

**INDEPENDENT SCHOOL DISTRICT 279
OSSEO AREA SCHOOLS**



**AGREEMENT ON
TERMS AND CONDITIONS OF EMPLOYMENT**

JULY 1, 2025 - JUNE 30, 2027



**EDUCATION MINNESOTA - OSSEO
LOCAL 1212
EDUCATION MINNESOTA
AMERICAN FEDERATION OF TEACHERS
NATIONAL EDUCATION ASSOCIATION
AFL-CIO**

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**ARTICLE 1
PURPOSE OF AGREEMENT**

Section 1. Parties: This Agreement is entered into between the School Board of Independent School District 279, Maple Grove, Minnesota, hereinafter referred to as the School Board, and Education Minnesota – OSSEO, Local 1212, Education Minnesota, American Federation of Teachers, National Education Association, AFL-CIO, hereinafter referred to as Education Minnesota – OSSEO, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the PELRA, to provide the terms and conditions of employment for members of the Teacher Bargaining Unit, hereinafter referred to as teachers, during the term of this Agreement.

**ARTICLE 2
RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

Section 1. Recognition: In accordance with the PELRA, the School Board recognizes Education Minnesota – OSSEO as the exclusive representative of teachers employed by the School Board. Education Minnesota – OSSEO will have those rights and duties as prescribed by the PELRA and as described in this Agreement.

Section 2. Appropriate Unit: Education Minnesota – OSSEO will represent all teachers in the School District as defined in this Agreement and in the PELRA.

**ARTICLE 3
DEFINITIONS**

Section 1. Terms and Conditions of Employment: The term "terms and conditions of employment" means the hours of employment, the compensation therefore, including fringe benefits, except retirement contributions or benefits, and the School Board's personnel policies affecting working conditions of the teachers. In the case of teachers, the term does not mean educational policies of the School Board. The term in both cases is subject to the provisions of the PELRA.

Section 2. Teacher: "Teacher" means any public employee other than a superintendent or assistant superintendent, principal, assistant principal, or a supervisory or confidential employee, employed by a school district:

- 1) in a position for which the person must be licensed by the Professional Educator Licensing and Standards Board or the commissioner of education; or
- 2) in a position as a physical therapist, occupational therapist, art therapist, music therapist, or audiologist.
- 3) in any other position as defined by statute.

Section 3. School Board: For purposes of administering this Agreement, the term "School Board" will mean the School Board or its designated representative.

Section 4. Other Terms: Terms not defined in this Agreement will have those meanings as defined by the PELRA.

Subd. 1. Within this Agreement the word "will" means mandatory.

ARTICLE 4 SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: The School Board 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. Management Responsibilities: The School Board has the right and obligation to manage efficiently and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: Education Minnesota – OSSEO recognizes that all teachers covered by this Agreement will perform the teaching and non-teaching services prescribed by the School Board and will be governed by the laws of the State of Minnesota, and by School Board rules, regulations, directives and orders, issued by properly designated officials of the School Board. Education Minnesota – OSSEO also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement. Education Minnesota – OSSEO also recognizes that the School Board, all teachers 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 Minnesota Department of Education and valid rules, regulations and orders of state and federal governmental agencies. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives, or orders will be null and void and without force and effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of rights and duties will not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School Board.

ARTICLE 5 TEACHER RIGHTS

Section 1. Right to Views: Pursuant to the PELRA, nothing contained in this Agreement will be construed to limit, impair or affect the right of any teacher or their 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; nor will it be construed to require any teacher to perform labor or services against their will.

Section 2. Right to Join: In accordance with the PELRA, teachers will have the right to form and join labor or employee organizations and will have the right not to form and join such organizations. Teachers in an appropriate unit will 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.

Section 3. Dues Check-Off: Teachers will have the right to request dues check-off for Education Minnesota - OSSEO.

Subd. 1. Authorization: Upon receipt of a properly executed membership application, the School Board will deduct from the teacher's paycheck the dues which the teacher has agreed to pay to Education Minnesota – OSSEO during the period provided in the authorization. The membership application may be filed at any time with the payroll department and deductions will begin no later than the second pay period following the date the membership application is filed.

Subd. 2. Term of Authorization: The membership application for dues deduction as agreed upon between Education Minnesota – OSSEO and the School Board will be filed with the payroll department by Education Minnesota – OSSEO.

Subd. 3. Notification: At least sixty (60) days prior to the beginning of the school year, Education Minnesota – OSSEO will give written notification to the payroll department of the School District of the amount of its dues which are to be deducted from the salary of each teacher who completes an authorization card. The amount of deduction for such dues will not be subject to change during the school year.

Subd. 4. Schedule of Deductions: Such deductions will be made in equal installments. The number of equal installments will be fifteen (15), beginning on October 20th and ending on May 20th. For continuing authorizations, the number of equal installments will be fifteen (15), subject to Subd. 2. of this Section. The School Board will forward each pay period, such dues deducted the previous pay period along with a list of the names of teachers from whom deductions were made, to the treasurer of Education Minnesota – OSSEO.

Section 4. Claims Against the School Board: Education Minnesota – OSSEO hereby warrants and covenants that it will defend, indemnify and save the School Board harmless from any and all actions, suits, claims, damages, judgments and executions or other forms of liability, liquidated or not liquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of negligence of Education Minnesota – OSSEO in the deduction of the fair share fee specified by Education Minnesota – OSSEO as provided herein.

Section 5. Compensation Distribution:

Subd. 1. Pay Dates: All teachers will be paid their annual salary in 24 equal installments (pay periods). Payments will be made on the 5th and the 20th of each month except on occasions when the 5th or the 20th falls on a weekend or holiday. In the event a pay date falls on a weekend or holiday, the pay date will be moved to the last regular business day before the weekend/holiday or another date, if necessary. A payroll calendar of pay dates will be provided to all employees at the beginning of the school year.

Subd. 2. Final Payoff: All teachers will receive their final regular assignment paycheck on June 20th. Payment will be issued on Friday if June 20th falls on a Saturday or Sunday.

Subd. 3. Electronic Direct Deposit: The School District will provide for direct deposit of paychecks to financial institutions approved by the Federal Reserve Bank of Minneapolis.

Section 6. Political Action Committee (PAC) Deduction: Teachers may request a payroll deduction to contribute to the PAC fund of Education Minnesota – OSSEO.

Subd. 1. Authorization: Upon receipt of an authorization card, the School District will make the designated deduction per paycheck.

Subd. 2. Terms of Authorization: Authorization cards will be filed with the payroll department by the teacher and will continue in effect until revoked on a form provided by the School District’s payroll department. Application for an Education Minnesota – OSSEO PAC deduction will be accepted at any time with change in payment reflected as soon as is practicable, but within forty-five (45) days.

Subd. 3. Schedule of Deductions: PAC deductions will be made in fifteen (15), equal installments beginning on October 20th and ending on May 20th.

Section 7. Personnel Files:

Subd. 1. Access: All individual teacher evaluations and individual teacher files generated within the School District will be available to the teacher during regular School District hours upon the teacher's request in accordance with MS 122A.40, Subd. 19.

Subd. 2. Review: Such request will be made to the Human Resources Department. Human Resources will schedule an appointment for the teacher to review the teacher's file and will notify the teacher of such appointment.

Subd. 3. Documentation of Contents: The teacher, a representative of Education Minnesota – OSSEO at the teacher's request, and a Human Resources representative, will document the file content before the teacher is given the file for review. All such reviews will take place in Human Resources. The teacher, a representative of Education Minnesota – OSSEO at the teacher's request, and a Human Resources representative, will document the contents of the file at the termination of the review.

Subd. 4. Right to Copy: The teacher will have the right to a copy of any of the contents of their file.

Subd. 5. Right to Response: The teacher may submit for inclusion in their file a written response to any material contained in such file.

Subd. 6. Destruction/ Expunge: The School District may destroy or expunge such files as provided by law.

Section 8. Seniority:

Subd. 1. Preparation: Each school year, the School District shall create and post a seniority and licensure list. The list will include the name of every teacher, their seniority date, and licensure area. The list will be available electronically to all teachers when originally posted and upon any revisions to the list.

- a. Seniority in the District will be computed on the basis of a teacher's continuous employment from the first day of actual work with the District.
- b. Teachers will continue to accrue seniority while on Board approved leaves.
- c. Effective for the 2005-06 school year and thereafter the original seniority date will be retained by any teacher whose employment has been terminated by resignation or termination pursuant to MS 122A.40 and whose employment was subsequently reinstated by the School District prior to October 1st of the following school year.

Subd. 2. Request for Change: Any teacher with a correction or omission regarding the seniority and licensure list is required to supply a written request for correction or omission to the list to the Director of Human Resources.

Subd. 3. Seniority List: The School District will evaluate all written requests and will make the necessary corrections, if any, and will prepare a revised seniority list that will be used for the purposes of determining implementation of involuntary transfer and the order of placement on an Unrequested Leave of Absence.

Subd. 4. Seniority Tie Breaker: The following steps will be used as a basis for choice between continuing contract teachers of equal seniority for purposes of determining the order of placement on Unrequested Leave of Absence and implementation of involuntary transfer.

- a. Length of continuous teaching experience in the School District, including approved leaves of absence.
- b. Total years of public-school teaching experience.
- c. The lower file folder number as recorded on the teacher's Minnesota teaching license.

Subd. 5. Beginning with the 2014-15 school year, employees working in other School District employment groups who secure a teaching contract within this bargaining unit will have their seniority date back-dated to their original hire date, to a maximum of five years (two years of service in a previous bargaining unit and three years of probation as a teacher), upon completion of probation (in accordance with Minnesota Statute 122A.40) provided there has been no separation of employment between the prior position and the teaching assignment. This provision does not apply to day-to-day substitute or intermittent service.

Section 9. Building Access for Education Minnesota - OSSEO Meetings:

Subd. 1. Education Minnesota – OSSEO shall have reasonable access to worksites and school facilities, with prior notification whenever possible, to investigate employee complaints, communicate with members, hold meetings, and conduct other business, at no charge to the Union. For meetings involving 5 or more people, the Union will collaborate with building administration. These activities will not interfere and/or disrupt normal work responsibilities. Union leadership must reserve facilities and equipment through the process established by the Community Education Department. Equipment

may be reserved only for the meeting at the site where it is inventoried and maintained; equipment may not be removed from the premises.

Subd. 2. A representative of the Union shall be permitted to meet with newly hired bargaining unit members during new teacher orientation and/or workshop week.

Subd. 3. Bargaining unit members hired after new teacher orientation shall be permitted to meet with a representative of the Union per state statute. The Union may elect to have such meetings at the employee's designated worksite. Upon arrival at a worksite, Union representatives shall make their presence known to the worksite supervisor or designee. Such visits shall not interrupt normal work responsibilities.

Section 10. Teacher Transfer: Transfer of teachers will be made according to the “Teacher Transfer Procedures” as outlined in Addendum A and in any additional staffing procedures outlined by the District in collaboration with the Union.

Section 11. Meet and Confer: The District has the obligation to meet and confer with Education Minnesota – OSSEO to discuss policies and those matters relating to their employment not explicitly referenced in the master agreement. The District shall provide the facilities and set the time for such meetings to take place regularly. The agenda will be prepared and distributed with items submitted by both parties.

ARTICLE 6 SALARY SCHEDULES AND RATES OF PAY

Section 1. Salary: Schedule A: This schedule reflects the wages and salaries for the period July 1, 2025, through June 30, 2027.

Section 2. Pro Rata Hourly Rate: Schedule B: This schedule reflects the pro rata hourly rates for the period July 1, 2025, through June 30, 2027.

Section 3. Status of Salary Schedules: The salary schedules will not be construed as part of a teacher's continuing contract. In the event a successor Agreement is not entered into prior to the expiration date of this Agreement, a teacher will be compensated according to the last individual contract executed between the teacher and the School District until such time that a successor Agreement is executed. A teacher's advancement is subject to the right of the School Board to withhold performance increments, lane changes, or other salary increases for good and sufficient grounds. A teacher's advancement will not be withheld unless the teacher failed to correct the deficiency after being given written notice of the specific items of complaint and reasonable time within which to remedy them.

Section 4. Placement on Salary Schedule:

Subd. 1. Change on Salary Schedule: The following rules will be applicable in determining placement of teachers on the appropriate salary schedule.

- a. Definition: A lane change is horizontal movement on the teacher salary schedule due to credits earned in approved professional training.

- b. Credits that qualify: Credits beyond a bachelor's degree must be graduate level credits earned by a letter grade or 'pass' grade and/or board credits that are related to the field or fields relevant to the teacher's licensure area(s). Effective January 1, 2008, all eligible coursework for Lanes II, III, IV, V, VI, VII, and VIII must earn a minimum of a 'C' grade, 'Pass', or 'Satisfactory'.
- Graduate credits must be earned from a graduate institution that has an accredited program and grants a Master of Education (M.Ed.), Master of Arts (M.A.), Master of Science (M.S.), Master of Social Work (M.S.W.), Master of Fine Arts (M.F.A.), Master of Music (M.M.) or Master in Business Administration (M.B.A.).
 - Board credits are earned in School District sponsored board credit offerings, fifteen (15) hours on a teacher advisory team, or an activity approved by the Director, Human Resources. A School District board credit is fifteen (15) hours or the equivalent of one (1) semester credit.
 - If a teacher attends a workshop during the workday, an approved leave (i.e. sabbatical, personal, short-term or long-term) must be used to earn credits that qualify. In addition, no School District funds can be expended for registration and/or reimbursable expenses.
 - If a teacher enrolls in a dual Master's Degree/Doctorate post master's program, the teacher will need to provide certification of that program to Human Resources to receive credits beyond the MA lane.
- c. Credits that do not qualify: Board and graduate credits earned before the awarding of a master's degree do not count toward lane changes beyond the master's lane. Additionally, any credits for which the School District has paid registration or reimbursable expenses are not eligible.
- d. Master's Degree Prior Approval: A master's degree is the completion of graduate work with the granting of a degree, such as M.Ed., M.A., M.S., M.S.W., M.F.A., M.M. or M.B.A., or a degree of equal value.
- Prior approval must be obtained from the Director, Human Resources for a master's degree program. Approval must be obtained prior to the completion of ten (10) semester credits via submission of a master's program approval application along with a copy of the proposed program plan to Human Resources.
 - The master's degree must be in the field or field(s) relevant to the teacher's licensure area(s).
- e. Number of Credits Required: Ten (10) semester credits are required per lane change. A minimum of five (5) graduate semester credits is required. A maximum of five (5) semester board credits may be used. One (1) semester credit equals one and one half (1-½) quarter credits.
- f. Deadlines: A request for lane change must be submitted to Human Resources by October 15th for coursework that was completed by September 15th for a salary increase to be effective the beginning of the school year. A request for lane change must be submitted to Human Resources
-

by March 15th for coursework that was completed by February 15th for a salary increase to be effective for the second half of the contract year.

- If Terms and Conditions of Employment have not been ratified, no lane movement occurs until the contract is ratified. However, deadlines for submitting paperwork remain the same.
- g. Application Process: A teacher must complete a Lane Change Request form to advance on the salary schedule. Submit a “Lane Change Request” application along with an official transcript to Human Resources.

Subd. 2. Salary Schedule: All credits applied toward lane placement must be in the teacher’s professional/licensure field(s) or a related area as defined in Subd. 1b and 1e of this Section.

- a. Lane 1 – Completion of a four (4) year course with the granting of a degree such as Bachelor of Arts, Bachelor of Science, Bachelor of Education, or a degree of equal value.
- b. Lane 2 – Completion of a bachelor's degree plus ten (10) semester credits.
- c. Lane 3 – Completion of a bachelor's degree plus twenty (20) semester credits.
- d. Lane 4 – Completion of a bachelor’s degree plus thirty (30) semester credits, or completion of a master’s degree with a major not in teacher’s professional/licensure field(s).
- e. Lane 5 – Completion of graduate work with the granting of a degree, such as M.Ed., M.S., M.A., M.S.W., M.F.A., M.M. or M.B.A., or a degree of equal value. The master's degree must be in a field relevant to the teacher’s license area(s) or focus in the fields of pre-K to 12 education, educational administration, or a related educational field.
- f. Lane 6 – Completion of a master's degree in the professional/licensure field(s) plus ten (10) semester credits.
- g. Lane 7 – Completion of a master's degree in the professional/licensure field(s) plus twenty (20) semester credits.
- h. Lane 8 – Completion of a master's degree in the professional/licensure field(s) plus thirty (30) semester credits.

Subd. 3. Performance Increment Advancement: The School District will grant advancement on the salary schedule for teaching experience effective at the beginning of the work year, subject to the conditions as stated in Article 16, Duration. A teacher must complete at least 120 days of teaching service each year during the school year to qualify for a year of service experience. A maximum of 30 days devoted to parent-teacher conferences, teacher workshops, and other staff development opportunities and days on which a teacher is absent from school will count as days of teaching service under this paragraph.

Subd. 4. Initial Salary Schedule Placement: The School District will determine initial Salary Schedule placement based on teaching experience and education. College, charter, private, or any other non-

public school teaching experience will receive one year of credit for every two years of teaching experience. Human Resources reserves the right to place individuals at a higher step based on recruitment strategic priorities.

ARTICLE 7 EXTRA COMPENSATION

Section 1. Extra Assignments - Compensation: The wages and salaries reflected in Schedule C, attached hereto, will be a part of this Agreement for the period July 1, 2025, through June 30, 2027.

Subd. 1. Assignment to Extra/Co-Curricular Activities: As defined in the PELRA, teachers may apply for and/or be assigned by the administration as advisors, sponsors, or coaches of the activities listed in Schedule C. All openings for extracurricular and co-curricular activities will be posted via an electronic job system for five (5) days. When an opening exists, qualified volunteers within the building will be given consideration before an assignment is made.

Section 2. Other Assignments – Hourly Compensation: The wages and salaries reflected in Schedule D, will be a part of this Agreement.

Subd. 1. Assignment to Extra Time Duties: As defined in the PELRA, teachers may apply for and/or be assigned by the administration to the extra time duties listed in Schedule D which requires work beyond the regular school year or the regularly assigned week. Payments, as reflected in Schedule D, will appear as separate line items on the pay statement.

Section 3. Extended Time: Teachers, including but not limited to counselors, special education building coordinators, and library media specialists, who are assigned extended time beyond the school year to complete their regular school year duties will be paid on a pro-rata basis from the applicable salary schedule.

Section 4. Salaries for Team Leaders: The wages and salaries reflected in Schedule C, will be a part of this Agreement.

Subd. 1. Pay Rate: As defined in the PELRA, teachers may apply for and/or be assigned by the administration as team leaders. Payments, as reflected in Schedule C, will appear as separate line items on the pay statement.

Section 5. Teachers as Daily Substitutes:

Subd. 1. Paid Substitute Teaching by Choice: A teacher may offer to teach during their preparation time or cover an additional classroom section of students for a partial or entire day, in the event of emergency or when a regular substitute teacher is not available.

Subd. 2. Paid Emergency Assignment: A teacher may be assigned by the principal to teach during their preparation time or cover an additional classroom section of students for a partial or entire day. Teachers may be assigned up to four (4) times per year. Any emergency substitute placement of up to four (4) hours counts as one assignment. When an elementary classroom is split for the day, this assignment counts as (2) of the four (4) assigned by the principal, unless the teacher is substitute

teaching by choice. These assignments will only be made in an emergency or when a regular substitute teacher is not available.

Subd. 3. Compensation: If a teacher substitutes during their prep time they will be compensated at their Schedule B (pro-rata hourly rate). If a teacher is assigned or chooses to cover an additional classroom section, the teacher will be paid their pro-rata hourly rate, or portion thereof. If a classroom section is split, the teachers assigned will divide the hours of the assignment and will be paid their pro-rata hourly rate or portion thereof using the calculation below. Elementary specialists that teach split classrooms that do not receive an extra prep time will be paid their pro-rata hourly rate using the calculation below.

$$\left(\frac{\# \text{ of students assigned}}{\# \text{ of students assigned to the class}} \right) * \# \text{ of hours subbed} * \text{Schedule B rate} = \text{emergency sub pay}$$

Subd. 4. Assignment Process: A fair and equitable process of assigning teachers to substitute will be developed jointly by teachers and administration at each building. Teachers may not substitute if it interferes with their ability to provide service to their students or for coaches to complete teacher observations. Human Resources will review substitute hours on a regular basis to ensure regular job duties are being completed.

Section 6. Additional Responsibilities for Coverage During Leaves:

Subd. 1. Definition of Additional Responsibilities: Additional responsibilities may include, but are not limited to, teaching, grading, lesson planning, parent/guardian communication, special education due process requirements and service provision, and supervision ordinarily performed by the absent teacher.

Subd. 2. Partial Coverage:

- a. When a teacher provides partial coverage for a colleague, such duties shall be voluntary whenever practical.
- b. Teachers who accept such assignments will receive compensation at their teacher's hourly pro-rata rate, in addition to their regular salary.
- c. Assignments will be completed outside of contract hours, and the teacher will submit a timecard to the business or resource manager.

Subd. 3. Full Coverage:

- a. When a teacher assumes the full responsibilities of a colleague, the assignment will be considered an overage.
- b. Consideration of any overage will take into account District standards, statutory requirements, and the scope of the work duties and responsibilities, among other relevant factors.
- c. Teachers in such roles shall be relieved of other duties, to the extent possible, in order to ensure a balanced workload.

Subd. 4. Voluntary Acceptance: Teachers will not be required to take on additional duties beyond their regular assignments, except in emergency situations where no other coverage is available, at the supervisor's discretion.

Subd. 5. Equity in Assignment: Coverage opportunities shall be distributed as equitably as possible among qualified and available staff.

Subd. 6. Duration of Coverage Agreement: Coverage agreements will be agreed upon by the teacher and administration and shall be made in writing prior to the commencement of duties, specifying the scope of responsibilities and projected duration.

Subd. 7. Unique circumstances will be addressed directly between the teacher and their supervisor.

Section 7. National Certifications:

Subd. 1. National Board of Professional Teaching Standards (NBPTS): Teachers may participate in the National Board of Professional Teaching Standards Program. Activities for this certification may qualify for board credit. The School District Professional Growth Committee with the Director, Human Resources will apply the committee standards and guidelines to the professional work submitted to determine the number of board credits earned through the process.

Subd. 2. Certificate of Clinical Competence (CCC): Speech/Language clinicians may participate in the American Speech-Language-Hearing Association (ASHA) certification process. Activities for this Certificate of Clinical Competence (CCC) may qualify for board credit through the School District Professional Growth Committee. The School District Professional Growth Committee with the Director, Human Resources will apply the committee's standards and guidelines to the professional work submitted to determine the number of board credits earned through the process.

