



ROBBINSDALE Area Schools

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

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

and

American Federation of State, County and Municipal Employees
(AFSCME)
Council 5, Robbinsdale Area Schools, ISD#281 Program Assistants

2025-2026

and

2026-2027

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PREAMBLE

The Employer and AFSCME Council 5, Robbinsdale Area Schools, ISD#281 Program Assistants, recognize that they have a common responsibility beyond their collective bargaining relationship. Each will strive to achieve quality long-term educational goals and programs through the establishment of mutually accepted channels of communication. It is hoped that this joint effort will contribute in significant measure to the advancement of public education in District 281

AGREEMENT

This Agreement entered into between the Employer: Robbinsdale area schools Independent School District 281, Hennepin County, Minnesota, hereinafter referred to as the Employer, and the AFSCME Council 5, Robbinsdale Area Schools, ISD#281 Program Assistants, hereinafter referred to as "Program Assistants", is pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the PELRA of 1971, as amended, to provide the terms and conditions of employment for the Program Assistants' throughout the duration of this Agreement.

RECOGNITION

In accordance with the PEI-RA of 1971, as amended, the Employer recognizes AFSCME Council 5, Robbinsdale Area Schools, ISD#281 Program Assistants, as the exclusive representative of Program Assistants employed by this Employer, Program Assistants, shall represent all the Program Assistants of the district as defined in this Agreement and in said Act.

ARTICLE I - DEFINITIONS

1-1 Terms and Conditions of Employment: This shall mean the hours of employment, the compensation, including fringe benefits, and economic aspects relating to employment. The terms shall not include retirement contributions or benefits. "Terms and Conditions of Employment" is subject to M.S. 179A.07.

1-2 Appropriate Unit: For the purpose of the Agreement, the term Program Assistants shall mean all persons employed by the Employer as Program Assistants excluding the following: confidential employees as per MN Statute 179A03 Definition Subd 4, supervisory employees as per MN Statute 179A03 Definition Subd 17, essential employees as per MN Statute 179A03 Definition Subd 7, part-time

employees whose service does not exceed 14 hours per week or 35 percent of the normal work week, employees who hold positions of a temporary or seasonal character for a period not in excess of sixty-seven (67) working days in any calendar year and emergency employees as per MN Statute 179A03 Definition Subd 14

1-3 Program Assistants: This shall mean all people employed and categorized as Program Assistants by the Employer. The Board recognizes thirteen Levels of Program Assistants with subcategories in several Levels based on the specific assignment.

1-3-1 Level 1 -

1-3-2 Level 2 -

1-3-3 Level 3 - *Community Ed* - Adventure Club Special Needs Assistant (Fundamental)

1-3-4 Level 4 -

Sub-level A - *Community Ed* - Adventure Club Assistant Site Supervisor, Inclusion Support Specialist, Adventure Club Special Needs Assistant (Specialized)

Sub-level B - *Community Ed* - Youth Enrichment & Engagement, Full-Service Community Schools (Fundamental)

Sub-level C - *Community Ed* - Adult Academic Learner Support Specialists, Community Ed - Communications and Registration

Sub-level D - *Publications* - Publishing - Publishing Specialist

1-3-5 Level 5 -

1-3-6 Level 6 -

Sub-level A - *Community Ed* - Adventure Club - Site Supervisor (Fundamental)

Sub-level B - Administrative Assistant - Indian Ed and A & I

Sub-level C - *Community Ed* - Early Childhood - Screener

Sub-level D - *Media & Technology* - Asset Specialist

1-3-7 Level 7 -

Sub-level A - *Administrative Assistant* - Special Education, Student Services; Language Services Coordinator, Research/Evaluation/Assessment Specialist, Transportation Coordinator

Sub-level B - *Communications/Technology* - Print & Video Specialist, PC/LAN Building Tech, Information System Specialist

