Master Agreement Between ISD 318 Grand Rapids-Bigfork And Education Minnesota, Grand Rapids-Bigfork, Local 1314

Independent School District No. 318
650 SW 7th Avenue
Grand Rapids, Minnesota 55744

2025-2026 2026-2027

July 1, 2025 through June 30, 2027

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Article I
Purpose of Agreement

This Agreement, entered into between Independent School District No. 318, Grand Rapids, Minnesota (hereinafter referred to as the District), and Education Minnesota 1314 (hereinafter referred to as the Exclusive Representative), pursuant to and in compliance with the Public Employment Labor Relations Act as most recently amended (hereinafter referred to as P.E.L.R.A.) is to provide the terms and conditions of employment for teachers during the term of this Agreement. The term teacher as used herein shall have that meaning as defined in Article III of this Agreement.

Article II
Recognition of Exclusive Representative

In accordance with P.E.L.R.A., the District recognizes the Education Minnesota 1314 as the Exclusive Representative of teachers employed by Independent School District No. 318. Education Minnesota 1314, as Exclusive Representative, shall have those rights and duties as prescribed by P.E.L.R.A. and as described in the provisions of this Agreement.

Article III
Definitions

SECTION 1. Terms and Conditions of Employment: The terms "terms and conditions of employment" means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees, but does not mean educational policies of the District.

SECTION 2. Teacher:
Subd. 1. The term "teacher" when used hereinafter in the Master Agreement shall mean all persons in the appropriate unit employed by the District in a position for which the person must be licensed by the State Board of Education, whether compensated annually as per Salary Schedule A – first year of the contract period and Salary Schedule B - second year of the contract period, or on a per diem, hourly, or class rate basis, specifically including but not limited to

1. Classroom teachers
2. Counselors
3. Librarians
4. Vocational education teachers
5. Teachers employed under federal programs
6. Speech therapists
7. Substitute teachers who work more than 30 days for a specific teacher in the District
8. School nurses

Subd. 2. Categories, Teacher:
1. Full-time teacher: A full-time teacher shall be defined as a licensed employee under contract with the District for full-time employment.

2. Part-time teacher: A part-time teacher shall be defined as a licensed employee under contract with the District for less-than-full-time employment.

3. Long-term substitutes: A long-term substitute shall be defined as a licensed employee under contract with the District whose employment is caused by conditions which occur after the beginning of the school year. A long-term substitute may be considered full- or part-time.

4. Casual Substitutes: A casual substitute shall be defined as a non-contract, licensed employee hired by the District on a day-to-day basis who does not exceed 30 days substituting for a specific teacher in the District in a given school year.

5. Program teachers: A program teacher shall be defined as a licensed employee hired by the District to teach special classes not necessarily offered on a regular or an annual basis.

Subd. 3. Exclusions: The term "teacher" as used herein shall not include the superintendent, assistant superintendents, principals, and assistant principals who devote more than 50 percent of their time to administrative or supervisory duties, confidential employees, supervisory employees, essential employees, and others as excluded by P.E.L.R.A. and defined by the Bureau of Mediation Services. District No. 318 teachers whose time is purchased

from District No. 318 by other school districts or educational institutions shall not lose contract benefits of District No. 318.

SECTION 3. Vacancy: A vacancy is any teaching position that does not have a teacher listed for that position.

SECTION 4. Other terms: Terms not defined in this agreement shall have those meanings as defined by P.E.L.R.A. In the event that P.E.L.R.A. or any provision of P.E.L.R.A. is discontinued, negotiations between the Teacher's Bargaining Unit and the District shall be conducted as though P.E.L.R.A. in its entirety were still in effect to the extent that such practice is not contrary to law.

Article IV
School Board Functions

SECTION 1. The Exclusive Representative recognizes that the District is not required to meet and negotiate on matters of inherent managerial policy which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel.

SECTION 2. The Exclusive Representative recognizes the right and obligation of the District to efficiently manage and conduct the operation of the District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the District.

SECTION 3. The Exclusive Representative recognizes that all employees covered by this Agreement shall perform the professional services including teaching, supervising, and in-service work as determined in the Master Agreement, Article X, and prescribed by the District and shall be governed by the laws of the State of Minnesota, and by District rules, regulations, directives, and orders issued by properly designated officials of the District. The Exclusive Representative also recognizes the right, obligation, and duty of the District and its duly designated officials to promulgate rules, regulations, directives, and orders from time to time as deemed necessary by the District insofar as such rules, directives, and orders are not inconsistent with the terms of this Agreement.

SECTION 4. It is further understood that the foregoing enumeration of District functions shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and the District expressly reserves all management rights and management functions not expressly delegated in the Agreement.

SECTION 5. The Exclusive Representative recognizes that the District, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota, Federal laws, rules and regulations of the State Board of Education and valid rules, regulations, and orders of State and Federal governmental agencies. Any provision of this Agreement herein found to be in violation of any such laws, rules, regulations, or orders shall be null and void and without force and effect.

Article V
Teacher Rights

SECTION 1. Right to Views: Nothing contained in the Agreement shall be construed to limit, impair, or affect the right of the teacher representative to the expression or communication of a view, grievance, complaint, or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designated to and does not interfere with the full, faithful, and proper performance of the duties of employment or circumvent the rights of the Exclusive Representative if there is one. It should in no way be construed to limit other rights provided by law.

SECTION 2. Right to Join: Teachers shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Teachers in an appropriate unit shall have the right by secret ballot to designate an Exclusive Representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such teachers with the District of such unit.

SECTION 3. Meet and Confer: Public employees who are professional employees as defined by 179A.03 of P.E.L.R.A. have the right to meet and confer with public employers regarding policies and matters not included under 179A.03, Subd. 19, pursuant to 179A.06, Subd. 4 of P.E.L.R.A. Representatives of the District and the Exclusive Representative will meet if requested by either party quarterly of each school year.

SECTION 4. Dues Check-off:

Subd. 1. Teachers shall have the right to request and be allowed dues check-off as stipulated in M.S. 179A.01 of P.E.L.R.A. Such authorization shall continue in effect from year to year unless revoked in writing to the unit by the participant. Employee organizations will advise the human resources office of any changes in dues rate by October 1 of each year. When a bargaining unit member has so authorized a dues deduction, such authorization cannot be canceled except during the month of September each year. Cancellation must be in writing and forwarded to the unit by September 30th.

SECTION 5. Personnel Files:

Subd. 1. There shall be only one official file for each teacher which shall be maintained in strictest confidence at the administrative office. A teacher shall have the right to inspect and obtain copies of all materials within the personnel files in the District and to submit for inclusion in the file written information in response to any such material, as provided by Minnesota Statute 122A.41, Subd. 15.

Subd. 2. Identification and/or advance notification shall be required before access is given to any file.

Subd. 3. All material received for inclusion in the personnel file shall be stamped with date received for filing. The teacher shall be notified when any material which questions or challenges said teacher's character, conduct, or service is placed in the personnel file, except that which pertains to initial employment. Copies will be sent upon request. The cost of these copies shall be paid by the teacher at the going rate of reproduction. The teacher may read, date, and sign this material; said signature shall indicate only that the teachers has read the material and not indicate approval or disapproval.

Subd. 4. Notification to the teacher (per Subd. 3) shall consist of the teacher signing the document(s) going into their file. The signature will only indicate acknowledgment of receipt of the document(s) and not agreement with the contents. If the teacher refuses to sign indicating acknowledgment EdMinn 1314's President or Vice-president will verify appropriate notification.

SECTION 6. Discipline: Discipline will occur in accordance with District Policy 403 and/or M.S. 122A.40. The School District and Teachers mutually agree to adhere to the discipline policy as established by the School Board. Both parties recognize the importance of maintaining a fair and transparent disciplinary framework. To ensure continued relevance and equity, the policy shall be subject to an annual review conducted by a committee with a representative from the Teacher unit. The committee will evaluate the policy's effectiveness and recommend any necessary revisions to the School Board.

SECTION 7. Grievance File: After an official grievance filed by any teacher or the Exclusive Representative has been resolved, the grievance shall be placed in a special grievance file with all names expunged.

SECTION 8. Position Vacancies:

Subd. 1. Realignment of teachers who have been displaced due to reduction of positions shall occur prior to transfer. Teachers shall be placed in available positions in a manner consistent with the terms of this section to the extent that such placements can be accommodated.

Subd. 2. Vacancies Filled by Voluntary Transfer or Newly Hired Teachers:

A. Teaching and coaching vacancies will be posted in all buildings in which teachers are employed as well as in the Administrative Services Building and the school district website, and a copy to the union president. If a position is posted as internal only, the district will email all employees to notify them of the posting.

B. Generally, postings shall be made no fewer than 15 days before filling the vacancy unless the position is filled by transfer from the present staff, in which case the position will be posted five days prior to being filled.

C. A committee which includes at least one teacher representative selected by the Exclusive Representative will be used to assist the administrator in interviewing and evaluating candidates.

D. Teachers will be given preference in order of seniority in the selection process as follows:

Highest Priority – All tenured staff will be interviewed for positions they apply for if they are properly licensed.
Second Priority – Non tenured staff will be interviewed if the committee determines to do so.

Lowest Priority – Teachers applying from outside the District may be interviewed.

E. The administrator shall make the recommendation for hiring to administration.

F. In the event that the position is filled by other than the most senior qualified applicant at the highest priority level (See E. above), all tenured applicants with more seniority or at a higher priority level than the teacher selected to fill the position shall, upon request, be furnished in writing by the committee the reasons for not being selected.

Subd. 3. Involuntary Transfers:

A. After stranding is complete, all unfilled positions will be posted at the district's discretion.

B. If no teacher applies for a given position or if a suitable candidate is not found, the position shall be filled by the least senior teacher acceptable to the Superintendent or a designee.

C. An involuntary transfer shall be made only after a meeting between the teacher involved and the Superintendent or a designee, at which time the teacher shall be informed in writing of the reasons for the transfer.

D. At the time of employment, the District shall explain the terms of involuntary transfer to the teacher.

E. Generally, involuntary transfers will be made by June 1. Involuntarily transferred teachers shall be compensated for six hours at the rate paid for summer-school teaching.

F. Voluntary transfers will not be restricted because of the terms of this subdivision.

G. Except for changes in a teacher's home base, the provisions of this subdivision do not apply to itinerant teachers with multiple assignments.

H. No tenured teacher will be involuntarily transferred to a school site more than 20 miles from their school site when a substitute teacher is employed to replace them at their former school site.

I. Teachers who are involuntarily transferred into an area that requires the use of a different license than they have used within the past three years will have the opportunity to request support from a mentor. The involuntarily transferred teacher and the mentor may submit a claim for work done outside of the normal work year and / or work day. The pay rate will be as described in Appendix B Part 1 Section 1 Extra Duty Assignments. The involuntarily transferred teacher may submit a claim for actual hours worked up to, but not exceeding, 20 hours. The mentor may submit a claim for actual hours worked up to, but not exceeding 10 hours.

J. Only teaching licenses *on record* prior to February 1 of a given year will be considered in determining realignment of staff for the following year. Licenses will be considered on record based on the print date of the license listed on the MDE licensing web site. Licenses on record on or after February 1 will be considered for open posted jobs.

K. The district has the administrative ability to assign additional FTE to a part-time teacher within their licensure, up to an additional of 0.30 FTE per year. If there are multiple employees who are qualified and who have time in their schedule to take on the additional assignment, an internal posting will occur prior to assignment. Any addition to a teacher's assignment will occur by June 1 and will pertain to the following school year, unless there is mutual agreement between the employee and the district.

SECTION 9. Seniority:

Subd. 1. Seniority Definition: "Seniority" means the number of years of continuous service prorated at the percentage of full-time commencing with the first day of service to the District through June 30, 1995. "Seniority" for continuous service after June 30, 1995, shall be earned at one year of seniority for one year of service regardless of percentage of full-time.

Subd. 2. Seniority List:

A. By December 31 of each school year the District shall release a seniority list from its records. Teachers will be listed by name in order of seniority. Ties in seniority will be broken as follows:

1. That teacher having the greater number of credits beyond a B.S. degree shall be senior. For purposes of this clause, the M.A. degree shall be equivalent to B.A. 60.

2. If still unbroken, that teacher having their earlier initial date of continuous employment shall be senior.

3. If still unbroken, that teacher having the greatest number of active licenses with PELSB shall be senior.

4. If still unbroken, that teacher having the lower license file folder number shall be senior.

5. In the event a teacher does not have a PELSB file folder number, the number 3 and 4 tie breaker would be replaced with the first date they were licensed by their licensing board.

B. Seniority is accrued within the District as indicated above. There is no subject area or building seniority list.

C. Continuous service shall not be deemed broken because of any leave allowed in the contract.

D. In determining seniority, a teacher whose employment has been legally terminated by resignation or termination pursuant to M.S. 122A.40, but whose employment was subsequently reinstated by action of the District and the teacher without interruption of regular service, shall retain the original seniority date. I.e. if a teacher resigned, was non-renewed or placed on ULA, and finished one contract year, then was rehired and began the first day of the next year, they shall retain their original seniority date since no contracted days were missed.

E. Tier 1 and Tier 2 teachers are not eligible for tenure and will not be included on the Seniority List. Teachers working under an out of field permission who were not previously tenured by serving probation under a Tier 3 or 4 license they were working under will not be eligible for tenure until they hold the license for their assignment. Probationary teachers will also be excluded from the seniority list. The district will prepare a similar list of non-tenured teachers that provides the same information.

Subd. 3. Any teacher whose name appears on such list and who may disagree with the said listing (Subd. 2) shall have ten (10) working days from the date of posting of said list to protest the order of seniority or to challenge any other information, to provide written documentation as proof, and to request changes by the District.

