



AGREEMENT

between

Independent School District No. 717
Jordan, Minnesota

And

Paraprofessionals

July 1, 2025 - June 30, 2027

AGREEMENT

This agreement is entered into between the Jordan School District and the employees serving as Paraprofessionals.

ARTICLE I DEFINITIONS

Section 1. 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, the employer's personnel policies affecting the working conditions of the employees. "Terms and conditions of employment" is subject to the provisions of PELRA.

Section 2. School District:

For purposes of administering this Agreement, the term "school district" shall mean the School Board or its designated representative.

Section 3. Benefits Eligibility:

Eligibility for benefits: To qualify for benefits employees must be employed for 20 hours weekly for 35 weeks yearly. Benefits will be prorated off of 2080 hours yearly, unless specifically stated otherwise in a particular benefit. All benefits that require carrier approval must meet the carrier criteria.

Section 4. Other Terms:

Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

ARTICLE II COMPENSATION

Section 1. Wage Schedule:

Subd. 1. Rate of Pay: The salaries of all employees shall be on an hourly rate. The Board of Directors of the school district shall set the hourly rate for the two-year period of this agreement. Rates of pay shall be effective July 1st of each year and shall be paid in accordance to the rate scale in Attachment A. Should the district not set the salary prior to an employee commencing work for the particular school year, the employee shall work at the previous year's hourly rate until an agreement is reached on the present year's hourly rate. The employee would receive retro pay once the rate is set.

Subd. 2. Overtime: Overtime rate shall be paid when an employee works more than 40 hours per week. The overtime calculation shall be based on the employee's hourly rate. Overtime must be approved in advance, in writing, by the employee's immediate supervisor.

Subd. 3. Overtime shall be at 1.5 times the employee's regular pay.

Subd. 4. Comp Time: An employee may request to take comp time at 1.5 times the employee's extra hours worked in lieu of overtime pay, subject to the superintendent's or his/her designee's approval.

Section 2. Longevity:

The employees listed on Attachment A and Attachment B will continue to receive longevity at their current longevity per hour rate. At the end of the 2019-2021 contract period the longevity eligibility will sunset.

Section 3. Education Allowance:

All employees are eligible for a \$200 yearly education allowance, to be used for class fees. Each course registration must receive prior approval from the building principal and/or the special services director. Payment will be paid upon presentation of expense receipts to the district's Finance Director.

Section 4. Mentor Stipend:

Any employee who is a mentor for new hires shall receive the following stipend:

- Mentoring up to three new hires per year: \$100
- Mentoring four to six new hires per year: \$200
- Mentoring seven or more new hires per year: \$300

A mentor is determined to be an individual that is assigned to the role. This individual is a role model for new hires and fulfills the obligations of the Mentor position as defined in the Mentor Roles and Responsibilities.

**ARTICLE III
GROUP INSURANCE**

Section 1. Selection of Carrier:

The selection of the insurance carrier and policy shall be made by the school district as provided by law.

Section 2. Claims Against the School District:

It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Section 3. Duration of Insurance Contribution:

An employee is eligible for school district contribution as provided in this Article as long as the employee is employed by the school district. Upon termination of employment, all district contributions shall cease.

Section 4. Health, Hospitalization and Dental Insurance:

All qualifying paraprofessionals will be offered a district insurance contribution in the amounts listed below, to be applied directly toward the premium of the approved and applicable health, hospital, and dental policies provided by the district. Paraprofessionals who elect to take insurance through the district will pay the remaining portion of the premium through payroll deduction. This is not a prorated benefit for all benefit eligible employees.

2025-2026		2026-2027	
Single	\$7,600	Single	\$7,600
Family	\$10,000	Family	\$10,500

Section 5. Long Term Disability Insurance:

The district shall provide LTD insurance for eligible employees as long as the district employs them. The LTD plan will be the one used by Education Minnesota-Jordan.

Section 6. Term life Insurance:

The district shall provide term life insurance, using the same plan the district used with the EMJ. The amount of insurance shall be according to the following formula based off 2080 hours yearly:

- 76-100% of 2080 hours equals \$20,000 insurance.
- 50-74% of 2080 hours equals \$10,000 insurance.
- 33-49% of 2080 hours equals \$5,000 insurance.

ARTICLE IV
LEAVES OF ABSENCE

Section 1. Sick Leave Benefits; Care of Relatives

Subd. 1. Employees shall receive 12 days of sick leave yearly, prorated according to Sec. 3 of Art.I.

Subd. 2. Unused sick leave days may accumulate to a maximum of 1,000 hours, prorated.