Sub-level C - *Community Ed/Community Ed, Adult Academic* - Community Partnership Coordinator, Special Projects Coordinator

Sub-level D - *Community Ed, Adventure Club* - Inclusion Program Coordinator, Site Supervisor (Specialized)

Sub-level E - *Community Ed* - Early Learning - Preschool

Sub-level F - *Student Services* - Behavior Interventionist, Personal Learning Coach, Hispanic/Latino Cultural Liaison, Student Support Driver

Sub-level G - *School Based* - Family Liaison

1-3-8 Level 8 - *Technology* - Information Systems Support Specialist, Facilities and Operations Finance Manager

1-3-9 Level 9 - *Technology* - IT Systems Engineer

1-3-10 Level 10 - *Communications* - Communication and Marketing Specialist

1-3-11 Level 11 -

1-3-12 Level 12 -

1-3-13 Level 13 -

1-4 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.

1-5 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 – EMPLOYER RIGHTS

2-1 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 the selection, direction and number of personnel. Employer rights shall be applied reasonably, uniformly and consistently with this Agreement.

2-2 Management Responsibility: 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 educational opportunity for the students of the district.

2-3 Effect of Laws, Rules and Regulations: All covered by this Agreement shall perform the services prescribed by the School Board and governed by the laws Minnesota, federal laws, and by School Board rules, regulations, and directions issued by properly designated school district officials.

2-4 Reservation of Board's Rights and Duties: This Agreement is not intended to abrogate the statutory power of the School Board of the school district to make rules and regulations to manage and to direct all the operations and activities to the full extent authorized by law, relative to anything whatever necessary for the proper establishment, maintenance, and management of the public school system.

ARTICLE III - UNION SECURITY

3-1 Union Security: In recognition of The Union as the exclusive representative, the Employer shall:

3-1-1: Deduct each payroll period an amount sufficient to provide the payment of dues established by The Union from the wages of all employees authorizing such deduction, and,

3-1-2: Remit such deduction to AFSCME Council 5.

3-1-3: The Union may designate certain employees from the bargaining unit to function as officers of The Union and stewards and shall inform the Employer in writing of such choice.

3-1-4: The Union agrees to indemnify and hold the Employer harmless against all claims, suits, orders, or judgments brought or issued against Independent School District #281 because of any action taken or not taken by Independent School District #281 under the provisions of this Article.

3-1-5: Employees shall not be prevented from discussing complaints with their immediate supervisor or processing grievances without loss of pay on their behalf in accordance with the grievance procedure hereinafter set forth in Article 4.

3-1-6: Exclusive representatives of The Union who have been certified to the Employer may come to the work site for formal "union" functions or

meetings or for the purpose of investigating, organizing, educating, and presenting grievances. The Union may use the Employer's facilities and contact employees for Union business with notice to the Employer.

3-1-7: A representative of The Union shall be permitted thirty (30) minutes to meet with new employees of the bargaining unit at scheduled New Employee Orientation conducted by Human Resource (HR) within the first 30 days of hire. The Union will have 10 days' notice of the scheduled orientation.

3-1-8: The Union board shall inform all current and new employees about the Union, membership, dues, purpose, etc. The Employer shall inform The Union of all new employees on a bi-weekly basis.

3-1-9: The Union shall be permitted twelve (12) days each year, (with no sub required for the employees absent) with pay to distribute between members as they see fit representatives to attend conventions. Applications shall be submitted to the Executive Director of Human Resources at least one (1) week in advance.

3-1-10 Union Leave: Leaves will be granted for Program Assistants who apply for such leave because they are elected or appointed to perform service for The Union. The leave shall extend the entire time needed to complete the assignment. Program Assistants on union or leave will continue to accrue seniority.

ARTICLE IV - GRIEVANCE PROCEDURES

4-1 Definition: A grievance shall mean a dispute or disagreement as to the interpretation or application of any term or terms of this Agreement.

