69,136.72	2,911,599.65	
Fund 01	1,109,494.86	1,183,346.17		73,851.31	1,245,085.89		61,739.71	135,591.03	New funds
Fund 02	71,658.32	75,580.89		3,922.57	78,233.05		2,652.16	6,574.73	
Fund 04	87,173.94	90,260.80		3,086.86	92,897.41		2,636.62	5,723.47	
Fund 12	69,739.15	72,043.61		2,304.45	74,151.84		2,108.23	4,412.68	
	1,338,066.27	1,421,231.46		83,165.19	1,490,368.18		69,136.72	152,301.91	
								\$67,198.00	
								(\$68,393.03)	

MSBA
Year 1 & Year 2
Double Base Yr
Difference
Double Base Yr
MSBA Percentage
8.80%

ISD 882 MONTICELLO
Secretary
RATES

Proposal	Union3
Date	2/17/2026

WAGES 2024-25

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

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

WAGES 2025-26

Step	Hr Rate	\$ Change	% Change
1	\$21.63	\$0.19	0.90%
2	\$23.72	\$0.21	0.90%
3	\$28.00	\$0.25	0.90%
4	\$30.15	\$0.88	3.00%

Longevity Pay	\$ Change	% Change
5 years	\$0.45	#DIV/0!
10 years	\$0.55	0.00%
15 years	\$0.65	0.00%
20 years	\$0.75	0.00%
25 years	\$0.85	#DIV/0!
None	\$0.00	

WAGES 2026-27

Step	Hr Rate	\$ Change	% Change
1	\$27.23	\$5.60	25.89%
2	\$28.07	\$4.35	18.34%
3	\$28.94	\$0.94	3.36%
4	\$31.05	\$0.90	3.00%

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	

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)	

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

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 (2Emp)	\$0.00	

Dental Ins - per yr	\$ Change	% Change
Indv	\$562.38	3.00%
Dep	\$1,080.00	0.00%
None	\$0.00	

BENEFITS 2026-27

Health Ins - per yr	\$ Change	% Change
Indv	\$12,060.00	3.08%
Dep	\$26,016.00	1.40%
None	\$0.00	

Indv Cost	\$11,879.50	8.00%
Dep Cost	\$29,665.71	8.00%
Dep Costs (2Emp)	\$0.00	

Dental Ins - per yr	\$ Change	% Change
Indv	\$579.25	3.00%
Dep	\$1,080.00	0.00%
None	\$0.00	

Secretary

Proposal Union3
Date 2/17/2026

Indv Cost	\$546.00	100.00%	Indv Cost	\$562.38	3.00%	100.00%
Dep Cost	\$1,470.00	73.47%	Dep Cost	\$1,514.10	3.00%	71.33%
Life - per yr \$50,000			Life - per yr \$50,000			
30 hrs	\$54.00		30 hrs	\$54.00	\$0.00	0.00%
None	\$0.00		None	\$0.00		
LTD - per yr			LTD - per yr			
30 hrs	\$140.00		30 hrs	\$140.00	\$0.00	0.00%
None	\$0.00		None	\$0.00		
PERA	7.50%		PERA	7.50%		