



ROBBINSDALE Area Schools

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

Robbinsdale Area Schools
Independent School District #281
Hennepin County, Minnesota

and

Unaffiliated Program Assistants

2025-2026

and

2026-2027

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ARTICLE I - DEFINITIONS

1-1 Unaffiliated Program Assistants: Unaffiliated Program Assistants are members of a specific team, department or work group that provides support in a variety of ways for/to the educational process. All Unaffiliated Program Assistants are employees at will.

1-2 Full-time Employee: For the purpose of eligibility for the benefits set forth herein, a full-time employee shall be defined as an employee working a minimum of 40 hours per week and 38 weeks per year. All employees must work 40 hours per week to receive benefits as a full-time employee.

1-3 Part-time Employee: For the purpose of eligibility for the benefits set forth herein, a part time employee shall be defined as an employee working at least 20 hours per week but less than 40 hours per week and working a minimum of 36 weeks per year.

ARTICLE II - EMERGENCY CLOSURES

2-1 Emergency Closing: When schools are closed due to inclement weather, or other unforeseen circumstances such as mechanical failure the district will implement an "e-learning day".

ARTICLE III - HOLIDAYS

3-1 Holidays: Holidays for Unaffiliated Program Assistants who work **52 weeks per year** will include twelve (12) paid holidays as follows: New Year's Day, Martin Luther King holiday, Presidents' Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, and Christmas Day.

When a holiday, as designated in this section, falls on Saturday, the preceding day (Friday) shall be considered the official holiday, or when a holiday falls on a Sunday, the following day (Monday) shall be considered the official holiday for employees.

Holiday pay reflects each employee's regularly scheduled daily hours. For example, employees scheduled to work four (4) hours per day will receive four (4) hours of holiday pay.

3-1 Religious Holidays: Two (2) days may be granted for religious holidays. Written requests for a religious holiday shall be submitted to the Human Resources office beforehand. In the years that it is necessary for some Unaffiliated Program Assistants to have three (3) days for religious observances, an additional day may be granted upon application to the human resources office.

ARTICLE IV - VACATION

4-1 Vacations: Paid vacations for 52 weeks per year full time Unaffiliated Program Assistants will be granted effective the first day of work as an Program Assistant, eligibility will be based on the anniversary date of employment with the district.

Number of continuous years of service in the district

Years 1-4	15 days
Years 5-10	20 days
Years 11 +	25 days

Full-time employees who work fewer than 52 weeks per year will receive vacation on a prorated basis, calculated according to the percentage of the full-year schedule they work.

Part-time employees who qualify for vacation benefits will receive their benefits on a prorated basis to the number of hours for which the employee is regularly scheduled.

Vacations are to be scheduled subject to the supervisor's approval. Once approved, vacations shall not be canceled or changed by the Employer except under extenuating circumstances.

A total of 240 hours of accumulated vacation may be carried into the next fiscal year (July 1 —June 30). Over 240 hours will be set aside for use between July 1 and September 1. Any hours set aside over 240 as of July 1 will be forfeited if not used by September 1 of the following fiscal year.

4-1-1 Disbursement Vacation hours are allocated on July 1 for employees to use. For employees starting after July 1, employees will receive vacation on a pro-rated basis calculated to the end of the fiscal year. Employees leaving the district who have used days more than this allotment will have the equivalent amount deducted from their final paycheck at their daily rate of pay in the year of separation. Employees are allocated their full

annual vacation hours on July 1st. Employees who begin employment after July 1st will receive a pro-rated amount of vacation time, calculated through the end of the fiscal year. Should an employee separate from the district having used vacation days more than their allotted amount for that fiscal year, the equivalent cost, calculated at their daily rate of pay, will be deducted from their final paycheck.

4-1-2 Upon Honorable Separation the employee will receive a lump sum payment for any unused vacation hours. This payment will be calculated at the employee's daily rate of pay.

ARTICLE V- WAGES

5-1 Salary Schedule Changes: All changes in base pay are to take effect on July 1, 2025.

5-2 Annual Step Increase: A full step increase will be granted on July 1 to a Program Assistant who is employed by District 281 prior to February. Unaffiliated Program Assistants not at the top of the salary schedule shall be eligible for a step increase on July 1.