Subd. 3. National Certification for Occupational Therapists: Occupational Therapists may participate in the National Board for Certification in Occupational Therapy certification process. Activities for this certificate may qualify for board credit through the School District Professional Growth Committee. The School District Professional Growth Committee with the Director, Human Resources will apply the committee's standards and guidelines to professional work submitted to determine the number of board credits earned through the process.

Subd. 4. LICSW - Licensure for Social Workers: Social Workers may participate in the Minnesota State Board of Social Worker licensure process for Licensed Independent Clinical Social Worker (LICSW). Activities for this license may qualify for board credit through the School District Professional Growth Committee. The School District Professional Growth Committee with the Director, Human Resources will apply the committee's standards and guidelines to professional work submitted to determine the number of board credits earned through the process.

Subd. 5. School Psychologists (NCSP): School Psychologists may participate in the National Certified School Psychologists (NCSP) program. Activities for this certification may qualify for board credit through the School District Professional Growth Committee. The School District Professional Growth Committee with the Director, Human Resources will apply the committee standards and guidelines to the professional work submitted to determine the number of board credits earned through the process.

Subd. 6. Physical Therapists Certification: Physical therapists are required to participate in additional professional development activities, hours, and exams to be certified to work in a school setting. Clock hours must be approved by the Minnesota Board of Physical Therapy. Activities for this certification may qualify for board credit through the School District Professional Growth Committee. The School District Professional Growth Committee with the Director, Human Resources will apply the

committee standards and guidelines to the professional work submitted to determine the number of board credits earned through the process.

Subd. 7. Licensed Professional Clinical Counselor: Licensed Professional Clinical Counselors are required to participate in additional professional development activities, hours, and exams to be a licensed professional in a clinical setting.

Subd. 8. Licensed Alcohol and Drug Counselor: Licensed Alcohol and Drug Counselors are required to participate in additional professional development activities, hours, and exams to be a licensed professional in a clinical setting.

Subd. 9. Other National Certifications: The Director, Human Resources, may recognize other national certifications in this section after they are approved for continuing education clock hour exemptions by the Minnesota Board of Teaching.

Subd. 10. Eligibility: A teacher must be certified by December 31st in order to be eligible for the stipend for that school year.

Subd. 11. Application: Eligible teachers must apply annually by December 31st in order to receive the stipend for that school year. Teachers must notify the District if any change in eligibility for the stipend occurs (expiration of certification, failure to pay fees, reduction in certification or other reasons).

Subd. 12. Pay Rate: Upon certification as recognized in this section, the teacher will be paid an additional amount each year the certification or licensure is maintained. Payment will be made February 5th. Teachers who successfully complete the National Board of Professional Teaching Standards (NBPTS) Certification will be paid an additional \$2,000 each year the certification is maintained. Speech/Language clinicians who successfully complete the Certificate of Clinical Competence (CCC) will be paid an additional \$1,000 each year the certification is maintained. Occupational Therapists who successfully complete the National Board for Certification in Occupational Therapy (NBCOT) will be paid an additional \$1,000 each year the certification is maintained. Social Workers who successfully complete the Licensed Independent Clinical Social Worker License (LICSW) process will be paid an additional \$1,000 each year the license is maintained. School Psychologists who successfully complete the National Certified School Psychologist (NCSP) process will be paid an additional \$1,000 each year the license is maintained. Physical Therapists will be paid an additional \$1,000 each year when progress toward the professional development requirements are documented and sent to Human Resources. Licensed Professional Clinical Counselors will be paid an additional \$1,000 each year when they successfully renew their license. Licensed Alcohol and Drug Counselors will be paid an additional \$1,000 each year when they successfully renew their license. The additional payment will be pro-rata based on FTE and work year.

Subd. 13. Reimbursement of NBPTS Application Costs: The School District will reimburse teachers who successfully complete the National Board of Professional Teaching Standards (NBPTS) Certification up to \$2000 of the actual out-of-pocket cost borne by the teacher for the application and assessment fees upon receiving the NBPTS Certification.

Section 8. Retirement Incentive Pay for Teachers Whose Service Began Prior to July 1, 1990:

Subd. 1. Eligibility: Teachers who have completed at least fifteen (15) years of full-time continuous service in any position that is covered under the terms of this agreement with the School District and who are at least fifty (50) years of age, and whose service began prior to July 1, 1990, will be eligible for retirement incentive pay pursuant to the provisions of this section upon submission of written resignation accepted by the School Board, provided that such notification is given prior to February 1st. Teachers who submit a written resignation after February 1st may be authorized to receive this incentive pay; however, the payout schedule will be determined by Human Resources. Full-time continuous service shall be defined as any continuous sequence of fifteen (15) or more years of service whereby each year the teacher was either working full-time or on approved leave.

Subd. 2. Exclusion: This section will apply only to teachers whose service has been full-time (0.80 FTE or equivalent contract) as defined by this Agreement and whose service began prior to July 1, 1990. For teachers whose employment or re-employment after separation of service began after this date, the provisions of this section will not be applicable. For purposes of this section, a separation in service will include any event that would serve to modify the seniority date of the employee to reflect a date later than June 30, 1990.

Subd. 3. Calculation of Benefit: A teacher will be eligible to receive as retirement incentive pay, upon their retirement, the amount obtained by multiplying eighty-two percent (82%) of their unused number of sick leave days, but in any event not to exceed one hundred twenty-three (123) days times their daily rate of pay.

Subd. 4. Determination of Daily Rate: In applying these provisions, a teacher's daily rate of pay will be the basic daily rate at the time of retirement, as provided in the basic salary schedule for the basic school year, and will not include any additional compensation for extracurricular activities, extended employment or other extra compensation.

Subd. 5. Payment Schedule 50-54: A teacher who retires at age 50-54 will receive their retirement incentive pay on July 20th if their birth date is between January 1st and June 30th in the year, they reach age 55. If their birth date is between July 1st and December 31st, they will receive their incentive pay on January 20th of the following year.

Subd. 6. Payment Schedule 55 & Over: Retirement incentive pay for teachers age 55 or older will be paid by the School District according to the following schedule. Teachers who retire between January 1st and June 30th will receive their retirement incentive pay on July 20th of that year. Teachers who retire between July 1st and December 31st will receive their retirement incentive pay on January 20th of the following year.

Subd. 7. Distribution of Incentive: The total incentive received must be directed into the following plans: fifty percent (50%) into the Special Pay Deferral Plan and fifty percent (50%) into the Post-Retirement Health Reimbursement Account. Effective upon ratification of the 2019-2021 collective bargaining agreement, one hundred percent (100%) of the incentive received must be directed into the Post-Retirement Health Reimbursement Account.

- a. Deferral Plan: The School District will contribute fifty percent (50%) of the teacher's incentive pay into an account within a Special Pay Deferral Plan administered by a company selected by Education Minnesota - OSSEO and the School District.

- b. Post-Retirement Health Reimbursement Account: The Post-Retirement Health Reimbursement Account is an employer-sponsored program that allows teachers to pay medical expenses and/or health insurance premiums after termination of public service. The Post-Retirement Health Reimbursement Account allows teachers to set aside money earned as an active teacher to cover costs of health or dental insurance, and other medical or dental expenses after termination of public service. Under the Post-Retirement Health Reimbursement Account, amounts contributed are tax-free and no taxes are paid on amounts paid since they must be used to pay health and dental insurance premiums or used to cover out-of-pocket medical or dental expenses. Teachers who are exempted from participating in the Post-Retirement Health Reimbursement Account, per IRS guidelines, must direct one hundred percent (100%) of the monies into the Special Pay Deferral Plan.
- c. If the teacher has proof of Lifetime coverage through their spouse or Tricare Coverage through the military, 100% of the incentive will be distributed into the Special Pay Deferral Plan.

Subd. 8. Exceptions: Retirement incentive pay will not be granted to any teacher who is discharged by the School District.

Section 9. School District Contribution for Health Insurance for Retirees: Teachers will be eligible under the following conditions:

Subd. 1. Eligibility at 55: This Section will apply to teachers who have completed at least fifteen (15) years of full time continuous service in any position covered under the terms of this agreement with the School District and who are at least fifty-five (55) years of age.

Note: Effective 2012-2013, teachers hired on or after July 1, 2007, shall not qualify for benefits under this section. Those teachers shall qualify for benefits under Section 9, Post-Employment Health Care Accounts.

Subd. 2. Eligibility 50-54: Teachers retiring between the ages of fifty (50) and fifty-four (54) must maintain School District health and hospitalization plans at their own expense until age fifty-five (55) to be eligible for School District contribution at age fifty-five (55).

Subd. 3. Calculation of Benefit: For all eligible teachers, the cumulative total amount will not exceed an amount determined by multiplying the teacher's daily rate of pay at the time of retirement times the number of the teacher's accumulated sick leave days in excess of one hundred and twenty-three (123) days as of the date of retirement. However, the total amount will not exceed \$37,800. The monthly district contribution toward the premium will be determined using the cumulative total amount earned by the teacher divided by the number of months until the teacher qualifies for Medicare. The benefit amount will not exceed 100% of the premium of the insurance plan selected by the teacher. Starting July 1, 2020 with teachers who retire in the 2020-2021 school year, the benefit amount may be used for health insurance contribution, remaining funds may be then used for dental insurance contribution, and then life insurance premiums if Medicare eligible and will not exceed 100% of the premium of the insurance plan selected by the teacher. If the teacher's FTE status is not full time at the time of retirement the benefit will be pro-rated according to the teacher's current FTE.

Subd. 4. Retiree Responsibility: The portion of the premium not contributed by the School District will be borne by the teacher. If a retiree fails to provide the School District with the required contribution within thirty (30) days of the due date, coverage will be canceled.

Subd. 5. Determination of Daily Rate: The teacher's daily rate of pay will be the daily rate at the time of retirement, as provided in the salary schedule for the school year and will not include any additional compensation for extracurricular activities, extended employment, or other extra compensation.

Subd. 6. Termination of Benefit: This insurance contribution will in no event continue beyond the retired teacher's qualification for Medicare or upon the teacher's death, whichever occurs first.

Subd. 7. Exception:

- a. In the event that a retiree, who has accumulated one hundred and fifty (150) or more days of unused sick leave within five years of the planned retirement date and who has experienced a serious illness/disability requiring use of the School District Long-Term Disability Insurance, the School District will provide a base contribution toward the retirees' selected School District health insurance plan in the amount of \$225 per month for up to eighty-four (84) months, not to exceed a total contribution of \$18,900 with the contribution ending when the retiree qualifies for Medicare or upon the death of the teacher, whichever occurs first. An employee who qualifies for this exception must notify Human Resources with the submission of their retirement paperwork.
- b. If the teacher has proof of coverage until Medicare eligibility through their spouse or Tricare Coverage through the military, 100% of the incentive will be distributed into the Special Pay Deferral Plan.

Section 10. Post-Employment Health Care Accounts: Employees hired on or after July 1, 2007, and any other employee who opts into this benefit according to this Section, shall no longer receive a district contribution for retiree health insurance. Instead, these employees shall receive an annual contribution to a Post-Employment Health Care Account, subject to the following conditions:

- a. An annual District contribution of \$500.00 shall be made for each enrolled teacher into a Post-Employment Health Care Account, to be used at any time the teacher separates from service with the District. This amount shall be pro-rated based on the teacher's FTE status or equivalent.
- b. Teachers shall become vested in the benefit after achieving continuing contract status or equivalent with the District.
- c. District contributions into the accounts shall be made as soon as practicable after the end of the school year, and each subsequent school year thereafter.
- d. Teachers hired before July 1, 2007 shall have a one-time opportunity to opt into the benefit outlined in this Section. The deadline for opting in was March 1, 2012. Those teachers who opt into the benefits under this Section shall be subject to the same employee leave benefits as those teachers who were hired on or after July 1, 2007, found in this article.
- e. If the teacher has proof of coverage until Medicare eligibility through their spouse or Tricare Coverage through the military, 100% of the incentive will be distributed into the Special Pay Deferral Plan.

Section 11. Deferred Compensation Programs: In accordance with Section 403(b) of the Internal Revenue Code and MS 356.24, the School Board will match an amount equal to the minimum match, the maximum match, or any amount in between the contribution of an eligible teacher according to the following schedules towards an approved 403(b) tax sheltered annuity plan. Teachers who have been contributing to a 457 plan prior to the ratification of the 2013-2015 contract will be considered pre-existing participants, with the district contributing matching funds to the 457 plans. Teachers hired on or after July 1, 2014 or new enrollees to the deferred compensation program will have all matching funds contributed to a 403(b) plan.

The plan must meet the School District’s guidelines for approval. The contribution and match are forwarded each pay period to the plan account.

Subd. 1. Service Prior to July 1, 1990 – District Match:

Teachers whose service began prior to July 1, 1990	District Annual Match Effective July 1, 2018
	\$925.00 (\$38.55 per paycheck for 24 pay periods)

Subd. 2. Service After July 1, 1990 – District Match:

Teachers whose service began after July 1, 1990	Minimum District Annual Match	Maximum District Annual Match
	\$0.00	\$1,800.00 (\$75.00 per paycheck for 24 pay periods) *

*Teachers may defer more than the maximum District annual match. Federal law determines the maximum amount an individual can contribute annually.

Subd. 3. Eligibility: All teachers are eligible upon first day of service. Participation in the plan will be voluntary and will be governed by the policies and guidelines as defined in the Minnesota State Deferred Compensation Program (Section 457) or Section 403(b) of the Internal Revenue Code.

Subd. 4. Effective July 1, 2026, the school district will allow student loan payments as qualifying dollars to receive the employer 403(b) matching contributions and will follow the district process for receiving the match.

Section 12. Elementary Parent-Teacher Conferences Compensation: Elementary teachers (PreK-5) will be compensated for each parent-teacher conference scheduled in excess of the established criteria that are part of the two required conference periods (fall and winter/spring). Staffing ratios related to the established criteria in this section will be distributed to Education Minnesota-OSSEO by September 30th each year.

Subd. 1. Rate of Compensation: Elementary classroom teachers (PreK-5), Elementary Speech Pathologists (PreK-5), Elementary English Learner Teachers (PreK-5), and Elementary Occupational Therapists (PreK-5) will be compensated at the rate of \$20.00 per parent-teacher conference scheduled in excess of the established criteria.

Subd. 2. Elementary Classroom Teachers: In excess of thirty-two (32) or the current PreK-12 staffing ratio, whichever is greater.

Subd. 3. Elementary Speech Pathologists: In excess of the current Speech Pathologist staffing ratio.

Subd. 4. English Learner (EL) Teachers: In excess of the current EL staffing ratio.

Subd. 5. Occupational Therapists (OT): In excess of the current OT staffing ratio.

Subd. 6. Qualified Conference: The parent-teacher conferences eligible for this extra compensation are those that are part of the two required conference periods (fall and winter/spring).

Subd. 7. Reporting: Eligible elementary (PreK-5) teachers will submit a timecard indicating the number of conferences scheduled in excess of the established criteria.

Section 13. Packing Classroom: Teachers who are required to spend extra time packing and unpacking their classroom, outside the normal workday, due to district direction for the purposes of classroom and/or site construction, will be compensated as follows:

Subd 1. Building/Classroom Construction: A teacher will be compensated when building or classroom district level construction projects require a teacher to pack all classroom materials and remove them from the classroom.

Subd. 2. Compensation: The teacher will be compensated two hundred fifty dollars (\$250) per move, which includes both packing and unpacking.

ARTICLE 8 GROUP BENEFITS/INSURANCE

Section 1. Eligibility: Full-time teachers who are paid under Schedule A or B are eligible for group insurance. Teachers who work thirty-two (32) or more hours per week (0.8 FTE contract) will be considered full-time for purposes of eligibility for group insurance. Effective July 1, 2020, teachers who submit a leave request to voluntarily reduce their FTE from a 1.0 FTE to between .8-.99 FTE and are approved for such leave will be less than full-time and will receive group benefits/insurance outlined in Article 10 Part-Time and Hourly Rate Teachers, Section 1. Health Insurance. Qualifications will include those established by the School Board and the carrier of the coverage (Employee must be in an assignment that has an expected duration of 60 duty days or more).

Section 2. Enrollment: All teachers qualifying will enroll for such coverage in accordance with the procedures established by the School Board.

Section 3. Selection: The School Board will make the selection of insurance carriers and policies. Education Minnesota - OSSEO will have representation on the School District Insurance Advisory Committee.

Subd. 1. District Contributions for Basic Group Health and Hospitalization Plans: The District will contribute up to the following amounts towards the District's Group Health Insurance premiums

for full time employees. Any portion of the premium that exceeds the District contribution will be paid by the employee and paid by payroll deduction.

Effective July 1, 2025 – December 31, 2025

	Single	Employee +1	Family
High*	\$598.41	\$924.01	\$1,480.46
HSA Plan	\$613.20	\$1,154.53	\$1,845.65

Effective January 1, 2026 – December 31, 2026

	Single	Employee +1	Family
High*	\$598.41	\$924.01	\$1,480.46
HSA Plan	\$674.52	\$1,269.98	\$2,030.22

The district contribution to the High Plan will remain the same for January 1, 2027 – June 30, 2027. For the HSA Plan, the district will match up to 8% of the PEIP renewal for January 1, 2027 – June 30, 2027. If the renewal is less than 8%, the district will match the percent of the renewal.

*The High Plan is no longer available for new enrollment. All existing members of the High Plan will continue to receive the district contribution to the High Plan health insurance as indicated in the table above.

District contributions to the HSA trust account will be made each month. Contributions for July will be made at the same time as the August contribution. In the event of hardship, the parties agree to meet and confer to discuss alternatives to the contribution timelines.

- Single HSA Coverage: \$200 per month
- Employee +1 Coverage: \$400 per month
- Family Coverage: \$400 per month

The school district will pay all administrative fees associated with the plan.

Married Couples in District with Family Coverage: When a teacher and their spouse are both employed by the School District and are eligible for the School District’s group health and hospitalization plan, and both employees enroll in the same hospitalization plan, the full premium will be paid by the School District.

Disability Coverage: Teachers who have been approved for benefits under the School District’s long term disability insurance plan or the Workers’ Compensation Act and who previously enrolled in the School District’s health and hospitalization, dental and life insurance benefits will have these benefits maintained for a period of one (1) year from the date of qualification for the disability benefit. Thereafter, these benefits will be available to the teacher at their expense subject to the provisions of the insurance carrier plan description.

Subd. 2. Group Term Life Insurance: The School District will pay the full premium for each \$1,000 of coverage for group term life insurance for all full-time teachers who qualify for and enroll in the

existing group term life insurance plan of the School District. Full-time teachers who qualify and enroll will be insured with \$50,000 of group term life insurance.

Subd. 3. Supplemental Group Term Life Insurance: Full-time teachers will have the option, subject to the conditions established by the School District's carrier for group term life insurance as provided in Subd. 2. of this Section, to purchase supplemental group term life insurance in the amounts of \$50,000, \$75,000, \$100,000, \$125,000 or \$150,000 not to exceed 3x annual salary. The cost of the supplemental coverage will be borne by the teacher and paid by payroll deductions.

Subd. 4. Long-Term Disability Income Protection: The School District will pay the full premium for coverage in the existing long-term disability income protection plan for all full-time teachers who qualify for and enroll in such coverage. This coverage will apply to the base annual salary. See MOU Long-Term Disability Coverage for Mental Health & Chemical Dependency.

Subd. 5. Dental Insurance:

- a. Single Coverage: The School District will pay up to \$28.00 per month for individual coverage for each full-time teacher who qualifies for and enrolls in the School District's group dental insurance plan.
- b. Family Coverage: The premium cost of the family/dependent coverage for each full-time teacher who qualifies for and enrolls in the School District's group dental insurance plan and who qualifies for family/dependent coverage will be paid in total by the teacher and paid by payroll deduction minus the School District's contribution for single coverage. Whether the School District offers family/dependent coverage is subject to the conditions as established by the carrier(s).

Section 4. Coverage Waiver: Employees will be allowed to waive health coverage in the District's health plan upon sufficient proof that the employee has obtained group health coverage through another source (e.g. spouse). The Human Resources department shall determine the basis for sufficient documentation of group coverage from another source. The District retains the right to re-examine waiver of health coverage on a year-to-year basis.

Section 5. Claims Against the School District: It is understood that the School District's obligation is to purchase an insurance policy and pay such amount as agreed to herein and no claim will be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 6. Duration of Insurance Contribution: A teacher is eligible for School District contributions as provided in this Article. Upon termination of employment, all School District participation and contributions will cease effective on the last day of the month in which employment terminates. However, terminated probationary teachers whose employment ends in June, and who have exercised their COBRA rights, and are rehired prior to September 15th of the same year will have their July and August health and hospitalization insurance premium contributions reimbursed at the same rate as the District would have provided for single coverage had the separation of service not occurred. Teachers who resign from employment in August of the current school year will reimburse the School District for insurance premium contributions paid by the School District on the employee's behalf for July and August of the current school year.

Section 7. Insurance Program Eligibility in the Event of Retirement: A teacher who retires is eligible to participate in the health and hospitalization and dental plans of the School District but must pay the entire premium for the plans selected subject to Article 7. The right to continue participation in a group plan is mandated by Minnesota Statute. Such plans will be in accordance with conditions of the carrier and/or until they qualify for coverage under another program.

Section 8. Section 125 Plan (Flexible Spending Plan): The School District will provide a Section 125 Plan under the Internal Revenue code for eligible teachers.

Subd. 1. Description: The Section 125 Plan (Flexible Spending Plan) offered by the School District is a plan established to provide a way to save money on costs for medical and dependent care expenses. The three accounts allow payment for health insurance premiums, certain out-of-pocket health care expenses, and dependent care expenses with pre-tax dollars. It is a salary reduction plan permitting participant to choose among more than one benefit. It is classified as a “Cafeteria Plan” for federal income tax purposes.

- a. The plan year is July 1st through June 30th of each year. There are three (3) components to the plan:
 1. District provided health insurance premium deduction with pre-tax dollars.
 2. Dependent care reimbursement account.
 3. Medical expense reimbursement account.
- b. Benefits eligible teachers with assignments greater than or equal to .5 FTE may participate in all components of this Subdivision.

Section 9. Property Damage Reimbursement Plan:

Subd. 1. Purpose: To offer shared-cost loss prevention plan for damages to personal property (including motor vehicles) that occur while the teacher is performing their contracted duty. The plan is available for reimbursement for loss, damage, or destruction of personal property, including motor vehicles on school property or while the teacher is in the performance of school business. In the case of motor vehicles, reimbursement will not include personal property that is stolen or damaged unless the theft accompanies a personal assault upon the teacher.