Subd. 4. Final Posting of the Seniority List and Non-Tenured Teacher List: Corrected copies shall be posted in all buildings no later than January 31st. The seniority list shall continue in full force and effect until the final posting the following year.

SECTION 10. Unrequested Leave of Absence:

Subd. 1. Purpose: The purpose of this clause is to implement the provisions of M.S.122A.40, Subd. 10, and shall constitute a plan for unrequested leave because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of districts.

Subd. 2. Definitions:

A. For purposes of this clause, the terms defined shall have the meanings respectively ascribed to them.

B. "Qualified" shall mean a teacher in the bargaining unit who presently holds a valid state license.

C. "Seniority". For the purpose of this Section, seniority is defined in Article V, Section 9

Subd. 3. Procedure for Unrequested Leave of Absence:

A. The District may place a teacher on unrequested leave of absence for a period of five school years from the time such leave commenced, without pay or fringe benefits. Such leave shall commence at the close of the school year or at such earlier time as mutually agreed between the teacher and the District.

B. Notice: The notice of proposed placement of a teacher on such leave shall be given by April 15.

Following School Board action proposing placement of teachers on ULA, each individual teacher proposed for placement on ULA shall receive written notice of the proposed placement that:

a. States the applicable grounds for the proposed placement;

b. Provides notice of the teacher that they have a right to request a hearing on the proposed placement within fourteen (14) days from receipt of the notice; and
c. Provides notice that failure to request a hearing will be deemed acquiescence to the School Board's proposed placement on ULA.

C. **Hearing:** If a teacher requests a hearing regarding his/her proposed placement on ULA, such hearing shall be before a hearing officer selected by the School District, and the hearing officer shall, after a hearing, make a recommendation regarding the proposed ULA to the School Board who will then take action and provide notice of placement, if approved. Proposed placement on ULA shall not be subject to the grievance procedure under the Master Agreement.

D. Final School Board action must be completed prior to July 1.

E. Order of Unrequested Leave of Absence:

(1) No teacher who has acquired continuing contract rights shall be placed on unrequested leave while ***Tier 1 licensed, Tier 2 licensed or*** probationary teachers are retained in positions for which the teacher who has acquired continuing contract rights is qualified.

(2) Both full-time and part-time teachers who have acquired continuing contract rights ***and are Tier 3 or Tier 4 licensed*** shall be placed on unrequested leave of absence in fields in which they are licensed in inverse order of seniority.

(3) No teacher shall be placed on unrequested leave of absence while less senior teachers are retained in positions for which the more senior teacher is qualified, as cited in Section 9, Subd. 2, B.

(4) The School District will identify for proposed placement on ULA those teacher(s) who are the least senior in the position, subject matter, filed, or licensure area being reduced. Teachers do not accrue seniority within a subject, or building, only within the district.

(5) If the least senior teacher(s) in the subject matter or field being reduced have other active licenses and there are less senior or probationary staff in those positions the district will reassign the teacher to another position and non-renew or ULA the less senior teacher. The school district has no obligation to realign more senior teachers into other licensure areas in order to avoid less senior teachers being placed on ULA. Teachers have no bumping rights; placement into other positions in which they are qualified will happen by the School District.

F. Any teacher placed on such leave may engage in teaching or any other occupation during such period and may be eligible for unemployment compensation if otherwise eligible under that law for such compensation, and such leave will not result in a break in service for the purpose of seniority in the district. Additional years of service are not earned while on ULA, but previous years of service are retained.

Subd. 4. Reinstatement:

A. No new teacher shall be employed by the District while any qualified teacher is on unrequested leave of absence in the same field and subject matter. Teachers placed on unrequested leave of absence shall be reinstated to the position from which they have been given leave or any other available position in the District in the fields in which they are qualified as such positions become available. Recall is available to vacant positions only. The order of reinstatement shall be by seniority; the more senior teacher will be recalled first.

B. When placed on unrequested leave, a teacher must keep the district personnel office updated of their email address, address, phone number, and license changes. Proof of service by the person in the District depositing such notice to the teacher at the last known email address shall be sufficient, and it shall be the responsibility of any teacher on unrequested leave to check their email. Failure of a notice to reach a teacher shall not be the responsibility of the District if any notice has been emailed as provided herein.

C. When a teacher is on ULA, they cannot change their seniority position by obtaining further credits or licenses. Pre-approval for courses can still be considered during a ULA, and would take effect if and when the teacher is recalled.

D. If a position becomes available for a qualified teacher on unrequested leave, the District shall send a read receipt email notice to such teacher who shall have 5 business days from the date of such notice to accept re-employment. Failure to reply in writing or by email within such 5 day period shall constitute waiver on the part of any

teacher to the position being offered. Future vacancies will still be offered within the five-year recall period, unless the teacher resigns from employment.

E. The district may elect to post a vacant position while waiting for responses from recall offers. This does not change the rights of the teacher(s) on ULA who are qualified for the position, it is exclusively for expediting the process should all ULA teachers decline.

F. Reinstatement rights shall automatically cease five years from the date unrequested leave was commenced, and no further rights to reinstatement shall exist unless extended by written mutual consent with each qualified teacher.

SECTION 11. Right to Accompaniment in Conference: When required to confer with an administrator or supervisor regarding terms and conditions of employment, a teacher shall have the right to be accompanied by a designee of the Exclusive Representative.

SECTION 12. Evaluation of Non-tenured Teachers

Subd. 1. Purpose: The purpose of this Article shall be to set forth procedures for the evaluation of non-tenured licensed staff pursuant to M.S. 122A.40. The parties agree that the primary purpose of any evaluation shall be to improve instructional effectiveness.

Subd. 2. Advisor Assignment

A. Prior to or during the fall workshop, the advisor committee shall select a teacher to serve as an advisor for the non-tenured teacher who shall:

1) Serve as an advisor (counselor and resource person) for the non-tenured teacher.
2) Make formal, written observations at least once during each of the teacher's probationary years. This provision shall in no way limit the number of required observations made by principals.
3) Be present, if requested by the probationary teacher, at any type of correctional plan for the non-tenured teacher.

Subd. 3. Evaluation:

A. Non-tenured teachers shall be observed and have a written evaluation of such observations at least three times in each of their first probationary years of teaching pursuant to M.S. 122A.40, Subd. 5. and the provisions of this Article.

B. Teachers shall have a minimum one-day advance notice from the evaluator before any pre-observation conference and this conference shall occur at least one day before any formal classroom observation requiring a written evaluation shall take place. Informal classroom visitations shall be made by the building principal and the advisor and will not require advance notice.

C. Each written evaluation shall be signed by the advisor and the non-tenured teacher. Copies will be given to the principal and the non-tenured teacher prior to the post-evaluation conference.

D. The non-tenured teacher may respond in writing to any comments made in the observation form.

E. Signed copies of the written evaluation and any responses in writing will become a part of the non-tenured teacher's official file.

Subd. 4. Post-evaluation conference:

A. Following the formal classroom visitations, the observer and the non-tenured teacher shall have a conference.

B. All evaluations shall be done in accordance with the appropriate format.

Subd. 5. Non-renewal: Non-renewal of non-tenured staff will be completed with the ULA process whenever possible, but no later than June 30th.

Subd. 6. Advisor

Newly hired teachers will be supported through the district advisor program which is managed by the Curriculum and Human Resource departments.

Subd. 7. Staff Development for this Article:

A. An inservice training session for teachers who are advisors shall be held prior to or during the first month of the school year. The inservice will be designed by the District and Exclusive Representative.

B. All new teachers shall attend an orientation workshop prior to the beginning of school. This workshop shall be provided by the District and/or the Exclusive Representative. The Exclusive Representative will be given an opportunity to present to new staff during the orientation workshop.

SECTION 13. Professional Development.

Subd. 1. The purpose of this section shall be to implement Staff Development.

Subd. 2. Staff Development Committee:

A. A staff development committee shall be established to plan and/or coordinate all District-funded teacher in-service.

1. The committee shall be composed of a majority of teachers representing various grade and department areas.

2. Staff vacancies on the committee shall be filled by an election in the building or area to be represented.

3. The current chair and vice-chair will serve as the nominating committee for future chairpersons who will be approved by the committee.

B. The responsibilities of the committee shall be:

1. To plan the fall in-service workshop.

2. To plan in-service, if any, for workshop days at the end of academic quarters within the limitations set forth in Article X, Section 5, including Subd. 1 and Subd. 2.

3. To request staff input in the pre-planning stage to determine areas of interest and need.

4. To oversee building or department staff development committees in developing goals, planning in-services, and preparing a budget.

5. To prepare a District staff development plan and budget to be submitted to the Board.

SECTION 14. Extra-District Agreements: The parties agree that the primary provider of educational services is Independent School District 318, and any cooperative venture agreements between District 318 and other school districts, consortiums of districts, or other agencies shall be subservient to this Teachers Master Agreement and individual contracts generated by M.S. 122A.40.

The parties agree that, prior to entering into any such cooperative venture, the intention must be brought to the Exclusive Representative for meet and confer discussions. Any area of that discussion which impacts job security and/or the working conditions of the existing staff shall be referred to the negotiation committee of the Exclusive Representative with the possibility of entering into addendum agreements to the Master Agreement.

SECTION 15. Maintenance of Teaching License:

Subd. 1. Teachers must retain license(s) in the area in which they are currently teaching. Relinquishing a license(s) in an area in which the teacher is currently teaching will be considered a violation of contract and will result in a reduction of contract equivalent to the amount of contract relating to the relinquished license(s).

SECTION 16. Union Access: The Exclusive Representative shall have the right to post notices relating to the business of the local on a bulletin board. The local shall also have the right to reasonable use of the district's mail service and staff mailboxes for communication to members. All bulletins and materials distributed through district mail

by the local shall be clearly identified as to the source of such material, and one copy of all such materials shall be provided to each building principal and the Superintendent.

SECTION 17. Safety: The district is committed to ensuring teacher safety in classrooms, school buildings, school grounds, and at all school-sponsored events. To support this commitment, the district is committed to adhering to all laws, statutes, and board policies regarding staff safety. The district's safety policy shall be subject to an annual review conducted by the labor management committee with a representative from the Teacher unit. The committee will evaluate the policy's effectiveness and recommend any necessary revisions to the School Board.

Article VI
Basic Rates of Pay

The parties agree that the wages and salaries to be affected by this agreement are accurately presented in the Schedules in Appendix A.

Article VII
Extra Compensation

SECTION 1. Extracurricular Salaries and Extra Duty Assignments: The parties agree that the Extra Duty Assignments and Extracurricular salaries to be affected by this Agreement are accurately presented in the Schedule, Appendix B, which includes summer school (teaching, related summer school non-teaching, curriculum work, etc.), adult education, homebound instruction, department heads, drivers education, special events (ticket taking, etc.) and extracurricular salaries.

SECTION 2. Mileage Reimbursement: All teachers required to teach in more than one building and to travel on official school business using privately owned vehicles shall be reimbursed at the current District No. 318 mileage rate. Such payments require prior approval.

SECTION 3. Combining Classes: A classroom teacher or teachers who are requested by Administration to absorb extra students into the teacher's regular class for purposes of substitute coverage will be compensated at a prorated long-term substitute daily rate of pay for absorbing extra students. In those instances where a classroom is divided among teachers in a particular grade level or department, the single daily rate shall be split equally among the affected teachers. For purposes of coverage compensation, a classroom teacher is defined as a teacher who instructs students as a whole class in a classroom, specials or elective teachers who require a sub, and special education teachers working in a classroom setting. The category does not include other licensed staff who do not serve as regular classroom teachers.

Article VIII
Group Insurance

SECTION 1. Health and Hospitalization Insurance Contributions:

A. District contributions for teachers' medical insurance shall be as follows: The District shall contribute 100% of the premium cost for each single coverage subscriber and 90% of the premium cost for each family coverage subscriber, except that at no time shall the District be responsible for contributions toward the premium for family coverage in an amount exceeding 100% of the premium during the immediately preceding plan year. Premium costs beyond the contribution of the District shall be borne by the subscriber.

B. Teachers employed less than eight-tenths (8/10) time may receive district contributions toward medical insurance in a percentage of full-time district contributions consistent with their percentage of full-time employment.

C. **Married Couple Premium Calculation:** If a Teacher is married to another district employee, the following will apply to calculating the district portion of the premium(s). The two employees may choose either of the following:

- Each takes a single plan. No change will be made to calculating the district cost of premiums; the district will contribute the single district portion of the premium for each employee according to their applicable contract.
- The employees may choose to have one family plan. If a family plan is selected the district will pay the contractual district portion of the premium for the policyholder. The non-policyholder spouse will be eligible for district paid premiums up to the single district portion of the premium for their applicable contract. The district will never pay more than the full-cost of the family premium. Married couples may choose to receive the district's HSA contribution into the policyholder's HSA, or they can choose to have it split between two single HSAs. The policyholder must notify the district during open enrollment, or no later than September 1st

of their intentions for that year. If we do not hear otherwise the district will place the funds into the policyholder's HSA. If the family chooses a single HSA account for district contributions, the non-policyholder spouse still has the option to set up their own HSA to contribute to.

SECTION 2. Health and Hospitalization Insurance:

Subd. 1. ***Plan:*** *This subdivision applied to active employees on and after 10/1/23, and those retiring on or after 10/1/23.*

A. The health insurance plan is a high deductible health plan with a Health Savings Account (HSA). The single plan will have the minimum IRS required deductible to offer an embedded deductible plan. The family deductible will be double the single deductible. A HSA will be included in the plan. Each year the District will contribute funds into the policyholder's HSA that equals 50% of the deductible for each single and family plan. Beginning in the 26-27 plan year, HSA contributions will be made two times per year on the October 15th and April 15th paychecks.