5-3 Salary Schedule: Unaffiliated Program Assistants will be paid twice per month (15th and end of month). If any pay date falls on a Saturday, Sunday, or holiday, employees will be paid on the last business day immediately preceding.

5-3-1 Effect of Holidays and Recesses: The Employer will provide the payroll dates for the fiscal year to employees on the intranet under the Payroll Department.

5-3-2 Outside Experience: At the discretion of the Executive Director of Human Resources of their designees, previous relevant experience of an applicant will be considered in placing a new employee on the salary schedule.

ARTICLE VI LEAVES OF ABSENCE

6-1 Leave of Absence: Requests for unpaid leave in addition to regular vacation must be submitted in writing and are subject to approval by the employee's administrator and the Executive Director of Human

Resources. All references to sick leave shall include Earned Sick and Safe Time (ESST), and applicable state laws governing ESST shall apply.

6-2 Use of Sick Leave: Sick leave may be used for personal illness; medical or dental appointments; the illness of a child; or to assist an immediate family member with a medical or dental appointment. Sick leave used for these purposes will be deducted from the employee's accrued balance.

Unaffiliated Program Assistants working fifty-two (52) weeks per year shall accrue twelve (12) days of sick leave annually. Unaffiliated Program Assistants working fewer than fifty-two (52) weeks shall accrue sick leave on a prorated basis.

Sick leave shall be accrued based on the employee's regularly scheduled daily hours.

6-2-1 Family Emergency Leave: Sick leave/ESST or unpaid leave may be used for illness of an immediate family member, defined as spouse, child, foster child, parent, legal guardian, stepchild, adult child, sibling, parent-in-law, grandchild (including adopted, foster, and step-grandchild), grandparent, or stepparent.

The Employer may require a physician's certificate for family care leave exceeding five (5) consecutive days. When sick leave is used, it shall be deducted from the employee's accrued balance

6-2-2 Family Medical Leave Act: The Employer may apply the provisions of the Family and Medical Leave Act (FMLA) to Unaffiliated Program Assistants granted sick leave under this section.

6-2-3 Sick Leave Pool: The Employer shall maintain a Sick Leave Pool. Pool bylaws are available through Human Resources.

6-2-5 Excess Sick Leave Days: At the end of the contract year, Unaffiliated Program Assistants who were hired after July 1, 1995, may sell back up to 4 days of unused sick leave days at their daily rate of pay for a lump sum payment. The Program Assistant must have a sick leave balance of 65 days or more to be eligible.

6-3 Bereavement Leave: A paid leave of absence not to exceed five (5) workdays shall be granted upon the death of an employee's spouse, partner, sibling, child, parent, or legal guardian.

Up to three (3) workdays shall be granted upon the death of a grandparent, grandchild, aunt, uncle, sibling-in-law, parent-in-law, or child-in-law. Additional

leave of up to five (5) days for other special circumstances may be granted with supervisor's approval.

Bereavement leave shall not be deducted from sick leave and may not be accumulated.

Employees may use up to three (3) additional days of sick leave for bereavement.

Bereavement leave is intended to be used in connection with the death or funeral of the listed individual and should normally be taken within five (5) working days of the death or funeral unless an extension is approved due to extenuating circumstances.

6-4 Personal Leave: Employees shall be granted up to three (3) days of personal leave per year without salary deduction for necessary personal business that cannot be conducted outside of work hours. Each personal leave day shall be deducted from the employee's sick leave balance. Unused personal leave does not accumulate.

6-5 Childcare Leave: Childcare leave shall be granted for the birth, adoption, or foster placement of a child and shall be administered in accordance with the Family and Medical Leave Act.

Employees requesting childcare leave must submit written notice to the Executive Director of Human Resources at least two (2) calendar months prior to the anticipated start of the leave when practicable. The request must include a physician's statement identifying the expected delivery date, duration of disability, and anticipated date the employee is medically able to return to work.

Available sick leave and/or vacation (up to a combined total of sixty [60] days) may be used during the period of medical disability related to pregnancy and immediately following the child's arrival.

6-5-1 Return: The anticipated return date shall be provided at the time the leave is requested and may be modified by mutual agreement between the employee and the Executive Director of Human Resources.

6-5-2 Length of Leave: Childcare leave shall not exceed two (2) full calendar years.