Subd. 2. Cost: The School District and Education Minnesota – OSSEO will share the cost of funding the pool. Each will contribute \$2,500 annually until the fund has \$15,000 in assets. At that time contributions will be suspended until the fund drops below \$10,000 in assets at which time the contributions will be reinstated. The School District will fund their portion on June 1st of each year.

Subd. 3. Administration: Education Minnesota – OSSEO will administer the plan and will provide the School District with an annual report.

Subd. 4. Guidelines:

- a. Teachers must contact Education Minnesota – OSSEO to report the incident.
- b. A claim form will be required for reimbursement and all claims must be submitted within forty-five (45) days of the incident.

- c. All claims must include a copy of:
- A police report
 - Repair estimate
 - Insurance claim (if a claim is filed)
 - Proof of deductible

Subd. 5. Maximum Reimbursement: Maximum reimbursement per loss will be limited to \$750 annually. Payments are limited to the resources in the pool. If claims exceed the amount in the pool, payments will be made on a pro-rata basis. Any monies not claimed will be carried into the next fiscal year.

Subd. 6. Non-reimbursable incidents:

- a. An accident that occurs while the vehicle is moving in a reimbursable activity is not covered.
- b. No reimbursement will be given for damages that occur in conjunction with a moving violation charged to the requesting party.

Subd. 7. Limits: Reimbursement for damages to a teacher's personal property is limited to those items that are on the premises for the purpose of enhancing the curriculum or the teaching process, or personal property damaged or destroyed as a result of a student assault while the teacher is engaging in the performance of their duties.

ARTICLE 9 LEAVES OF ABSENCE

Changes to Leaves of Absence are made in accordance with applicable state and federal laws or district policy. In the event that ESST, Minnesota Paid Family Leave, or other state and federal laws are eliminated or significantly modified, the contract language shall be reviewed in Meet and Confer.

Unexcused absences may result in disciplinary action, up to and including termination, once all sick time, personal time, and unpaid leave options have been exhausted.

Section 1. Sick Time: Teachers are entitled to use accrued sick time in accordance with Minnesota State law and the district's Earned Sick and Safe Time (ESST) policy. See the definition of "family member" and usage under the policy. The ESST policy is subject to change in accordance with state law.

Subd. 1. Earn: All teachers will be credited at the beginning of the school year with twelve (12) days of sick time per year. Teachers working less than a full year will have their sick days pro-rated. Effective beginning 2012-2013, teachers hired on or after July 1, 2007, and teachers opting into the Post Employment Health Care Account as referenced in Article 7 Section 10 shall be credited with ten (10) days of sick time at the beginning of the school year.

Subd. 2. Accumulation: Unused sick days may accumulate to an unlimited number of days per teacher.

Subd. 3. Use: Sick time will be used in accordance with the School District's Earned Sick and Safe Time (ESST) policy, Paid Family Leave (PFL) policy, and applicable state and federal laws. Sick time may be used concurrently and to supplement eligible continuous and reduced schedule approved leaves of absences (e.g., the Family Medical Leave Act (FMLA), Paid Family Leave (PFL), or the Americans with Disabilities Act (ADA)).

Absences for illness when sick time is exhausted and the employee is not on an approved leave of absence from Human Resources (e.g. absences covered under the Family Medical Leave Act (FMLA), Paid Family Leave (PFL), or the Americans with Disabilities Act (ADA)) will be considered unexcused and may require medical verification.

Continued patterns of absence on district defined high use days or without available time off with pay, is subject to discipline, up to and including termination. High use days will be defined each year by Human Resources in collaboration with the Union.

Subd. 4. Summer School: Deduction of accrued sick time during summer school teaching is one (1) day for two sessions and one-half (1/2) day for one session.

Subd. 5. Medical Verification: If there is a question as to the eligibility of an employee for sick time, the School District reserves the right to verify the illness in accordance with Minnesota ESST law.

Subd. 7. Deduction: Sick time allowed will be deducted from the teacher's accrued sick days.

Subd. 8. Excess Use: Any days used in excess of the number of days of accrued sick time will be deducted from the teacher's salary.

Subd. 9. Use - Absences Covered by Workers' Compensation and/or Long-term Disability (LTD): This subdivision is subject to the provisions of the carrier plan descriptions.

- a. Upon the request of a teacher who is absent from work as a result of a compensable injury incurred in the service of the School District under the provisions of the Workers' Compensation Act and/or an absence covered by the School District's long-term disability insurance, the School District will pay the difference between the compensation received pursuant to the Workers' Compensation Act and/or LTD by the teacher and the teacher's base rate of pay to the extent of the teacher's earned accrual of sick time.
- b. A deduction will be made from the teacher's accrued sick time according to the pro-rata portion of days of sick time which is used to supplement workers' compensation and/or LTD payments.
- c. Such payment will be paid by the School District to the teacher only during the period of disability. In no event will the additional compensation paid to the teacher by virtue of sick time pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the base compensation of the teacher.
- d. A teacher who is absent from work as a result of an injury compensable under the Workers' Compensation Act and/or an absence qualifying the teacher for LTD payments who elects to receive sick time pursuant to this Agreement, will submit their workers' compensation check

and/or LTD payment, endorsed to the School District prior to receiving payment from the School District for this absence.

- e. A teacher who is unable to perform teaching duties and responsibilities due to a physical assault resulting in an injury which occurs while on duty as a result of a work-related incident will be entitled to compensation without use of sick time for up to fifteen (15) days of absence per incident. Any additional days needed by the employee without the use of sick time will be mutually agreed to in collaboration between the district and union. The district may require employee to be seen by a district selected medical provider and provide documentation that outlines return to work conditions. Thereafter, the compensation will be paid per a. through e. of this Subdivision.
- f. If a teacher incurs an injury as described in e. of this Subdivision, and such injury causes the teacher to work less than their contracted FTE, the School District will continue to contribute its share of the cost of the health and hospitalization insurance plan in which the teacher is enrolled.

Subd. 10. Extended Illness Sick Leave Pool: The School District will maintain an extended illness sick leave pool. The pool will have an open enrollment period within thirty (30) days of each contract ratification (Refer to the Memo of Understanding titled "Extended Illness Sick Leave Pool Procedures").

- Membership in the Extended Illness Sick Leave Pool is mandatory for all teachers hired after June 30, 2004.

Section 2. Medical Leave:

Subd. 1. Purpose: An employee, upon request, may be granted a medical leave of absence according to the procedures outlined in this section. This leave will be granted in the event an employee needs to care for their own medical needs, or the needs of a qualifying family member as defined by state and federal provisions.

Subd. 2. Request: Requests for medical leave should be made as soon as an employee is aware of the need for a leave of absence. A leave of absence request should be completed as well as supporting medical documentation of the need.

Subd. 3. Duration: Leave may be granted for a period of time up to one year and runs concurrently with other applicable leaves which may include but is not limited to: a contractual long-term leave and Family Medical Leave Act (FMLA) leave. If additional leave is needed beyond one year, staff will need to contact Human Resources to place a request; however, additional leave is not guaranteed. Medical Leave may be taken intermittently.

Subd. 4. Approval of Leave: If the employee complies with all the provisions of this section and a medical leave is granted by the School District, the School District will notify the employee in writing of its action.

Subd. 5. Reinstatement: An employee returning from medical leave will be re-employed in the position occupied prior to the leave, or a comparable position, subject to state or federal job protections.

An employee returning from medical leave without state or federal job protections may be re-employed in the position occupied prior to the leave, or a comparable position, based on position availability and ability to perform job duties.

Subd. 6. Failure to Return: Failure of the employee to return pursuant to the date determined in this section may constitute grounds for termination in the School District.

Subd. 7. Salary: An employee is able to use available personal time through the duration of their medical leave. Sick time will be used in accordance with the district's ESST policy. If no sick or personal time is available, the parties further agree that any medical leave of absence granted under this section will be a leave without pay. If the teacher does not have sufficient accrued sick and/or personal time, the cost of a substitute rate of pay may be deducted from the teacher's salary for up to three (3) days upon the teacher's request.

Section 3. Paid Family Medical Leave (PFML):

Subd. 1. Statutory authority: Employees are eligible to participate in Paid Family Medical Leave (PFML) pursuant to MN Statutes 268B et seq., *Family and Medical Benefits*.

Subd. 2. Costs of PFML: The employer must pay the minimum percent of the total premium for Paid Family Medical Leave required by Minnesota Statute 268B and set by the Minnesota Department of Employment and Economic Development (DEED).

Subd. 3. Notification to the Employer: Pursuant to Minnesota Statute Section 268B.085, employees taking Paid Family Medical Leave shall provide the employer with at least thirty (30) days' notice, or as required by contract, prior to the start of leave when possible. If thirty (30) days' notice is not practicable because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances or a medical emergency, notice must be given as soon as practicable.

Subd. 4. Coordination of PFML and ESST/Sick Leave: The District will follow District policy and process adhering to all applicable state and federal laws. Any changes to policy and process will be discussed in Meet and Confer.

Section 4. Bereavement Leave:

Subd. 1. Use: In accordance with the ESST policy, sick time and personal time may be used for an employee's need to make arrangements for, or attend, funeral services or a memorial, or address financial or legal matters that arise after the death of a family member. If all accrued time (ESST, sick time, and personal time) is exhausted and additional unpaid time is needed for bereavement, employees may request a short-term leave from Human Resources. If additional time is granted, the cost of the substitute rate of pay may be deducted from the teacher's salary for up to five (5) days. Special circumstances will be considered through the meet and confer process.

Section 5. Jury Service Leave:

An employee summoned to jury duty will be granted time off with pay.

Subd. 1. Notice to School District: Employees who receive a summons are to call and/or email the Human Resources Attendance Specialist and their supervisor immediately to notify them of the proposed dates of service.

Subd. 2. Remittance of Stipend: Employees who receive a stipend for jury duty are to reimburse the School District for the amount received, minus the mileage allowance if they were on jury duty during school time.

Subd. 3. Commencement of Leave: Employees on-call for jury duty will need to report to work until they are summoned to appear for jury duty. Failure to do so will result in a deduction of pay for the days of work missed.

Subd. 4. Pay: Employees will have no loss of pay as a result of jury duty if the provisions of Subd 1 through 3 are met.

Section 6. Court Appearance Leave:

Subd. 1. Request of School District: When the School District is a party in a litigation and a teacher of the School District appears at the request of the School District or as codefendant in a case against the School District, the teacher will be entitled to their pay and no deduction of any leave provision will be charged to the teacher.

Subd. 2. Other Requests: If a teacher receives a notice to supply information or testify in a civil or criminal court proceeding as a result of their employment, they must notify their principal/supervisor and the Director, Human Resources. If the teacher must appear at the proceeding, the teacher will be entitled to their pay and no deductions of any leave provisions will be charged to the teacher. If the matter is a result of actions for which the teacher has been found to have acted improperly and thus disciplined by the Director, Human Resources, the day(s) absent will be deducted from personal time or short-term leave referenced in this Article.

Subd. 3. Action Against School Board/District: If the matter is a result of actions by the teacher against the School Board/District, the day(s) absent will be deducted from personal time or short-term leave referenced in this Article. Additional short-term leave will be granted if necessary.

Section 7. Personal Time:

Subd. 1. Purpose: A teacher will be credited one (1) personal day each year, accumulative to five (5) days. Effective beginning 2012-2013, teachers hired on or after July 1, 2007, and teachers opting into the Post Employment Health Care Account as referenced in Article 7 Section 10 shall be credited with two (2) personal days each year.

Subd. 2. Request: Requests for personal time must be made to Human Resources at least three (3) days in advance of the leave, except in the event of emergencies.

Subd. 3. Limit 4%: At no time will more than four percent (4%) of the teachers be granted leave under this section.

Subd. 4. Additional Days: Additional days may be granted after the exhaustion of personal days under the following provisions and cannot be accumulated:

- a. Sick Time Deduction: Two (2) additional days under the provisions of this section may be granted after the teacher has attained Continuing Contract status. These days will be deducted from the teacher's accrual of sick time. Effective beginning 2012-2013, this provision shall not apply to teachers hired on or after July 1, 2007, and teachers opting into the Post Employment Health Care Account as referenced in Article 7 Section 10.
- b. Salary Deduction: Two (2) additional days under the provisions of this section may be granted, with the deduction of a substitute rate of pay from the teacher's salary.

Subd. 5. Exclusion: A personal day may be granted on the first or last day of the student school year. However, the leave will only be granted in rare and special circumstances with written explanation by the teacher and approval of the Director, Human Resources.

Section 8. Sabbatical Leave:

Subd. 1. Purpose: A maximum of one (1) year may be granted to full-time teachers for the purpose of professional improvement through study, subject to the conditions established by the School Board. The minimum length of time that may be granted for a sabbatical leave is one (1) trimester. A sabbatical leave will not be granted for more than an accumulative total of one (1) year to any teacher in the School District during the duration of their service.

Subd. 2. Eligibility: To be eligible for sabbatical leave, a teacher must have completed seven (7) years of employment as a teacher in the School District.

Subd. 3. Prior Approval: Sabbatical leave for study will be limited to teachers centering their study in their areas of major concentration and will not be used for retraining in a new area except at the request of the administration. The Director, Human Resources, must approve the proposed program of study in advance.

Subd. 4. Request Deadline: Applications for full-year sabbatical leaves will be submitted in writing to the Director, Human Resources at the earliest possible date, but in no case later than March 1st, prior to the school year in which the leave is to be taken. Applications for sabbatical leaves of less than a full year must be submitted in writing to the Director of Human Resources at least three (3) months prior to the beginning date of the sabbatical leave being sought.

Subd. 5. Application: The application for a sabbatical leave will contain a detailed description of the intended activity and expected benefit to the School District including, but not limited to, the institution where study will take place, courses, and number of credits to be carried, and all other details surrounding the program.

Subd. 6. Limit 1-½ %: The number of teachers on sabbatical leaves at any one time will be limited to one and one-half percent (1-½ %) of the full-time teachers at the School District.

Subd. 7. Selection: If the number of requests for sabbatical leave exceeds the limitation, priority will be given on the basis of length of service, contribution to the school system, and the equitable distribution of leaves among the various departments of the School District. The granting of sabbatical leave, however, is purely within the discretion of the School Board and the School Board reserves the right to refuse to grant any and all sabbatical leaves if, in the judgment of the School Board, such leaves should not be granted.

Subd. 8. Calculation of Pay: The allowance granted to a teacher on sabbatical leave will be based on one-half (1/2) the base contract salary of the individual for the school term during which the leave takes place. However, upon request from the teacher on sabbatical leave, the School District will pay seventy-five percent (75%) of the base contract salary during the school term in which the leave takes place. In the school term following the sabbatical leave, twenty-five percent (25%) of the previous school term's base contract salary will be deducted from the teacher's new base contract salary.

Subd. 9. Return to Service: A teacher who is granted a sabbatical leave of one (1) school year must pledge themselves' to teach in the School District for two (2) full years following the termination of the leave. A teacher granted a sabbatical leave of less than one (1) year must pledge themselves' to teach in the School District for one (1) full year following the termination of the leave. If the teacher's service is discontinued for any reason other than the individual's incapacity to teach before the expiration of the time period as stated above, they will pay back to the School District the pro-rata part of the sabbatical allowance.

- Teachers granted sabbatical leave will enter into a written agreement with the School District for the repayment of monies and benefits paid by the School District for the teacher's noncompliance with this Subdivision.

Subd. 10. Return to Position: Upon expiration of the sabbatical leave, the teacher will have the right of returning to the position held prior to the leave unless such position has been discontinued pursuant to MS 122A.40.

Subd. 11. Experience Credit: A teacher who returns from sabbatical leave within the provisions of this section will retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the leave. The teacher will not accrue additional experience credit for pay purposes or leave time during the period of absence for sabbatical leave.

Section 9. Child Care/Adoption/Foster Care Leave:

Subd. 1. Purpose: A teacher, upon request, may be granted a leave for the purpose of childcare of a newborn child, for the adoption of a child, or foster care of a child. The teacher will be required to concurrently take applicable leaves in concurrence with state and federal laws, including, but not limited to, the Family Medical Leave Act (FMLA), Minnesota Parental Leave, Paid Family Leave (PFL), and contractual long-term leave. Teachers may be granted partial or intermittent leaves of absence appropriate to the job assignment if agreed to by Human Resources. The District agrees to adhere to all applicable state and federal laws. Elementary classroom teachers (PreK-5) will be granted a .5 FTE or 1.0 FTE leave of absence only.

Subd. 2. Request: A teacher making application for childcare leave will inform Human Resources in writing of the intention to take the leave at least three (3) calendar months before commencement of the intended leave. For an adoption or foster care leave, the teacher will inform Human Resources in writing, at the earliest opportunity, of the intention to take the leave. The District agrees to adhere to all applicable state and federal laws.

Subd. 3. Date of Leave: The effective beginning date of a childcare/adoption/foster care leave, and its duration will be determined by mutual consent between the teacher and Human Resources. In determining the date of the commencement and duration of the leave, Human Resources will review each case on its individual merits taking into consideration the following:

- a. Applicable state and federal law
- b. As applicable, the continuity of the instructional program for students. The commencement of the leave should normally coincide with some natural break in the school year, e.g., winter vacation, spring vacation, end of a grading period, the end of the school year or the like.
- c. The request of the teacher.
- d. The specific employment duties of the teacher involved.
- e. The health and welfare of the teacher, unborn, adopted, or foster child.
- f. The recommendation of the teacher's licensed physician.

Subd. 6. Duration: In making a determination concerning the commencement and duration of a childcare/adoption/foster care leave, the School District may, but will not in any event be required to:

- a. Grant any leave of more than twelve (12) months in duration.
- b. Permit the teacher to return to their employment prior to the date designated in the request for the childcare/adoption/foster care leave, unless by mutual agreement of the teacher and the School District.

Subd. 7. Approval of Leave: If the teacher complies with all provisions of this section and a childcare/adoption/foster care leave is granted by the School District, the teacher will be notified in writing.

Subd. 8. Termination of Leave: Interruption of pregnancy will terminate the childcare leave. Human Resources may require in such cases at least 14 days' notice to return.

Subd. 9. Reinstatement: A teacher returning from childcare/adoption/foster care leave on the agreed upon date will be re-employed in the position occupied prior to the leave, subject to the following conditions:

- a. The position has not been abolished pursuant to MS 122A.40.
- b. The teacher is not physically or mentally disabled from performing the duties of such position.
- c. Subject to state and federal job protections.

Subd. 10. Failure to Return: Failure of the teacher to return pursuant to the date determined in this section will constitute grounds for termination by the School District pursuant to MS 122A.40 unless the School District and the teacher mutually agree to an extension of the leave.

Subd. 11. Probationary Period: The parties agree that the applicable periods of probation for teachers as set forth in Minnesota Statutes are intended to be periods of actual service enabling the School District to have an opportunity to evaluate a teacher's performance. The parties agree, therefore, that periods of time for which the teacher is on childcare/adoption/foster care leave will not be counted in determining the completion of the probationary period.

Subd. 12. Experience Credit: A teacher who returns from childcare/adoption/foster care leave within the provisions of this Section will retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave. The teacher will not accrue additional experience credit for pay purposes or leave time during the period of absence.

Subd. 13. Salary: Sick time will be used in accordance with the district's ESST policy. A teacher may be able to use available personal or sick time through the duration of their leave in accordance with the district's Paid Family Leave (PFL) policy. If an employee receives payment from Paid Family Leave (PFL), the employee may have the option to use available sick or personal time to supplement their pay in accordance with the district's Paid Family Leave policy. If no sick or personal time is available, the parties further agree that any leave of absence granted under this section will be a leave without pay.

Subd. 14. Insurance: A teacher on childcare/adoption/foster care leave of absence is eligible to participate in group insurance programs if permitted under the insurance policy provisions but will pay the entire premium for such programs as the teacher wishes to retain, following FMLA.

Subd. 15. Notification to Return: A teacher on childcare/adoption/foster care leave of absence will be sent a contract from Human Resources according to the following schedule:

- a. When the return date of the leave is intended to coincide with the opening of school, notification will be given by April 1st.
- b. At least sixty (60) days prior to the specified return of the leave when such date falls at any other time during the school year.

Subd. 16. Failure to Return Contract: The teacher will lose all re-employment rights if the teacher refuses or fails to return the contract within ten (10) workdays.

Section 10. Union Leave:

Subd. 1. Use: Education Minnesota - OSSEO may be granted leave days each year to conduct the business of the union. If used, the union president will designate these days and in no instance will any one individual be granted more than ten (10) days. The cost of these days will be billed to Education Minnesota - OSSEO in the amount equal to the substitute rate of pay. Request for such leave will be made to Human Resources at least three (3) days in advance and will state the reason for the proposed leave. The president of Education Minnesota – OSSEO and Human Resources will meet and confer to discuss such leave when the total amount of leave days exceeds thirty-five (35) days in a year.

Subd. 2. Union President: To provide an efficient means of leadership and participation in appropriate School District governance as outlined by this Agreement, state statutes and rules, and Board of

Education policies and procedures, Education Minnesota – OSSEO (EM-O) and the District agree to assign the elected President of EM-O to a full-time, non-teaching assignment to accomplish the tasks outlined above.

- a. EM-O shall purchase and pay for the cost of a teacher to replace the EM-O President. Beginning the 2014-2015 school year, the cost for the replacement teacher shall be \$58,000. Payment shall be made on a quarterly basis as billed by the District.
- b. The EM-O President shall retain all rights as a teacher according to the terms of this Agreement, state statutes and rules, and Board of Education policies and procedures.

Section 11. Negotiation Leave:

Subd. 1. Use: Up to six (6) members of the Education Minnesota - OSSEO's Negotiations Committee may be granted an appropriate number of days for purposes of collective bargaining with the School Board representative(s). Such days will be scheduled with the mutual consent of the School Board representative(s). There will be no leave deduction for these granted days.

Section 12. Long-Term Leave:

Subd. 1. Eligibility: Teachers with a minimum of three (3) years of experience in the School District may be granted an unpaid leave of absence once every five (5) years. Requests for additional long-term leave may be made at the discretion of Human Resources based on extenuating circumstances.

Subd. 2. Purpose: Consideration for granting long-term leaves will be given for health reasons (self or family), family reasons, educational purposes, election to political office, approved travel or retraining (career change).

Subd. 3. Requests: Requests for leave must be made at least thirty (30) days in advance, except in emergencies, and submitted to Human Resources for approval.

Subd. 4. Limit: The number of teachers on a long-term leave at any given time will not exceed two percent (2%) of the total teaching staff.

Subd. 5. Duration: A leave may be granted for a period of time up to one (1) year. Leaves for holding political office may be granted up to two years. Additional leaves may be granted at the discretion of Human Resources, but are not guaranteed.