Subd. 3. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness and/or disability of the employee which prevented the attendance and performance of duties on that day or days.

Subd. 4. An employee may use personal sick leave benefits provided by the employer for absences due to an illness or injury to the employee's child, as defined in Minnesota State Statute 181.940, subdivision 4, adult child, spouse, sibling, parent, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury. This subdivision applies only to personal sick leave benefits payable to the employee from the employer's general assets.

Subd. 5. The district may limit the use of personal sick leave benefits provided by the district for absences due to an illness or injury to the employee's adult child, spouse, sibling, parent, grandparent, or stepparent to no less than 160 hours in any 12 month period. This paragraph does not apply to absences due to the illness or injury of a child, as defined in Minnesota State Statute 181.940, subdivision 4.

Subd. 6. For purposes of this section, "personal sick leave benefits" means time accrued and available to an employee to be used as a result of absence from work due to personal illness or injury, but does not include short-term or long-term disability or other salary continuation benefits.

Subd. 7. For the purpose of this section, "child" includes a stepchild and a biological, adopted, and foster child.

Subd. 8. Sick leave shall be deducted from the accrued sick leave hours earned by the employee. An employee, who has exhausted their sick leave days, will have any additional days missed deducted from their pay at their hourly rate. Days used for sick leave, above that eligible for, must be approved in advance by the superintendent. The decision of the superintendent to grant additional days is final.

Subd. 9. Wellness Payment: Employees using 5 days or less of sick leave may, at the end of the school year for school year employees and at the end of the fiscal year for 12 month employees, request to sell back those days, less time used, at \$125.00 per day. Days sold back will be deducted from the employee's accumulated sick leave as specified in Article IV, Sec. 1, Subd. 2.

Section 2. Personal Leave:

Each employee shall be granted two (2) days of paid personal leave yearly and one (1) day of unpaid leave.

Subd. 1. Personal days may only be taken in half-day or full day increments. If employees working during the student day elect to use their leave in half-day increments, one must be in the A.M. and one in the P.M.

Subd. 2. Limitations:

No more than one instructional assistant in each building may use a personal day on the same day. Personal days may not be taken on the first or last day of school. The superintendent or superintendent's designee must approve all personal days.

Subd. 3. Up to one (1) unused personal leave day may be carried over from year to year for a maximum of three (3) paid personal leave days per year.

Subd. 4. At the end of each school year paraprofessional may elect to be paid for a maximum of two (2) unused personal days, to be paid at \$110.00 per day. Payment will be made on the June 15th paycheck. Days paid will be deducted from the employee's personal leave balance.

Subd. 5. Personal day requests must be made at least 3 days in advance, except in case of an emergency.

Section 3. Family Illness Leave/Bereavement Leave:

Subd. 1. Five days per year, non-accumulative, shall be available to each employee for a combination of family illness leave and bereavement leave. Family illness leave may be used because of the serious illness of an employee's spouse, parent or adult child, or the illness of a minor child. Bereavement leave may be used because of the death of an employee's spouse, child, sibling, spouse's parent, parent, or others who may have a particularly close relationship to the employee.

Subd. 2. An employee shall provide as much prior notice of intent to use family illness leave or bereavement leave, as possible.

Subd. 3. Additional days of family illness leave or bereavement leave may be granted at the discretion of the superintendent. These additional days will be deducted from the employee's accumulated sick leave bank, or if the bank is exhausted, granted with no pay.

Section 4. Worker's Compensation:

Subd. 1. Upon the request of an employee who is absent from work as a result of a compensable injury under the provisions of the Workers Compensation Act, the School District will pay the difference between the compensation received pursuant to the Workers Compensation Act by the employee's earned accrual of sick leave.

Subd. 2. A deduction shall be made from the employee's accumulated sick leave accrual time according to the pro-rata portions of days of sick leave time, which is used to supplement worker's compensation.

Subd. 3. Such payment shall be paid by the School District to the employee only during the period of disability.

Subd. 4. In no event shall the additional compensation paid to the employee by virtue of sick-leave pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

Subd. 5. An employee who is absent from work as a result of an injury compensable under the Worker's Compensation Act, and who elects to receive sick-leave pay pursuant to this policy, he/she will receive a deduction from his/her pay in an amount equal to the Worker's Compensation check.

Subd. 6. If for some reason a claim is made and Worker's Compensation does not cover the damage done by a student of eye glasses, contacts, hearing aids and clothing due the district will review the situation and pay for equal replacement as warranted.

Section 5. General Leave:

Subd. 1. An employee in the School District may apply for an unpaid leave of absence subject to the provisions of this section. The granting of such leave shall be at the discretion of the School District.