B. The Internal Revenue Service (IRS) requires that the minimum statutory deductibles for plans with HSAs be indexed for inflation. To remain compliant with IRS rules and offer an embedded deductible plan, the yearly deductible will increase in future years. Increases will be the minimum required on a single plan to offer an embedded deductible, and family deductibles will be double the single.

C. HSA contributions will be prorated for partial years of service, partial years on the plan, or movement mid-year between single or family plans. Proration will be calculated by taking the annual contribution and dividing by 12 months in the year. The employee will receive that calculated monthly amount for each month they are enrolled in the plan, at the level they are enrolled in (single or family). HSA contributions will not be made for a Teacher on the district's retiree insurance. In the event the employee notifies the district they are not eligible for an HSA, no money will be paid into an HSA for the employee, and no additional benefits will be made in lieu of the HSA contributions.

D. In the event the District decides to change the medical plan year and a shortened medical plan year is needed to implement the new plan year, the District will contribute the full year's HSA contribution for the partial year.

Subd. 1. ***Single Coverage:***

A. The District shall contribute, as indicated in section 1, toward the premium for individual coverage for all teachers employed eight-tenths (8/10) or more by the District who qualify for and are enrolled in the School District Group Health and Hospitalization Plan. Any additional cost of the premium shall be borne by the employee and paid by equal payroll deductions.

B. Teachers employed under District 318 contract at .5 (5/10) or more during the 98/99 School year and continually employed (defined as actively teaching, on Board approved leave, or Unrequested Leave of Absence) under contract since the 98/99 school year will continue to qualify for the District Contribution as indicated in section 1, Part A.

C. Teachers employed under District 318 contract at .7 (7/10) or more on 1/1/2022 and continually employed (defined as actively teaching, on Board approved leave, or Unrequested Leave of Absence) under contract since will continue to qualify for the District Contribution as indicated in section 1, Part A.

D. Teachers employed less than eight-tenths (8/10) will be eligible for prorated health contributions from the District as indicated in section 1, Part B.

Subd. 2. ***Family Coverage:***

A. The District shall contribute, as indicated in section 1, toward the premium for family coverage for all teachers employed eight-tenths (8/10) or more by the District who qualify for and are enrolled in the School District Group Health and Hospitalization Plan and who qualify for family coverage. "Family" is defined as stated by the health and hospitalization plan currently in force. Any additional cost of the premium shall be borne by the employee and paid by equal payroll deductions.

B. Teachers employed under District 318 contract at .5 (5/10) or more during the 98/99 School year and continually employed (defined as actively teaching, on Board approved leave, or Unrequested Leave of Absence) under contract since the 98/99 school year will continue to qualify for the District Contribution as indicated in section 1 Part A.

C. Teachers employed under District 318 contract at .7 (7/10) or more on 1/1/2022 and continually employed (defined as actively teaching, on Board approved leave, or Unrequested Leave of Absence) since will continue to qualify for the District Contribution as indicated in section 1 Part A.

D. Teachers employed less than eight-tenths (8/10) will be eligible for prorated health contributions from the District as indicated in section 1 Part B.

Subd. 3. ***New Teachers:*** New teachers must make individual application for such insurance within 31 days of their employment by the District. Application for insurance after the 31-day period will be accepted during annual open enrollment or as listed under special enrollment period in our health insurance summary plan document.

Subd. 4. A new teacher subscribing to the School District Medical Insurance may elect to be covered from the first day of employment. Such election will be paid entirely by the employee and be deducted from the teacher's first check. Eligibility with district contribution will begin on the 1st of the month following the month in which the teacher was employed 50 percent or more. The employee's share of the premium will be deducted equally across all checks, beginning the month prior to the start of coverage. District contribution toward coverage shall be at the rate of 12 months of coverage for the entire contract year worked. The number of coverage months will be prorated for mid-year hires and terminations.

Subd. 5. ***Contribution:*** Health and Hospital Insurance Contribution does not become part of contract salary and only that portion of the premium which the teacher pays can be applied for deduction on the teacher's income tax.

Subd. 6. Fringe Benefit Committee (FBC): The district and the bargaining unit agree that a FBC will exist to offer leadership and guidance in the advisory capacity according to the committee's bylaws. There will be Local 1314 representation on the committee.

Subd. 7. ***Retired Teachers:***

Group II – Teachers hired for the 2007-2008 school year and in the future.
A. Beginning July 1, 2007 the district will not provide post-retirement health care benefits to any teacher hired for the 2007-2008 school year and beyond.

Retirees in this group (Group II) will be allowed to continue in the district health insurance by bearing the entire cost of the appropriate premium if covered by District group medical insurance at the time of retirement. Retirees who are eligible for Medicare (parts A and B) must be enrolled in both Medicare (parts A and B) in order to be eligible for continuation in the health plan.

B. District Contributions will be made to a Health Care Savings Plan for Group II teachers in the following manner:

Upon completion of 3 years of service as a teacher in ISD #318 - the district will contribute $1,000.00 annually (prorated to 1.0 FTE) to the Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP) account for the teacher. This contribution will be prorated each year based on 1.0 FTE. This contribution will continue annually for the duration of active employment as a teacher in ISD #318.

Group I- Teachers hired prior to the 2007-2008 school year
A. Beginning September 1, 1994, District contributions for retirees' medical insurance shall be as follows: The District shall contribute 100% of the premium cost for each single coverage subscriber and 90% of the premium cost for each family coverage subscriber, except that at no time shall the District be responsible for contributions toward the premium for family coverage in an amount exceeding 100% of the premium during the immediately preceding plan year. Premium costs beyond the contribution of the District shall be borne by the subscriber. Changes negotiated in active employees' medical coverage shall also apply to retirees' coverage, except that no reduction in coverage shall apply to coverage of employees who have already retired.

B. For purpose of this subdivision "Retiree" shall mean a teacher who has severed employment with District 318 by submitting a retirement letter to the Board, filed a retirement letter with TRA, qualifies to receive an annuity from TRA, and who has either opted to receive the annuity or has deferred the annuity to a later date.

C. Retired teachers will receive pro-rata contributions according to Article VIII, Subdivision 1, Parts A, B, C, and D and Article VIII, Subdivision 2, Parts A, B, C, and D.

In order to participate in this program, retirees must meet the following criteria:

(1) Teachers first contracted prior to the 2004/05 school year must have served the District for at least 10 years (need not be consecutive years), in active service as a contracted member of the teacher's bargaining unit, prior to retirement. Teachers first contracted during the 2004/05 school year or after must have served the District in active service delivered as a contracted member of the teacher's bargaining unit, prior to retirement for either:

a) at least 15 years, 8/10 or more (need not be consecutive)
or
b) the equivalent of 15 full-time years if some of the years were less than 8/10 (need not be consecutive)

(2) The teacher must have retired after July 1, 1965.

(3) The retiree must be a member of the Health and Hospitalization Insurance Plan immediately preceding retirement.

(4) Contributions by the District for eligible retirees under age 55 will begin at age 55, except for retirement due to medical reasons.

(5) Retirees must maintain continuous membership in the Health and Hospitalization Insurance Plan to receive a contribution by the District. Retirees who are eligible for Medicare (parts A and B) must be enrolled in both Medicare (parts A and B) in order to be eligible for continuation in the health plan.

(6) These criteria are notwithstanding subdivision 10 of this section.

D. **Retirees on High Deductible Health Plan (HDHP):** An eligible retiree who qualifies for retiree health benefits and retires at the end of the contract years of 2024-2030 would be eligible for the following contributions into a Health Care Savings Plan. In order to be eligible for this payment, the teacher must complete the contract year and provide notification of retirement to the district by February 1st.:

2025-26 - $10,000
2026-27 - $8,000
2027-28 - $6,000
2028-29 - $4,000
2029-30 - $2,000

Subd. 8. Extended Coverage: Employees whose services have been terminated or who are placed on unrequested leave are entitled to coverage as allowed by law.

Subd. 9. Teachers working less-than-half time are encouraged to and shall have the right to join the group and bear the cost of the premium.

Subd. 10. Surviving Spouse Allowed to Remain in Medical Insurance Group: After the death of an active or retired member, the surviving spouse, if covered by District group medical insurance at the time of the member's death, may remain in the group by bearing the entire cost of the appropriate premium.

Subd. 11. If a teacher is determined ineligible for District Group Medical Insurance and is not covered under spouse's insurance, an amount not to exceed the current applicable District contribution will be paid directly to that teacher's medical insurance carrier on a monthly basis.

Subd. 12. Continuation of medical insurance for teachers ceasing service with the District is governed by COBRA.

SECTION 3. Long Term Disability Insurance: A Long Term Disability plan is available to all full-time teachers. The District will pay the total premium. Long Term Disability insurance terminates upon cessation of employment with the District.

SECTION 4. Life Insurance: The district will provide a $50,000 life insurance plan to all full-time teachers. Additional insurance may be purchased by the teacher. Life insurance will follow the parameters set in the life insurance policy. I.e.: working past the age of 70 will see a reduction in life insurance value.
Life Insurance terminates upon cessation of employment with the District. Under Minnesota Statute employees shall have the right to continuation of conversion and their life insurance at their own expense.

SECTION 5. Vehicle Insurance: The District will provide liability coverage for District teachers transporting students for school-related activities. The District has no responsibility to pay liability insurance premiums on privately-owned automobiles.

SECTION 6. Physical Examinations: The District will pay for required physical examinations for teachers driving school vehicles where special licenses are mandated.

SECTION 7. Flex Benefit Plan: The District will sponsor a pre-tax Flex Benefit Plan consistent with rules and regulations as authorized by Congress and regulated by the IRS.

Subd. 1. Set-Aside: Prior to the plan year, during open enrollment, a teacher may specify to the human resources office a pre-tax amount to be deducted from payroll for the purpose of paying certain eligible expenses. Such deductions shall be withheld from the teacher's earnings in equal installments. Any changes allowed during the plan year due to a major change in family or employment status must be made within 30 days and in accordance with law.

Subd. 2. Flex Benefit Plan Fund: The District shall deposit such withheld funds in an account maintained for that purpose. Any interest earned in this account shall accrue to the District.

Subd. 3. Eligible Expenses: Flexible Benefit funds may be used by the teacher to pay two types of expenses, as follows:

A. Dependent/Child Care expenses

B. Eligible Medical/Health related expenses

Subd. 4. Medical Insurance Premiums: Teacher contributions toward group health insurance premiums will be included in the Flexible Benefit Plan automatically. Said contributions will be deducted monthly and deposited directly into the established District Health Insurance account unless specifically waived by the teacher.

Subd. 5. Unused Funds: With the exception of qualified medical flex rollovers, any funds not used by the employee within the plan year shall revert to the District.

Subd. 6. Cost of Administration: Administrative costs of the program shall be borne by the District.

Subd. 7. The Flexible Benefit Plan year will align with the Medical Plan Year.

Article IX
Leaves of Absence

SECTION 1. Advancement on Salary Schedule: Except as otherwise stated in Section 9, Sabbatical Leave and Section 11, Political Leave, any teacher on leave who has taught 120 days or more during any one school year will earn one year's advancement on the salary schedule.

Subd 1. Teachers employed less-than-full time will be granted a proportionate amount of leave under the terms of this section. Those teachers who work full days for a portion of the year may elect to take leave either as the correct portion of a workday each year or as a full day after a full day's leave has been earned.

SECTION 2. Earned Sick and Safe Leave (Sick):

Subd. 1. Sick leave covers all teachers under contract.

Subd. 2. Sick leave with pay is allowed for teachers following MN Statutes 181.9445-181.9447 (Earned Sick and Safe Time).

Bonding Leave: Seven (7) paid parental leave days will be given to parents following the birth or adoption of a child. This leave must be used within four weeks following birth or adoption. This leave expires on 12/31/2025.

Parental Leave (Maternity, Spousal, Adoption Leave): Accrued sick days may be utilized directly after the birth or adoption of a child for up to 12 weeks. A doctor's note or placement letter may be needed. If more sick days are needed because of complications or other extenuating circumstances, another doctor's note would be needed.

Example: From the day you give birth or adopt, you would count exactly 12 weeks from that day and you would be able to utilize sick days that you have available during that period of time.

Subd. 3. Sick leave is determined as follows: Staff members on the standard teaching year are allowed 10 days per year. Staff members on 11-month contracts are allowed 11 days per year. Staff members on 12-month contracts are allowed 12 days per year. Teachers working less-than-full-time shall accumulate sick leave in proportion to actual time worked. If a teacher working full-time begins work at less-than-full-time, sick-leave time accumulated at full-time shall be weighted as full-time days earned. A teacher who earns sick leave days at less-than-full-time and assumes a full-time position shall receive proportionate credit for the days previously earned.

Subd. 4. Up to 150 sick leave days can be rolled into the next year, with a total accumulation limit of 160 days. Any days over the accumulation limit will be forfeited. Sick leave available for the entire year shall be available on the effective date of the contract

Subd. 5. Sick leave acquired during the school year may be used during summer employment but additional sick leave days are not gained by teaching summer school.

Subd. 6. In cases in which a teacher has excessive absenteeism, the District, at its expense, can demand an examination by a physician of its choice.

Subd. 7. Notification of accumulated sick leave days will be provided regularly to each teacher.

Subd. 8. A teacher who is unable to teach because of illness or disability shall be granted a leave of absence without pay for one year renewable annually for four years. During this period, the teacher will retain seniority rights and salary schedule placement, and may participate in fringe benefits by bearing the total cost of premiums. An attempt will be made to place the teacher returning from such a leave in the same or similar position as determined by the Superintendent's Office.