4-2 Representative: Any person or designated agent of the Employer may represent the Administrator or Employer during any step of the grievance procedure. The employee must be represented at all steps of the grievance procedure pursued and shall have the right to be represented by The Union. The Union shall have the exclusive right to process all grievances.

4-3 Extension: Time limits specified in this Agreement may be extended by mutual agreement.

4-4 Time Limits: If a grievance is not filed within the required timelines, it will be considered waived. Likewise, if a grievance is not appealed to the next step within the specified time limits, the grievance will also be considered waived.

If the Employer does not respond within the required timeframes, The Union may treat the grievance as denied and move it to the next step of the grievance process.

4-5 Grievance Steps:

4-5-1 Step 1: All efforts shall be made to resolve any conflict by the designated Union representative, with or without the employee with the supervisor or administrator directly involved. The grievance shall be orally presented within twenty-five (25) workdays from the date of the occurrence of the event alleged to be a grievance. All reasonable efforts will be made to avoid carrying over grievance into another fiscal year. If a satisfactory settlement cannot be reached within five (5) workdays the second step may be initiated within five (5) workdays thereafter. Extensions on any timelines can be mutually agreed upon by The Union and the Employer.

4-5-2 Step 2: If a satisfactory settlement as outlined in Step 1 is not received, The Union will resubmit the grievance in writing on the prescribed form to the Superintendent, or the Superintendent's representative. Within five workdays after receipt of said written grievance, a meeting shall be scheduled to discuss the allegation with The Union to seek a satisfactory settlement of the grievance. The Superintendent or the Superintendent's representative shall render a decision in writing within ten (10) workdays after the meeting. A copy of the decision will be forwarded to the exclusive representative. If a satisfactory settlement is not reached, the third step may be initiated within five (5) workdays thereafter. Extensions on any timelines can be mutually agreed upon by The Union and the Employer.

4-5-3 Step 3: If a satisfactory settlement is not reached at the second level, either party may voluntarily request mediation through the Bureau of Mediation Services. The School Board will receive notice the grievance has reached the third level. Both parties must agree to use this step; otherwise, the unresolved grievance will proceed to the fourth level. If no agreement is reached within twenty (20) days, the unresolved grievance will proceed to the fourth level.

4-5-4 Step 4: Within said five (5) workdays, either The Union or the Employer may voluntarily request mediation through the Bureau of Mediation (BMS). Both parties must agree to use this voluntary step, otherwise an unresolved grievance will proceed to Step 5 (e.g., grievances involving possible financial liabilities may not be appropriate for mediation). Extensions on any timelines can be mutually agreed upon by The Union and the Employer.

4-5-5 Step 5: Within said sixty (60) workdays, either The Union or the Employer may request arbitration. The parties shall, within ten (10) workdays after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on the arbitrator is reached, either party may request the BMS to appoint an arbitrator, providing such request is made within twenty (20) workdays after request for arbitration. The request shall ask that the appointment be made within thirty (30) workdays after receipt of said request. Failure to agree upon an arbitrator or failure to request an arbitrator from BMS within the time periods provided herein shall constitute a waiver of the grievance. For the purposes of this section, a request to arbitrate shall be made by means of a letter sent via U.S. First Class Mail or as an attachment sent electronically via email. Extensions on any timelines can be mutually agreed upon by The Union and the Employer.

4-6 Arbitration:

4-6-1 Hearing: The grievance shall 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 shall 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.

4-6-2 Decision: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions made in cases properly before an arbitrator shall be final and binding upon the parties, subject, however, to the limitations of arbitration decision as provided by in the PEI-RA of 1971.

4-6-3 Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. The parties will equally share fees and expenses of the arbitrator and any other expenses which the parties mutually agree are necessary for the arbitration. The cost of a transcript or recording, if requested, shall be borne by the requesting party.