6-5-3 Failure to Return: Failure to return on the agreed-upon date may constitute grounds for termination unless an extension is mutually approved.

6-6 Military Leave: Unaffiliated Program Assistants are eligible for up to fifteen (15) days of paid military leave in accordance with Minnesota Statute

192.26. Requests must be submitted to the Executive Director of Human Resources within two (2) workdays of receiving military orders, when practicable.

6-7 Medical Leave: Unaffiliated Program Assistants may request medical leave in writing accompanied by a physician's statement that includes the diagnosis, prognosis, work limitations, start date of the leave, and anticipated return date, if known. Medical information shall remain confidential.

Medical leave shall not exceed two (2) full calendar years but may be extended at the Employer's discretion upon employee request.

ARTICLE VII - CAFETERIA BENEFITS

7-1 Cafeteria Benefits:

Dates:	Cafeteria	VEBA/HRA/HSA
Jan 1, 2026 - Jan 1, 2027	\$1300	\$550
Jan 1, 2027 - Jan 1, 2028	\$1400	\$550

7-1-1 Eligibility: Each full-time Program Assistant shall purchase, at a minimum, single coverage under the group hospitalization/major medical insurance and shall purchase Long-Term Disability Income Insurance. A Program Assistant with a High-Deductible Health Plan will be eligible for VEBA or HSA contributions dependent on health plan offerings. For purposes of computing the amount to be charged to each Program Assistant's account for the purchase of insurance coverage, the rate in effect for a particular month shall be the rate billed by the carrier for that month or, for self-funded plans, the rate set by the School Board.

7-1-2 Minimum Coverage: Each full-time Program Assistant is required to purchase, at a minimum, single coverage under the district's group hospitalization/major medical insurance plan and Long-Term Disability Income Insurance. Alternatively, a Program Assistant may combine their district insurance contribution with that of a spouse who is currently employed by the district to purchase family coverage.

For purposes of determining the amount charged to a Program Assistant's account for insurance coverage, the applicable rate shall be

the rate billed by the insurance carrier for the month in which coverage is provided.

7-1-3 Additional Coverage: If a Program Assistant elects to purchase group insurance fringe benefits offered by the school district and the monthly premium exceeds the amount allocated to the Program Assistant's account under Section 16-1-1, the Program Assistant shall be responsible for the cost of the excess amount. Any such excess cost shall be paid through payroll deduction.

7-1-4 Excess Allocation: A Program Assistant shall receive as additional salary any funds allocated to the Program Assistant for a given month that are not used for fringe benefit purchases in accordance with Section 7-1-1.

7-1-5 Discontinuation of Allocation: Monthly allocation to Unaffiliated Program Assistants for the purpose of purchasing insurance fringe benefits shall cease on the first of the month following:

- a. Termination of employment with the district if it occurs before the end of the school year.
- b. Leaving on authorized leave of absence unless other provisions of the Agreement make provision for continuance of the monthly allocation.

7-1-6 Part-time Unaffiliated Program Assistants: Employees whose assignment is at least twenty (20) hours per week shall be eligible for group hospitalization/major medical, dental and life insurance, and optional vision insurance.

7-2 Deferred Compensation

7-2-1 Eligibility Full-time Unaffiliated Program Assistants who participate in the District's cafeteria benefits plan shall be eligible to participate in the matching annuity program as provided under Minnesota Statutes § 356.24, upon completion of at least three (3) years of full-time employment or the equivalent.

7-2-2 District Contribution Beginning with the 2025–2026 school year, the District shall provide a deferred compensation match of up to \$650 per school year for eligible Unaffiliated Program Assistants who have completed three (3) years of full-time service or the equivalent. The deferred compensation match shall be paid twice monthly.

Part-time Unaffiliated Program Assistants whose assignment is at least twenty (20) hours per week shall receive a prorated match.

7-2-3 Roth 403(b) Subject to applicable federal law governing 403(b) plans, employees shall be permitted to make after-tax Roth 403(b) contributions through approved vendors that accept such contributions, in addition to pre-tax 403(b) contributions. All employer contributions shall be made on a non-Roth, pre-tax 403(b) basis.