Subd. 6. Partial Leaves: Teachers will be granted partial leaves of absence appropriate to the job assignment; however, elementary classroom teachers (PreK-5) will only be granted a .5 FTE or 1.0 FTE leave of absence. Additional leaves may be granted at the discretion of Human Resources.

Subd. 7. Insurance: A teacher on a long-term leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions but will pay the entire premium for such programs the teacher wishes to retain, commencing with the beginning of the leave.

Subd. 8. Benefit Accrual: A teacher on long-term leave will retain their accrued benefits of the beginning date of the leave. No benefits will accrue during the period the teacher is on leave.

Subd. 9. Notification to Return: A teacher on a long-term leave will be sent a contract from Human Resources according to the following schedule:

- a. When the return date of the leave is intended to coincide with the opening of school, notification will be given by February 1st of the preceding school year.
- b. At least sixty (60) days prior to the specified return of the leave when such date falls at any other time during the school year.

Subd. 10. Reinstatement – Education, Retraining, Career Change, or Family Reasons: An employee returning from long-term leave for education, retraining, career change, or family reasons will be placed on involuntary transfer, subject to ability to perform duties. The teacher may return to the original position by mutual agreement between the teacher and the principal if an opening exists in the building prior to being placed on involuntary transfer.

Subd. 11. Reinstatement – Election to Political Office or Health: An employee returning from long-term leave from election to political office or for health reasons will be re-employed in the position occupied prior to the leave, subject to the following conditions:

- a. That the position has not been abolished pursuant to MS 122A.40.
- b. That the teacher is not physically or mentally disabled from performing the duties of such position.
- c. That the teacher has not been on leave for longer than the equivalent of one (1) FTE year.
- d. That a teacher with more seniority would not be displaced.
- e. If the teacher is on leave for more than the equivalent of one (1) FTE year, the teacher may return to the original building by mutual agreement between the teacher and the principal if an opening exists in the building. If there is not mutual agreement or if a position does not exist at the original building, the teacher will be transferred in accordance with – Teacher Transfer as outlined in Addendum A.

Subd. 12. Failure to Return Contract: The teacher will lose all re-employment rights if the teacher refuses or fails to return the contract by certified mail within ten (10) workdays.

Section 13. Short-Term Leave:

Subd. 1. Salary: Short-term leave will be without pay.

Subd. 2. Duration: Short-term leave may be granted for not more than ten (10) working days during the terms of this Agreement. Short-term leave will only be granted after personal time is exhausted.

Subd. 3. Requests: Requests for a short-term leave will be made in writing a minimum of five (5) days in advance, except in the case of emergencies.

Subd. 4. Approval: Short-term leave may be granted only in special circumstances and must be approved by Human Resources.

Subd. 5. Eligibility: Short-term leave will normally be available no more than once every year.

Section 14. Federal Program Leave:

Subd. 1. Eligibility: A teacher who enlists in AmeriCorps VISTA, the Peace Corps or other federal programs may be granted a leave of absence for up to two (2) years. The teacher will not accrue additional experience credit for pay purposes or leave time during the period of absence.

Subd. 2. Insurance: A teacher on a federal program leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions but will pay the entire premium for such programs the teacher retains, commencing with the beginning of the approved leave.

Subd. 3. Benefit Accrual: A teacher on a federal program leave will retain their accrued benefits as of the beginning date of the leave. No benefits will accrue during the period the teacher is on leave.

Subd. 4. Requests: Request for a Federal Program leave must be made at least thirty (30) days in advance, except in emergencies, and submitted to Human Resources for recommendation.

Subd. 5. Notification to Return: A teacher on a federal program leave will be sent a contract from Human Resources by certified mail according to the following schedule:

- a. When the return date of the leave is intended to coincide with the opening of school, notification must be given by February 1st.
- b. At least sixty (60) days prior to the specified return of the leave when such date falls at any other time during the school year.

Subd. 6. Reinstatement: A teacher returning from a federal program leave will be re-employed in the position occupied prior to the leave, subject to the following conditions:

- a. The position has not been abolished pursuant to MS 122A.40.
- b. The teacher is not physically or mentally disabled from performing the duties of such position.

Subd. 7. Failure to Return Contract: The teacher will lose all re-employment rights if the teacher refuses or fails to return the contract by certified mail within ten (10) workdays following receipt of the letter.

Section 15. Religious Leave:

Subd. 1. Use: Teachers may be granted up to three (3) days of religious leave. Teachers must make application, including a brief statement of the request, to Human Resources at least three (3) days prior to the date(s) the religious leave is requested. A teacher may utilize provisions outlined in Section 7, Personal Time, or Section 1, Sick Time, if so desired, or the teacher may submit a plan to their principal/supervisor to make up the religious days taken at some other pre-arranged time. If an agreement is not reached between the teacher and their supervisor, the plan may be appealed to Human Resources by a representative of Education Minnesota- OSSEO for approval or rejection. If the teacher chooses none of the options as outlined herein, the leave will be granted with full loss of pay.

Section 16. Extended Leave of Absence:

Subd. 1. Authority: Pursuant to MS 122A.46 and MS 354.094, the School Board may grant an extended leave of absence of at least three (3) years but no more than five (5) years. However, the

granting of extended leaves of absence is purely within the discretion of the School Board and the School Board reserves the right to refuse to grant any and all extended leaves, if, in the judgment of the School Board, such leaves should not be granted.

Subd. 2. Conditions: The School Board will consider the granting of extended leaves only under the conditions as they are described in MS 122A.46 and MS 354.094, as of the date of this Agreement.

Subd. 3. Eligibility: Teachers must have a minimum of seven (7) consecutive years of full-time teaching service in the School District and at least ten (10) years of allowable service as defined in MS 354.05, Subd. 13. to be eligible for extended leave of absence.

Subd. 4. Requests: Requests for extended leaves of absence must be submitted to Human Resources by February 1st of the year preceding the school year for which the extended leave of absence would commence. Requests to begin an extended leave of absence at a time other than the beginning of the school year may be considered by the School District. If approved, the teacher will be granted a long-term leave for the remaining duty days of the current school year and the extended leave of absence will then commence on the first duty day of the following school year.

Subd. 5. Reinstatement: A teacher returning from an extended leave of absence will be reinstated according to the following guidelines and subject to the following conditions:

- a. That the position has not been abolished pursuant to MS 122A.40.
- b. That the teacher is not physically or mentally disabled from performing the duties of such position.
- c. That the teacher has not been on an extended leave of absence for longer than the equivalent of one (1) FTE year (effective with leaves granted beginning with the 2004-2005 school year).
- d. That a teacher with more seniority would not be displaced.
- e. If the teacher is on an extended leave of absence for more than the equivalent of one (1) FTE year, the teacher may return to the original building, by mutual agreement between the teacher and the principal, if an opening exists in the building. If there is not mutual agreement or if a position does not exist at the original building, the teacher will be transferred in accordance with – Teacher Transfer as outlined in Addendum A (effective with leaves granted beginning with the 2004-2005 school year).

Subd. 6. Notification of Return: The District is not obligated to reinstate any teacher who is on an extended leave of absence pursuant to MS 122A.46 unless the teacher advises the School District in writing of the intention to return before February 1st in the school year preceding the school year in which the teacher wishes to return or by February 1st in the calendar year in which the leave is scheduled to terminate.

Subd. 7. Failure to Return Contract: The teacher will lose all re-employment rights if the teacher refuses or fails to return the contract within ten (10) workdays of receiving the contract.

Section 17. Community Connection Leave:

Subd. 1. Use: This paid leave is intended to permit teachers to participate in an opportunity to connect with parents and the community in order to help build community trust and support for Osseo Area Schools.

Subd. 2. Application: A written application will be submitted to Human Resources at least ten (10) days prior to the date of the requested leave. Human Resources and the President of Education Minnesota - OSSEO will review the application and inform the individual teacher if the leave is approved within three (3) days of receipt of the application.

Subd. 3. Responsibility of Teacher: Each teacher granted a community connection leave will submit a written report to Education Minnesota – OSSEO and Human Resources within two (2) weeks of such leave.

Subd. 4. Limit: A maximum of twenty-five (25) days over the terms of this Agreement for this unit will be reserved for this leave.

Section 18. Unrequested Leave of Absence:

Subd. 1. Purpose and Conditions: The purpose of this Article is to implement the provisions of M.S. 122A.40, Subd. 10. The School Board may place on unrequested leave of absence such teachers as may be necessary because of discontinuance of position(s), lack of pupils, financial limitations, or merger of classes. Such leave of absence will continue for a period of five (5) years, after which the right to reinstatement will terminate. The teacher's right to reinstatement will also terminate if the teacher fails to file with the School Board by March 1st of any year, a written statement requesting reinstatement. Such leave will be effective no later than the close of the school year or at such earlier time as mutually agreed between the teacher, Education Minnesota - OSSEO and the School District.

Subd. 2. Seniority: Seniority only applies to Tier 3 and Tier 4 teachers and commences with the first day of continuous teaching service in the School District. A teacher who has acquired continuing contract rights must not be placed on unrequested leave of absence while Tier 1 or Tier 2 teachers are retained in positions for which the teacher who has acquired continuing contract rights is licensed, in the absence of a voluntary movement as outlined in Subd. 11. Continuing contract teachers shall be placed on unrequested leave of absence in the inverse order according to the seniority list as defined in Subd. 4 of this section.

Subd. 3. Exceptions: No teacher, including probationary, shall be placed on ULA if any other teacher employed in the same field, license area, and/or subject matter has been suspended in the last two (2) years.

Subd. 4. Seniority List: Each school year, the School District shall create and share with the union a seniority and licensure list. The list will include the name of every teacher, their seniority date, license tier, and licensure area. The list will be available electronically to all teachers when originally posted and upon any revisions to the list. Any teacher with a correction or omission regarding the seniority and licensure list is required to supply a written request for correction or omission to the list to the Director, Human Resources.

Subd. 5. Seniority Accrual: Teachers will continue to accrue seniority while on Board approved leaves.

Subd. 6. Seniority Date: Effective for the 2005-06 school year and thereafter the original seniority date will be retained by any teacher whose employment has been terminated by resignation or termination

pursuant to MINN. STAT. 122A.40 and whose employment was subsequently reinstated by the School District prior to October 1st of the following school year.

Subd. 7. Seniority Tie Breaker: The following steps will be used, in order listed, as a basis for choice between continuing contract teachers of equal seniority for purposes of determining the order of placement on Unrequested Leave of Absence and implementation of involuntary transfer.

- a. Length of continuous teaching experience in the School District, including approved leaves of absence.
- b. Total years of public-school teaching experience.
- c. The lower file folder number as recorded on the teacher's Minnesota teaching license.

Subd. 8. Notification: Teachers placed on such leave will receive notice by June 1st of the school year prior to the commencement of such leave with reasons, therefore.

Subd. 9. Authority: Unrequested leave of absence and recall will be in accordance with MINN. STAT. 122A.40 Subd. 7 and Subd. 11.

Subd. 10. Voluntary Movement: Prior to the start of unrequested leave of absence procedure, teachers may volunteer to move to an assignment for which they are licensed.

- a. After all voluntary movement has concluded teachers will be placed on unrequested leave of absence, in any field in which licensure is required by the state department.
- b. Absent voluntary agreement, a more senior teacher may not be stranded by a less senior teacher. Consequently, when placing one or more teachers on unrequested leave of absence or when recalling one or more teachers from unrequested leave of absence, the District will not reassign a more senior teacher to a different position in order to accommodate the seniority claim of a less senior teacher, unless the more senior teacher has voluntarily agreed to the reassignment pursuant this Article.

Subd. 11. Dropping of License Currently Teaching Under: A teacher shall not be permitted to exercise seniority to displace another teacher in a different licensure area by dropping the license in the subject matter in which the teacher is currently assigned by the School District in order to acquire a different assignment through the ULA process. If a teacher drops the license which qualified the teacher for the teacher's current assignment, the School District may place the teacher on ULA, and the teacher shall have no bumping rights nor realignment rights in another licensure area.

Subd. 12. Years of Service: Any teacher placed on such leave may engage in teaching or any other occupation during such period, may be eligible for unemployment insurance if otherwise eligible for such compensation under the law, and such leave will not result in a loss of credit for years of service in the School District earned prior to the commencement of such leave.

Subd. 13. Reinstatement:

- a. Process: No new teacher at any tier level shall be employed by the School District while any qualified continuing contract teacher is on ULA in the same field, subject matter and same FTE entitlement. Teachers placed on ULA shall be reinstated to the position(s) from which they have been given leave or any other available positions in the School District in the fields

in which they are qualified as such positions become available. The order of the reinstatement shall be in inverse order in which the teachers were placed on ULA.

- b. Notices: When placed on ULA, a teacher must file their name and address, to which any notice of reinstatement or availability of position shall be mailed with the School District Human Resources office. Proof of service by the person in the School District depositing such notice to the teacher at the last known address shall be enough, and the teacher on ULA shall be responsible to provide for forwarding of mail or for address changes. Failure of a notice to reach a teacher shall not be the responsibility of the School District if any notice has been mailed as provided in the article.
- c. Acceptance of Reemployment: If a position that is of the same FTE the teacher was at prior to the leave becomes available for a qualified teacher on ULA, the School District shall mail the notice to such teacher who shall have ten (10) business days from the mailing date to accept reemployment. If a teacher on unrequested leave of absence is offered a position of lesser FTE or outside the field of the position they are on leave from, the teacher may remain on unrequested leave of absence until an equal position is offered or the timeline of 5 years expires. Failure to accept, in writing, within such ten (10) day period shall constitute a waiver on the part of the teacher to any further rights of employment or reinstatement, and that teacher shall forfeit any future reinstatement or employment rights.
- d. Reinstatement Rights: Reinstatement rights shall automatically cease five (5) years from the date ULA was commenced, and no further rights to reinstatement shall exist unless extended by written mutual consent of the School Board, the licensed teacher, and the union.

Subd. 14. Filing of Licenses: In any year in which a reduction of teaching positions is occurring and the School Board is placing teachers on ULA, only those applying for additional licenses, must be submitted to PELSB for filing as of February 20th of such year in order to be considered for purposes of determining ULA for the following school year. A license filed after February 20th shall be considered for purposes of recall but not for the current reduction.

Subd. 15. Effect: This section shall be effective at the beginning date of this Master Agreement and shall be governed by its duration clause. This section shall govern all teachers as defined in Article 3, Section 2, of the Master Agreement and shall not be construed to limit the rights of any other licensed employee not covered by the Master Agreement or other Master Agreement affecting such licensed employee.

Subd. 16. Procedure: Any challenge by a teacher who is proposed for placement on ULA or recall therefrom shall be subject to the hearing and review procedures as provided in M.S. 122A.40. Following school board action on discontinued positions and school board action proposing placement of teachers on unrequested leave of absence, each individual teacher proposed for placement on unrequested leave of absence shall receive notice of the proposed placement that:

- a. states the applicable grounds for the proposed placement;
- b. provides notice to the teacher of their right to request a hearing on the proposed placement within 14 days from the receipt of the notice; and
- c. provides notice to the teacher that failure to request a hearing will be deemed an acceptance of the school board's proposed placement action.

Section 19. Eligibility for Leave of Absence Benefits: Teachers who are paid under Salary Schedules A or B are eligible for leave of absence benefits. Unless specifically provided for in this Article, leave of absence benefits are not applicable to summer assignments.

Section 20. Naturalization Leave: Up to three (3) days of sick time may be used for employees completing the naturalization process. Documentation must be submitted to Human Resources prior to taking the leave.

**ARTICLE 10
PART-TIME AND HOURLY RATE TEACHERS**

Section 1. Health Insurance: Teachers working a minimum of 0.5 FTE contract (or equivalent twenty [20] hours per week) and less than 0.8 FTE contract (or equivalent thirty-two [32] hours per week). In addition, beginning July 1, 2020, teachers who have self-elected through a partial leave or permanent reduction to voluntary reduce to .8 - .99 FTE, according to Article 8, Section 1, are eligible for group insurance in a plan offered by the School District. Enrollment will be voluntary.

Subd. 1. Health and Hospitalization Insurance: Effective January 1, 2020, the School District will pay a pro-rata portion of the premium for single coverage in the plan selected by the teacher:

Maximum District Contribution per Month:

Effective July 1, 2025 – December 31, 2025

High Plan*	Single	Single + 1	Family
.9-.99 FTE	\$538.57	\$831.61	\$1,332.42
.8-.89 FTE	\$478.73	\$739.21	\$1,184.37
.7-.79 FTE	\$431.45	\$465.79	\$465.79
.6-.69 FTE	\$369.81	\$465.79	\$465.79
.5-.59 FTE	\$308.19	\$465.79	\$465.79

HSA	Single	Single + 1	Family
.9-.99 FTE	\$551.87	\$1,039.08	\$1,661.08
.8-.89 FTE	\$490.55	\$923.63	\$1,476.51
.7-.79 FTE	\$406.35	\$576.68	\$576.68
.6-.69 FTE	\$345.06	\$576.68	\$576.68
.5-.59 FTE	\$284.83	\$576.68	\$576.68

Effective January 1, 2026 – December 31, 2026

High Plan*	Single	Single + 1	Family
.9-.99 FTE	\$538.57	\$831.61	\$1,332.42
.8-.89 FTE	\$478.73	\$739.21	\$1,184.37
.7-.79 FTE	\$431.45	\$465.79	\$465.79
.6-.69 FTE	\$369.81	\$465.79	\$465.79
.5-.59 FTE	\$308.19	\$465.79	\$465.79

HSA	Single	Single + 1	Family
.9-.99 FTE	\$607.06	\$1,142.99	\$1,827.19
.8-.89 FTE	\$539.61	\$1,015.99	\$1,624.16
.7-.79 FTE	\$446.99	\$634.35	\$634.35
.6-.69 FTE	\$379.57	\$634.35	\$634.35
.5-.59 FTE	\$313.31	\$634.35	\$634.35

The district contribution to the High Plan will remain the same for January 1, 2027 – June 30, 2027. For the HSA Plan, the district will match up to 8% of the PEIP renewal for January 1, 2027 – June 30, 2027. If the renewal is less than 8%, the district will match the percent of the renewal.

*The High Plan is no longer available for new enrollment. All existing members of the High Plan will continue to receive the district contribution to the High Plan health insurance as indicated in the table above.

- a. The teacher will pay the difference between the School District’s contribution and the premium for the selected plan.

High Deductible Health Plan / HSA:

1. For those part-time employees who elect to participate in the High Deductible health plan, the District will make a contribution of \$200.00 monthly to a Health Savings Account (HSA) and \$400 monthly for those who enroll in an employee +1 or family plan. The provisions for July and August contributions and the payment of administrative fees provided to full-time employees shall apply to part-time employees as well.
2. Payment shall be made into the trust account recommended by the School District Insurance Advisory Committee.
3. Teachers working fewer than twenty (20) hours per week or less than a .5 FTE contract will be eligible to purchase a School District group health and hospitalization plan designated specifically for teachers working less than 20 hours per week or less than a .5 FTE contract and subject to conditions established by the carrier. The full cost of the plan will be borne by the teacher and paid by payroll deduction. Teachers working fewer than twenty (20) hours per week or less than a .5 FTE contract who select the deductible plan are not eligible for the HSA contribution.

Section 2. Dental Insurance:

- a. Single Coverage: The School District will pay up to \$28.00 per month for individual coverage for each teacher (.75-.79 FTE) who qualifies for and enrolls in the School District’s group dental insurance plan.
- b. Family Coverage: The premium cost of the family/dependent coverage for each teacher (.75-.79 FTE) who qualifies for and enrolls in the School District’s group dental insurance plan and

who qualifies for family/dependent coverage will be paid in total by the teacher and paid by payroll deduction minus the School District's contribution for single coverage. Whether the School District offers family/dependent coverage is subject to the conditions as established by the carrier(s).

Section 3. Group Term Life Insurance: The School District will pay the full premium for each \$1,000 of coverage for group term life insurance. The amount of life insurance provided will be \$20,000, subject to the conditions of the carrier.

Section 4. Supplemental Group Term Life Insurance: Teachers working fewer than thirty-two (32) hours per week (.8 FTE contract) will have the option, subject to the conditions established by the School District's carrier for group term life insurance as provided in Section 3, to purchase supplemental group term life insurance in the amounts of \$50,000, \$75,000, \$100,000, \$125,000 or \$150,000, not to exceed 3x annual salary. The cost of the supplemental coverage will be borne by the teacher and paid by payroll deduction.

Section 5. Long-term Disability Income Protection: The School District will pay the full premium for teacher coverage in the existing long-term disability income protection plan of the School District for teachers who qualify for and enroll in such coverage. This coverage will apply to the base annual salary. See MOU Long-Term Disability Coverage for Mental Health & Chemical Dependency.

Section 6. Leaves of Absence: Teachers working fewer than thirty-two (32) hours per week (.8 FTE contract) will be eligible for leave of absence benefits. Sick time and personal time will accrue at the same rate as outlined in Article 9, Sections 1 and 7. The definition of "a day" will be equal to the amount of time for which the teacher is employed. If there is a change of status (full-time to part-time or part-time to full-time), the accrued days will follow the teacher and be equal in value to the teacher's new status.

Section 7. Salary and Rates of Pay: Contracted teachers working fewer than forty (40) hours per week (1.0 FTE contract) will be paid on a pro-rata basis according to the current school year's salary schedule A and B.

Section 8. Attendance at Workshops and Staff Development: Part-time teachers will attend all School District and building level staff development activities on workshop days. Part-time teachers will be paid on a pro rata basis in excess of their regular contracted hours for their attendance at District and building level staff development sessions on workshop days. During sustaining operations, part-time teachers work their regular contract hours.

Subd. 1. Payment for additional hours worked on workshop days: Pro-rata compensation at the full-time rate will be added to the teacher's annual salary and paid in equal increments throughout the year for the additional time teachers are required to be in attendance on workshop days.

Subd. 2. Part time teachers on modified work week schedules: Part time teachers who do not work every day of the school calendar are required to create and submit a work calendar to their principal/director/coordinator. The calendar must include the FTE equivalent of 181 days along with 5 full time staff development days.

- a. When a District workshop falls on the teacher's scheduled workday, the teacher will be required to attend all district and building level staff development sessions.

- b. When a District workshop falls on a teacher's non-scheduled workday, the teacher will be required to attend all district and building level staff development sessions and will exchange days/hours to equal their FTE status.

ARTICLE 11 HOURS OF SERVICE

Section 1. Definitions: The normal work week is forty (40) hours. Teachers will report for duty not less than twenty (20) minutes before the opening of school and will remain twenty (20) minutes after school is dismissed. Teachers will be available for normal duties beyond these times if assigned by the principal.