4-6-4 Jurisdiction: The arbitrator shall 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 shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall 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 shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall 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 shall give due consideration to the statutory rights and obligations of the Public Employer to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

ARTICLE V - PERSONNEL FILE

5-1 Required Personnel Information: Each Program Assistant must submit the necessary forms and documentation to comply with existing state and federal mandates and district requirements (including completed application and insurance applications when eligible for such benefits).

ARTICLE VI - PROBATION

6-1 New Hire Probation: Newly hired employees shall be considered as probationary employees for the first one hundred eighty (180) calendar days of employment. The Employer shall, during the probationary period, communicate with the employee regarding work performance. The Employer shall provide the employee with a written evaluation at the end of the probationary period. The employee will be provided the opportunity to respond in writing on the evaluation form.

6-2 Transfer/Promotional Probationary Periods:

6-2-1 Promotional Probation: An employee selected to fill a vacancy in a higher classification shall be considered as a promotional probationary employee for the first ninety (90) calendar days that the employee works in the higher classification. The Employer shall, during the probationary period, communicate with the employee regarding work performance and shall provide a written evaluation at the end of the probationary period. The employee will be provided the opportunity to respond in writing on the evaluation form. If the employee decides they are not compatible with the job, or the Employer decides that the employee has not successfully completed the probationary period, the employee shall return to the position held prior to being promoted if that position remains vacant. If the position is no longer vacant, the employee shall be considered on layoff from the position held prior to the promotion provided there is no other vacancy in the same Level/ Sub-level available.

6-2-2 Same Level/Sub-Level Compatibility Period: An employee selected to fill a vacancy in the same Level, and Sub-Level shall be considered to be serving a compatibility period for the first ninety (90) working days that they work in the new position. The Employer shall, during the compatibility period, communicate with the employee regarding work performance and shall provide a written evaluation at the end of the compatibility period. The employee will be provided the opportunity to respond in writing on the evaluation form. If the employee decides they are not compatible with the job, or the Employer decides that the employee has not successfully completed the compatibility period, the employee shall return to the position held prior to being transferred if that position remains vacant. If the position is no longer vacant, or exists, the employee shall be considered on layoff from the position held prior to the transfer provided there is no other vacancy in the same Level or Sub-level available.

ARTICLE VII - DISCIPLINE AND DISCHARGE

7-1 Discipline/Discharge: The Employer shall discharge or discipline a permanent employee under this Agreement only for “just cause”.

7-1-1 Disciplinary Procedure: The following disciplinary actions may be imposed by the Employer, normally in the following order:

1. Oral reprimand.
2. Written reprimand.
3. Suspension from duty without pay.
4. Demotion in position or discharge from employment.

7-1-2 Appeal Procedure: Disciplinary action within the meaning of this article, excluding oral reprimands, imposed upon an employee who has completed the initial probationary period, may be appealed through the grievance procedure outlined elsewhere in this Agreement. With the concurrence of the Employer, grievances resulting from suspensions, demotions and/or discharges may be initiated at Step 2 of the grievance procedure outlined elsewhere in this Agreement.

7-1-2-1 Initial minor infractions, irregularities, or deficiencies shall first be privately brought to the attention of the employee. If corrected, they shall not be entered into the employee's personnel file. A written record of infractions or disciplinary actions may be entered into the employee's personnel file. All disciplinary entries in the human resources office file shall state corrective action expected of the employee.

The employee may request that the oral record of infraction or disciplinary action be removed from the employee's personnel file after

six (6) months from the date issued. The Employer may deny the request.

The employee may request that the written record of infraction or disciplinary action be removed from the employee's personnel file after one (1) year of the date on the record. The Employer may deny the request.

7-1-3 Union Representation: An employee who is questioned about an alleged incident that may lead to disciplinary action will be entitled to have a union representative present during the interview. The employee will be informed of this opportunity for representation before the meeting takes place.