7-2-4 Part-Time Unaffiliated Program Assistants Unaffiliated Program Assistants whose assignment is at least twenty (20) hours per week shall be eligible for benefits under this section. Benefits shall be prorated based on the employee's full-time equivalent (FTE), calculated by multiplying the employee's FTE by the full benefit amount described in Section 16-2-2.

ARTICLE XIII - NON-DISCRIMINATION

8-1 Non-Discrimination: District 281 and the Unaffiliated Program Assistants support the District's Affirmative Action Plan, which provides that District 281 shall not discriminate against or harass any employee or applicant for employment on the basis of race, color, creed, religion, national origin, sex, gender, gender identity, disability, age, marital status, status with regard to public assistance, sexual orientation, or any other status protected by federal, state, or local law, except where such status constitutes a bona fide occupational qualification.

APPENDIX A - Unaffiliated Program Assistants

SALARY SCHEDULE

Unaffiliated Program Assistants Salary Schedule

(Annualized Salary = 52 weeks)

2025-26

	Step							Longevity			
Level	1	2	3	4	5	6	7	7th Year	11th Year	16th Year	21st Year
1	\$ 31,059	\$ 32,587	\$ 34,161	\$ 35,666	\$ 37,216	\$ 39,109	\$ 39,906	\$ 604	\$ 1,209	\$ 1,813	\$ 2,418
2	\$ 34,366	\$ 35,916	\$ 37,445	\$ 38,996	\$ 40,523	\$ 42,598	\$ 43,442	\$ 604	\$ 1,209	\$ 1,813	\$ 2,418
3	\$ 38,561	\$ 40,523	\$ 42,484	\$ 44,446	\$ 46,384	\$ 48,756	\$ 49,713	\$ 604	\$ 1,209	\$ 1,813	\$ 2,418
4	\$ 42,986	\$ 45,198	\$ 47,365	\$ 49,530	\$ 51,697	\$ 54,296	\$ 55,369	\$ 604	\$ 1,209	\$ 1,813	\$ 2,418
5	\$ 47,456	\$ 49,827	\$ 52,176	\$ 54,547	\$ 56,897	\$ 59,770	\$ 60,955	\$ 604	\$ 1,209	\$ 1,813	\$ 2,418
6	\$ 51,560	\$ 54,046	\$ 56,760	\$ 59,336	\$ 61,936	\$ 65,038	\$ 66,337	\$ 604	\$ 1,209	\$ 1,813	\$ 2,418
7	\$ 55,756	\$ 58,537	\$ 61,320	\$ 64,148	\$ 66,931	\$ 70,327	\$ 71,743	\$ 604	\$ 1,209	\$ 1,813	\$ 2,418
8	\$ 61,936	\$ 65,038	\$ 68,162	\$ 71,331	\$ 74,434	\$ 78,219	\$ 79,769	\$ 604	\$ 1,209	\$ 1,813	\$ 2,418
9	\$ 64,992	\$ 68,253	\$ 71,560	\$ 74,867	\$ 78,128	\$ 82,096	\$ 83,736	\$ 604	\$ 1,209	\$ 1,813	\$ 2,418
10	\$ 70,762	\$ 74,342	\$ 77,922	\$ 81,366	\$ 85,037	\$ 89,370	\$ 91,148	\$ 604	\$ 1,209	\$ 1,813	\$ 2,418
11	\$ 78,766	\$ 82,688	\$ 86,633	\$ 90,555	\$ 94,524	\$ 99,289	\$ 101,274	\$ 604	\$ 1,209	\$ 1,813	\$ 2,418
12	\$ 87,340	\$ 90,966	\$ 94,615	\$ 98,264	\$ 101,889	\$ 107,043	\$ 109,165	\$ 604	\$ 1,209	\$ 1,813	\$ 2,418
13	\$ 96,963	\$ 100,704	\$ 104,443	\$ 108,161	\$ 111,900	\$ 117,556	\$ 119,905	\$ 604	\$ 1,209	\$ 1,813	\$ 2,418