Section 2. Pupil Supervision: The normal duties include a reasonable share of extracurricular, co-curricular and supervisory activities, as determined by the principal, superintendent, or School Board. In addition to the basic school day or week, teachers may be required by the School Board to participate in school activities.

Section 3. Professional Responsibilities: Normal duties include meetings called by principals, department chairpersons/team leaders and School District administrators, which may necessitate a longer teacher's day or week. Moreover, an important function of a teacher is to work with student(s) and, to accomplish this, a longer teacher's day or week may be necessary.

Section 4. Principal Designee: Prior to the first day of school, when practical, site leaders will identify a teacher or teachers to serve as Principal Designee on a voluntary basis. The site leader will make the final decision on the selection. Principal Designee time will be documented and teachers will be time carded and paid the Schedule D hourly rate for each hour served as Principal Designee in addition to their regular salary. Principal Designee shall not discipline other bargaining unit members or be involved in their evaluations.

Section 5. Duty Free Lunch Period: Each teacher will have a daily duty-free lunch period of thirty (30) minutes.

Section 6. Preparation Time: Teacher preparation time will be as follows:

Subd. 1. Elementary Schools: Sixty (60) minutes per day in two (2) blocks of time no less than 15 minutes per block. Buildings and sites where an alternative scheduling model has been approved by Education Minnesota – OSSEO and the District will be considered to be in compliance with this subdivision.

Subd. 2. Secondary Schools: Fifty (50) to fifty-five (55) minutes per day. Buildings and sites where an alternative scheduling model has been approved by Education Minnesota – OSSEO and the District will be considered to be in compliance with this subdivision.

Subd. 3. Flexibility: For teachers assigned to a position that requires travel between schools, the School District, Education Minnesota - OSSEO and the affected teacher will meet to assure appropriate preparation time and a duty-free lunch time is provided daily. This may result in having the preparation time outside the student contact day.

Section 7. Collaborative Time: A minimum of 42 minutes during the contract day will be for teacher collaborative time each week for all teachers starting 2016-2017. Whenever possible, the time will be scheduled as one block of time. The team will determine how the time will be used. This section is also referred to in MOU Collaborative Time. The District and Union will Meet & Confer to plan and determine days and times for collaborative work.

Section 8. Parent-Teacher Conferences: Within the yearly school calendar, thirty (30) hours or four (4) days will be designated for Parent-Teacher Conferences. However, to best utilize these hours to increase student achievement, the parties acknowledge the opportunity to utilize a portion of these thirty (30) hours to meet the evolving interests of the School Board and Education Minnesota-OSSEO.

This section is not intended to add more responsibilities or greater commitments beyond what is already stated in this agreement. The parties agree that the use of these thirty (30) hours should be used to maximize the time and commitments already being exerted by members of Education Minnesota-OSSEO and the School District.

In exchange for completing 30 hours of conference time outside of the minimum teacher contract day, teachers receive four (4) conference release days. Only time completed outside of the minimum teacher duty day may be counted in the required 30 hours of conference time.

Below is a summary of allowable teacher conference time for the school year:

- 1) Up to 6 hours of conference time per year may be dedicated to alternative conferences determined by the site supervisor with input from the site. Alternative conferences may include Curriculum Conferences (Nights), Learning Conferences, Interdisciplinary Team Conferences, Kindergarten Conferences, Advisory Conferences, etc. and will count as a part of the 30 hours of required conference time. This time will be determined and monitored by the site supervisor.

The following guidelines are required for the use of alternative conference time:

- a. Learning Conferences and Curriculum Conference time is limited to a maximum of 3 hours per year.
 - b. Learning Conferences and Curriculum Conference time must include some communication about curriculum, student success, or goals for the class.
 - c. All additional alternative conference time must include face-to-face (may include virtual meetings) contact with families where individual student progress is shared.
- 2) Up to 6 hours of flexible conference time may be used at all school sites to communicate about student progress in a timely manner. The appropriate use of the flexible time includes but is not limited to:
 - Phone calls
 - Virtual meetings
 - Email
 - Individual meetings
 - Other technology tools
 - Home visits (approved by the site supervisor)

The 6 hours of flexible time for communication related to a student's progress in class must be documented by each teacher and made available at any time for the site supervisor. This time must be outside of the teacher's minimum workday.

- 3) The remainder of the 30 hours of conference time (minimum of 18 hours) will be traditional, face-to-face, individual conferences with families.

Such use of these thirty (30) hours other than for Parent-Teacher Conferences will be determined only by mutual agreement between Education Minnesota-OSSEO and the School Board through a Labor-Management Committee.

Subd. 1. Part-time Teachers: Part-time teachers' parent-teacher conference hours/days will be prorated according to their FTE contract.

Subd. 2. Conference Dates: The actual conference dates and times will be determined at the building level using an agreed upon decision making process.

Subd. 3. Early Childhood and Elementary: Early Childhood and elementary schools will have two (2) conference periods: Fall and Winter/Spring.

Subd. 4. Secondary: Secondary schools will usually divide their conference times between the three (3) trimesters.

Subd. 5. Special Education Teachers: Licensed Special Education staff who attend IEP meetings outside their normal duty day, may exchange up to 10 hours of that meeting time for parent-teacher conference time. The 10 hours of flexible time must be documented by each teacher and made available at any time for the site supervisor.

Section 9. Due Process Time:

Subd. 1. Substitute Required and Related Services Due Process Time: Special education teachers and related services staff may request one (1) day per trimester, or two (2) half-days per trimester for due process time. Additional days may be requested and granted in collaboration with the building principal and the Student Services Coordinator. If days are denied, staff can appeal to the Director of Student Services. All staff must submit their request at least three (3) days in advance of their due process day via email to the Director of Student Services or Student Services Coordinator and copy their immediate supervisor. The district will cover the cost of the substitute for staff who require a substitute to cover their caseload while taking their due process day. Staff who do not require a substitute for their absence will work with their direct supervisor to designate a regularly scheduled day or two (2) half days per trimester where they will focus their work for the day on due process rather than their regular duties.

Subd. 2. Due Process Option – No Substitute Available: Staff who require a substitute and were unable to secure one, or a teacher's schedule does not allow for their due process time during the duty day may request up to five (5) hours per trimester outside their regular duty day to complete their due process work. Additional days may be requested and granted in collaboration with the building principal and the Student Services Coordinator. If days are denied, staff can appeal to the Director

of Student Services. Staff will be paid at the teacher hourly rate of pay in Schedule D of the collective bargaining agreement for this additional time.

Subd. 3. Recall for Building/Student Support: Staff who have requested and been approved for a due process day may be required to work their regular assignment and duties on the scheduled due process day based on building and/or student need as determined by the building administrator. In such cases, the staff member will attempt to reschedule the due process day. If the supervisor determines that rescheduling the due process day is not possible, the staff member may request an exception from the Director of Student Services or Student Services Coordinator. If the exception is granted, the staff member will receive up to five (5) hours of due process time outside the regular duty day paid at the teacher hourly rate of pay in Schedule D of the collective bargaining agreement.

Section 10. Modified Instruction:

Subd. 1. Home/Community: At the beginning of each school year, site leaders shall establish a list of teachers pre-approved for home/community instruction. If related service providers are needed for a student, volunteers shall be recruited first to provide services. If there are no volunteers, then administration will select someone to provide the services. If a teacher feels unsafe providing services in the home/community, administration will work collaboratively with the teacher and family to address the concern. Teachers can provide virtual instruction in lieu of meeting in a student's home/community when appropriate for the individual student. Teachers who provide home/community services outside their duty day and shall be paid the pro-rata hourly rate. Teachers who provide home/community services during their prep shall be paid the pro-rata hourly rate.

Subd. 2. Hybrid Instruction: Hybrid Instruction is defined as providing synchronous virtual instruction simultaneously while other students are in-person. Teachers can provide hybrid instruction on a temporary basis. The student(s) receiving hybrid instruction must have an IEP, 504, attend a district special program or attend the Osseo Area Learning Center (OALC). An ESP must be assigned to assist the teacher with student engagement. If there is already a shared ESP in the classroom, the ESP will assist the teacher with student engagement. If there is not a shared ESP, administration will attempt to assign an ESP. If an ESP is not available, the teacher will be paid the pro-rata hourly rate for each hour of hybrid instruction without ESP support.

ARTICLE 12 LENGTH OF THE SCHOOL YEAR

Section 1. Teacher Duty Days: The number of teacher duty days will be 186. At least one year prior to the school year, the School Board will establish the school year calendar with the 186 teacher duty days. Teachers will perform services on those days as determined by the School Board including those legal holidays on which the School Board is authorized to conduct school, and pursuant to such authority, has determined to conduct school.

Section 2. Modifications in Calendar, Length of School Day:

Subd. 1. Calendar Modifications: In the event of energy shortage, severe weather, or other emergency, the School Board reserves the right to modify the school calendar, and, if school is closed on a normal

duty day(s), the teacher will perform duties on such other day(s) in lieu thereof as the School Board will determine, if any.

Subd. 2. Other Modifications: In the event of energy shortage, severe weather, or other emergency, the School Board may modify the duty day or duty week, with the understanding that the total number of hours will not be increased, i.e., a four (4) day week with increased hours per day, but the total weekly hours not more than the regular five (5) day week.

Subd. 3. Compensation Deductions: In the event that teacher duty days are not scheduled for the regular duty year, due to a work stoppage, the teacher's compensation will be reduced pro rata of the teacher's base salary.

Section 3. Meet and Confer: Prior to adjusting the calendar, duty day, or duty week in Section 2 hereof, the School Board will afford Education Minnesota – OSSEO the opportunity to meet and confer on such matters.

ARTICLE 13 OSSEO AREA LEARNING CENTER (OALC)

Section 1. Osseo Area Learning Center: The Osseo Area Learning Center (OALC) is a unique teaching and learning environment for students who meet entrance eligibility as provided by law and School District procedures.

Subd. 1. The OALC does not mirror existing schools in the School District, as it requires a higher level of flexibility in its programs and operations. It is market driven and focused on the individuality of each student. To meet the needs of individual students, the parties recognize that the OALC is unique because of its mission, facilities and students it serves and accordingly requires particular consideration in this Agreement.

Section 2. Application of Terms and Conditions: Except as provided in this Article, all the provisions of this Agreement will apply to teachers at the OALC.

Section 3. Calendar Year: The calendar year for the OALC will include the regular school year and an Extended Year Program.

Section 4. Extended Year Program Assignments and Independent Study Program Assignments: Extended Year/Extended Day program assignments and Independent Study Program assignments will be initially posted by the OALC Administration or designee at the program site. Administration will first consider interested teachers at the program site who hold an appropriate license and apply.

Open positions will be posted according to established School District procedures for any Extended Year Program and Independent Study Program position not filled by current site staff. Teaching during the Extended Year Program and the Independent Study Program at the OALC or site will be voluntary. All positions will be posted and hired annually.

Section 5. Extended Year Program Duty Pay: Staff teaching in the Extended Year program will be paid their daily rate of pay on a pro-rata basis from Salary Schedule B of the prior school year.

Section 6. Independent Study Program Pay for Contracted Teachers: Effective at the start of the 2002 extended learning year program, all Independent Study classes and any other classes taught under the auspices of the OALC (regardless of the specific site of delivery) taught by contracted teachers will be paid on a pro-rata basis.

Subd. 1. Summer Independent Study: The salary used for Independent Study classes taught in the summer will be from Salary Schedule B for the prior school year.

Subd. 2. Regular School Year Independent Study: The salary used for Independent Study classes taught during the regular school year, will be pro-rata pay, based on the current salary schedule. Pro-rata pay of a contracted teacher is determined from Salary Schedule B of this Agreement.

Subd. 3. Daily Pro-Rata Pay: Dividing the individual teacher's annual salary from Salary Schedule B of this Agreement by 186 determines the daily pro-rata pay.

Subd. 4. Hourly Pro-Rata Pay: Hourly pro-rata pay is determined by dividing the amount determined in Subd. 3 of this Section by eight (8).

Section 7. Independent Study Program Hourly Pay for Non-Contracted Teachers: All Independent Study classes and any other classes taught under the auspices of the OALC (regardless of the specific site of delivery) taught by non-contracted teachers will be paid according to Schedule D.

Section 8. Extra Compensation: OALC teachers performing extra duties will be compensated as defined in this Section.

Subd. 1. Co-Curricular Activities: As defined in the PELRA, teachers may apply for and/or be assigned by the administration as advisors or sponsors of activities listed in Schedule C. All openings for extra and co-curricular activities will be posted via an electronic job system for five (5) days. When an opening exists, qualified volunteers within the OALC will be given consideration before an assignment is made. Payments, as reflected in Schedule C, will appear as separate line items on the pay statement.

Section 9. Utilization of Accrued Sick Leave: Utilization of accrued sick leave during the OALC Extended Year Program is one (1) day for two sessions (4 hours) and one-half (1/2) day for one session (2 hours) or full pay deduct.

**ARTICLE 14
EARLY CHILDHOOD FAMILY EDUCATION, SCHOOL READINESS, PARENT
EDUCATORS, OTHER EARLY CHILDHOOD, AND ADULT BASIC EDUCATION
TEACHERS**

Section 1. Recognition: For the purpose of this Agreement, Early Childhood Family Education (ECFE), School Readiness, Parent Educators, other early childhood, and Adult Basic Education (ABE) teachers are teachers who are in positions which require a Minnesota teaching license and who meet the representation definition of this Agreement in Article 3, Section 2.

Section 2. Application of Agreement: All provisions of this Agreement will apply to ECFE, School Readiness, Parent Educators, other early childhood, and ABE teachers. The parties recognize that ECFE,

School Readiness, other early childhood, and ABE programs are unique, and market driven and, accordingly, require particular consideration in this Agreement.

Subd. 1. Calendar Year: The calendar year for ECFE, School Readiness, Parent Educators, other early childhood, and ABE teachers may be conducted over the period of the fiscal year on a calendar that may differ from that of the Pre-K-12 programs. The calendar year for ABE teachers typically runs from Workshop Week in August into June of the following calendar year. The program calendar year may vary from school year to school year and written notification from the District/Building-site will be provided to employees indicating tentative assignment, and hours according to the schedule, on or before August 15th prior to the start of the succeeding school year. Additional class offerings will be internally posted and filled.

Subd. 2. Duty Year: The normal ECFE calendar year will consist of 170 duty days. Recognizing the unique nature of the ABE program, the duty year will be assigned by the School District in collaboration with Education Minnesota – OSSEO and may be modified based on the needs of the program.

Section 3. Probationary Period: The probationary period of ECFE, School Readiness, Parent Educators, other early childhood, and ABE teachers will be three (3) years of continuous service. Following the probationary period, teachers may be discharged for just cause. Teachers who hold continuing contract status are subject to provisions as set forth in MS 122A.40.

Section 4. Seniority: Seniority is defined as the teacher’s original continuous employment in a licensed position. ECFE, School Readiness, Parent Educators, other early childhood, and ABE teacher seniority lists will be separate and apart from the seniority list for all other teachers covered under this Agreement with no bumping or recall rights between the groups. ECFE, School Readiness, and other early childhood teachers will have seniority only as an early childhood teacher. ABE teachers will have seniority only as an ABE teacher. ECFE, School Readiness, Parent Educators, other early childhood, and ABE teachers will not have rights to any other teaching position in the School District. In the event of job elimination requiring lay-off, the ULA language from Article 9, Section 18 regarding order of lay off and recall for this group of teachers will apply.

Section 5. Rights of ECFE, School Readiness, Parent Educators, Other Early Childhood, and ABE Teachers: ECFE, School Readiness, Parent Educators, other early childhood, and ABE teacher assignments and working conditions will include but not be limited by Subd. 1.- 10. Of this Section.

Subd. 1. Additional Hours: When additional teaching hours are available, the hours will be offered to teachers based on licensure and seniority with consideration given to class/program schedule, teaching experience and skills.

Subd. 2. Reduction of Hours: Reduction of hours will take place by reverse seniority. Exception: teachers may have their hours of service reduced for one class per week without regard to seniority. Positions will be eliminated in reverse seniority order. The number of hours assigned to a teacher at the beginning of the school year will be an average of the teacher’s fall and spring hours of the previous year.

Subd. 3. ABE Offsite Instructional Hours: Due to the special nature of the offsite workplace environment, the School District will determine which teacher(s) is/are qualified for the position(s)

with consideration given to experience and skills. In the event two or more teachers are qualified for the position, the assignment will be offered in order of seniority.

Subd. 4. Contracted Positions:

- a. Whenever a contract position is vacant, the contract will be offered to the most senior hourly teacher in the program who holds the appropriate licensure and has experience in the applicable content area. The position will be offered in order by seniority until accepted. If not accepted, then the position will be posted as a contract position. Only full time, 0.9 FTE or 0.8 FTE contracts will be offered, and the District will not be required to offer contracts less than 0.8 FTE. When an hourly position is converted over to a contracted position or new contract positions are created in a program (ECFE, School Readiness, other early childhood, or ABE), it will be offered to the current staff in that program based on their seniority.
- b. When an hourly teacher takes a contracted position, that teacher will keep their sick leave balance, pro-rated based on their assignment as an hourly teacher. Thereafter, the teacher will continue to accrue sick leave as a contract teacher.
- c. If an hourly teacher maintains a fiscal year FTE status of 0.80 or greater for two consecutive years, that teacher must be offered a temporary contracted position, subject to funding and enrollment, for the following year. The temporary contract may continue for up to a maximum of three (3) years or until the contracted position referenced in Subd. 4.a is vacant, whichever occurs sooner.
- d. The total number of duty days in any full year 1.0 contracted position must reflect a minimum of 170 duty days and can be changed on an annual basis to reflect additional days, depending on the needs of the program, and as determined by supervisor.

Subd. 5. Planning and Prep Time: Each ECFE, School Readiness, Parent Educator, and other early childhood teacher will have five (5) minutes of prep/planning time for each twenty-five (25) minutes of direct contact with program participants. Each ABE teacher will have fifteen (15) minutes of prep/planning time for each sixty (60) minutes of direct contact with program participants.

Subd. 6. Set Up, Take Down, Reorganization Time for Non-Identical Classes at Different Sites: Each ECFE teacher assigned to teach a class offering will have thirty (30) minutes set up time prior to each class and thirty (30) minutes of take down or reorganization time after each class.

Subd. 7. Set Up, Take Down, Reorganization Time for Identical Classes and/or Non-Identical Classes Offered at Same Site: Each ECFE teacher assigned to teach identical classes and/or non-identical classes in a series will have thirty (30) minutes set up time prior to the first class and thirty (30) minutes reorganization time between classes and thirty (30) minutes of take down/reorganization time following the last class in the series.

Subd. 8. Evening and Saturday Assignments: ECFE teachers will not be required to work more than one evening per week and one Saturday per semester. In the event of illness for an ECFE teacher required to work on a Saturday, that teacher shall be allowed to use sick leave regardless of whether a substitute is obtained.

Subd. 9. Classes: The work week for a full-time ECFE teacher will be a maximum of one thousand three hundred eighty (1,380) minutes of student contact time per week.

Subd. 10. Travel or Outreach Assignments: An ECFE teacher assigned to non-District 279 sites and/or assigned outreach teaching will have their schedules modified to meet these programmatic needs.

Section 6. Compensation: ECFE, School Readiness, Parent Educators, other early childhood, Title 1, and ABE teachers are paid according to Schedule A and Schedule B (Schedule B is the hourly rate equivalent to Schedule A).

Subd. 1. Initial Salary Schedule Placement: The School District will determine initial placement on the Salary Schedule based on teaching experience and education. This applies to all teachers in the bargaining unit. College and charter school teaching experience without a PELSB license will receive 1 year of credit for every 2 years of teaching experience. Human Resources reserves the right to place individuals at a higher step based on recruitment strategic priorities.

Subd. 2. Performance Increment Advancement: The School District will grant advancement on the above salary schedule for teaching experience effective at the beginning of the work year, subject to the conditions as stated in Article 16, Duration. A minimum of 85 duty days teaching in this School District in any year of teaching will be required to qualify for a year's experience. Exceptions to performance increment advancement will comply with Minnesota Statutes.

Subd. 3. Substitute Rate of Pay: Substitutes in ECFE, School Readiness, Parent Educators, other early childhood, and ABE programs will be paid hourly according to Schedule D.

ARTICLE 15 GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A grievance will mean an allegation by a teacher resulting in a dispute or disagreement between the teacher and the School Board as to the interpretation or application of the terms and conditions of employment insofar as such matters are contained in this Agreement.

Section 2. Representative:

- a. The teacher, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act on their behalf.
- b. Education Minnesota – OSSEO may be represented at any level of the grievance procedure.

Section 3. Definitions and Interpretations:

Subd. 1. Extension: Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure will refer to working days. A working day is defined as any weekday not designated as a holiday by the School District. During the summer break period, a working day is defined as any weekday not designated as a holiday by the School District.

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 will

not be included. The last day of the period so computed will be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein will be timely if it bears a postmark of the United States Postal Service within the time period.

Subd. 5. Decisions: All decisions rendered, with the exception of decisions rendered at Level I of this grievance procedure, will be in writing setting forth the decisions and will be transmitted to all parties of interest and to Education Minnesota – OSSEO.

Section 4. Time Limitation and Waiver: Grievances will not be valid for consideration unless the grievance is submitted in writing to the School Board’s designee, setting forth the facts and the specific provision of this Agreement allegedly violated, and the particular relief sought within twenty (20) days after the date the event giving rise to the grievance occurred. Such grievances must be filed in writing first with the principal or supervisor and Human Resources. Human Resources will forward a copy of the written grievance to Education Minnesota – OSSEO. Failure to file any grievance within such period will be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided will constitute a waiver of the grievance. An effort will first be made to adjust an alleged grievance informally between the teacher and the school board's designee.

Section 5. Adjustment of Grievances: Any written grievance submitted will be with the consent of Education Minnesota – OSSEO. A teacher filing a written grievance without the consent of Education Minnesota – OSSEO will bear all costs of the grievance. Any decision on any grievance at any level without the presence of Education Minnesota – OSSEO will have no bearing on this Agreement, nor will it set any precedent on this Agreement, or on any future grievance so filed with the consent of Education Minnesota – OSSEO. The School Board, the teacher, and Education Minnesota – OSSEO representative will attempt to adjust grievances that may arise during the course of employment of any teacher within the School District in the following manner.

Subd. 1. Informal Discussions: Before a written grievance is submitted, informal discussions will take place between the aggrieved party, the principal or supervisor and Education Minnesota – OSSEO representative. Through these discussions the parties will attempt to resolve the problem.