Subd. 9. Sick Leave Bank: The School District and Education MN 1314 agree to the terms of this member sick leave bank. Continuation or dissolution of the sick leave bank will be considered in a future negotiation.

I. **Purpose:** The purpose of the Sick Leave Bank is to provide sick leave to certified staff members whose sick leave and personal leave are exhausted.

II. **Membership:** All certified staff shall be eligible to participate in the Sick Leave Bank.
   A. Eligible members must declare their intent on or before September 30th of any year, or within 30 days of hire into a EdMN 1314 represented position
   B. Eligible members must donate at least one, but no more than three, sick leave day(s) upon membership.
   C. Teachers who do not belong to the Sick Leave Bank will not be allowed to draw from it.
   D. Once enrollment is established, the teacher is a member until they choose to withdraw their participation. Their donated sick days will remain in the bank.
   E. All certified staff in their first year of employment are automatically enrolled in the Sick Leave Bank without contribution of a day. In their second year of employment, they will donate at least one, but no more than three, sick leave day(s) to remain in the bank.

   The Exclusive Representative will submit a list of new enrollees and withdrawn participants to the Human Resources department following the September 30th enrollment and withdrawal deadline. By October 15th of each year a representative of the Exclusive Representative will meet with a representative of Human Resources and will come to an agreement on the (1) active participants in the bank, (2) the balance in the bank, and (3) the trigger balance for replenishments.

III. **Replenishment of Contribution:** All participating members shall contribute one (1) additional day, or up to three (3) in October and/or February if the Sick Leave Bank balance diminishes to less than 50% of the number of active members in the Sick Leave Bank. Deductions will be taken by the last day of the month. Members must contribute days when requested. New enrollees who contributed a day in October will not be expected to give a second day in the same school year if all certified staff are asked to contribute a day in February due to the balance dropping below 50%.

IV. **Bank Utilization:** In the event of a catastrophic event due to a medical emergency of a participating member or qualifying family member, necessitating the absence of that employee from work over an extended period of time, including intermittent absences relating to the same condition, a participating employee may receive paid sick leave under the following conditions:

A. Any sick leave drawn from the bank by a participating member must be used for the said member's personal illness, personal accident, personal injury, or to care for an immediate family member that has suffered any of the above listed conditions.
B. An employee must have exhausted all sick and personal leave to become eligible for Sick Leave Bank benefits.
C. Application for the use of the Sick Leave Bank must be made on a form secured from the Exclusive Representative's Executive Council and shall include:
    1. A doctor's statement certifying the illness, accident, or injury and the necessity for the protracted leave.
    2. Certification by the employee of the date on which all sick leave will be exhausted and the date on which the Sick Leave Bank benefits are requested.
D. In no instance may individuals draw more than 120 days from the Sick Leave Bank.
E. The Sick Leave Bank shall not be used when a participating employee qualifies for long-term disability income insurance. All claims will be coordinated with the participant's Long Term Disability Insurance Protection.
F. The Sick Leave Bank shall not be used alongside Minnesota Paid Leave.
G. The Executive Board of the Exclusive Representative will be determiners as to honoring the request and will make notification to the employee and payroll department within 15 days of request approval. The Executive Board of the Exclusive Representative reserves the right to determine the number of days awarded to any active participant. All decisions of the Executive Board of the Exclusive Representative are final.

V. **Withdrawal of Participation:** A participating employee who chooses to withdraw from participation in the Sick Leave Bank shall not withdraw any sick leave already contributed. The written request for withdrawal must be submitted to the Exclusive Representative on or before September 30th of any school year and will be effective immediately upon receipt. Exclusive Representative will submit a list of withdrawn participants to the payroll department no later than October 15th of each year.

VI. **Appeals**: The Executive Board of the Exclusive Representative will render decisions on any circumstances, requests or appeals related to this section.

SECTION 3. Emergency Leave:

Subd. 1. Teachers may be granted one day of leave per school year without salary deduction for unusual or emergency circumstances. Valid reasons for emergency leave shall be left to the discretion of the Superintendent's Office or designee. Emergency leave will be granted for those situations that do not fit under another leave in this contract (sick, personal, bereavement, etc.), need immediate attention, and are not predictable. Daycare closures do not fall under emergency leave, but may qualify for other types of leave.

SECTION 4. Other Leave:

Subd. 1. When a teacher is granted a leave for any reason other than those enumerated in this Article and a pay deduction is made for said leave, the annual salary divided by the number of teacher duty days shall be deducted for each day's absence.

Subd. 2. Generally, requests for such a leave must be made in advance on approval forms provided by the Superintendent's Office one week prior to the date of absence.

Subd. 3. A teacher taking a leave without permission shall be considered to have violated this Agreement.

SECTION 5. Bereavement Leave:

Subd. 1. Up to 5 days of leave is allowed for death of a teacher's relatives as follows: Spouse, child, spouse's child, sibling, parents, grandparents, spouse's parents, spouse's sibling, spouse's grandparents and grandchildren.

Subd. 2. Requests for bereavement leave for other than those mentioned above will be deducted from the teacher's sick leave balance for up to two days per year. At the Superintendent's discretion, additional time off may be granted for this purpose.

SECTION 6. Court Duty Leave:

Jury Duty: An employee serving on jury duty will be paid an amount which, together with stipend received for jury duty, will be equal to said employee's regular wage in accordance with State law.
Court Duty in relation to position with School District: An employee appearing in court under subpoena relating to their employment with the school district will be paid an amount which, together with salary received for witness fees, will be equal to said employee's regular wage.
Court Duty for non-district purpose: An employee, when subpoenaed as a witness, defendant, or plaintiff, shall be granted a day of emergency leave, if annual emergency day is available, without loss of pay. Time beyond available emergency leave will result in either the use of paid personal leave (if available) or an approved absence without pay. At the Superintendent's discretion, additional time off may be granted without loss of pay for necessary court appearances.
Court Duty in relation to litigation between employee and the District: If the employee's absence is caused by litigation between the teacher and the District, the absence will result in an approved absence without pay. Absences without pay will be handled as described in Section 4, Subd. 1 of this Article.

SECTION 7. Business Leave:

Subd. 1. School business leave is a teacher's approved absence from teaching duties because of official school business.

Subd. 2. Generally, requests to be absent from work must be made in advance on approval forms provided by the Superintendent's Office one week prior to date of absence.

Subd. 3. The District shall reimburse the necessary traveling expenses according to the adopted schedule, and no deductions of salary shall be made for time absent from duty.

SECTION 8. Professional Organization Leave:

Subd. 1. Professional organizations are those that are voluntary as to membership, such as Education Minnesota, and other teachers' organizations.

Subd. 2. The Exclusive Representative Unit shall be allowed up to 20 paid absence days annually for leadership to attend Education Minnesota Organization events. Absence requests will be submitted for approval to the Superintendent or designee no later than 2 days prior to the absence.

Subd. 3. Generally, requests to attend professional organization meetings must be made in advance on approval forms provided by the Superintendent's Office one week prior to date of meeting.

Subd. 4. The teacher is responsible for all expenses involved for such meetings, but no salary deduction will be made for the time that the teacher was absent.

Subd. 5. Not more than two teachers are allowed to be absent from school duties to represent such local teachers' organizations at any state or regional meeting.

Subd. 6. Teachers holding national or state office positions are excluded from and not counted in the allowable representations for state or regional meetings. Qualified office positions are President, Vice-President, Secretary, Treasurer, Members of Executive Board, or other such Board of Directors.

SECTION 9. Sabbatical Leave:

Subd. 1. One year's sabbatical may be granted by the District to professional staff members for the purpose of approved study.

Subd. 2. To be eligible for sabbatical leave, an individual must have taught seven full years in the District and be less than sixty years of age.

Subd. 3. An individual may be granted no more than one year's sabbatical leave while employed with the District.

Subd. 4. Applications for sabbatical leave must be submitted to the Superintendent's Office by March 31, for leaves beginning the following fall. Applicants will be notified by the Superintendent's Office regarding the granting or rejection of leaves by April 30.

Subd. 5. The allowance granted to a teacher on sabbatical leave shall be based on one-half the contract salary of the individual for the school terms during which the leave occurs. It also includes one-half of all applicable fringe benefits. For periods of less than one year, allowance shall be prorated. Salary payments will be received at regular pay periods.

Subd. 6. No more than 1 percent, to the nearest whole number, of the professional staff may be on sabbatical leave in any school year. If the number of requests exceeds the limitations, priority shall be given on the basis of the following criteria and in the following order: 1) working on advanced degree (Evidence must be furnished substantiating the fact that a program of study has been planned leading toward an advanced degree and the candidate has been or will be accepted to the graduate school), 2) length of service in the district, 3) availability of a replacement.

Subd. 7. A teacher who is granted a sabbatical leave must agree to return to the District for a period of time that is equal to twice the length of the leave. If the teacher's service is discontinued for any reason other than the individual's incapacity to teach or by mutual agreement with the district before the expiration of the period of time that is equal to twice the length of the leave, said teacher shall repay to the District a pro-rata part of the sabbatical allowance not yet paid back by way of service rendered.

Subd. 8. A year of sabbatical leave shall be counted as a year of experience on the salary schedule.

Subd. 9. A teacher on leave may augment sabbatical salary with aids, fellowships, scholarships, or other stipends up to an amount that will not exceed the full amount of basic salary. Amounts which exceed basic salary, excluding reserve service pay, will be deducted from salary for the year following the sabbatical. A statement of such earnings for the sabbatical year will be required.

Subd. 10. Full-time employment during the sabbatical voids the conditions of the sabbatical and all money received becomes immediately repayable to the District.

Subd. 11. Part-time employment during the sabbatical must receive prior approval by the Superintendent.

Subd. 12. Upon satisfactory completion of a sabbatical leave, the teacher will be assigned to a position commensurate with one occupied prior to the leave.

SECTION 10. Leave of Absence:

Subd. 1. The granting of a leave of absence is based upon the nature of each individual request. Generally, request for leaves of absence must be submitted to the Superintendent's Office prior to March 31. Granting of leaves of absence may depend upon the purpose of the leave and the ability to fill the position vacated. When a teacher is granted a leave for any reasons other than those enumerated elsewhere in the Article, the teacher's salary shall be deducted on a per diem basis for the time absent. Per diem will be based on the length of the school term; that is, the actual number of days that teachers are required to be on duty.

Subd. 2. A teacher on a Section 10 Leave of Absence must notify the Superintendent's Office, in writing, prior to March 1. The notification must clearly indicate their intent regarding returning to work or not, at the end of their leave.

Subd. 3. To gain a year of experience on the salary schedule, a teacher must have prior approval from the Superintendent's Office. The leave must be for approved study or work in the teacher's field.

Subd. 4. A teacher on a leave of absence shall not be eligible for fringe benefits at District expense during the leave period, but may participate at the teacher's own expense.

Subd. 5. Prior to, during, and upon returning from a leave of absence, the teacher may request and receive information concerning placement in the District. An attempt will be made to place the teacher in the same or a similar position as determined by the Superintendent's Office.

Subd. 6. A teacher, upon returning from a leave of absence, will be notified of official assignment by August 15. After that date, reasons for any assignment changes will be stated in writing.

SECTION 11. Political Leave:

Subd. 1. Any political leave shall be without salary or fringe benefits or costs to the District except that a teacher on political leave may participate in fringe benefits by bearing the full cost of premiums for one term of office.

Subd. 2. The leave may be granted to any teacher upon the application for the purpose of campaigning for, or serving, a public office. Political leave, if granted to an elected official, shall be for the full term of office.

Subd. 3. Teachers successfully elected to a position who have been employed one-third (1/3) of the school year prior to assuming office, shall be allowed one year's experience on the salary schedule.

SECTION 12. Military Leave: In compliance with State Law, a copy of the military orders shall be submitted to the District Office.

SECTION 13. Child Care Leave:

Subd. 1. A child care leave may be granted by the District subject to provisions of this section. Child care leave without salary or fringe benefits may be granted because of the need to prepare for and provide parental care for a child or children of the teacher for an extended period of time, providing such parent is caring for the child on a full-time basis.

Subd. 2. A teacher making application for child care leave shall inform the Superintendent in writing of the intention to take the leave at least one calendar month before commencement of the intended leave. The teacher and the Superintendent will discuss the several possible dates for the beginning of the child care leave to consider and select the date which best serves the needs of the teacher and the District. If the request for child care leave is due to pregnancy, the teacher will also provide a statement from her physician indicating the estimated date of confinement.

Subd. 3. When the child care leave is occasioned by pregnancy, a teacher may utilize sick leave pursuant to the sick leave provisions of this Agreement during a period of disability. Sick leave may also be utilized pursuant to section 2 (sick leave) as indicated in maternity leave. If requested by the pregnant teacher, the beginning of the child care leave may be scheduled after the medical disability associated with the birth.

Subd. 4. The District may adjust the proposed ending date of a child care leave to coincide with some natural break in the school year.

Subd. 5. The District shall not be required to permit the teacher to return to employment prior to the agreed upon return date unless mutually agreed to by the District and the teacher, and shall not, in any event, be required to grant any leave more than 12 months duration.

Subd. 6. A teacher returning from child care leave shall be placed in a position commensurate with the position occupied prior to the leave, unless previously discharged or placed on unrequested leave.

Subd. 7. Failure of the teacher to return pursuant to the date determined under this section shall constitute grounds for termination unless the District and the teacher mutually agree to an extension of the leave.

Subd. 8. The parties agree that the applicable period of probation for teachers as set forth in Minnesota Statutes is intended to be a period of actual service enabling the District to have the opportunity to evaluate a teacher's performance. The parties agree, therefore, the periods of time for which the teacher is on child care leave shall not be counted in determining the completion of the probationary period.