Hourly	Step							Longevity			
Level	1	2	3	4	5	6	7	7th Year	11th Year	16th Year	21st Year
1	\$ 14.93	\$ 15.67	\$ 16.42	\$ 17.15	\$ 17.89	\$ 18.81	\$ 19.19	\$ 0.29	\$ 0.58	\$ 0.87	\$ 1.16
2	\$ 16.52	\$ 17.27	\$ 18.00	\$ 18.75	\$ 19.48	\$ 20.48	\$ 20.88	\$ 0.29	\$ 0.58	\$ 0.87	\$ 1.16
3	\$ 18.54	\$ 19.48	\$ 20.42	\$ 21.36	\$ 22.30	\$ 23.44	\$ 23.90	\$ 0.29	\$ 0.58	\$ 0.87	\$ 1.16
4	\$ 20.66	\$ 21.72	\$ 22.77	\$ 23.81	\$ 24.85	\$ 26.11	\$ 26.62	\$ 0.29	\$ 0.58	\$ 0.87	\$ 1.16
5	\$ 22.82	\$ 23.95	\$ 25.09	\$ 26.23	\$ 27.35	\$ 28.74	\$ 29.31	\$ 0.29	\$ 0.58	\$ 0.87	\$ 1.16
6	\$ 24.78	\$ 25.99	\$ 27.29	\$ 28.53	\$ 29.78	\$ 31.26	\$ 31.90	\$ 0.29	\$ 0.58	\$ 0.87	\$ 1.16
7	\$ 26.81	\$ 28.14	\$ 29.48	\$ 30.84	\$ 32.18	\$ 33.81	\$ 34.49	\$ 0.29	\$ 0.58	\$ 0.87	\$ 1.16
8	\$ 29.78	\$ 31.26	\$ 32.77	\$ 34.29	\$ 35.79	\$ 37.60	\$ 38.35	\$ 0.29	\$ 0.58	\$ 0.87	\$ 1.16
9	\$ 31.24	\$ 32.82	\$ 34.40	\$ 36.00	\$ 37.56	\$ 39.47	\$ 40.26	\$ 0.29	\$ 0.58	\$ 0.87	\$ 1.16
10	\$ 34.02	\$ 35.74	\$ 37.46	\$ 39.12	\$ 40.88	\$ 42.97	\$ 43.82	\$ 0.29	\$ 0.58	\$ 0.87	\$ 1.16
11	\$ 37.86	\$ 39.76	\$ 41.65	\$ 43.54	\$ 45.45	\$ 47.73	\$ 53.03	\$ 0.29	\$ 0.58	\$ 0.87	\$ 1.16
12	\$ 41.99	\$ 43.73	\$ 45.49	\$ 47.24	\$ 48.99	\$ 51.46	\$ 52.49	\$ 0.29	\$ 0.58	\$ 0.87	\$ 1.16
13	\$ 46.62	\$ 48.41	\$ 50.21	\$ 52.00	\$ 53.80	\$ 56.52	\$ 57.64	\$ 0.29	\$ 0.58	\$ 0.87	\$ 1.16

Unaffiliated Program Assistants Salary Schedule

(Annualized Salary = 52 weeks)