ARTICLE VIII - EMERGENCY CLOSURES

8-1 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". Early dismissal/staggered release days allow staff to leave the building once their supervision of students has ended. If school is not in session and the district is closed due to inclement weather, program assistants may be allowed to work from home to the extent practicable.

If the "e-learning plan" is being modified the employer shall meet with Program Assistants leadership prior to alterations.

ARTICLE IX - HOLIDAYS

9-1 Holidays: Holidays for 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.

Holidays for Program Assistants who work **45 weeks per year** will earn ten and one half (10.5) paid holidays as follows: Four (4) hours for New Years Day, Martin Luther King holiday, Presidents' Day, Good Friday, Memorial Day, Labor Day, the Thursday of MEA, Thanksgiving Day, Thanksgiving Friday, Christmas Eve Day, and Christmas Day.

Holidays for Program Assistants who work **42 weeks per year** will earn ten (10) paid holidays as follows: Martin Luther King holiday, Presidents' Day, Good Friday, Memorial Day, Labor Day, the Thursday of MEA, Thanksgiving Day, Thanksgiving Friday, Christmas Eve Day, and Christmas Day.

Holidays for Program Assistants who **work the school year** will earn nine (9) paid holidays as follows: Martin Luther King holiday, Presidents' Day, Good Friday, Memorial Day, Labor Day, the Thursday of MEA, Thanksgiving Day, Thanksgiving Friday, and Christmas Day.

Employees for whom a holiday is a scheduled day of work shall be given an alternate day off with pay.

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.

9-2 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 Program Assistants to have three (3) days for religious observances, an additional day may be granted upon application to the human resources office.

ARTICLE X - VACATION

10-1 Vacations: Paid vacations for 52 weeks per year full time 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.

10-1-1 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.

10-1-2 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 XI- VACANCIES

11-1 Vacancies:

11-1-1 Definitions: Job vacancies shall be defined as a permanent opening in an existing job Level or Sub-level or the establishment of a new permanent position in the bargaining unit. If a temporary position becomes permanent, it shall be posted and filled pursuant to the terms of this Agreement.

11-1-2 Posting Vacancies: All job vacancies shall be posted for a period of not less than five (5) working days. Job applications must be submitted to the Human Resources office by the close of the posting period. All job vacancies shall list the final day to submit applications. The job posting shall set forth the title, the salary range, nature of the work to be performed in as much detail as possible, the minimum qualifications, the Level or Sub-Level, and the last day on which

applications will be accepted. The Union shall be notified of the applicant selected to fill the position.

11-1-3 Filling Vacancies: The filling of vacancies shall be based on the principles of best qualified. The following order of filling with vacancies shall apply:

First: Selection shall be made from the employees on the layoff list in the same Level/Sub-level in which the vacancy exists.

Second: The position should be posted internally and externally for 7 days the Employer shall interview all internal Program Assistant applicants who are capable and qualified for the posted position prior to interviewing external candidates. Applicants deemed not capable and qualified shall be notified in writing.

Third: The Employer shall be free to hire externally.

11-1-3-1 The Employer may temporarily assign a current employee, an employee on the layoff list, or a temporary employee to fulfill operating requirements during the period while the filling of vacancy process is taking place but in no case for more than thirty (30) working days. Consideration will be given first to employees on the layoff list if refusal of the temporary assignment will not be a refusal to accept recall.

ARTICLE XII – REDUCTION IN WORKFORCE

12-1 Reduction in Workforce: When it becomes necessary, due to lack of funds or for other reasons for which the employee is not at fault, to reduce the number of hours assigned to a position during a contract year, to reduce hours in a manner that results in loss of health benefit eligibility, or to reduce the number of employees at a given level, such reductions shall occur in the following order and manner: according to seniority in Sub-Level. Each employee scheduled for reduction shall be notified at least fourteen (14) calendar days prior to the effective date of reduction.

12-1-1 Employees who are impacted may apply for vacancies for which they are qualified.