Subd. 9. A teacher who returns from child care leave within the provisions of this section shall retain all previous credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the leave.

Subd. 10. A teacher on child care leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions but shall pay the entire premium for such programs as the teacher wishes to retain, commencing with the beginning of the child care leave. The right to continue participation in such group insurance programs, however, will terminate in accordance with Article VIII, Subd. 6., if the teacher does not return to the District pursuant to this section.

SECTION 14. Religious Leave: Any teacher who observes a religious holiday on a day which does not fall on a Saturday, Sunday or legal holiday, shall be entitled to a day off from employment for such observance with prior approval from the Superintendent's Office. If the teacher has their unused emergency day, that day shall be charged against emergency leave. If emergency leave is not available, the employee can use personal leave or take the day off without pay. The procedure found in Article IX, Section 3, will be used to apply for religious leave.

SECTION 15. Statutory Leaves:

Subd. 1. Extended leaves of absence: M.S. 122A.46 provides for leaves of absence of three to five years for full-time teachers who have been employed in their current districts for at least five years and have at least ten years of service in public elementary, secondary, and/or area vocational-technical schools in Minnesota. A teacher may, in accordance with M.S. 354.094 and 354.091 elect to continue employee contributions to the teacher's retirement fund. Employer contributions may be paid by an agreement reached between the employee and the District. The District shall not be obligated to reinstate any teacher who is on an extended leave of absence pursuant to M.S. 122A.46 unless the teacher advises the District of the intention to return by February 1 in the school year preceding the school year in which the teacher wishes to return.

Subd. 2. In accordance with M.S. 354.66 teachers with three (3) or more years of service in the State's elementary or secondary schools may be assigned to part-time teaching. Teachers must state the number of years the leave is requested for and changes to the request is subject to Board approval.

SECTION 16. Personal Leave:

Subd. 1. All teachers in the District shall be eligible for four personal leave days per year which may accumulate to eight days.

Subd. 2. Teachers employed less-than-full-time shall be granted a proportionate amount of leave under the terms of this section. Those teachers who work full days for a portion of the year may elect to take leave either as the correct portion of the four days each year or as a full day after a full day's leave has been earned.

Subd. 3. A teacher shall remain eligible for the emergency leave even if that teacher has not used the personal leave days.

Subd. 4. Generally, a request for personal leave must be made using the automated substitute/absence system at least two days prior to the date of the requested absence. Requests for personal leave shall be granted if made at least seven (7) days in advance. If fewer than 7 days is given, approval of the request is contingent on the availability of substitute teachers.

Subd. 5. Within each building, at least one teacher but no more than ten percent of the staff shall be granted leave on any one day. Leaves will be granted according to the order of receipt of applications. Those teachers granted leaves on any day that has an excessive number of applicants will be put into the "rotation system" in future years. Attendance at activities of a direct family nature, such as graduation of a child, wedding of a family member, athletic or academic event when a child is an active participant, etc. will not be included in the 10% maximum.

Subd. 6. All personal and professional leave requests during the last seven (7) student days must have prior approval of the principal and may, at the discretion of the principal, be denied. Requests for attendance at activities of a direct family nature, such as graduation of a child, wedding of a family member, athletic or academic event when a child is an active participant, etc. will be approved if submitted at least 5 school days in advance, if possible, and a substitute teacher is available. Personal leave during the last contracted teacher day will be approved with the expectation that checkout procedures, technology returns, and space cleanup would be completed prior to that day.

Subd. 7. Teachers shall automatically be compensated for any unused personal leave days in excess of four at $150.00 per full day. Such compensation shall be paid no later than July 31.

SECTION 17. Family and Medical Leave Act (FMLA): FMLA will occur in accordance with District Policy 410.

Article X
Hours of Service

SECTION 1. Duty Day: The teacher's duty day shall be the hours necessary to conduct and/or perform the job assigned to the satisfaction of the school administration and District.

SECTION 2. Duty Hours: Generally, teachers will be in their areas of responsibility between the hours of 8:00 a.m. and 3:30 p.m.

SECTION 3. Variation in Hours: The specific hours at any individual building may vary according to the educational needs of the District so long as the total number of hours does not exceed seven and one-half, except as in Section 4.

Subd. 1 An individual teacher may, at their request, and with the approval of the Building Administrator alter the instructional day (i.e. starting and ending times) for educational reasons.

SECTION 4. Time Beyond the Duty Day:

Subd. 1. Full-time teachers will be required to participate in workshops, in-service sessions, and staff meetings which require a reasonable extension of the teacher's duty day. Part-time teachers are encouraged to participate in these workshops, in-service sessions, and staff meetings.

Subd. 2. Teachers contracted for five-tenths (.5) time or more are required to participate in all parent teacher conferences. Teachers contracted for seven-tenths (.7) time or more are required to participate in all-day trainings or in-service workshops.

SECTION 5. Quarter-End Teacher Work Days: The District shall provide one work day at the end of each quarter to be used for doing work necessary to end one quarter and begin another, except that up to two hours of such workshop may be used for necessary meetings, in-service sessions, or other related activities. The meetings must be held during the beginning of the workday: 8-10am.

Subd. 1. Staff have the option to work remotely/tele-commute on the first three quarter-end days, provided they meet the established expectations as communicated by the building administrator at the beginning of the year. Staff are still expected to report for in-person meetings, if scheduled.

SECTION 6. Duty-Free Lunch and Breaks:

Subd. 1. Definition: In accordance with Minnesota Statute 122A.51, each teacher shall be provided with a duty free lunch period, scheduled consistent with school board policy or negotiated agreement.

Subd. 2. Scheduled Lunch and Breaks:

- Teachers employed at 0.80 FTE or more (approximately six or more hours per day) shall be scheduled for a minimum 25-minute uninterrupted duty-free lunch.
- Teachers employed for 4.0 to less than 6.0 hours per day shall receive a 15-minute paid rest period, scheduled where possible near the midpoint of the assignment.
- Teachers employed for less than 4.0 hours per day shall be afforded reasonable restroom access as required by law, but are not guaranteed a scheduled break.

Subd. 3. Emergencies and Student Safety: The district recognizes that situations involving student behavior, safety, or emergencies may prevent a teacher from leaving their classroom or assignment for a scheduled lunch or break. In such cases:

- The district shall make reasonable efforts to provide supervisory coverage as promptly as possible.
- If coverage cannot be arranged during the scheduled period, the teacher shall receive pro rata pay.
- Teachers shall not be required to obtain advance supervisor approval in circumstances where leaving students unattended is unsafe. A timely report through the district's electronic timekeeping system (within five business days) shall be sufficient.

SECTION 7. Prep Time: Secondary teachers will have a day consisting of five class periods, one supervisory period, and one prep period, except as provided in Article X, Section 10. Elementary prep time will be equal to the amount of time secondary teachers get daily, in no more than two blocks of time per day during the time that classes are in session. Building principals shall attempt to schedule one period of prep time. In the event a teacher subs for another teacher during their scheduled preparation period, that teacher shall be reimbursed at $40.00 per full prep period.

SECTION 8. Flexible Duty Day: The building administrator, assistant superintendent, exclusive representative, and teacher may develop a duty day which will be a variation from that described in Section 7, if agreed to by all parties.

SECTION 9. Prep Time - Itinerant Teachers: Travel time of itinerant teachers will not infringe on their prep time or on the prep time of another teacher. If this occurs the affected teacher(s) will receive a daily payment of $25 until the situation is corrected and follows contract language. The District will not be held responsible for any payment for days in excess of 10 working days prior to notification by the teacher.

SECTION 10. On-Line Learning:

This section applies only to on-line learning as provided directly by ISD #318.

Subd. 1. Definition
On-Line learning is defined as the teaching of students using the communication of information transmitted or received primarily by electronic means.

On-Line learning classes shall be offered for students needing credit recovery, homeschooling, or low incidence (enrollment) offerings or when special circumstances necessitate the need for participation.

Subd. 2. Compensation
Teaching one on-line course/class is the equivalent of teaching one class period during the regulation day. One semester course/class will be considered one tenth of a full time teachers contracted year.

Subd. 3. Overload
If an on-line course/class is taught as an overload, it shall be compensated at pro-rata pay. Pro-rata will be defined as 1/7 (1/14 per semester class). Overload is defined as teaching a 6th class during prep time.

Subd. 4. Equipment
The district shall be responsible for the repair and maintenance of telecommunications classroom equipment. Teachers are not required to maintain telecommunications equipment.

Subd. 5. Grading
District grading and make up policies shall prevail for on-line courses/classes.

SECTION 11. Hybrid Teaching: If a teacher is teaching a combined virtual and in-person class, the teacher will be paid an additional $750 per semester for each unique course they are preparing for (i.e. two sections of Spanish I would receive $750 per semester, and a section of Spanish I and Spanish II would receive $1,500). Teachers are responsible for completing a claim form to be paid for the hybrid assignment.

SECTION 12. Overload: This section applies to those overloads not included in Section 10 above. If a teacher teaches an additional course during their prep period it shall be compensated at pro-rata pay (pro rata is defined as 1/7 per year or 1/14 per semester). If a teacher teaches an additional course during a building/duty period they will be compensated $750 per semester. Teachers are responsible for completing a claim form to be paid for the overload assignment.

Article XI
Length of School Year

SECTION 1. Length of School Year: The contract year shall be 180 days including all student days, workshop days, and staff development days. The number of days in the calendar can be changed only by mutual agreement between the District and the Exclusive Representative. Teachers shall perform services on those days, including legal holidays, as presented in the adopted calendar on which the District is authorized to conduct school, and pursuant to such authority, has determined to conduct school.

Subd. 1 An individual teacher may, at their request, and with the approval of the Building Administrator and Exclusive Representative, alter the school calendar, to teach a course in the summer either as an additional class or part of their normal class load as described in Article X Section 7. If a summer class is part of the teacher's normal class load, then the remaining classes, prep, and supervision conducted during the school year will be contiguous.

SECTION 2. Emergency Closings: In the event a student day or a teacher duty day is lost for any emergency, the teacher shall perform duties on that day or other such day in lieu thereof as the District or its designated representative shall determine, if any.

SECTION 3. Calendar: Prior to March 1 of each year, the Superintendent's office shall provide a calendar for the following year.

Subd. 1. The calendar may be altered a reasonable amount for emergencies providing the length of the school year remains the same.

Subd. 2. Holidays on which teachers are required to teach as presented in the Superintendent's calendar for the second year of the contract period shall remain the same as in the first-year calendar unless otherwise agreed between the parties and stated in a signed memorandum of agreement.

SECTION 4. Flexible Schedule: In the event that the District deems it necessary for the delivery of educational program that a teacher work on days other than those specified in the adopted calendar, the District will first attempt to fill the position through mutual agreement with a qualified teacher. If this attempt is not successful, the Exclusive Representative shall meet with the Superintendent or designee to determine how the need can best be satisfied. Based upon this determination, the Exclusive Representative and the District shall develop the necessary waiver(s) to this Master Agreement to allow the District to fill the position. The position shall be posted first internally with the deviation from standard calendar specified in the posting. If no one applies for the position, any teacher whose unrequested leave may be caused by filling the position through hiring from outside the District shall be so notified and given an opportunity to accept the position. If the teacher declines the position, the District may proceed with filling the position from outside even though such action will cause placing a tenured teacher on unrequested leave.

This process shall include only those teachers who are appropriately licensed to fill the position in question. Provisions of the Strand/Westgard decisions will be set aside for this specific purpose.

SECTION 5. Extended Year: Teachers who teach in programs which are mandated by state or federal authority to continue beyond the length of the regular contract year shall have the right of first refusal to teach during the extended year portion or the work assignment which is greater than the regular contract year at pro-rata pay. If said teacher(s) decline(s) the position, the District may offer the position to other currently employed, qualified, properly licensed teachers at a pro-rata pay. If declined, then to non-currently employed, qualified, and properly licensed teachers at the current "extra duty hourly rate."

Subd. 1. Summer extended year teachers will have access to their emergency day, bereavement leave, and carry-over sick leave. Any other time missed from the summer assignment will be unpaid.

Subd. 2. Summer Extended Year Teachers who coach a MN State High School League (MSHSL) sanctioned spring activity in the MSHSL tournament which extends beyond the regular school year will receive their pro rata pay for hours missed in addition to their coaching pay.

SECTION 6. Early Childhood Special Education (ECSE) Extended Year: Federal IDEA, Part C, Section 303.310, mandates a year-round program and services for ECSE children, birth to three years. Services included are: service coordination, home visits, ongoing assessment, parent meetings and evaluations. The multidisciplinary team can consist of any combination of the following: ECSE teacher, Physical Therapist, Occupational Therapist and Speech Language Pathologist.

Subd. 1. Any teacher rendering services in this category, under this agreement, who is employed for more than the standard school year, shall receive additional compensation at their regular rate of pay and reimbursement for travel time between work sites, for the additional time worked.

Subd. 2. If a teacher is scheduled for a home visit, and the family is not home and/or has not canceled at least 2 hours prior to the scheduled visit, the teacher will receive due process paperwork time for the time canceled.

SECTION 7. Counselors: Licensed counselors at Grand Rapids High School and Bigfork High School will work, if scheduled, up to fifteen (15) days in the summer and be compensated at pro-rata pay. Building administrators reserve the right to schedule counselors' non-contract (summer) days. Building administrators will meet with counselors prior to May 15 annually to schedule these days. While scheduling is a right reserved by the building administration, they are encouraged to work toward a mutually agreeable schedule. July days will not be scheduled.

SECTION 8. Licensed School Nurse: The District may schedule additional days for the position of Licensed School Nurse, as needed, to be compensated at pro rata pay.

