

February 17, 2026
2025-27 Admin Asst Negotiations
Tentative Agreement

Key:

Additions: blue / bold / italics / underlined

~~Deletions~~: blue / strikethrough

Tentative Agreements as of Feb 17 2026

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

5a.

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; Administrative Assistants will be expected to work until dismissed by the Superintendent or designee. Administrative Assistants are expected to report to work when school is cancelled, ~~unless: 1) it is unsafe~~ as soon as practicable to do so, or 2) the Administrative Assistant has received pre-approval from the Superintendent or designee to work from home. Administrative Assistants 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.

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.

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 (256-day 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 (256-day employees only)

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.

15. (Revised)

Article IX: Hours of Service

Section 6. Vacations

Subd. 4. Employees hired ~~after July 1, 2001~~ for less than a ~~twelve (12) month~~ **256-days** per year contract shall have their vacation time prorated each year.

16. (Revised)

Article IX: Hours of Service

Section 7. Holidays

Subd. 3. Employees hired ~~after July 1, 2001~~ working for less than a ~~twelve (12) month~~ **256-days** per year contract shall not be paid for the **Juneteenth and** Independence Day holidays.

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 1 st 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.

20.

Article IX: Hours of Service

Section 11. Definition of the Work Year: Twelve (12) month Effective July 1, 2026, Administrative Assistants shall work 260/261 256 or 216 days as approved by the Superintendent or designee. Beginning July 1, 2022 the work year will be reduced for twelve (12) month Administrative Assistants by four (4) non student contact and non teacher duty days. Ten (10) month Administrative Assistants shall work 220/221 days. Beginning July 1, 2022 the work year will be reduced for ten (10) month Administrative Assistants by two (2) non student contact and non teacher duty days. Administrative Assistants 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.

21.

Article VIII: Leaves of Absence

Section 1. Sick Leave:

Subd. 9. Employees hired ~~after July 1, 2001~~ for less than a ~~twelve (12) month~~ 256-days per year contract ~~per year~~ shall have their earned sick time prorated each year and shall only be allowed to accumulate up to ninety-six (96) sick days.

19.

District financial proposal (presented on separate document).