12-1-2 Any permanent employee in an affected position shall be permitted to exercise The Union's seniority rights to replace the least senior employee in the same Level and Sub-Level for which they are

capable and qualified. The affected employee may bump any employee who is least senior, provided the affected employee has the necessary physical fitness, ability, and minimum qualifications to perform the duties of the new position.

12-1-3 An employee displaced through this process shall retain the rights described in Sections 12-1-1 and 12-1-2.

12-1-4 During any layoff, no temporary or original probationary employee shall be employed while any permanent, qualified employee in this bargaining unit is laid off and requesting work.

12-1-5 An employee not assigned to a position under these provisions shall be placed on the recall list, by The Union's seniority, for twelve (12) months.

12-1-6 In the event of a layoff, the Employer shall provide written notice to the affected employee(s), The Union Leadership, and The Union Field Representative. At the time of notification, the Employer shall provide relevant information regarding the reason for the layoff, the effective date, and any known impact on the employee's position.

Following the issuance of layoff notices, the Employer shall offer to meet with The Union Leadership and/or Union Field Representative to review the circumstances of the layoff and to discuss available options, which may include but are not limited to reassignment, recall procedures, and other alternatives as outlined in this Agreement.

12-2 Employees who choose not to exercise their bumping rights and instead accept layoffs shall be placed on the recall list for twelve (12) months.

ARTICLE XIII- WAGES

13-1 Salary Schedule Changes: All changes in base pay are to take effect on July 1, 2025.

13-2 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. Program Assistants not at the top of the salary schedule shall be eligible for a step increase on July 1.

13-3 Overtime: Overtime shall be pre-approved by the employee's supervisor or designee. Overtime shall be paid at the rate of

time-and-one-half after 40 hours worked, which includes holidays. There shall be no accrual of compensatory time on either a formal or informal basis in lieu of paid overtime. Exempt employees (as per the Fair Labor Standards Act (FLSA)) shall not be eligible for overtime.

13-4 Salary Schedule: 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.

13-4-1 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.

13-4-2 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 XIV- SENIORITY/LONGEVITY

14-1 Seniority Union seniority shall accumulate from the date of hire as a Program Assistant.

14-1-1 Loss of Seniority: Accumulated seniority shall be lost if the Program Assistant:

- a. Resigns voluntarily.
- b. Is discharged for just cause

Program Assistants who are on childcare, and medical leaves will only accrue seniority for the first two (2) calendar years of leave.

Seniority shall not accumulate during personal leave without pay granted for personal reasons by the Employer of more than six (6) months in duration.

Program Assistants who are on government service, or Union leave shall be held harmless.

14-1-2 Reclassification/Recategorized Seniority: School district employees who are reclassified/recategorized into the Program Assistant bargaining unit shall be credited seniority to their date of hire in the previous bargaining unit.

14-1-2 Seniority List: A current seniority list will be emailed to all members of the bargaining unit by February 1 of each year. A current seniority list shall be sent to The Union president prior to any layoff or school closing. A current seniority list will be supplied by request.

14-1-3 Ties in Seniority: In the event of a tie in classification seniority the person with the greatest years of service with the District shall be considered the senior employee. If employees have equal time with the District, the senior most employee shall be decided by the highest last four digits of the employee's social security number.

14-2 Longevity: School district longevity shall accumulate from the most recent date of hire from any bargaining unit.

14-3 Employee Training: Program Assistants may request reimbursement for outside training. Course content must relate to the applicant's present position and must be pre-approved by program supervisor and senior leadership. The amount of reimbursement provided, if any, shall be determined by the building or program guidelines.

ARTICLE XV LEAVES OF ABSENCE

15-1 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.

15-2 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.

Program Assistants working fifty-two (52) weeks per year shall accrue twelve (12) days of sick leave annually. 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.

15-2-1 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

15-2-2 Family Medical Leave Act: The Employer may apply the provisions of the Family and Medical Leave Act (FMLA) to Program Assistants granted sick leave under this section.