Subd. 2. Level I: If the grievance is not resolved through informal discussions, the aggrieved party may submit the grievance in writing to the principal or supervisor. A copy of such written grievance must simultaneously be filed with Human Resources. The Director, Human Resources will set a meeting date within five (5) days of receipt of the written grievance. The Director, Human Resources will give a written decision on the grievance to the parties involved within ten (10) days after the meeting.

Subd. 3. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the superintendent of schools, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the superintendent, the superintendent or designee will set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the superintendent or designee will issue a decision in writing to the parties involved.

Subd. 4. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five (5) days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board will set a time to hear the grievance within twenty (20) days after the receipt of the appeal. Within twenty (20) days after the meeting, the School Board will issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the School Board may be designated by the School Board to hear the appeal at this level and report its findings and recommendations to the School Board. The School Board will then render its decision.

Section 6. School Board Review: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representative notifies the parties of its intention to review within ten (10) days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.

Section 7. Arbitration Procedures: In the event that the teacher and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the superintendent within ten (10) days following the decision in Level III of the grievance procedure.

Subd. 2. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties will within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services to appoint an arbitrator, pursuant to the PELRA, providing such request is made within twenty (20) days after the request for arbitration. The request will ask that the appointment be made within thirty (30) days after receipt of the request. Failure to agree upon the arbitrator or the failure to request an arbitrator from the Bureau of Mediation Services within the time periods provided herein will constitute a waiver of the grievance.

Subd. 3. Hearing: The grievance will be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties will have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator will be a hearing de novo.

Subd. 4. Decision: The decision by the arbitrator will be rendered within a time schedule mutually agreed to. Decisions and awards by the arbitrator in cases properly before them will be final and binding upon the parties, subject however, to the limitations of the arbitration decisions as provided in the PELRA of 1971, as amended.

Subd. 5. Expenses: Each party will bear its own expenses in connection with arbitration, including expenses relating to the party's representative, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording will be made of the hearing at the request of either party. The parties will share, equally, fees and expenses of the arbitrator and any other expenses that the parties mutually agree are necessary for the conduct of the arbitration. The cost of a transcript or recording will be borne by the party requesting it.

Subd. 6. Jurisdiction: The arbitrator will have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator will not extend to proposed changes in terms and conditions of employment as defined herein and contained in this Agreement; nor will an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor will the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which will 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. In considering any issue in dispute, in its order, the arbitrator will give due consideration to the statutory rights and obligations of the School Board to manage efficiently and conduct its operation within the legal limitations surrounding the financing of such operations.

Section 8. General:

Subd. 1. Reprisals: No reprisals of any kind will be taken by the School Board or by any member of the administration against any aggrieved person, any representative of an aggrieved person, or any other participants in the grievance procedure by reason of such participation.

Subd. 2. Teacher Rights: Nothing herein will be construed to limit, impair, or affect the right of any teacher, or group of teachers, as provided in state statutes.

ARTICLE 16 DURATION

Section 1. Terms and Reopening Negotiations: This Agreement will remain in full force and effect for a period commencing upon the date of its execution through June 30, 2025, and thereafter until modifications are made pursuant to the PELRA. In the event a successor Agreement is not entered into prior to the commencement of school in 2025, a teacher will be compensated according to the last individual contract executed between the teacher and the School Board until such time that a successor Agreement is executed. If the exclusive representative desires to modify or amend this Agreement commencing on July 1, 2025, it will give written notice of such intent no later than April 1, 2025.

- If such notice is not served, the School Board will not be required to negotiate any terms of employment for the following school year. Unless otherwise mutually agreed, the parties will not commence negotiations more than one hundred twenty (120) days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete agreement between the School Board and Education Minnesota – OSSEO representing the teachers of Independent School District 279. The provisions herein relating to the terms and conditions of employment, supersede any and all prior agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions. All matters not covered by this Agreement are hereby reserved to the School Board.

Section 3. Finality: Any matters relating to the current contract term, whether or not referred to in this Agreement, will not be open for negotiations during the term of this Agreement except as provided in Article 16, Section 5.

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

Section 5. Savings Clause: Any provision of this Agreement found to be in violation of any applicable laws, rules, regulations, directives, or orders will be subject to renegotiation insofar as any provision is in violation of such applicable laws, rules, regulations, directives, or orders.

SCHEDULES AND RATES OF PAY

Initial Placement Schedule

*Teachers who are beginning their 1st, 2nd, or 3rd year teaching will be placed on Step A. The numbers in the first column of this table represent the year in which you are currently teaching.

Lane	1 BA	2 Q BA+15 S BA+10	3 Q BA+30 S BA+20	4 ¹ Q BA+45 S BA+30	5 MA	6 Q MA+15 S MA+10	7 Q MA+30 S MA+20	8 Q MA+45 S MA+30
A (1, 2,3)	\$53,073	\$54,725	\$56,167	\$58,161	\$64,423	\$66,454	\$68,656	\$70,892
B (4)	\$54,725	\$55,841	\$57,935	\$59,992	\$66,454	\$68,553	\$70,823	\$73,135
C (5)	\$55,841	\$57,599	\$59,761	\$61,884	\$68,553	\$70,721	\$73,063	\$75,445
D (6)	\$57,376	\$59,184	\$61,407	\$63,837	\$70,721	\$72,958	\$75,372	\$77,833
E (7)	\$59,184	\$61,050	\$63,343	\$65,852	\$72,958	\$75,263	\$77,760	\$80,294
F (8)	\$61,050	\$62,974	\$65,343	\$67,931	\$75,263	\$77,645	\$80,215	\$82,833
G (9)	\$62,974	\$64,962	\$67,407	\$70,076	\$77,645	\$80,100	\$82,752	\$85,457
H (10)	\$64,193	\$67,015	\$69,534	\$72,690	\$80,100	\$82,632	\$85,372	\$88,161
I (11)	\$67,097	\$70,200	\$74,008	\$77,482	\$85,795	\$88,203	\$90,750	\$93,330
J (12)	\$67,978	\$71,082	\$74,890	\$78,363	\$86,676	\$89,086	\$91,633	\$94,212
K (13, 14, 15)	\$68,967	\$72,071	\$75,504	\$80,566	\$89,039	\$91,608	\$94,315	\$97,130
L (16, 17, 18)	\$70,840	\$73,944	\$77,385	\$82,464	\$91,097	\$93,822	\$96,688	\$100,543
M (19, 20, 21)	\$72,711	\$75,815	\$79,270	\$84,355	\$93,153	\$96,035	\$99,068	\$104,190
N (22)	\$75,176	\$78,344	\$81,875	\$88,378	\$97,503	\$100,609	\$103,841	\$111,910

¹ MA Out of Field.

**SCHEDULE A: Salary Schedule
2025-2026**

Q = Quarter Hours S = Semester Hours

Lane	1 BA	2 Q BA+15 S BA+10	3 Q BA+30 S BA+20	4 ¹ Q BA+45 S BA+30	5 MA	6 Q MA+15 S MA+10	7 Q MA+30 S MA+20	8 Q MA +45 S MA+30
A	\$53,073	\$54,725	\$56,167	\$58,161	\$64,423	\$66,454	\$68,656	\$70,892
B	\$54,725	\$55,841	\$57,935	\$59,992	\$66,454	\$68,553	\$70,823	\$73,135
C	\$55,841	\$57,599	\$59,761	\$61,884	\$68,553	\$70,721	\$73,063	\$75,445
D	\$57,376	\$59,184	\$61,407	\$63,837	\$70,721	\$72,958	\$75,372	\$77,833
E	\$59,184	\$61,050	\$63,343	\$65,852	\$72,958	\$75,263	\$77,760	\$80,294
F	\$61,050	\$62,974	\$65,343	\$67,931	\$75,263	\$77,645	\$80,215	\$82,833
G	\$62,974	\$64,962	\$67,407	\$70,076	\$77,645	\$80,100	\$82,752	\$85,457
H	\$64,193	\$67,015	\$69,534	\$72,690	\$80,100	\$82,632	\$85,372	\$88,161
I	\$67,097	\$70,200	\$74,008	\$77,482	\$85,795	\$88,203	\$90,750	\$93,330
J	\$67,978	\$71,082	\$74,890	\$78,363	\$86,676	\$89,086	\$91,633	\$94,212
K	\$68,967	\$72,071	\$75,504	\$80,566	\$89,039	\$91,608	\$94,315	\$97,130
L	\$70,840	\$73,944	\$77,385	\$82,464	\$91,097	\$93,822	\$96,688	\$100,543
M	\$72,711	\$75,815	\$79,270	\$84,355	\$93,153	\$96,035	\$99,068	\$104,190
N	\$75,176	\$78,344	\$81,875	\$88,378	\$97,503	\$100,609	\$103,841	\$111,910

¹ MA Out of Field.

2026-2027

Lane	1 BA	2 Q BA+15 S BA+10	3 Q BA+30 S BA+20	4 ¹ Q BA+45 S BA+30	5 MA	6 Q MA+15 S MA+10	7 Q MA+30 S MA+20	8 Q MA +45 S MA+30
A	\$54,666	\$56,366	\$57,852	\$59,905	\$66,356	\$68,447	\$70,715	\$73,019
B	\$56,366	\$57,516	\$59,673	\$61,792	\$68,447	\$70,610	\$72,948	\$75,329
C	\$57,516	\$59,327	\$61,553	\$63,741	\$70,610	\$72,843	\$75,255	\$77,708
D	\$59,098	\$60,959	\$63,249	\$65,752	\$72,843	\$75,147	\$77,634	\$80,168
E	\$60,959	\$62,882	\$65,243	\$67,828	\$75,147	\$77,521	\$80,092	\$82,703
F	\$62,882	\$64,863	\$67,303	\$69,969	\$77,521	\$79,974	\$82,622	\$85,318
G	\$64,863	\$66,911	\$69,429	\$72,178	\$79,974	\$82,503	\$85,235	\$88,021
H	\$66,118	\$69,025	\$71,620	\$74,871	\$82,503	\$85,111	\$87,933	\$90,806
I	\$69,109	\$72,306	\$76,228	\$79,806	\$88,368	\$90,849	\$93,473	\$96,130
J	\$70,017	\$73,214	\$77,136	\$80,714	\$89,276	\$91,758	\$94,382	\$97,038
K	\$71,036	\$74,233	\$77,769	\$82,983	\$91,710	\$94,357	\$97,145	\$100,044
L	\$72,965	\$76,162	\$79,707	\$84,938	\$93,830	\$96,637	\$99,589	\$103,560
M	\$74,893	\$78,090	\$81,649	\$86,886	\$95,948	\$98,916	\$102,040	\$107,316
N	\$77,431	\$80,694	\$84,331	\$91,029	\$100,428	\$103,627	\$106,956	\$115,267

¹ MA Out of Field.

SCHEDULE B: Hourly Pro Rata Schedule 2025-2026

STEP	BA	BA+10	BA+20	BA+30 ¹	MA	MA+10	MA+20	MA+30
A	\$35.67	\$36.78	\$37.75	\$39.08	\$43.30	\$44.66	\$46.14	\$47.64
B	\$36.78	\$37.53	\$38.94	\$40.31	\$44.66	\$46.07	\$47.60	\$49.15
C	\$37.53	\$38.70	\$40.16	\$41.58	\$46.07	\$47.53	\$49.10	\$50.71
D	\$38.56	\$39.77	\$41.27	\$42.90	\$47.53	\$49.04	\$50.66	\$52.31
E	\$39.77	\$41.03	\$42.57	\$44.26	\$49.04	\$50.58	\$52.25	\$53.96
F	\$41.03	\$42.32	\$43.91	\$45.65	\$50.58	\$52.18	\$53.90	\$55.67
G	\$42.32	\$43.65	\$45.31	\$47.10	\$52.18	\$53.83	\$55.62	\$57.43
H	\$43.14	\$45.04	\$46.73	\$48.85	\$53.83	\$55.53	\$57.37	\$59.25
I	\$45.09	\$47.18	\$49.73	\$52.07	\$57.66	\$59.28	\$60.99	\$62.72
J	\$45.68	\$47.77	\$50.33	\$52.66	\$58.25	\$59.87	\$61.58	\$63.31
K	\$46.35	\$48.43	\$50.74	\$54.14	\$59.84	\$61.56	\$63.39	\$65.27
L	\$47.61	\$49.69	\$52.01	\$55.42	\$61.22	\$63.06	\$64.97	\$67.57
M	\$48.86	\$50.95	\$53.27	\$56.69	\$62.61	\$64.54	\$66.57	\$70.02
N	\$50.52	\$52.65	\$55.02	\$59.39	\$65.53	\$67.61	\$69.78	\$75.20

¹ MA Out of Field.

2026-2027

STEP	BA	BA+10	BA+20	BA+30 ¹	MA	MA+10	MA+20	MA+30
A	\$36.74	\$37.88	\$38.88	\$40.26	\$44.59	\$46.00	\$47.52	\$49.07
B	\$37.88	\$38.65	\$40.11	\$41.52	\$46.00	\$47.46	\$49.03	\$50.62
C	\$38.65	\$39.87	\$41.36	\$42.83	\$47.46	\$48.96	\$50.57	\$52.23
D	\$39.72	\$40.96	\$42.50	\$44.18	\$48.96	\$50.51	\$52.18	\$53.87
E	\$40.96	\$42.26	\$43.85	\$45.59	\$50.51	\$52.10	\$53.82	\$55.57
F	\$42.26	\$43.59	\$45.23	\$47.02	\$52.10	\$53.75	\$55.52	\$57.34
G	\$43.59	\$44.96	\$46.66	\$48.51	\$53.75	\$55.45	\$57.28	\$59.15
H	\$44.44	\$46.39	\$48.13	\$50.32	\$55.45	\$57.20	\$59.09	\$61.02
I	\$46.44	\$48.60	\$51.22	\$53.63	\$59.39	\$61.05	\$62.82	\$64.60
J	\$47.05	\$49.20	\$51.84	\$54.24	\$60.00	\$61.67	\$63.43	\$65.21
K	\$47.74	\$49.88	\$52.26	\$55.76	\$61.63	\$63.41	\$65.29	\$67.23
L	\$49.04	\$51.18	\$53.57	\$57.08	\$63.06	\$64.95	\$66.92	\$69.60
M	\$50.33	\$52.48	\$54.87	\$58.39	\$64.49	\$66.48	\$68.57	\$72.12
N	\$52.04	\$54.23	\$56.67	\$61.17	\$67.49	\$69.64	\$71.88	\$77.46

¹ MA Out of Field.

* Hourly Pro Rata rates are based off a 186-day school year and calculation of 8 hours a day.

SCHEDULE C

Extra Assignments – Compensation

Section 1. Each assignment will be compensated at \$122.57 per point, plus competitive market adjustments, for the period July 1, 2025 - June 30, 2027. Effective July 1, 2024, year 11 was removed. Assistant positions will receive a salary based on a 75% factor of the point/salary.

Section 2. A change in season length will affect points. The extended season compensation plan will be paid at 4% and 6% payment per level of competition.

Section 3. Co-curricular advisors and coaches will receive three scheduled payments during the assignment.

Section 4. Positions offered will be at the discretion of building administration in consultation with the Assistant Superintendents of Teaching and Learning or their designee.

I. Co-Curricular Assignments

Secondary Activities

Senior High Activities <i>(Site Coordinated and Funded)</i>	Points @ 122.57	Year 1	Year 2
Art Director	8.8	1377	1418
Band Director	23.5	3055	3146
DECA Coach	8.8	1377	1418
Jazz Band as a Class	12.4	1829	1883
Jazz Band (outside of duty day)	12.4	1829	1883
Newspaper as a Class	21.0	2909	2996
Orchestra Director	23.5	3055	3146
Vocal Director	23.5	3055	3146
Yearbook as a Class	16.7	2369	2440
<i>(System Coordinated and Funded)</i>			
Chem. Hygiene Officer <i>Health & Safety</i>	17.0	2407	2479

Middle School Activities <i>(Site Coordinated and Funded)</i>	Points @ 122.57	Year 1	Year 2
Band Director	12.4	1829	1883
Orchestra Director	12.4	1829	1883
Jazz Band (outside of duty day)	8.8	1377	1418
Vocal Director	12.4	1829	1883
<i>(System Coordinated and Funded)</i>			
Chem. Hygiene Officer <i>Health & Safety</i>	11.6	1728	1780

Elementary Activities

Elementary Activities <i>(Site Coordinated and Funded)</i>	Points @ 122.57	Year 1	Year 2
Building Choir	7.7	1113	1147
Elementary Musical Theatre Director	7.7	1113	1147
<i>(System Coordinated and Funded)</i>			
Elementary Band <i>Music</i>	10.4	1577	1625
Elementary Orchestra <i>Music</i>	10.4	1577	1625

II. Extra Assignments: Extra assignment positions will receive three scheduled payments during the assignment.

Professionals

Extra Assignment <i>(Site Coordinated and Funded)</i>	Points @ 122.57	Year 1	Year 2
Staff Development Assessment Specialists	34	4296	4431
New Teacher Mentor	NA	1230	NA
New Teacher Mentor - Leader	NA	1538	NA
ATPPS Facilitator	NA	4542	4678

Team Leaders

Each Team Leader will receive base points of 8.2 (equals \$1,005.07). In addition to the base pay, the leader will receive \$40 per member on their team. This compensation is not inclusive of other site/district level committees. Teachers serving in this role can voluntarily serve on other site/district level committees.

In the event alternative models are developed, the new position will be formulated on the same basis as the existing model as defined in Schedule C herein, provided that they are of equal responsibility and time commitments.

Senior High <i>(Site Coordinated)</i>	Middle School <i>(Site Coordinated)</i> 10-14 Team Leaders as determined by the site	Elementary <i>(Site Coordinated)</i>	Other Educational Centers/Programs <i>(Site Coordinated)</i> 3-6 Leaders as determined by the site
Art		Pre-Kindergarten	
Business Education		Kindergarten	
Cooperative Program		1st Grade	
English Learner		2nd Grade	
Family Consumer Sci.		3rd Grade	
Guidance & Counseling		4th Grade	
Industrial Technology		5th Grade	
Language Arts		Special Educ.	
Mathematics		Spec. Team 1(a)	
Media & Technology		Spec. Team 2(a)	
Music			
Physical Education/Health			
Science			
Social Studies			
Special Education			
World Language			

(a) Examples of Specialist Teams are Physical Education, Music, Media & Technology, Behavior Intervention Teacher, and Gifted Education.

SCHEDULE D OTHER ASSIGNMENTS – HOURLY COMPENSATION

Section 1. Rate of Pay:

Effective Upon Ratification through June 30, 2026:

\$36.00

Effective July 1, 2026 through June 30, 2027:

\$37.00

- a. Extra Time: Teachers will be paid the established hourly rate of pay for extra assignments not specified elsewhere in this Agreement. Extra assignments include, but are not limited to, summer school/programs teachers, curriculum writers, staff development trainers, and staff development participation. Homebound and ESY teachers will be paid on a pro rata basis.
- b. Hourly Assignment: Teachers will be paid the established hourly rate of pay for a regular hourly assignment.

**MEMORANDUMS OF UNDERSTANDING
BETWEEN
EDUCATION MINNESOTA-OSSEO
&
OSSEO AREA SCHOOLS (ISD 279)**

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The following pages contain the full text of the Memorandums of Understanding between the School District and Education Minnesota-OSSEO.

EDUCATION MINNESOTA-OSSEO

OSSEO AREA SCHOOLS- ISD 279

President

Director, Labor Relations

Dated: _____

Dated: _____

Team Leader Selection Process

EFFECTIVE DATE: November 16, 1989

REVISION DATE: March 11, 2014; July 1, 2015

Posting¹:

The team leader positions are to be posted annually along with the current job description. The posting could include information concerning special projects, curriculum implementation and intervention activities for which leadership will be needed.

Application/Nomination:

The members of the team will meet as a group and nominate up to three candidates who they feel will provide the appropriate leadership and communication. Applicants may provide information relative to why they would be suited for the leadership position.

Interview Process:

The site leader will conduct interviews with each candidate. Interview questions will be contributed by the staff and site leader based on the expectations of the affected group and site leader for that position.

Selection of Candidate:

The site leader will make the final selection.

¹Annual posting of the leadership position does not preclude the opportunity for a person continuing in that position for a second year, particularly when excellent leadership has been provided. However, when a new building is opened, it is recommended that the team leader position remain stable for two years.

Topics Subject to the Meet and Confer Process

EFFECTIVE DATE: **January 3, 2002**

Changes that affect the Agreement on Terms and Conditions of Employment are subject to the meet and confer process. This meet and confer agreement is not intended to interfere with inherent managerial rights recognized in the Agreement on Terms and Conditions of Employment.

Extended Illness Sick Leave Pool Procedures

EFFECTIVE DATE: **November 16, 1989**

REVISION DATES: **November 1995; January 3, 2002; October 21, 2003; August 2007;
March 2014; July 2025**

Administration:

Human Resources will administer the extended illness sick leave pool. An accounting of the pool's operation will be given to Education Minnesota - OSSEO annually (July).

Membership:

Teachers as defined in this Agreement on Terms and Conditions of Employment between Independent School District 279 and Education Minnesota – OSSEO are eligible to be members of the extended sick leave pool.

All teachers hired after July 1, 2004, will be required to join the pool. The new teacher will contribute one (1) day of sick leave to the pool.

Any teacher employed prior to July 1, 2004, who did not join the pool when they were initially eligible, may join when the pool is replenished or during open enrollment which occurs within thirty (30) days of each contract ratification. A teacher joining because of the need to replenish the pool or during open enrollment after contract ratification must donate the number of days equal to the number of days they would have donated had they been a member of the pool from the time they were first eligible.

Once a teacher is a member of the extended illness sick leave pool, they may not withdraw from membership.

A minimum of eight hundred (800) days must be in the pool at the start of each school year. If the number of days is less than eight hundred (800), each member must contribute one (1) additional day of accumulated sick leave to the pool. All days donated to the pool are non-returnable. However, if a teacher has donated a day to the pool within three (3) years of their retirement the donated day may be used for their Retirement Incentive Pay (Article 7, Section 8) or their School Board Contribution for Health Insurance for Retirees (Article 7, Section 9) provided the teacher has not utilized the pool within the same three (3) years, that day will be restored to their accumulated sick leave balance.

Operation:

The purpose of the pool is to provide extra sick leave days to those teachers suffering from a long-term/extended/recurring illness. A long-term illness or extended illness is defined as an absence of twenty-four (24) or more consecutive duty days. Sick leave pool days will be used only for personal long-term illness of the teacher.

In order for teachers to be eligible to draw from the pool, they must be contributing members. A request for use of pool days must be in writing and must be accompanied by a licensed physician's verification that the applicant is/was unable to work. A member is not eligible to use pool days until five (5) consecutive duty days after the depletion of individual accumulated sick leave (five day pay deduct). Available personal leave and/or substitute leave days may be substituted for the five (5) day pay deduct.