Subd. 2. The employee shall not accrue seniority or experience credit for the period of this leave.

Subd. 3. Applications for general leave shall be submitted in writing to the School District as soon as possible.

Section 6. Administration of Leaves:

When the school district has reason to believe that a pattern of conduct suggests that any leaves are being abused, investigation may be necessary for the benefit of all concerned. As part of such investigation, the district may prospectively require a doctor-signed certificate of any employee claiming sick leave.

ARTICLE V
HOLIDAYS & VACATIONS

Section 1. Holidays:

Subd. 1. 12 month employees will have 11 paid holidays:

New Year's Day	Thanksgiving Day
New Year's Eve	Day after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
4th of July	Floating Holiday
Labor Day	

The Floating Holiday must have the prior approval of the supervisor.

Employees working less than 52 weeks will receive 6 paid holidays:

Thanksgiving Day
Christmas Day
Christmas Eve
New Year's Day
New Year's Eve
Memorial Day

Subd. 2. Any employee scheduled to work four (4) weeks or more between the end of the school year and start and of pre-school workshop shall also receive holiday pay for July 4.

Subd. 3. Should it be necessary for the school to hold school on any of the designated holidays, another day will be substituted by the district.

Subd. 4. Holidays that fall on weekends will be observed on a day established by the school district.

Subd. 5. Payment for holidays will be made on the subsequent pay period following the holiday.

ARTICLE VI
HOURS OF SERVICE

Section 1. Building Hours:

The assignment of hours may vary from building to building. The superintendent or his/her designee will set hours.

Section 2. Training:

Paraprofessionals will be required to attend paid training up to 16 hours per year to be scheduled at the discretion of the school district.

Section 3. Break Time:

For every hour worked an employee will earn 4 minutes of break time, to be taken in minimums of 15 minutes each. A maximum of two breaks will be allowed in a work day. An employee must work a minimum of three hours to qualify for break time. A non-paid 30 minute lunch break will be provided for employees working five or more hours.

Section 4. Emergency School Closing:

Subd. 1. Each employee shall receive one (1) paid day when school is not in session due to inclement weather or other unscheduled closing.

Subd. 2. A school district or charter school that declares an e-learning day must continue to pay the full wages for scheduled work hours and benefits of all school employees for the duration of the e-learning period. During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.

**ARTICLE VII
DEFERRED COMPENSATION & SEVERANCE**

Section 1. Deferred Compensation:

Subd. 1. Matched deferred compensation is available to all benefit eligible employees beginning their second (2nd) year of employment in the District.

Subd. 2. Employees must use the deferred compensation election during the election period or wait until the next eligible enrollment period. The District shall pay its share of FICA taxes on the matching amount. The District shall match employee contributions as follows:

0-1 years of service in district 717	No Match
2-5 years of service in district 717	\$500
6-10 years of service in district 717	\$750
11-20 years of service in district 717	\$1,000
21-26 years of service in district 717	\$1,250

Subd. 3. District cap: \$18,000

Subd. 4. All deferred compensation costs to the district during the period of this contract shall be costed into the settlement package in the subsequent agreement between the parties.

Subd. 5. After ten years of service with the district, the employee will be eligible for up to \$1,500 in payment for unused sick leave. This will be paid at a rate of \$2.00 per hour for each unused hour. After 15 years of service the employee will be eligible for up to \$1,750 in payment at the rate of \$2.25 per hour. After 20 years of service the employee will be eligible for up to \$2,000 in payment at the rate of \$2.50 per hour. These payments will be made upon the employee's resignation or retirement from the district.

**ARTICLE VIII
CONTINUING EDUCATION**

Section 1. Qualifying CEU's

To qualify for credit toward the Continuing Education Activity Log, the CEU's must be attained by attending out of district or in district seminars, online classes, and workshops. Subscription or registration must not be paid for by the district, and the employee will not be paid for attending. An employee who completes 50 Continuing Education Units (CEU) as

defined below, shall be eligible for a \$.50/hour pay increase, up to a maximum of \$2.00 for all hours paid to the employee.

Subd. 1. The CEU's must be related to the employee's position and be pre-approved by the Special Services Director or Principal and Superintendent.

Subd. 2. Hours or credits used to receive Para Certification are not eligible to be considered for CEU hours. Para certification includes a certificate obtained through a technical/community college; or the employee having demonstrated that he/she meets the requirements for Highly Qualified according to the MN Department of Education through a formal State or local assessment, e.g. completed the Para E-Link and district sponsored training, or passing the Para Pro test.