Article XII
Grievance Procedure

SECTION 1. Definitions:

Subd. 1. Grievance: Grievance shall mean an allegation by a teacher or group of teachers in a dispute or disagreement between a teacher or teachers and an administrator or the District as to the application or interpretation of the terms and conditions of employment as found in this Agreement. Said allegation must be filed within 30 days after the incident to be a grievance.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall mean any day that school is in session, including summer school.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted.

Subd. 4. Postmark: The filing or service of any notice or document herein shall be timely if it is sent by certified or registered mail and such mail bears a postmark within the time period.

Subd. 5. Decisions: Failure by the administrator or the District to render a written decision within the time limit automatically moves the grievance to the next step unless the time limits are extended by mutual agreement.

Subd. 6. Time Limits: Failure by the grievant to adhere to the time limits constitutes a forfeiture of the grievance unless the time limits are extended by mutual agreement, prior to that particular deadline.

Subd. 7. Resolution: Except after the initial informal meeting, any resolution of the grievance shall be in writing and signed by a representative of the District and the Exclusive Representative.

Subd. 8. Wages: Employees shall not lose wages due to their necessary participation in grievance hearings held during working hours.

Subd. 9. Exclusive Representative: Exclusive Representative in this procedure shall mean a three-member grievance committee appointed by and/or resource persons retained by the Exclusive Representative of the teachers.

SECTION 2. Procedure:

Subd. 1. By mutual consent, there may be a waiver of steps in the grievance procedure.

Subd. 2. Large Groups: This procedure is to apply when the grievance is district-wide or in more than one school building: Within 15 days of becoming aware of the grievance, the Exclusive Representative shall file the grievance, in writing, with the Superintendent's Office. Thereafter, the procedure will follow the outline below beginning with Step 3 (b).

Subd. 3. Small Groups or Individuals:

Step 1: Within 15 days of becoming aware of the grievance, the grievant(s) shall meet on an informal basis with the concerned principal or immediate supervisor and try to resolve the matter.

Step 2: If the matter is not resolved within 5 days after the meeting, the Exclusive Representative shall file the grievance in writing with the concerned principal or immediate supervisor who will, within 5 days, submit a decision in writing to the employee. Copies of this decision will be sent at the same time to the Superintendent's Office and the Exclusive Representative.

Step 3:

(a) Within five days of the receipt of the written decision, the Exclusive Representative may present the grievance in writing to the Superintendent.

(b) Within five days of the receipt of the written decision, the Superintendent or a designee shall meet with the Exclusive Representative and attempt to resolve the grievance.

(c) If the grievance is not resolved within five days of this meeting, the Superintendent's Office will submit a decision in writing to the Exclusive Representative.

Step 4: Within 5 days of the receipt of the written decision from the Superintendent's Office, the Exclusive Representative may submit an unresolved grievance to the School Board chair or clerk.

Step 5: Within 7 days of receipt of the grievance, the School Board or its designee(s) shall meet with the Exclusive Representative and attempt to resolve the grievance. If the grievance is not resolved, the School Board has 10 days from this meeting to submit a written decision to the Exclusive Representative.

Step 6: Within 7 days of receipt of the School Board's written decision, the Exclusive Representative may submit the grievance to final and binding arbitration.

SECTION 3. Arbitration: The District and the Exclusive Representative shall have ten (10) days to select a mutually acceptable arbitrator to hear and decide the grievance. If the parties are unable to agree on an arbitrator, they shall request from the Director of the Bureau of Mediation Services, State of Minnesota, a list of five names. The parties shall alternately strike names from the list of five arbitrators until only one name remains. The remaining arbitrator shall hear and decide the grievance. If the parties are unable to agree on who shall strike the first name, the question shall be decided by a flip of the coin. The parties shall have no more than ten (10) days after the receipt of the list of five names to select an arbitrator. Each party shall be equally responsible for compensating the arbitrator for fees and necessary expenses.

The arbitrator shall not have the power to add to, subtract from, or modify in any way the terms of the existing contract.

The decision of the arbitrator shall be final and binding upon the parties. The arbitrator shall have the power to make appropriate awards of compensatory reimbursement, if any. The decision shall be issued to the parties by the arbitrator and a copy shall be filed with the Bureau of Mediation Services, State of Minnesota.

SECTION 4. Compensatory Reimbursement: If the arbitrator in a grievance arbitration determines that the grievant is entitled to compensatory reimbursement due to assignment in excess of a teacher's standard workload, the rate of compensation for the excess shall be the amount stated in Appendix B, Part 1, Section 1 of the Master Agreement.

Article XIII
POST-RETIREMENT BENEFITS

SECTION 1. Teachers Matching Program:
Teachers who elect to participate in the Minnesota Deferred Compensation Plan will be eligible to begin when the teacher has completed 3 years of service. Less than full-time teachers shall receive the correct proportional amount based upon the percentage of full-time employed during each year for which the retirement match is received. The District's contribution for full-time will follow the schedule below.

Year of Service	District Contributions
4 – 9	$ 500
10 – 14	$ 700
15 – 19	$ 900
20 – 24	$1,100
25 – 29	$1,300
30 plus	$1,500

Subd. 1. The District will pay its share of FICA and TRA as provided for by the Minnesota Deferred Compensation Plan.

Subd. 2. The Deferred Earnings Plan is subject to the rules of the Minnesota Deferred Compensation Plan under Section 352.96 and 356.24.

SECTION 2. Retirement Incentive:
Teachers eligible for an incentive are those who have 10 years of full-time teaching service with ISD 318, have at least 50 accumulated sick days, and are at least 55 years of age on June 30th in the year of retirement. Upon board approval of eligible retirements, retirees will receive the below payment. Payments will be prorated for part-time teachers. The incentive will be paid into a Health Care Savings Plan. The teacher must fulfill the contract year to be eligible for payment. The teacher must notify the district by February 1st in order to be eligible for payment. Those who retire under these conditions but do not have 50 accumulated sick days receive a flat $1,000 payment.

Payment will be $50 per accumulated sick day, up to 150 days.

Article XIV
Duration

SECTION 1. The agreement will remain in full force and effect for a period commencing on July 1, 2025, through June 30, 2027, and thereafter until modifications are made pursuant to the P.E.L.R.A. as amended. If either party desires to modify or amend this Agreement after July 1, 2027, either party will give written notice of such intent no later than May 1, 2027. Unless otherwise mutually agreed, the parties will not commence negotiations before April 1, 2027.

SECTION 2. This Agreement constitutes the full and complete agreement between the District and the Exclusive Representative. The provisions herein relating to terms and conditions of employment supersede and take precedence over any and all prior agreements, resolutions, practices, District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

SECTION 3. It is further agreed that any matters relating to the current contract term, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement unless mutually agreed by the Exclusive Representative and the District.

SECTION 4. The provisions of this Agreement shall be severable, and if any provisions thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof under different circumstances.

SECTION 5. Violation of the Master Agreement will be dealt with according to the laws of the State of Minnesota.

School District 318
Itasca County
Grand Rapids, Minnesota

2025-2026

Teacher's Salary Schedule

Quarter Credits	BA	+15	+30	+45	MA +60	+15 +75	+30	+45
Semester Credits	BA	+10	+20	+30	MA +40	+10 +50	+20	+30
Lane → / Step ↓	1	2	3	4	5	6	7	8
1	$44,976	$47,087	$49,198	$51,310	$53,423	$55,532	$57,643	$59,755
2	$48,137	$50,250	$52,360	$54,472	$56,582	$58,693	$60,805	$62,916
3	$51,300	$53,410	$55,522	$57,634	$59,745	$61,855	$63,967	$66,076
4	$54,460	$56,572	$58,684	$60,794	$62,904	$65,018	$67,127	$69,240
5	$57,623	$59,732	$61,845	$63,954	$66,066	$68,178	$70,288	$72,401
6	$60,785	$62,895	$65,008	$67,118	$69,227	$71,341	$73,452	$75,562
7	$63,944	$66,058	$68,168	$70,278	$72,390	$74,501	$76,611	$78,725
8	$67,108	$69,218	$71,328	$73,439	$75,551	$77,661	$79,774	$81,886
9	$70,269	$72,380	$74,493	$76,601	$78,712	$80,825	$82,936	$85,047
10	$73,423	$75,533	$77,645	$79,755	$81,867	$83,981	$86,089	$88,200

Any teacher who has taught in the District for at least 10 years shall receive an annual longevity increment according to the following schedule:

Teacher has completed	10 - 14 years	$1,700
Teacher has completed	15 - 19 years	$2,850
Teacher has completed	20 - 24 years	$4,050
Teacher has completed	25 - 29 years	$5,300
Teacher has completed	30 - 34 years	$6,600
Teacher has completed	35 or more years	$7,950

Less-than-full-time teachers shall receive the correct proportional amount based upon the percentage of full-time employment during each year for which the longevity increment is received.

In addition to the above wages, certified teacher members actively employed when the contract is fully ratified (signed by both parties), will receive a one-time stipend to be paid within 15 business days of the contract being signed. Stipends will be paid on a separate check along with any retroactive payments owed. Any employee hired after 12/1/2025 will receive half of the listed stipend. Any employee who is certified for less than 0.70 FTE will receive a prorated stipend based on their percentage of full-time. Stipends will be as follows:

Group 1: District health insurance policyholders. All of the stipend will be placed into the employee's HSA. The amount deposited into the HSA is $1,410.

Group 2: Spouse of a health insurance policyholder. The individual can set up an HSA, or if they do not set up an HSA they default to Group 3. If they set up an HSA the amount deposited into the HSA is $1,410

Group 3: All others. The stipend paid directly to the employee is $1,200.

School District 318
Itasca County
Grand Rapids, Minnesota

2026-2027

Teacher's Salary Schedule

Quarter Credits	BA	+15	+30	+45	MA +60	+15 +75	+30	+45
Semester Credits	BA	+10	+20	+30	MA +40	+10 +50	+20	+30
Lane → / Step ↓	1	2	3	4	5	6	7	8
1	$45,988	$48,146	$50,305	$52,464	$54,625	$56,781	$58,940	$61,099
2	$49,220	$51,381	$53,538	$55,698	$57,855	$60,014	$62,173	$64,332
3	$52,454	$54,612	$56,771	$58,931	$61,089	$63,247	$65,406	$67,563
4	$55,685	$57,845	$60,004	$62,162	$64,319	$66,481	$68,637	$70,798
5	$58,920	$61,076	$63,237	$65,393	$67,552	$69,712	$71,869	$74,030
6	$62,153	$64,310	$66,471	$68,628	$70,785	$72,946	$75,105	$77,262
7	$65,383	$67,544	$69,702	$71,859	$74,019	$76,177	$78,335	$80,496
8	$68,618	$70,775	$72,933	$75,091	$77,251	$79,408	$81,569	$83,728
9	$71,850	$74,009	$76,169	$78,325	$80,483	$82,644	$84,802	$86,961
10	$75,075	$77,232	$79,392	$81,549	$83,709	$85,871	$88,026	$90,185

Any teacher who has taught in the District for at least 10 years shall receive an annual longevity increment according to the following schedule:

Teacher has completed	10 - 14 years	$1,900
Teacher has completed	15 - 19 years	$3,050
Teacher has completed	20 - 24 years	$4,250
Teacher has completed	25 - 29 years	$5,500
Teacher has completed	30 - 34 years	$6,800
Teacher has completed	35 or more years	$8,150

Less-than-full-time teachers shall receive the correct proportional amount based upon the percentage of full-time employment during each year for which the longevity increment is received.

Appendix A
Salary Schedules

SECTION 1. Salary Schedule: The wages and salaries in effect for the **2025-2027** school years.

SECTION 2. Status of Salary Schedule: A single salary schedule prevails based on experience and training, with an incentive plan, Appendix A, (Section 3, 4, and 5), providing additional pay for additional training.

Subd. 1. The salary schedule is based on the official school calendar, the length of the school year, and the hours of service as provided in the Master Agreement.

Subd. 2. The District reserves the right to withhold an individual's annual salary increment for unsatisfactory service. If the District considers withholding a teacher's increment, the teacher is to be notified in writing and given written reasons for the proposed action. The teacher then will be given until the beginning of the next school year to correct the alleged deficiencies. The case shall be reviewed at the first September School Board meeting, and a decision made. If an increment is withheld, the teacher is to be notified in writing within five days of the Board's decision. Withholding action may be appealed through the grievance procedure.

SECTION 3. Federal Government Institutes, etc.: If teachers are chosen to attend Federal Government-sponsored summer institutes, or institutes or seminars sponsored by education, industrial, or business institutes (which have prior approval from the Superintendent's Office) for which no credit is given, evaluation will be made on course content and time involved in comparison to credits given for regular college summer courses of similar nature.

SECTION 4. Placement on Salary Schedules: The following rules shall be applicable in determining placement of teachers on the appropriate salary schedules:

Subd. 1. Newly hired teachers that have previous teaching experience in a position that required a teaching license shall be given full credit for a maximum up to five years of teaching experience (Step 6). Additional credit for prior teaching experience may be given by the Superintendent, up to Step 10. Teachers previously employed by the District and rehired within three years shall be given all experience previously held within the District.
This section shall also apply to a non-teaching licensed position with full credit given for a maximum of up to five years of previous experience (step 6) in a position requiring the same licensure required by the school district upon hire, and up to Step 10 if given by the Superintendent.

Subd. 2. Credits to be considered for application on any lane of the salary schedule must be germane to the teaching assignment as determined by the District.

Subd. 3. Credits to apply on the salary schedule beyond the bachelor's degree (graduate level or higher) must be approved in advance by the Superintendent's Office and carry a passing grade. If these criteria are not met, salary advancement will not be considered.