Benefits from the sick leave pool will end upon a member's qualification for benefits from the long-term disability insurance plan, the Teachers' Retirement Association, or Social Security. The maximum benefit from the pool by any member is fifty-five (55) days as long as the absence is uninterrupted and verified by a licensed physician.

Sick leave days from the pool may be drawn only for designated teacher calendar duty days.

Teachers on long-term or extended leaves of absence or sabbaticals are not eligible for benefits from the pool. Teachers receiving workers' compensation are not eligible to draw from the pool.

The fiscal year of the pool will be the teacher contract year.

Minnesota Paid Leave (MPL):

Any teacher who is eligible to utilize the sick leave pool per this MOU, and are on an approved continuous leave of absence under the Minnesota Paid Leave program (MPL), will be allowed to "top off" their pay using eligible sick leave pool hours once the five day pay deduct eligibility requirement is met.

Sick leave pool time may only be used in full or half day increments. Topping off using the sick leave pool may not result in exceeding 100% of your normal wages and therefore may not result in full wage replacement.

Employees who use time off with pay for an absence that later qualifies for MPL will not be allowed to adjust prior absences where time off with pay was used.

Exceptions may be made at the discretion of Human Resources.

Extended Illness Sick Leave Pool Procedures Addendum – Intermittent Leave

EFFECTIVE DATE: **July 1, 2024 – June 30, 2027**

REVISION DATE: **July 2025**

The purpose of this addendum is to provide a one-time per fiscal year use of up to 10 intermittent (non-consecutive) sick leave days from the sick leave pool to those teachers suffering from a long-term/extended/recurring illness. A recurring health condition is defined as an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. To be eligible for this benefit, teachers will:

- Provide a written medical statement from a health care provider of recurring illness and,
- Exhaust their accrued sick and personal leave and,
- Meet the five (5) day, unpaid leave (the days do not have to be consecutive) at the cost of sub rate.

In order for teachers to be eligible to draw from the pool, they must be contributing members. A request for use of pool days must be in writing and be accompanied by the health care provider's verification that the applicant is/was unable to work. Benefits from the sick leave pool will end upon a member's qualification for benefits from the long-term disability insurance plan, the Teachers' Retirement Association, or Social Security.

Sick leave pool days will be used only for the personal long-term/extended/recurring illness of the teacher. Staff who use the intermittent leave and then qualify under the original sick leave pool requirements, will have any days used under the intermittent addendum subtracted from the 55 days.

Sick leave days from the pool may be drawn only for designated teacher calendar duty days.

Teachers on leaves of absence or sabbaticals are not eligible for benefits from the pool.

Teachers receiving workers' compensation are not eligible to draw from the pool.

The fiscal year of the pool will be the teacher contract year.

Minnesota Paid Leave (MPL):

Any teacher who is eligible to utilize the sick leave pool per this MOU will not be allowed to "top off" their pay using eligible sick leave pool hours. When in need of an intermittent medical leave of absence, teachers may choose to utilize MPL partial wage replacement or the sick leave pool following the criteria outlined in this MOU. Intermittent leave time paid using sick leave pool hours may reduce the leave hours available under MPL.

Exceptions may be made at the discretion of Human Resources.

Library Media Specialists and Technology Integration Specialist Exchange Days for Set Up and/or Summer Inservice

EFFECTIVE DATE: **December 21, 2005**

REVISION DATE: **March 11, 2014**

Education Minnesota-OSSEO and the School District agree that elementary and secondary library media specialists and technology integration specialists have a unique and important role to play in providing library, media and technology services to the students, teachers, and community within District 279.

Exchange Days for Set Up: Elementary and secondary library media specialists that voluntarily, with their principals' agreement, choose to provide the individual schools that they serve with up to four (4) days of set up, distribution of equipment or other duties to prepare the media center for the start of the school year during the summer may exchange a maximum of four (4) days during the regular school year for the days worked during the summer.

Exchange Days for Summer Inservice: Elementary and secondary library media specialists and technology integration specialists may voluntarily choose to participate in staff development activities sponsored by the School District Media and Technology Department for a maximum of five (5) days during the summer that may be exchanged for a maximum of five (5) days during the regular school year.

Library media specialists may exchange the four (4) Set Up staff development days for four (4) contract workdays during the regular school year, and library media specialists and technology integration specialists may exchange the five (5) Summer Inservice days for five (5) contract work days during the regular school year. Exchange days selected from the regular school year contracted days must be scheduled by mutual agreement with the building principal(s). Conflicts with scheduling of exchange days will be mediated by the Director, Human Resources.

LSN Exchange Days

EFFECTIVE DATE: July 1, 2025 – June 30, 2027

Education Minnesota-OSSEO and the School District agree that Licensed School Nurses (LSNs) have a unique and important role to play in helping to prepare staff and families for the school year. Therefore, in order to prepare for the upcoming school year, LSNs may work up to four (4) days before workshop week in exchange for conference release days. Time worked before workshop week must be communicated and agreed upon by the supervisor.

Selected Personnel Practices

EFFECTIVE DATE: September 27, 2000

REVISION DATES: January 3, 2002; July 1, 2004

1. Education Minnesota – OSSEO representation on District-wide committees:

When teacher representation is needed for a District-wide committee or task force, Education Minnesota – OSSEO will select the representative(s). Administration will collaborate with Education Minnesota – OSSEO when appointing teachers to District-wide committees.

2. Investigation protocol:

When a teacher is alleged to have committed misconduct that could lead to discipline, the teacher must be allowed to have an Education Minnesota – OSSEO representative with them at any meeting related to the alleged misconduct. The investigation process must be conducted in an expeditious manner once representation has been established. The administrator in charge of the investigation will make every effort to complete the investigation within 30 calendar days; however, circumstances surrounding an allegation may result in an extended investigation. The staff member must be given timely progress reports.

Teachers placed on administrative leave of absence during an investigation will receive full pay and benefits except for long-term disability, which will continue up to the limits provided in the carrier's contract.

Data resulting from an investigation will be handled according to applicable School Board policy and the Minnesota Government Data Practices Act.

3. Safe building, site, program:

The School Board shall not require licensed staff to work in unsafe, unhealthy, or hazardous conditions.

Counselor Exchange Days for Summer Duty Days

EFFECTIVE DATES: **July 1, 2025 – June 30, 2027**

Senior High:

191 paid days: 186 contract days, five (5) paid pro rata, also including five (5) days as defined below.

Middle School:

186 paid days including five (5) days as defined below.

A maximum of five (5) days during the summer may be exchanged for a maximum of five (5) days during the regular school year. The five (5) days will be scheduled upon mutual agreement by the building principal and the individual counselor(s). Counselors may exchange these summer duty days for five (5) contract workdays during the regular school year. The five (5) days selected from the regular school year contracted days must be scheduled by mutual agreement with the building principal(s). Conflicts with scheduling of exchange days will be mediated by the Director, Human Resources, and a representative of Education Minnesota-OSSEO (EM-O).

Professional Learning/Data Teams

EFFECTIVE DATES: July 1, 2025 – June 30, 2027

REVISION DATE: July 1, 2015

The following contains the full text of the Memorandum of Understanding (MOU) Osseo Area Schools, ISD 279 (“District”), and Education Minnesota – OSSEO, Local 1212, Education Minnesota, American Federation of Teachers, National Education Association, AFL-CIO (“Union”), relating to Professional Learning/data teams.

PURPOSE: Both parties jointly recognize that creating and sustaining a collaborative culture focused on student learning is a key strategy for achieving our mission. We also recognize that educational decisions are best made with the use of high-quality data. This MOU provides a framework for continued implementation of PLT’s/data teams/collaborative teams.

DEFINITION: The following are key characteristics of PLC’s/data teams/collaborative teams:

- members work interdependently to achieve building goals
- teams seek answers to the following questions:
 1. What do we want students to learn?
 2. How will we know if they’ve learned it?
 3. How will we respond if they don’t know it?
 4. How will we respond if they already know it?
- members define measures of improvement
- members develop common assessments around those measures
- members monitor student progress
- members analyze data and discuss strategies with the goal of instructional innovation

MEETING TIMES: Ideally, PLC time will be within the teacher duty day. For the purposes of this MOU, the teacher duty day is defined as twenty minutes before and twenty minutes after the student contact day. If time cannot be provided during the duty day, then it is the responsibility of the PLC to meet approximately one (1) hour per month outside of the duty day.

WAIVER: If a site determines that additional PLC times and meetings are necessary beyond what is outlined above to advance student achievement, a request for a waiver must be submitted to the PLC Review Committee.

PLC REVIEW COMMITTEE: An ad hoc PLC review committee will be comprised of members of the teachers’ bargaining unit as selected by the Education Minnesota – OSSEO president, and members of District administration to oversee and assess current implementation of PLCs. The committee will have equal representation (3-4 members each) between District administration and Education Minnesota – OSSEO. This committee’s guidelines and protocols will be implemented starting in the 2013-2014 school year. The committee will incorporate the consensus method for decision-making purposes.

ALTERNATIVE ARRANGEMENT FOR SPECIALISTS OR OTHER ISOLATED STAFF:
In the event that a teacher is the only licensed staff of a particular type or who teaches a particular subject

within their building, that teacher may opt for a system-level PLC. In this situation, that teacher must meet with other staff within their district department. Teachers in this situation would not meet during building PLC time but would instead arrange an alternative time(s) to meet with their teams. The teacher would be responsible for establishing the system-level team. These system-level PLC's teams must meet at least monthly and may be outside of the duty day. Requests to establish system-level PLC's must be submitted to the PLC Review committee.

Mark Reporting Days

EFFECTIVE DATES: July 1, 2025 through June 30, 2027

Education Minnesota-OSSEO and the School District agree that the Mark Reporting Day at the end of trimester 1 and 2 will be scheduled at the discretion of the teacher to complete the work. On these two scheduled Mark Reporting Days, teachers may choose to report to work or not report. District required work must be completed by the deadline established by each site.

On trimester 3 Mark Reporting Day, all teachers must report to their site in the morning for 3.5 hours and check out with their supervisor prior to leaving for the school year.

Teacher Transfer Process

EFFECTIVE DATES: **July 1, 2025 – June 30, 2027**

Education Minnesota-OSSEO and the School District agree to modify Addendum A, Subd. 2 to the following:

The district will identify fifteen (15) openings created by retirements, resignations, terminations or new programs that will not be available during Voluntary Transfer round one. This will not cause the displacement of any continuing contract teachers at the site for which the opening is created. All other openings created by retirements, resignations, terminations or new programs known by March 1st will first be made available to continuing contract teachers who are currently within the building/site or program. If more than one continuing contract teacher applies for the same position, all continuing contract teachers requesting an internal site reassignment must be interviewed by a team of affected teachers, including the Principal/Director/Coordinator. The Principal/Director/Coordinator will make the final decision. However, the building/site or program must submit a similar or equal position to the Initial Voluntary Transfer of Continuing Contract Teachers Process.

(Exception: If the building/site or program has an overall reduction in their FTE's any FTE opening created by retirements, resignations, terminations or new programs that are filled at the building/site or program by a continuing contract teacher in this process exempts the building/site or program from having to submit a similar or equal position to the Initial Voluntary Transfer of Continuing Contract Teachers Process. Probationary teachers cannot be moved from their current level and/or assignments into a newly vacated position if a similar position cannot be delivered to the initial voluntary transfer process).

TRA Extended Leave of Absence (up to 5 Years) Opportunity

EFFECTIVE DATE: With ratification of this collective bargaining agreement to June 30, 2028

APPLICATION DEADLINE:

March 1, 2024, 4:00 PM for the 2024-2025 school year
March 3, 2025, 4:00 PM for the 2025-2026 school year
March 2, 2026, 4:00 PM for the 2026-2027 school year
February 1, 2027, 4:00 PM for the 2027-2028 school year

AGREEMENT:

Purpose

The purpose of this Memorandum of Understanding is to provide an opportunity for teachers to exercise an option for an extended leave of absence (up to 5 years) with the District paying the **employer's portion** of Teachers Retirement Association (TRA) contributions. A TRA extended leave may be granted to an employee once during their employment with the district.

Conditions

The District will pay the **employer's contribution only** to the Teachers Retirement Association (TRA). The employee is responsible for paying their contribution to the Teachers retirement Association as per TRA rules. As per TRA regulations, any interruption in payments will disqualify the employee from the purchase of TRA service credits for the duration of the leave.

The TRA contribution will be based on the teacher's base salary contract amount not to exceed a 1.0 FTE assignment.

If the teacher is employed by another Minnesota public school district as a teacher (TRA-eligible position) while on this leave of absence, TRA contributions from Osseo will cease.

The teacher will maintain their seniority date while on the leave of absence.

Eligibility

Teachers must:

- a) Have a minimum of seven (7) consecutive years of full-time teaching service in the District.
- b) Have at least ten (10) years of allowable TRA service as defined in Section 354.05, Subdivision 13.
- c) Be currently teaching .8 FTE status or more in the District.

Teachers who are paid at an hourly rate of pay are not eligible for this District paid benefit.

Reinstatement

A teacher returning from an extended leave of absence will be reinstated according to the provision outlined in the collective bargaining agreement, Article 9, Section 16. Subd. 5.

Pursuant to, the School Board will not be obligated to reinstate a teacher who takes a full-time or part-time position as a teacher in another Minnesota school district while on an extended leave of absence. This does not apply to a teacher who is employed as a substitute teacher.

Notification of Return

The School Board is not obligated to reinstate any teacher who is on an extended leave of absence pursuant to Section 122A.46 unless the teacher advises the School Board in writing of the intention to return before February 1 in the school year preceding the school year in which the teacher wishes to return or by February 1 in the calendar year in which the leave is scheduled to terminate.

Failure to Return Contract

The teacher shall lose all re-employment rights if the teacher refuses or fails to return the contract within ten (10) days.

Professional Development and Training for District-defined High Needs Schools

EFFECTIVE DATES: **July 1, 2021 – June 30, 2027**

REVISION DATES: **October 2024 and July 2025**

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279 (“District”), and Education Minnesota – OSSEO, Local 1212, Education Minnesota, American Federation of Teachers, National Education Association, AFL CIO (“Union”), relating to professional development and training for teachers in District-defined high needs schools.

PURPOSE: The purpose of this MOU is to provide a framework for the provision of paid duty days for professional development and training for teachers in District-defined high needs schools.

The District and the Union agree to the following:

- High needs schools are defined for the purposes of this MOU based on the following criteria: Less than 40% proficient on MCA tests and at least 20% of teachers .8 FTE or greater are probationary.
- A new school list will be established every October and effective the following July 1.
- Members of the teachers’ unit at the schools will be provided up to a maximum of three (3) paid duty days for preparation and/or professional development.
- Preparation and/or professional development days could be days off during student contact time or they could be converted into dollars (up to \$200.00 per day) to pay for professional development.
- Teachers will be required to complete professional development and training on a District 279 site inclusive of the Education Minnesota – Osseo office.
- A request form will be developed collaboratively between Human Resources and EM-O. The form will require supervisor approval and will be submitted to Human Resources. Human Resources will be the repository of the forms to allow for review of how time is being used, and the academic impact of the MOU.
- Teachers may attend professional development/complete preparation work preferably on Tuesday, Wednesday or Thursday. Exceptions may be allowed for attendance at professional development trainings on Monday and Friday, based on request. Requests will not be granted on district-defined high absence use days.
- The impact of this MOU will be studied after two years.
- Communication to site leaders and teachers will be prepared collaboratively between Human Resources and EM-O to solidify the process.

Limits to Long-Term Disability Insurance Coverage

EFFECTIVE DATE: January 28, 2020

Long-term disability coverage for chemical dependency and mental health will be limited to a combined 24 months of coverage per claim. The limitations will go into effect contingent on the agreement of with all other bargaining groups in Osseo Area School District. If no agreement is reached among the groups, this language will be void. In the interim follow Article 8, Section 3, Subd. 4.

Special Education Due Process Time Task Force

EFFECTIVE DATE: upon ratification

PURPOSE: The purpose of this MOU is to outline the agreement between the District and the Union regarding the creation and rationale for a task force to identify due process inefficiencies within our system and potential solutions that decrease due process responsibilities of teachers, thus increasing their direct contact with students on Individualized Education Plans (IEPs).

The District and the Union agree to the following:

1. Beginning in the fall of the 2024-2025 school year, the District and Union will organize a task force of representatives from both parties to review updated state and federal guidelines related to paperwork reduction and complete a comparative analysis with due process practices and procedures in Osseo Area Schools.
2. Based on the data collected, the task force will determine if Osseo is requiring more detailed or frequent paperwork than what is required by the state. If so, the team will discuss removing these requirements through updated processes and procedures.
3. The task force must include a diverse representation of staff including, but not limited to, principals and teachers from elementary, middle, and high schools. In addition, both parties must strive to have representatives on the task force who can provide perspectives representing various races, cultures, and other voices, and/or a process for including these voices.
4. The task force size will be mutually agreed upon by both parties, and numbers from each party need not be equal as long as there is mutual agreement to such.
5. The task force will survey all special education teachers in the district and ask them to rank due process tasks from most burdensome to least burdensome. Burdensome is defined as both time consuming and difficult to execute. The task force will analyze this data and determine which due process tasks need additional solutions than those provided by legislation.
6. The task force will develop at least two (2) solutions for each of the top three (3) due process tasks identified as most burdensome. Note that one solution may apply to multiple due process tasks. Example solutions include but are not limited to:
 - a. Special education evaluation teams
 - b. One willing teacher taking on a significant amount of due process paperwork in exchange for a reduced caseload
 - c. Exploring a 3-1 model similar to the one speech and language regularly utilize
 - d. Increasing professional development and supports related to due process paperwork
7. The task force will present potential solutions to the director of student services and assistant superintendent of teaching and learning for review, consideration, and a potential recommendation for implementation.

This MOU shall set no precedent between the parties. Any conflicts regarding this agreement will be handled through the grievance process in the collective bargaining agreement.

Teacher Collaboration Time

TOPIC: Teacher Collaboration Time

EFFECTIVE DATE: July 1, 2025 to June 30, 2027

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279 (“District”), and Education Minnesota – OSSEO.

PURPOSE:

The purpose of this MOU is to outline the agreement between the District and the Union regarding teacher collaboration time for the 2025-2026 and 2026-2027 school years. The following language will temporarily replace the current contract language found in Article 11, Section 7 of the collective bargaining agreement as the parties assess the success of the plan outlined below.

The District and the Union agree to the following:

1. Teacher collaboration and planning time is an essential component in a teacher’s ability to plan and prepare instruction for scholars.
2. Teachers will be provided with the following collaboration and planning time:
 - a. VPK – 12 staff will have three (3) eight (8) hour instructional planning days
 - i. Eight (8) hours of collaboration time during workshop week
 - ii. Two (2) eight (8) hour days during the school year as designated by the School Board.
 - iii. On the two (2) asynchronous learning days, staff will be required to have asynchronous lessons in the system for students by 9am.
 - iv. On the two (2) asynchronous learning days, staff will be required to schedule and communicate to students and families two (2) hours of time on each day where the teacher will be available for student support and questions
 - v. Three (3) hours of collaboration time (1 continuous hour on each of the three (3) staff development days).
 1. System time will be reduced by 30 minutes; and
 2. Building time will be reduced by 30 minutes to accommodate this time
 - b. Early Childhood (ECFE and ECSE staff will have three (3), eight (8) hour instructional planning days:
 - i. Eight (8) hours of collaboration time during workshop week
 - ii. Two (2), eight (8) hour days during the school year as designated by the School Board.
 - iii. On the two (2) asynchronous learning days, early childhood staff, in collaboration with their program manager/site leader, will send age-appropriate asynchronous lessons and/or materials, to families and schedule times on each day where the teacher will be available for family support and questions.
 - iv. Three (3) hours of collaboration time (1 hour on each of the three (3) staff development days)

1. System time will be reduced by 30 minutes; and
 2. Building time will be reduced by 30 minutes to accommodate this time
- c. In coordination with the program manager, ABE staff may schedule the two (2) asynchronous learning days independently from Early Childhood and K-12 staff to better accommodate the unique needs of adult learners.
- i. ABE staff who engage in collaborative activities on their regularly scheduled work shift will complete a total of four (4) hours, consisting of one (1) hour of preparation time and three (3) hours of collaborative work.
 - ii. ABE staff who participate in collaborative activities outside of their regularly scheduled work shift will complete three (3) hours of collaborative work only.
3. **Attendance:** Teachers will be required to complete all collaboration time on a District 279 site inclusive of the Education Minnesota – OSSEO office. Any teacher seeking an exception must submit the rationale for being off-site through a request to hr@district279.org at least one (1) week in advance, however, a minimum of 2 hours must be completed on site.
- a. Teacher attendance may be tracked for all collaboration time by site supervisors.

This MOU shall set no precedent between the parties. Any conflicts regarding this agreement will be handled through the Meet & Confer or grievance process in the collective bargaining agreement.

Career & Technical Education (CTE) Licensure

TOPIC: Career & Technical Education (CTE) Licensure

EFFECTIVE DATE: July 1, 2023 to June 30, 2027

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279 (“District”), and Education Minnesota – OSSEO.

PURPOSE:

The purpose of this MOU is to outline the agreement between the District and the Union regarding the stipends due to the extra work required to obtain CTE licensure(s)/endorsement(s).

High school scholars earn credentials by attending and passing classes which are taught by CTE licensed teachers. The state’s post-secondary schools are not graduating significant numbers of CTE licensed teachers; therefore, it may be challenging for the district to find and recruit such teachers to the district. There is a mutual interest in recruiting and retaining CTE licensed teachers.

The District and the Union agree to the following:

1. Current Osseo teachers who complete additional work beyond their current license in order to obtain a CTE license or endorsement while employed in Osseo Area Schools will receive additional compensation in the form of one-time stipend(s) provided the teacher qualifies and submits evidence as per this MOU.
2. Beginning January 5, 2023, only current Osseo teachers who have earned, or earn, an additional CTE license/endorsement will be paid a one-time stipend of \$1,500 whether or not the additional license/endorsement is required to teach a specific course.
3. Teachers hired on or after January 5, 2023, who obtained a CTE license(s) or endorsement prior to starting at Osseo are not eligible for the one-time stipend of \$1,500 and/or the \$500 CTE stipend except as outlined in #5 below.
4. Newly hired teachers who obtained an additional CTE license or CTE endorsement and have had no previous teaching experience are eligible for the initial \$1,500 stipend, whether or not the additional endorsement/license is required to teach a specific course.
5. Current Osseo teachers who are required to obtain additional CTE licensure/endorsement(s) will be eligible for the \$500 CTE stipend for each additional CTE license/endorsement that they have obtained. A current Osseo teacher who voluntarily obtained an additional CTE licensure/endorsement while employed in Osseo, that is now required for their teaching assignment, will be eligible for the \$500 CTE stipend for each additional required CTE license/endorsement that they have obtained.
6. Current CTE licensed/endorsed teachers must submit evidence of their license/endorsement to their Human Resource Business Partner by May 1 of the fiscal year, for payment of the stipend on their June 20 check of the fiscal year. It is the teacher’s responsibility to submit this evidence in order to receive the stipend.