Subd. 3. Paraprofessionals must receive a minimum grade of a B to earn credit towards CEU's.

Subd. 4. CEU pay increase shall become effective twice a year on September 1st and March 1st.

ARTICLE IX ACTIVITY PASSES

Section 1. Activity Pass Benefit

All employees and one adult guest will receive an activity pass to be used for home events, excluding MSHSL tournament events.

ARTICLE X SENIORITY/LAYOFF/RECALL

Section. 1. Seniority:

The district will recognize seniority rights as to order of layoff and recall. As long as evaluations are satisfactory or above.

Section 2. Layoff:

An employee whose position is being abolished may displace the employee with the least continuous service within the same category. The employee must have the necessary skills and abilities to meet the conditions of employment for the new position, as determined by the district.

Section 3. Recall:

Employees on layoff shall retain their recall for a period of one year. Call back by categories will be based on seniority. A laid off employee will have ten working days after being recalled to work to elect to do so, failing to do so within the ten-day will forfeit their rights of recall.

ARTICLE XI
DISCIPLINE, DISCHARGE, AND PROBATIONARY PERIOD

Section 1. Probationary Period:

An employee under the provisions of this Agreement shall serve a probationary period of six (6) months of continuous service in the school district during which time the school district shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse, insofar as suspension, discharge or other discipline is concerned. The district may extend the probationary period up to an additional six (6) months with notification to the employee.

Section 2. Completion of Probationary Period:

An employee who has completed the probationary period may be disciplined or discharged only for cause. The termination of an employee will normally follow the progressive discipline steps of:

1. Formal verbal warning
2. Written warning
3. Suspension without pay
4. Termination

If a supervisor meets with an employee to discuss verbal warning, written warning, suspension without pay or termination, the employee has the right to have representation from another employee present.

| This agreement is effective July 1, 2025 - June 30, 2027.

Marissa Nguyen, Paraprofessional

Deb Pauly, Board Chairperson

Lauren Pedersen, Board Clerk

Attachment A:

2025-2026				2026-2027			
Step	Grade			Step	Grade		
	1	2	3		1	2	3
1	\$18.05	\$18.97	\$20.08	1	\$18.32	\$19.25	\$20.38
2	\$18.35	\$19.27	\$20.37	2	\$18.63	\$19.56	\$20.68
3	\$18.67	\$19.59	\$20.69	3	\$18.95	\$19.88	\$21.00
4	\$18.95	\$19.88	\$20.99	4	\$19.23	\$20.18	\$21.31
5	\$19.26	\$20.20	\$21.29	5	\$19.55	\$20.50	\$21.61
6	\$19.59	\$20.50	\$21.60	6	\$19.88	\$20.81	\$21.92
7	\$19.88	\$20.82	\$21.91	7	\$20.18	\$21.13	\$22.24
8	\$20.20	\$21.11	\$22.22	8	\$20.50	\$21.43	\$22.55
9	\$20.50	\$21.43	\$22.52	9	\$20.81	\$21.75	\$22.86
10	\$20.82	\$21.74	\$22.84	10	\$21.13	\$22.07	\$23.18
11	\$21.12	\$22.05	\$23.14	11	\$21.44	\$22.38	\$23.49
12	\$21.43	\$22.35	\$23.46	12	\$21.75	\$22.69	\$23.81
13	\$21.74	\$22.65	\$23.75	13	\$22.07	\$22.99	\$24.11
14	\$22.07	\$22.97	\$24.07	14	\$22.40	\$23.31	\$24.43
15	\$22.36	\$23.27	\$24.37	15	\$22.70	\$23.62	\$24.74
16	\$22.68	\$23.58	\$24.68	16	\$23.02	\$23.93	\$25.06
17	\$22.98	\$23.89	\$24.99	17	\$23.32	\$24.25	\$25.36
18	\$23.29	\$24.20	\$25.29	18	\$23.64	\$24.56	\$25.67
19	\$23.60	\$24.51	\$25.61	19	\$23.95	\$24.88	\$25.99

- Grade 1** Base Paraprofessional - No related educational experience
- Grade 2** Highly Qualified – Completed at least two (2) years of study at an institute of higher education, Obtained an Associate's (or higher) degree; or Passage of the Para Pro Test
- Grade 3** Bachelor's Degree

Summer School Paraprofessional Staff Hourly Rate of Pay:

Targeted Services Para: Current hourly rate
 Extended School Year Special Education Para: Current hourly rate

Longevity Pay:

Susan Gerdes - \$.35 Ann Stocker - \$.25
 Laurie Schanus - \$.25 Jennifer Way - \$.25