2026-2027

	Step							Longevity			
Level	1	2	3	4	5	6	7	7th Year	11th Year	16th Year	21st Year
1	\$ 32,750	\$ 34,332	\$ 35,844	\$ 37,402	\$ 39,305	\$ 40,106	\$ 40,507	\$ 604	\$ 1,209	\$ 1,813	\$ 2,418
2	\$ 36,096	\$ 37,632	\$ 39,191	\$ 40,726	\$ 42,811	\$ 43,659	\$ 44,096	\$ 604	\$ 1,209	\$ 1,813	\$ 2,418
3	\$ 40,726	\$ 42,696	\$ 44,668	\$ 46,616	\$ 49,000	\$ 49,961	\$ 50,461	\$ 604	\$ 1,209	\$ 1,813	\$ 2,418
4	\$ 45,424	\$ 47,601	\$ 49,778	\$ 51,955	\$ 54,568	\$ 55,645	\$ 56,202	\$ 604	\$ 1,209	\$ 1,813	\$ 2,418
5	\$ 50,076	\$ 52,437	\$ 54,820	\$ 57,182	\$ 60,069	\$ 61,260	\$ 61,873	\$ 604	\$ 1,209	\$ 1,813	\$ 2,418
6	\$ 54,316	\$ 57,044	\$ 59,633	\$ 62,246	\$ 65,363	\$ 66,669	\$ 67,336	\$ 604	\$ 1,209	\$ 1,813	\$ 2,418
7	\$ 58,830	\$ 61,627	\$ 64,469	\$ 67,266	\$ 70,679	\$ 72,101	\$ 72,822	\$ 604	\$ 1,209	\$ 1,813	\$ 2,418
8	\$ 65,363	\$ 68,503	\$ 71,688	\$ 74,806	\$ 78,610	\$ 80,167	\$ 80,969	\$ 604	\$ 1,209	\$ 1,813	\$ 2,418
9	\$ 68,594	\$ 71,918	\$ 75,241	\$ 78,518	\$ 82,506	\$ 84,155	\$ 84,997	\$ 604	\$ 1,209	\$ 1,813	\$ 2,418
10	\$ 74,714	\$ 78,312	\$ 81,773	\$ 85,463	\$ 89,817	\$ 91,603	\$ 92,519	\$ 604	\$ 1,209	\$ 1,813	\$ 2,418
11	\$ 83,102	\$ 87,066	\$ 91,008	\$ 94,996	\$ 99,785	\$ 101,780	\$ 102,798	\$ 604	\$ 1,209	\$ 1,813	\$ 2,418
12	\$ 91,421	\$ 95,088	\$ 98,755	\$ 102,398	\$ 107,578	\$ 109,710	\$ 110,807	\$ 604	\$ 1,209	\$ 1,813	\$ 2,418
13	\$ 101,208	\$ 104,966	\$ 108,701	\$ 112,459	\$ 118,143	\$ 120,504	\$ 121,709	\$ 604	\$ 1,209	\$ 1,813	\$ 2,418

Hourly	Step							Longevity			
Level	1	2	3	4	5	6	7	7th Year	11th Year	16th Year	21st Year
1	\$15.75	\$16.50	\$17.24	\$17.98	\$18.90	\$19.28	\$19.47	\$ 0.29	\$ 0.58	\$ 0.88	\$ 1.17
2	\$17.36	\$18.09	\$18.84	\$19.58	\$20.58	\$20.99	\$21.20	\$ 0.29	\$ 0.58	\$ 0.88	\$ 1.17
3	\$19.58	\$20.52	\$21.47	\$22.41	\$23.56	\$24.02	\$24.26	\$ 0.29	\$ 0.58	\$ 0.88	\$ 1.17
4	\$21.83	\$22.88	\$23.93	\$24.98	\$26.24	\$26.75	\$27.02	\$ 0.29	\$ 0.58	\$ 0.88	\$ 1.17
5	\$24.07	\$25.21	\$26.36	\$27.49	\$28.88	\$29.45	\$29.75	\$ 0.29	\$ 0.58	\$ 0.88	\$ 1.17
6	\$26.12	\$27.43	\$28.67	\$29.93	\$31.42	\$32.05	\$32.37	\$ 0.29	\$ 0.58	\$ 0.88	\$ 1.17
7	\$28.28	\$29.63	\$31.00	\$32.34	\$33.98	\$34.67	\$35.01	\$ 0.29	\$ 0.58	\$ 0.88	\$ 1.17
8	\$31.42	\$32.93	\$34.46	\$35.97	\$37.79	\$38.55	\$38.93	\$ 0.29	\$ 0.58	\$ 0.88	\$ 1.17
9	\$32.98	\$34.57	\$36.18	\$37.75	\$39.67	\$40.46	\$40.86	\$ 0.29	\$ 0.58	\$ 0.88	\$ 1.17
10	\$35.92	\$37.65	\$39.31	\$41.09	\$43.18	\$44.04	\$44.48	\$ 0.29	\$ 0.58	\$ 0.88	\$ 1.17
11	\$39.96	\$41.86	\$43.76	\$45.67	\$47.97	\$48.93	\$49.42	\$ 0.29	\$ 0.58	\$ 0.88	\$ 1.17
12	\$43.95	\$45.71	\$47.48	\$49.23	\$51.72	\$52.75	\$53.27	\$ 0.29	\$ 0.58	\$ 0.88	\$ 1.17
13	\$48.66	\$50.46	\$52.26	\$54.07	\$56.80	\$57.93	\$58.51	\$ 0.29	\$ 0.58	\$ 0.88	\$ 1.17