Personal Leave Conversion to Health Reimbursement Account

EFFECTIVE DATE: July 1, 2025 to June 30, 2027

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279 (“District”), and Education Minnesota – OSSEO.

PURPOSE:

The purpose of this MOU is to outline the agreement between the District and the Union regarding a teacher’s monetary conversion of accumulated personal leave to the teacher’s Health Reimbursement Account (HRA) during the time period specified by this MOU.

The District and the Union agree to the following:

1. During the 2023-2024 school year, the district will convert any accumulated personal leave days for teachers, above four (4) days for the non-PEHCA group and above three (3) days for those in the PECHA group, into the teacher’s HRA at a rate of \$225/day converted. See the table below for examples:

Teacher Type	Accumulated Days	Eligibility?	Number Converted	New Balance
Non-PEHCA	6	Yes	2	4
Non-PEHCA	5	Yes	1	4
PEHCA	7	Yes	4	3
PEHCA	6	Yes	3	3
PEHCA	5	Yes	2	3
PEHCA	4	Yes	1	3

2. For the 2024-2025 school year, the District will convert any accumulated personal leave days for teachers, above five (5) days, into the teacher’s HRA at a rate of \$225 per day.

Continuous Substitute Teacher Position

EFFECTIVE DATE: July 1, 2025 – June 30, 2027

The following contains the full text of the Memorandum of Understanding (MOU) Osseo Area Schools, ISD 279 (“District”), and Education Minnesota – OSSEO, Local 1212, Education Minnesota, American Federation of Teachers, National Education Association, AFL-CIO (“Union”), relating to Professional Learning/data teams.

Purpose: During the 2013-2015 contract negotiations, an interest was identified to create a new position titled “Continuous Substitute Teacher”. Individuals serving as a continuous substitute teacher will be assigned on a daily basis based on the needs of the District. The objective of creating such a position shall be aligned with the District’s mission, core values, and strategic objective.

Conditions: The following conditions shall apply to the continuous substitute teacher position:

1. The maximum number of duty days for individuals in this position will be 177 days per year (172 student contact days + 5 staff development days). No mark reporting days or parent teacher conferences shall apply.
2. Schedule D from the current Teachers’ terms and conditions of employment shall apply as the hourly rate of pay.
3. Benefits (health insurance, dental insurance, group term life, long-term disability income protection, and leaves of absence) shall apply, as outlined in the Terms and Conditions for Hourly Teachers.
4. The Continuous Substitute is a one-year, temporary position. A continuous substitute will have an assignment for the entire school year and can only be terminated for just cause. A Continuous Substitute will not be let go from the position mid-year to create an opening for another employee. The maximum duration of the assignment will be three years.
5. A Continuous Substitute is eligible for the ATPPS stipend with the successful completion of at least three observations and a summative report as well as the completion of student learning goals.
6. Individuals serving in this position must have a current teaching license. Short call licenses are not suitable for the assignment.
7. A Continuous Substitute will be required to work the minimum contract day as defined in Article 11 – Hours of Service of the Teachers’ terms and conditions of employment.
8. These positions will not be included as available in the transfer process.

Effect: The parties agree that there shall be no requirement that an agreement be reached on any terms and conditions of employment related to any newly created position resulting from this MOU.

High School Music Directors

EFFECTIVE DATE: **July 1, 2025 – June 30, 2027**

High School Music Directors Requirements:

- The co-curricular contract is for the hours spent outside of the 40-hour work week.
- Anything beyond the requirements below is at the discretion of the Music Director.

Requirements:

- 3 concerts
- Northwest Suburban Conference Festival
- Graduation
- Minimum of 3 additional events in collaboration with Administration

Class Sizes and Ratios

EFFECTIVE DATE: upon ratification

A Labor Management Committee (LMC) will be implemented to discuss class sizes and teacher to student ratios at all levels, including Special Education.

Meetings and Extra Activities

EFFECTIVE DATE: upon ratification

A Labor Management Committee (LMC) will be implemented to discuss the number of meetings, extra-curricular, co-curricular, and supervisory activities required of teachers.

ABE Lane Changes

EFFECTIVE DATE: July 1, 2025

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools District No. 279 ("District"), and Education Minnesota - OSSEO, Local #1212, ("Union"), relating to Adult Basic Education (ABE) teachers hired prior to July 1, 2022.

Purpose: The purpose of this agreement is to establish a one time lane adjustment to eligible ABE teachers.

Conditions: The parties agree to the following:

1. This MOU impacts all ABE teachers hired prior to July 1, 2022.
2. The ABE lane placement must match the members K-12 lane placement.
3. Any course work related to education and completed beyond a Master's degree (Lane 5), that existed prior to hiring, must be accepted toward a lane adjustment.
4. Educational coursework beyond a Master's degree (Lane 5) that was completed from date of hire through July 1, 2022 must be accepted toward a lane adjustment.

This MOU shall set no precedent between the parties. Any conflicts regarding this agreement will be handled through the Meet & Confer process or grievance process in the collective bargaining agreement.

Addendum

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ADDENDUM A

Teacher Transfer Procedures

Subd. 1. Distribution of FTEs within the Building/Site or Program: The specific process for distribution within the building/site or program of the Full Time Equivalents (FTEs) will be determined using the Framework for Collaborative Decision Making. Principals will be provided the names of those teachers who have a right to return to a previously held position. Teachers with return rights include:

- a. Teachers returning from approved leaves pursuant to return right guidelines disclosed in Article 9- Leaves of Absence of the Teachers' Terms and Conditions of Employment.
- b. Teachers returning from a Teacher Exchange (see Subd.10 of this Addendum).
- c. Teachers in identified positions who have indicated an intention to return to their former position (see Subd. 16 of this Addendum).

Subd. 2. Internal Site Reassignments of Continuing Contract Teachers: All openings created by retirements, resignations, terminations or new programs known by March 1st will first be made available to continuing contract teachers who are currently within the building/site or program. If more than one continuing contract teacher applies for the same position, all continuing contract teachers requesting an internal site reassignment must be interviewed by a team of affected teachers, including the Principal/Director/Coordinator. The Principal/Director/Coordinator will make the final decision. However, the building/site or program must submit a similar or equal position to the Initial Voluntary Transfer of Continuing Contract Teachers Process.

*(Exception: If the building/site or program has an overall reduction in their FTE's any FTE opening created by retirements, resignations, terminations or new programs that are filled at the building/site or program by a continuing contract teacher in this process exempts the building/site or program from having to submit a similar or equal position to the Initial Voluntary Transfer of Continuing Contract Teachers Process. Probationary teachers cannot be moved from their current level and/or assignments into a newly vacated position if a similar position cannot be delivered to the initial voluntary transfer process). (See **Teacher Transfer Process Memorandum of Understanding for additional exceptions.**)*

Subd. 3. Internal Site Reassignments of Probationary Teachers: Probationary teachers may be reassigned within the building/site or program. The reassignment of probationary teachers cannot reduce the number of FTE's that a building/site or program submits to the Initial Voluntary Transfer of Continuing Contract Teachers Process. The Principal/Director/Coordinator will make the final decision on any reassignment of probationary teachers in the Internal Site Reassignment of Probationary Staff.

Subd. 4. Initial Voluntary Transfer of Continuing Contract Teachers: Positions created by retirements, resignations, terminations or new programs that are known by March 1st will be open to all properly licensed continuing contract teachers who may seek a voluntary transfer except when a

building/site or program filled the position within the Internal Site Reassignment Processes as outlined in Subd. 2 and Subd. 3.

- a. Interviews in the Initial Voluntary Transfer for Continuing Contract Teachers Process: Continuing contract teachers who seek a voluntary transfer must notify the Human Resources Department within a five (5) day posting period for positions in this Initial Voluntary Transfer process. The five (5) most senior continuing contract teachers requesting a voluntary transfer must be interviewed by a team of affected teachers, including the Principal/Director/Coordinator. The Principal/Director/Coordinator will make the final decision. When there is more than one open position at a building/site or program and a continuing contract teacher applies for multiple positions, the building/site or program is only obligated to interview the continuing contract teacher two (2) times. Reasons, if requested, must be presented within five (5) days to the teacher not selected with appropriate feedback about the interview and why the decision to deny the transfer was made.
- b. Availability of New Opening for the Internal Reassignment Process: The position previously held by a continuing contract teacher who receives a reassignment in this Initial Voluntary Transfer Process will be made available for internal site reassignment following the procedures of Subd. 2 with a 24-hour posting or will be made available through the Involuntary Transfer Process.

Subd. 5. Probationary Teacher within Affected Building, Department or Program: The following procedures will be followed to identify the continuing contract teacher who will be an Involuntary Transfer.

- a. Probationary Teacher within Affected Grade Level, Department or Program: When an Involuntary Transfer is required at a building, department or program and there is a probationary teacher within the building, department or program, the probationary teacher will be removed from the position and may be placed in a hiring pool provided the teacher meets District standards based on the teacher performance appraisal system. Probationary teachers not placed in the hiring pool will have their contracts non-renewed at the end of the current school year. Placement in this pool does not guarantee employment. However, following the Involuntary Transfer Process, teachers in the hiring pool of displaced probationary teachers will be considered first for any remaining open positions. Probationary teachers selected for the pool but not placed by June 1st will have their teaching contract non-renewed.
- b. No Probationary Teacher within Affected Building, Department or Program: If there are no probationary teachers at the affected building, department or program, continuing contract teacher volunteers within the building, department or program will be sought to become the Involuntary Transfer (see Subd. 5c).
- c. Continuing Contract Teacher within Affected Building, Department or Program wants to be the Involuntary Transfer: Continuing Contract teachers in the affected building, department or program may volunteer in seniority order (most to least) to become the Involuntary Transfer.

- d. No Continuing Contract Teacher within Affected Building, Department or Program wants to be the Involuntary Transfer: If there are no volunteers at the affected building, department or program, other continuing contract teachers holding the same licensure as the least senior continuing contract teacher of the affected building, department or program may volunteer, again in seniority order (most to least), to become the Involuntary Transfer. The Principal or Program Director/Coordinator must approve the request to allow these building/site or program volunteers, because the least senior teacher of the affected building, department or program must transfer to the position held by the teacher who volunteers to become the Involuntary Transfer.
- e. Least Senior Continuing Contract Teacher within Affected Building, Department or Program: If there is not a qualified volunteer, the least senior continuing contract teacher in the affected building, department or program will be the Involuntary Transfer.
- f. Opportunity to Transfer to a Probationary Teacher's Position: The least senior continuing contract teacher will have the opportunity to transfer to another position at the current building/site or program if the position is open or the position is held by a probationary teacher and the continuing contract teacher is properly licensed. The continuing contract teacher who indicates a desire to transfer to a position within the building/site or program must meet with the Principal/Director/ Coordinator regarding the transfer.
- g. Exemption from being the Involuntary Transfer if on Building or District Level Assistance: A continuing contract teacher on a building or district level assistance program will not be eligible to become the Involuntary Transfer, except under STRAND conditions outlined in Subd. 13.
- h. Major changes in a building/site and/or unique circumstances: Education Minnesota-OSSEO and the District may enter into a Memorandum of Understanding to allow continuing contract teachers to enter the Involuntary Transfer Process where appropriate.

Subd. 6. Principal Responsibility for Notification of Openings to Human Resources Department: When the internal building/site or program staffing process is complete, the Principal or Program Director/Coordinator will list the teacher(s) who will be the Involuntary Transfer(s) and any remaining vacancies by grade level or by license area and provide the list to Human Resources. This list must be provided during the staffing process each year.

Subd. 7. Human Resources Department Responsibility for Involuntary Transfer: Human Resources will contact each teacher on the Involuntary Transfer list to ascertain the desired grade level (elementary, or secondary) to be selected in the Involuntary Transfer process. The desired positions must be within the licensure area(s) of the continuing contract teachers. There is no guarantee a desired position will be made available to the involuntary transfer process, only that a position within the teacher's licensure area will be made available.

- a. Seniority List: Human Resources will compile a list of all teachers identified for Involuntary Transfers on the Involuntary Transfer list, their licenses, and seniority dates. Education Minnesota-OSSEO will be supplied this list as soon as it is compiled.

- b. Involuntary Transfer Notification: Teachers identified for Involuntary Transfer will be notified of the applicable vacancies and must respond in writing within three working days. The notice will contain:
 - 1. A complete list of applicable vacancies available to the individual teacher based on their current license(s) including the grade level, department, building/site or program.
 - 2. Human Resources will notify placement by the end of the third day.
- c. Vacant Position List: Human Resources will work with Directors, Principals, or Coordinators to ensure an appropriate position is available in the Involuntary Transfer Process for identified teachers.
 - 1. There must be an open position for which the teacher is licensed. The process of making appropriate positions available may necessitate the placement of additional probationary teachers into the hiring pool for probationary teachers. Human Resources and Education Minnesota-OSSEO will assist all teachers in the Involuntary Transfer Process to identify and/or select an appropriate position.
 - 2. It is understood that the requirement to ensure an appropriate position as stated in Subd. 7c-1 will only be enforced when there are open positions or there is a position(s) held by probationary teachers in the desired levels or licensure areas.
 - 3. The positions will only be guaranteed at the beginning of the selection process. Once the selection process begins, seniority will dictate available positions. A teacher must select a position based on the open positions at the time their name is called based on their seniority date and licensure. Teachers are encouraged to select a position within the framework of Subd. 7c-1.

Subd. 8. Notification and Selection Process for Involuntary Transfer:

- a. Selection of Assignments by Seniority: Specific assignments will be made exclusively on seniority and license. The most senior Involuntary Transfer will select first. The next most senior by license area will then have the second choice, and so on. The process will continue until all involuntarily transferred teachers have received an assignment.
- b. Official Notification of Assignment: All involuntarily transferred teachers will be notified by Human Resources of their assignment for the following year no later than three (3) days following the completion of the Involuntary Transfer process.
- c. Right of Continuing Contract Teachers to Return to Their Previous Assignment: Human Resources will notify any continuing contract teachers who are involuntarily transferred if the position they were transferred from becomes available between the Involuntary Transfer Meeting and the first teacher workshop day. If a continuing contract teacher wishes to return to their previous assignment, they must notify Human Resources within three (3) days of notification, or before their first scheduled workday, whichever occurs first. The position to

which they had been involuntarily transferred will then be posted for a voluntary transfer except when the notification is given within five (5) days of the first teacher workshop day.

Subd. 9. Second Voluntary Transfer Process: All open positions not filled in the Involuntary Transfer Process will be made available to all internal and external licensed teachers. Teachers who seek a voluntary transfer must notify Human Resources within a five (5) day posting period for open positions they seek in this Second Voluntary Transfer process. All continuing contract teachers requesting a voluntary transfer must be interviewed by a team of affected teachers, including the Principal/Director/Coordinator. The Principal/Director/Coordinator will make the final decision. When there is more than one open position at a building/site or program and a continuing contract teacher applies for multiple positions, the building/site or program is only obligated to interview the continuing contract teacher two (2) times. Reasons, if requested, must be presented within five (5) days to the teacher not selected with appropriate feedback about the interview and why the decision to deny the transfer was made.

Subd. 10. Teacher Exchange: To provide different teaching options, two or more continuing contract teachers may request to exchange positions for one school year.

- a. The request to exchange positions must be made in writing to the principals involved, to the appropriate Directors, and to the Director, Human Resources. A teacher exchange may be approved without following the posting notice or the transfer policy.
- b. Requests to participate in a teacher exchange must be received in Human Resources no later than June 30th.
- c. Approval will be made by the principals involved, the appropriate Directors, and the Director, Human Resources in conjunction with the continuing contract teachers making the request.
- d. All teacher exchanges will begin on the first day of the school year.
- e. Upon expiration of the time period for the exchange, the teachers will return to their prior positions or exchange teachers may request to continue in their new assignment thereby giving up their rights to the previous assignment. A request to continue in the new assignment must be submitted to Human Resources no later than March 1st.

Subd. 11. Positions Known After the Involuntary Transfer Process: Following the Second Voluntary Transfer Process, all available positions created by new funding, changes in enrollment, additional resignations, retirements, leaves of absence, or vacancies created by other voluntary transfers will be made available for voluntary transfer. Human Resources will post or publish any remaining positions that are still open for the coming school year. The notification will specify licensure requirements, any special conditions, special needs and skills unique to the position. Positions will be posted for three (3) working days until the end of the school year and five (5) working days after school is out for the summer until August 1st. Effective August 1st the posting duration will be reduced to three (3) days until five (5) days prior to the 1st teacher workshop day. Continuing Contract, probationary teachers and outside candidates may apply for these positions. Continuing

Contract Teachers must be granted an interview. The granting of interviews for probationary and outside candidates is at the discretion of the Principal/Director/Coordinator.

Subd. 12. Transfer Process within five (5) days of the first teacher workshop day: District teachers may receive a voluntary transfer within five (5) days prior to the first teacher workshop day in the following ways:

- a. By mutual agreement between Principals/Directors/Coordinators.
- b. To positions as approved by a Labor Management Committee.
- c. To a position where the licensure area has a shortage of candidates.

Subd. 13. STRAND Realignment: Definition: A Minnesota Supreme Court decision requires school boards to reassign continuing contract teachers in a reasonable manner to preserve their employment. The shifting or realignment of these teachers saves the jobs of other less senior continuing contract teachers who are facing layoffs.

Subd. 14. Early Hiring of Staff: Human Resources each year will determine the probable distribution of FTEs to buildings/sites or programs for the next year. The Director, Human Resources may, after conducting a Meet and Confer process with Education Minnesota - OSSEO, authorize the early hiring of a targeted number of unassigned new hires in selected areas. These unassigned new hires will be assigned to specific positions immediately following the Involuntary Transfer assignments.

Subd. 15. Unique Circumstances: Occasionally it may be in the best interest of a continuing contract teacher and the School District to involuntarily transfer the teacher due to situations that are unique and are not related to performance. When a teacher makes a request for an Involuntary Transfer for a unique situation, a Labor Management Committee will convene.

- a. Labor Management Committee Membership: The Labor Management Committee will include the following:
 1. The Director, Human Resources
 2. The affected licensed staff member
 3. The affected licensed staff member's current Principal/Director/Coordinator
 4. The affected licensed staff member's current Directors
 5. The Education Minnesota Field Staff
 6. The Education Minnesota - OSSEO President
- b. Labor Management Committee Process: This committee will review the request and MUST mutually agree that a transfer would be in the best interest of all involved in order for the teacher to be placed in the Involuntary Transfer Process. If the request is granted, the position

held by the affected teacher will not follow the building/site or program selection process but be placed as a vacancy as noted in Subd. 4.

- c. Exclusion from Returning to the Vacated Position: Once the affected teacher is placed in the Involuntary Transfer Process, they will not be allowed to return to the position in the building/site or program they vacated.

Subd. 16. Process to return to a classroom teaching assignment for continuing contract teachers in an identified position: A continuing contract teacher in a position that has been identified jointly by Education Minnesota – OSSEO and the Director, Human Resources as a position that will not be open for Involuntary Transfer except in special circumstances will have the right to request to return to classroom teaching in a position for which they are appropriately licensed under guidelines a-f of this Subd. These positions include, but are not limited to, the following: district staff development assessment specialist, district equity teacher, behavior intervention teacher, special education building coordinator (SEBC), gifted education teacher (GE, EXCEL, SEM), alternative teacher professional pay system (ATPPS) facilitator, ATPPS instructional coach, and testing coordinator.

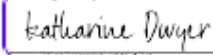
- a. The teacher must notify the Human Resources Department by March 1st of the year preceding the school year in which the teacher would return to a teaching position.
- b. If the teacher has held the position three (3) years or less, they will be allowed to return to the previously held teaching position.
- c. If the teacher has held the position more than three (3) years, guidelines d-f of this Subd. are followed.
- d. The teacher who is currently assigned to a building on a full-time or part-time basis may request to be assigned to a vacancy in that building in the internal transfer process (See Subd. 2 of this Addendum).
- e. The teacher may apply to any open position through the Initial Voluntary Transfer of Continuing Contract Teachers Process (See Subd. 4 of this Addendum).
- f. The teacher who is not placed through the Internal Transfer process or through the Initial Voluntary Transfer of Continuing Contract Teachers Process will be placed on the Involuntary Transfer List and will select a position through the Involuntary Transfer Process (see Subd. 8 of this Addendum).

Subd. 17. Human Resources has identified unique protocols for the transfer of continuing contract teachers in collaboration with EM-O.

**AGREEMENT ON
"TERMS AND CONDITIONS OF EMPLOYMENT"
FOR 2025-2026 AND 2026-2027
BETWEEN
THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT 279
MAPLE GROVE, MINNESOTA
AND
EDUCATION MINNESOTA-OSSEO
LOCAL 1212
EDUCATION MINNESOTA
AMERICAN FEDERATION OF TEACHERS
NATIONAL EDUCATION ASSOCIATION
AFL-CIO**

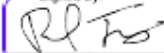
IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

For Education Minnesota-OSSEO:

Signed by:


EDUCATION MINNESOTA-OSSEO

President, Education Minnesota-OSSEO

Signed by:


EDUCATION MINNESOTA-OSSEO

Chairperson, Teacher Negotiations

For Independent School District 279:



Chairperson, School Board



Clerk, School Board

Signed by:


EDUCATION MINNESOTA-OSSEO

Labor Relations Director

4/1/2026

Dated this _____ day of _____, 2026

Dated this 17th day of March, 2026

Team:

- Katharine Dwyer
- Paul Terry
- Ternesha Burroughs
- Duane Anderson
- Ginger Luoma Anderson
- Janet Freeberg-Lawson
- Kristi Eckdahl
- Timothy Oar

Team:

- Lisa Bostic
- Yvonne Shorts Lind
- John Morstad
- Sonni Buerskin
- Jill Kind
- Carrie Cabe
- David Freeburg

Addresses of Official Notice:

EDUCATION MINNESOTA-OSSEO
Local #1212
9210 Wyoming Ave. N, Suite 200
Brooklyn Park, MN 55445

SCHOOL BOARD
Office of the Superintendent of Schools
Independent School District 279
11200 93rd Avenue North
Maple Grove, MN 55369