Subd. 4. Adjustments of salary, without reduction, due to credits earned will be made upon receipt of a grade report from the institution attended to the Superintendent's Office by October 15 of each year. Adjustments of salary, with a fifty (50) % reduction, due to credits earned will be made upon receipt of a grade report from the institution attended to the Superintendent's Office by February 15 of each year.

Subd. 5. A teacher shall be paid on the master's degree lane or higher degree lane only if the degree program is directly related to the teaching assignment as approved in advance by the Superintendent's Office.

Subd. 6. The rules contained herein relating to the application of credits on the salary schedule shall not deprive any teacher of any salary schedule placement already recognized and actually being paid for the current year.

Subd. 7. Lane movement is limited to two (2) lane changes per year (either full or mid-year).

SECTION 5. Pay Periods:

Subd. 1.
Salary payments for teachers will start in September. The annual salary will be divided equally over all pay periods from September through August. Employees who are being paid over 20 pay periods for the 2025/2026 school year will be allowed to remain on that pay schedule until they choose to move to annual pay or until they separate from employment.

Subd. 2.
The selected number of pay periods will remain in effect until a new request is submitted.

Subd. 3.
The selected number of pay periods cannot be changed during the school year.

Subd. 4.
All salary and wage payments due to teachers initially contracted after January 1, 2002, will be done through direct deposit (electronic transfer) except for instances of written objection per M.S. 177.23, Subd 4.

SECTION 6. Extra Duty Assignment Pay: All Extra Duty Assignments will be paid according to the salary schedule found in Appendix B, (Part 1). Payments will be in the regular semi-monthly check upon the approval of a special claim submitted to the Superintendent's Office. Payment for extra duty assignments shall be made within thirty days of receipt of an approved claim form in the payroll office.

SECTION 7. Extracurricular Assignment Pay: All Extracurricular Assignments will be paid according to the salary schedule found in Appendix B, (Part II). Claims will be accepted for full payment upon completion of the activity. Checks will be issued for completed assignments nearest to November 1, March 1 and June 1.

SECTION 8. Special Earnings: If special earning is paid from more than one source, the teacher may fill out a special form requesting a breakdown of special earnings.

SECTION 9. ECFE Teachers: ECFE teachers shall be contracted for a projected FTE. When ECFE teachers are contracted for less than full-time and additional hours are required to deliver the program during the regular school year, the additional hours will be compensated at contract pro-rata pay. Additional hours for full-time staff during the school year and all hours outside of the regular school year for ECFE teachers will be compensated at current Extra Duty Assignment rate listed in Appendix B.

SECTION 10. – Third Party Billing – Certificate of Clinic Competence
Education Minnesota Association members who:

1. Provide direct student services,
2. Provide documentation of such services for students qualified to receive who receive Medical Assistance,
3. Hold a Certificate of Clinic Competence that allows the teacher to sign third party billing authorizations, and
4. Follow the procedures that leads directly to the district receiving reimbursement agencies that generate revenues for the Education District will receive:

A reimbursement will be made for the cost of the license required to do third party billing. The reimbursement will be made after the licensure expense occurs and a request and receipt documentation are received by the business office.

SECTION 11. CITS (College in the Schools)

A reimbursement of the cost of graduate credits will be available for graduate credits earned towards a master's program in a designated CITS field or towards the additional 18 graduate credits in a designated CITS field. A maximum reimbursement of 18 graduate credits will be available. These graduate credits must be towards a master's program in a designated CITS field or towards the additional 18 graduate credits in a designated CITS field. Reimbursement will be available following the District receiving a copy of an official transcript.

1. This is ONLY for teachers who are at the top of the salary schedule and teachers cannot use these credits to advance on the salary schedule.
2. Prior approval is required and must be agreed upon between the employee and the superintendent.
3. In exchange for reimbursement for college certification coursework, the teacher agrees to teach at least one CITS course.
4. Teachers who receive college certification coursework reimbursement shall remain employed by the district for five (5) years after obtaining the CITS requirements and if they do not, they shall reimburse the district for the expense paid by the district. The amount of remuneration shall be repaid to the district as follows:
    a. If the teacher does not return to teaching in the district, the total amount of remuneration must be repaid to the district.
    b. If the teacher completes only one (1) year of teaching, four-fifths (4/5) of the total remuneration must be repaid to the district.

c. If the teacher completes only two (2) years of teaching, three-fifths (3/5) of the total remuneration must be repaid to the district.
d. If the teacher completes only three (3) years of teaching, two-fifths (2/5) of the total remuneration must be repaid to the district.
e. If the teacher completes only four (4) years of teaching, one-fifth (1/5) of the total remuneration must be repaid to the district.
f. If the teacher completes five (5) years of teaching, no remuneration needs to be repaid to the district.

SECTION 12. Teacher on Special Assignment (TOSA): In the event that a TOSA position is created, an MOU will be negotiated between the Exclusive Representative and the District that handles, but is not limited to, the job description developed by the district, any additional negotiated compensation above the CBA, and an end date upon which either party may exit the TOSA MOU.

Appendix B
Extracurricular Services

Position Statement for All Extracurricular Services

1. Extracurricular contracts are not to be construed as a part of the teachers' continuing contract.

2. Teachers withholding extracurricular contracted services will be interpreted as breaching the extracurricular contract and the action automatically voids the extracurricular agreement.

3. Extracurricular contracted services will be added or deleted by the District due to participation demands. Contracts will be granted by the District as per adopted salary schedule.

Part 1
Extra Duty Assignments

SECTION 1. Extra Duty Assignments: These assignments are: Staff Development, Summer School Teaching, Counselors, After School Supervision, Homebound Instruction, Summer Curriculum Research, and Mentoring

Pay scale for Community Education shall not be restricted by these pay scales. However, in no event shall a teacher be required to teach in a Community Education program for any amount less than:

Pay Scale:
BA Step 1 / teacher contract days / 7.5 hrs = Hourly Rate

2025-26 $33.32 per hour

2026-27 $34.07 per hour

SECTION 2. Chaperoning Special Events per the request and approval of the Activities Director:

(1) $15.00 for trips up to 35 miles
(2) $20.00 for trips 36 to 65 miles
(3) $30.00 for trips 66 to 125 miles
(4) Trips over 125 miles, only tournaments, will be $30.00 plus ticket, plus per diem.
(5) Chaperones are to submit their claims through the building principal.
(6) Ticket taking, patrolling at athletic events (local):

(a) $24.00 per event
(b) Free complimentary tickets in all activities if the teacher participates.

SECTION 3. Department Heads:

Subd. 1. Selection: Department heads will be selected by the teachers in the department or grade level.

Subd. 2. Department Head Duties: Department head duties shall include assisting principals or administration in the requisitioning of supplies and equipment. They shall be responsible for supplying department members with current curriculum developments and information pertinent to that department.

Subd. 3. Department Head Reimbursement: The amount of pay for each recognized department head shall be as follows:

7 members and above $500.00
3 members and above $400.00
Fewer than 3 members $300.00

Subd. 4. The Elementary Schools, Middle School, and Senior High Schools shall have department heads in the following areas if requested by the department and/or principal, except that there shall be no department head in any department of only one teacher:

School	Subject
Senior High	Science, Tech Ed, Language Arts, Mathematics, Guidance, Social Studies, Physical Education, Business, Art, Special Education
Bigfork	Science, Tech Ed, Language Arts, Social Studies, Mathematics, Special Education
Middle	Science, Tech Ed, Language Arts, Mathematics, Guidance, Social Studies, Art, Physical Education/Health, Grade 6, Special Education
Elementary	Grade Level, Physical Education, Special Education at each building
All District	Vocal Music, Foreign Language, Instrumental Music, Nurses, Speech Pathology, Early Childhood Special Ed., Area Learning Centers

SECTION 4. Student Teacher Supervisory Pay:
Subd. 1. All staff that accept student teachers as assigned by the administration shall be reimbursed 100 percent of the amount paid to the District by the participating colleges.

Subd. 2. Any combination assignment shall be paid on a prorated basis as recommended by the principal.

SECTION 5. Extra Duty Pay for Non-Remediation Classes for Credit: Summer school non-remediation classes for credit to be paid pro-rata.

Part II
Extracurricular Activities

This schedule is for extracurricular activities established by the District which require work over and above the regular school day. Salary remuneration for extracurricular activities will be granted after the completion of the activity season.

1. All salaries for head coaches and activities supervisors shall be an established percentage of the base figure which is arrived at by calculating 12% of the BA maximum teaching salary.

2. All salaries for assistants shall be an established percentage of the head coaches' salary for each respective activity.

3. All positions, head and assistant, are on a five-step schedule with the fifth step maximum listed below.

Step 1 - 80% of maximum
Step 2 - 85% of maximum
Step 3 - 90% of maximum
Step 4 - 95% of maximum
Step 5 - 100% of maximum

4. Newly hired coaches and activities supervisors shall be given full credit for a maximum up to three years of coaching experience (Step 4 placement on the salary schedule). Teachers previously coaching or supervising activities in District 318 and rehired in coaching or supervising within three years shall be given all experience previously held within the district.

5. An Activities Assessment Council established by the Exclusive Representative of the Teachers and the School Board will meet as needed to review district extracurricular activity programs for the purpose of recommending salary placements and adjustments.

Grand Rapids High School Coaching Positions

	2025/26	2026/27	
Baseball			
Head Coach	$7,489	$7,658	(85% of base figure)
Assistant Coach	$4,868	$4,978	(65% head coach)
7th Grade Coach	$2,996	$3,063	(40% of head coach)
8th Grade Coach	$2,996	$3,063	(40% of head coach)
Basketball			
Head Coach	$8,811	$9,009	(100% of base figure)
Assistant Coach	$5,727	$5,856	(65% of head coach)
9th Grade Coach	$4,406	$4,505	(50% of head coach)
7th Grade Coach	$3,524	$3,604	(40% of head coach)
8th Grade Coach	$3,524	$3,604	(40% of head coach)
Football			
Head Coach	$8,811	$9,009	(100% of base figure)
Assistant Coach I	$5,727	$5,856	(65% of head coach)
Assistant Coach II	$4,406	$4,505	(50% of head coach)
B Squad Coach	$5,287	$5,405	(60% of head coach)
B Assistant Coach	$4,846	$4,955	(55% of head coach)
9th Grade Coach	$4,406	$4,505	(50% of head coach)
7th Grade Coach	$3,524	$3,604	(40% of head coach)
8th Grade Coach	$3,524	$3,604	(40% of head coach)
Hockey			
Head Coach	$8,811	$9,009	(100% of base figure)
Assistant Coach	$5,727	$5,856	(65% of head coach)
B Squad Coach	$5,287	$5,405	(60% of head coach
Lacrosse			
Head Coach (Boys)	$5,287	$5,405	(60% of base figure)
Head Coach (Girls)	$5,287	$5,405	(60% of base figure)
Assistant Coach (Boys)	$3,437	$3,513	(65% of head coach)
Assistant Coach (Girls)	$3,437	$3,513	(65% of head coach)
Soccer			
Head Coach	$5,287	$5,405	(60% of base figure)
Assistant Coach	$3,437	$3,513	(65% of head coach)
Softball			
Head Coach	$7,489	$7,658	(85% of base figure)
Assistant Coach	$4,868	$4,978	(65% of head coach)
7th Grade Coach	$2,996	$3,063	(40% of head coach)
8th Grade Coach	$2,996	$3,063	(40% of head coach)
Swimming			
Head Coach	$7,489	$7,658	(85% of base figure)
Assistant Coach	$4,868	$4,978	(65% of head coach)
Middle School Coach	$2,996	$3,063	(40% of head coach)
Tennis			
Head Coach	$5,287	$5,405	(60% of base figure)
Middle School Coach	$2,115	$2,162	(40% of head coach)
Track			
Head Coach	$7,489	$7,658	(85% of base figure)
Assistant Coach I	$4,868	$4,978	(65% of head coach)
Assistant Coach II	$3,745	$3,829	(50% of head coach)
B Squad Coach	$3,745	$3,829	(50% of head coach)
Middle School Coach	$3,745	$3,829	(50% of head coach)
Wrestling			
Head Coach	$8,811	$9,009	(100% of base figure)

	2025/26	2026/26	
Assistant Coach	$5,727	$5,856	(65% of head coach)
9th Grade Coach	$4,406	$4,505	(50% of head coach)
Volleyball			
Head Coach	$7,489	$7,658	(85% of base figure)
Assistant Coach	$4,868	$4,978	(65% of head coach)
9th Grade Coach	$3,745	$3,829	(50% of head coach)
8th Grade Coach	$2,996	$3,063	(40% of head coach)
7th Grade Coach	$2,996	$3,063	(40% of head coach)
Cross Country Running			
Head Coach	$5,727	$5,856	(65% of base figure)
Assistant Coach	$3,723	$3,806	(65% of head coach)
Golf			
Head Coach (Boys)	$3,524	$3,604	(40% of base figure)
Head Coach (Girls)	$3,524	$3,604	(40% of base figure)
Middle School Boys/Girls Coach	$2,291	$2,343	(65% of head coach)
Nordic Skiing			
Head Coach	$4,406	$4,505	(50% of base figure)
Assistant Coach	$2,864	$2,928	(65% of head coach)
Head Strength Coach (full year = season)	$8,811	$9,009	(100% of base figure)

Bigfork Secondary Coaching Positions

	2025/26	2026/27	
Track			
Head Coach	$6,740	$6,892	(90% of GR Track & Field)
Middle School (Boys/Girls)	$3,370	$3,446	(50% of head coach)
Basketball			
Head Coach	$7,930	$8,108	(90% of GR Basketball)
Assistant Coach	$5,155	$5,270	(65% of head coach)
Junior High Coach	$3,965	$4,054	(50% of head coach)
Football			
Head Coach	$7,930	$8,108	(90% of GR Football)
Assistant Coach	$5,155	$5,270	(65% of head coach)
B Squad Coach	$4,758	$4,865	(60% of head coach)
JH Coach	$3,172	$3,243	(40% of head coach)
Golf			
Head Coach (Boys)	$3,172	$3,244	(90% of GR Golf)
Head Coach (Girls)	$3,172	$3,244	(90% of GR Golf)
Volleyball			
Head Coach	$6,740	$6,892	(90% of GR Volleyball)
Assistant Coach	$4,381	$4,480	(65% of head coach)
Junior High Coach	$2,696	$2,757	(40% of head coach)

Non-Athletic Extracurricular Activities

	2025/26	2026/27	
Speech			
Grand Rapids High School Head Coach	$4,406	$4,505	(50% of base figure)
Grand Rapids HS Assistant	$2,864	$2,928	(65% of head coach)
Bigfork Head Coach	$4,406	$4,505	(50% of base figure)
Debate			
Grand Rapids High School Head Coach	$6,608	$6,757	(75% of base figure)
Grand Rapids HS Assistant	$4,295	$4,392	(65% of head coach)

	2025/26	2026/27	
One Act Play			
Grand Rapids High School Director	$1,322	$1,351	(15% of base figure)
Bigfork High School Director	$1,322	$1,351	(15% of base figure)
Three Act Play			
Grand Rapids High School Director	$2,643	$2,703	(30% of base figure)
Bigfork High School Director	$2,643	$2,703	(30% of base figure)
Bigfork High School Set Designer	$661	$676	(25% of director)
Grand Rapids High School Set Designer	$661	$676	(25% of director)
Three Act Musical			
Grand Rapids High School Director	$3,524	$3,604	(40% of base figure)
GRHS Visual Design Team (Set Design & Choreographer)	$2,114	$2,162	(60% of director)
Grand Rapids High School Pit Orchestra Director	$1,762	$1,802	(50% of director)
Band			
Grand Rapids High School Lead Director	$8,811	$9,009	(100% of base figure)
Grand Rapids HS Band Assistant	$5,727	$5,856	(65% of lead director)
Band/Vocal Bigfork (with pep band)	$4,406	$4,505	(50% of lead director)
Band/Vocal Bigfork (no pep band)	$881	$901	(10% of lead director)
Middle School Band Director	$881	$901	(10% of lead director)
Summer Marching Band			
Marching Band Lead Director	$6,608	$6,757	(75% of base figure)
Marching Band Assistant Director (each)	$5,617	$5,743	(85% of lead director)
Color Guard	$3,965	$4,054	(60% of lead director)
Percussion	$3,965	$4,054	(60% of lead director)
Prorated if less than full-time			
Vocal Music			
Grand Rapids High School Lead Director	$4,406	$4,505	(50% of base figure)
Middle School Vocal Director (each)	$881	$901	(10% of base figure)
Prorated if less than full-time			
Student Council			
Middle School	$881	$901	(10% of base figure)
Vocational Clubs			
Grand Rapids High School B.P.A.	$2,643	$2,703	(30% of base figure)
Grand Rapids High School F.F.A.	$3,524	$3,604	(40% of base figure)
Bigfork Robotics	$2,643	$2,703	(30% of base figure)
Cheerleaders			
Grand Rapids High School - Fall	$1,322	$1,351	(15% of base figure)
Grand Rapids High School - Winter	$1,762	$1,802	(20% of base figure)
Bigfork High School - Fall	$1,322	$1,351	(15% of base figure)
Bigfork High School - Winter	$1,762	$1,802	(20% of base figure)
Pep Club & Student Council			
Grand Rapids High School	$2,203	$2,252	(25% of base figure)
Bigfork High School	$2,203	$2,252	(25% of base figure)
Prom Advisor			
Grand Rapids High School	$881	$901	(10% of base figure)
Bigfork High School	$881	$901	(10% of base figure)
Yearbook Advisor			
Bigfork High School	$2,643	$2,703	(30% of base figure)
Grand Rapids High School	$3,524	$3,604	(40% of base figure)

Appendix C
Affirmative Action Statement

It is the policy of Independent School District No. 318 not to discriminate on the basis of sex, race, color, religion, age, disabilities, sexual orientation or national origin in its education programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Superintendent, 650 SW 7th Avenue, Grand Rapids, Minnesota 55744. Telephone Number: 327-5700 or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. or to the Commissioner of Human Rights, 200 Capitol Square Building, St. Paul, Minnesota 55101. Telephone Number: (612) 296-5663.

This contract shall remain in full force and effect for a period commencing on July 1, 2025 and shall remain in effect through June 30, 2027.

IN WITNESS WHEREOF, the parties have signed this contract this

February 9, 2026

For Education Minnesota 1314:

President

Teacher Representative

For Independent School District No. 318:

Chairman

Clerk

MEMORANDUM OF UNDERSTANDING
PROFESSIONAL TIME AND COLLABORATION

This Memorandum of Understanding is entered into by and between Independent School District No. 318 (hereinafter referred to as the "School District") and Education Minnesota Local 1314 (hereinafter referred to as the "Association").

WHEREAS, the School District and the Association are parties to a collective bargaining agreement (CBA) for the period July 1, 2025 to June 30, 2027; and

WHEREAS, the School District relies on educators to carry out essential duties that ensure the functioning of an effective, safe, and compliant school system. These duties include instruction and curriculum planning, but also staff meetings, required trainings, growth and evaluation meetings, IEP processes, parent meetings, mandated reporting, professional learning, data reviews, and collaborative work aligned to student achievement goals; and

WHEREAS, the Association has expressed growing concern that teachers are being asked to complete increasing amounts of professional, meeting, and compliance-related responsibilities, as well as sub for other teachers, within a fixed amount of preparation time, and that this time has more and more demands on it, resulting in loss of individual preparation time, pressure during grading periods, and increased work outside the school day; and

WHEREAS, both the School District and the Association recognize that the effective use of time is essential for student learning, staff professionalism and well-being, as well as the district's ability to improve and meet state and federal requirements; and both acknowledge that their respective needs, while sometimes competing, are legitimate, interdependent, and must be balanced collaboratively; and

WHEREAS, both parties affirm the value of open dialogue, shared problem-solving, and transparent planning to create predictable, respectful structures for meetings, professional development, and preparation time; and

WHEREAS, both parties seek to establish a shared framework that honors teachers' need for adequate preparation and grading time, while recognizing the district's responsibility to conduct required operations, trainings, and initiatives essential to the success of students, staff and schools;

NOW, THEREFORE, the parties agree as follows:

A. Purpose

The purpose of this Memorandum of Understanding is to establish shared expectations regarding the use of professional time, including prep time, workshop days, end-of-quarter and end-of-semester days, professional development days, and other time structures impacting staff responsibilities and district operations.

B. Preparation Time

1. The School District acknowledges that individual preparation time is essential to complete planning, grading, and other duties that lead to high-quality instruction, and that losing this time results in added pressure to complete these duties outside of normal work hours.
2. The Association acknowledges the School District's need to schedule a reasonable number of required meetings to support compliance, operations, and instructional conversations, and that ordinary professional communication is not considered a prep time infringement.
3. The parties agree that infringements on prep time should:
    a. Be tracked or logged through an agreed-upon process, with the intent of monitoring patterns, assessing workload impacts, and ensuring that infringements do not disproportionately affect any individual teacher or group.
    b. Be avoided when other reasonable options are available.
    c. Come only after a good-faith effort to discuss options with the affected teacher.
    d. Be communicated with as much advance notice as possible, except in true emergencies, to allow the teacher to adjust plans and minimize disruption.
    e. Not exceed the amount of time reasonably necessary to accomplish the required task. Efforts should be made to minimize the length of the infringement.
    f. Include the option for the teacher to suggest an alternative time if it is mutually agreeable.
    g. Avoid occurring on a repeated basis within the same week whenever possible.

C. Workshop Days Prior to the School Year

1. The School District acknowledges that workshop time before the school year is essential to prepare for the school year, complete planning, organize classrooms, and other duties that lead to high-quality instruction and a great start to the school year, and that losing too much of this time results in added pressure to complete these duties outside of normal work hours.
2. The Association acknowledges the School District's need to schedule a reasonable number of required meetings to share information essential to school year start-up, safety, compliance, operations, and effectiveness.
3. The parties agree:
    a. The District will provide at least half of the total workshop time as teacher-directed time for the purposes of classroom organization, planning, collaboration, and other preparation.
    b. The School District will identify in advance the minimum amount of time needed for mandatory staff meetings and required training; such needs may differ annually.
    c. Both parties commit to review expectations and schedule for this period no later than Friday of the first full week of August each year.

D. End of Quarter Days

1. The School District acknowledges that time on workshop days at the end of the quarter is necessary for teachers for grading, planning, preparing, and communicating with students and families.
2. The Association acknowledges that professional development and meeting time is limited and training is necessary at times, and that, due to unique building, grade level, department level, and program needs, training requirements may look different.
3. The Parties agree:
    a. The School District may schedule necessary meetings only within the first two hours of the day.
    b. Meetings that can reasonably occur virtually will be held virtually.
    c. If no necessary in person meeting is required, staff may work from home.
    d. The plan for the end of quarter day will be communicated to staff no later than 3 weeks before the end of the quarter.
    e. Efforts will be made by administration to ensure that one group is not consistently treated differently than all other groups, and required meetings will be tracked.

E. End of Semester Transition Day

1. The School District acknowledges the importance of this time for grading and transition and agrees that all end-of-semester transition time will be teacher-directed.

F. School Calendar and Professional Development Days

1. The parties will collaboratively examine a calendar model that:
    a. Optimizes student learning time;
    b. Creates professional development time;
    c. Creates additional teacher-directed time throughout the year.
2. The School District will provide teacher-directed time within each professional development day. At least 50% of the time on the added professional development days during the school calendar will be allocated as teacher-directed time for the purposes of classroom organization, planning, collaboration, and other preparation.
3. Training is important, and every effort should be made by staff to attend.
4. The parties agree that if an adjustment needs to be made to the March 1st calendar deadline in the collective bargaining agreement, another date will be chosen by mutual agreement.
5. Personal leave will not be granted for these days unless in an emergency or with prior approval by the superintendent.

G. Secondary Bell Schedule Flexibility

1. The School District and Association will jointly explore alternative bell schedule options that maximize learning time, create options, and support teacher preparation, collaboration, and innovative scheduling solutions.
2. The parties agree that changes in building bell schedules ~~discussions~~ will occur through a structured process that includes school leadership teams, teacher representatives and the exclusive representative, and administrators.
3. Any changes to the terms and conditions of the collective bargaining agreement must be resolved through collective bargaining. (Ex. MOU)

H. E-Learning Days
The parties agree to explore the feasibility of incorporating e-learning days into the school calendar in compliance with Minnesota law, with the goal of supporting instructional continuity and effective use of time during weather events or exceptional circumstances.

I. Collaborative Time Committee

1. A Collaborative Time Committee will be established for the term of this MOU, consisting of equal representation from the School District and the Association.
2. The committee will meet at least quarterly to:
    a. Monitor implementation of this MOU;
    b. Review prep time data;
    c. Review challenges or conflicts regarding use of time;
    d. Make recommendations for improvement;
    e. Prepare an annual report summarizing progress and needed adjustments.
3. The committee may sunset and relegate its duties to the meet-and-confer committee when appropriate.

J. Duration, Review, and Non-Precedent Statement

1. This MOU shall take effect upon full execution and remain in effect through June 30, 2027.
2. The parties may mutually agree in writing to modify the MOU during its term.
3. This MOU shall not constitute, nor be interpreted as, a past practice.
4. This MOU does not constitute a reopening of the CBA or negotiations.

For the District:

Superintendent

Date: 2/10/26

For the Association:

President

Date: 2-9-26

MEMORANDUM OF UNDERSTANDING

Minnesota Paid Leave

This Memorandum of Understanding is entered into by and between Independent School District No. 318 (hereinafter referred to as the "School District" and Education Minnesota Local 1314 (hereinafter referred to as the "Association").

WHEREAS, the School District and the Association are parties to a collective bargaining agreement (hereinafter referred to as the "CBA") for the time period from July 1, 2025 to June 30, 2027; and

WHEREAS, Minnesota's Paid Leave Law is scheduled to take effect January 1, 2026. In order to provide clarity to employees on how the District will allow supplemental leave benefits to be used for the duration of the contract;

NOW, THEREFORE, the parties hereto agree as follows:

1. **Usage.** Employees who are absent due to a leave covered under Minnesota's Paid Leave may, at their option, collect paid absence pay equal to the difference between their scheduled weekly earnings and their weekly Paid Leave payments. In such cases their accumulated paid absence leave hours will be reduced on a prorated basis. Employees will be responsible for entering their paid absence days using the district's absence reporting system. Hours will need to be entered on a prorated basis. In no event may an employee collect full paid absence leave pay and Minnesota Paid Leave pay simultaneously.

2. **Terms of this Memorandum of Understanding; Modification.** This Memorandum of Understanding shall commence on the date of January 1, 2026 and shall remain in effect until June 30, 2027. This Memorandum of Understanding may be modified by mutual written agreement between the parties hereto.

3. **No Past Practice.** By entering into this Memorandum of Understanding, the parties acknowledge and agree that the actions taken by the School District and the actions taken by the Association in this Memorandum of Understanding shall not constitute, nor be interpreted as, a past practice.

No Reopening of Negotiations. This Memorandum of Understanding does not constitute a reopening of the CBA or negotiations.

For the District:

Superintendent

Date: 2/10/26

For the Association:

President

Date: 2-9-26