15-2-3 Sick Leave Pool: The Employer shall maintain a Sick Leave Pool. Pool bylaws are available through Human Resources.

15-2-5 Excess Sick Leave Days: At the end of the contract year, 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.

15-3 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.

15-4 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.

15-5 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.

15-5-1 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.

15-5-2 Length of Leave: Childcare leave shall not exceed two (2) full calendar years.

15-5-3 Failure to Return: Failure to return on the agreed-upon date may constitute grounds for termination unless an extension is mutually approved.

15-5-4 Seniority: Employees granted leave under this section shall continue to accrue seniority during the leave.

15-6 Leaves of Absence: Medical, childcare, FMLA, military, union, or government service leaves may be granted without loss of current seniority.

Leaves for personal reasons may also be granted; however, seniority shall not accrue during personal leaves exceeding six (6) months (see Section 14-1-1). Personal leave shall not exceed one (1) continuous twenty-four (24) month period.

15-7 Governmental Service Leave: Leave shall be granted to Program Assistants elected or appointed to perform union service or to serve in state or federal office. Employees shall accrue seniority for the first two (2) years of such leave.

15-8 Military Leave: 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.

15-9 Medical Leave: 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.

15-10 Reinstatement After Leave: An employee returning from an approved leave of less than one (1) year shall be reinstated to the position held at the start of the leave. If the position has been eliminated, placement shall follow the procedure outlined in Section 11-1.

Employees returning from a leave of one (1) year or more shall be placed according to Section 11-1. Compensation upon return shall align with the current contract.

ARTICLE XVI - CAFETERIA BENEFITS

16-1 Cafeteria Benefits:

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

16-1-1 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.

16-1-2 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.

16-1-3 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.

16-1-4 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 16-1-1.

16-1-5 Discontinuation of Allocation: Monthly allocation to 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.

16-1-6 Part-time 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.

16-2 Deferred Compensation

16-2-1 Eligibility Full-time 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.

16-2-2 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 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 Program Assistants whose assignment is at least twenty (20) hours per week shall receive a prorated match.

16-2-3 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.

16-2-4 Part-Time Program Assistants 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 XVII - NO STRIKE-LOCK OUT PLEDGE

17-1 No Strike-Lock Out Pledge: During the term of this Agreement, neither The Union nor any bargaining unit member shall engage in, authorize, or encourage any strike, work stoppage, withholding of services, or refusal to perform duties normally assigned. During the term of this Agreement, the Employer shall not engage in a lockout of bargaining unit members.

ARTICLE XVIII - NON-DISCRIMINATION

18-1 Non-Discrimination: District 281 and the 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.

ARTICLE XIX - RECATEGORIZATION/LEVEL CHANGES

19-1 Recategorization/Level Changes: If a Program Assistant believes there has been a substantial and sustained change in job responsibilities over an extended period, the employee shall submit a written request for review and confer with their immediate supervisor. The supervisor may review and comment on the request and shall forward it to the Executive Director of Human Resources.

The Executive Director of Human Resources shall review the position with the employee and the supervisor. Based on a study and observation of the position, the Administration shall determine whether the position should be re-categorized.

If after review a position is re-categorized, the incumbent employee shall be placed in the re-categorized position. Employees whose positions are re-categorized shall have their wages adjusted effective the first full payroll period following the date the written request for re-categorization was submitted.

ARTICLE XX- DURATION AND EFFECT

20-1 Term and Reopening Negotiations: This Agreement shall remain in full force and effect commencing upon ratification. In the event a successor agreement is not reached by July 1, 2027, the provisions of this Agreement shall remain in effect during the period of negotiations.

If either party desires to modify or amend this Agreement, written notice of such intent shall be provided to the other party. If neither party provides written notice of a desire to negotiate a successor agreement, the current Agreement shall remain in full force and effect until a new agreement is reached.

Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Agreement.

20-2 Savings Clause: If any provision of this Agreement is, or at any time becomes, contrary to federal, state, or local law, such provision shall not be applicable, performed, or enforced except to the extent permitted by law. Any required substitute provision shall be subject to appropriate consultation and negotiation with The Union.

APPENDIX A - PROGRAM ASSISTANTS SALARY SCHEDULE

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

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

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

Program Assistants



Ray Dehler
Program Assistant

Local members



Eric Jacobson
Chief Negotiator
AFSCME

Independent School District 281
Robbinsdale Area Schools

Signed by:

9485AD6900D5446...
Chair Greta Evans-Becker
I.S.D. 281 School Board

Signed by:

EF82513607994E9...
Clerk ReNae J. Bowman
I.S.D. 281 School Board



Amy O'Hern
Executive Director
Human Resources, I.S.D. 281

Date May 4,2026

MEMORANDUM OF UNDERSTANDING

WHEREAS, the parties to this Memorandum of Understanding ("MOU") are ISD No. 281, Robbinsdale Area Schools ("District") and Program Assistants, ("Union"); and

WHEREAS, the parties agree to pay a \$0.30 split shift differential to all program assistants working for Adventure Club.

This agreement shall be in place from the effective date and shall remain in place through the 2025-2027 contract.

Local Field Representative

By:

Date:



Robbinsdale PA Leadership

By: Ray Dehler



Date: May 8, 2026

INDEPENDENT SCHOOL DISTRICT 281

By: Amy O'Hern

Executive Director of Human Resources

Date: April 23, 2026

MEMORANDUM OF UNDERSTANDING

The Robbinsdale Area School District's Community Education Department (hereinafter "Community Education") has adopted procedures governing the terms and conditions of employment for Adventure Club/Early Adventures/The Basement Program Assistants who provide **care** for Adventure Club/Early Adventure/The Basement students (hereinafter "Program Assistants"). The purpose of this Memorandum of Understanding (hereinafter "MOU") is to memorialize the agreement between the Community Education department ("Community Education") and the Program Assistants concerning a one-time childcare stabilization stipend for the 2026-2027 school year of up to \$5,700 (based on role, weeks worked and/or school year site size) to be paid in four installments.

See details below:

Stipends to site supervisors will be paid as follows: **September 2026 \$1,125** (For hours worked over the summer: June, July, August), **December 2026 \$1,125** (for hours worked in September, October, and November), **March 2027 \$1,125** (for hours worked in December, January, and February), and **June 2027 \$1,125** (for hours worked in March, April, May, and the school days in June).

Additionally, site supervisors will receive a stipend increase during the December, March & June payments for the following criteria:

Site contracts over 150=\$1,200 per year

Site contracts over 100=\$800 per year

Site contracts over 50=\$400 per year

The amount will be split evenly among the 3 payment periods during the school year.

Stipends for Assistant site supervisors will be paid up to \$3,750 per year and paid as follows:

September 2026 \$937.50 (For hours worked over the summer: June, July, August), **December 2026 \$937.50** (for hours worked in September, October, and November), **March 2027 \$937.50** (for hours worked in December, January, and February), and **June 2027 \$937.50** (for hours worked in March, April, May, and the school days in June).

Stipends for Inclusion Support and Inclusion Assistants will be paid up to \$2500 per year and paid as follows:

September 2026 \$625 (For hours worked over the summer: June, July, August), **December 2026 \$625** (for hours worked in September, October, and November), **March 2027 \$625** (for hours worked in

December, January, and February), and **June 2027 \$625** (for hours worked in March, April, May, and the school days in June).

Stipends for The Basement: Site Leads will be paid up to \$1200 per year for working 32.5 hours per week and paid as follows:

December 2026 \$400 (for hours worked in September, October, and November), **March 2027 \$400** (for hours worked in December, January, and February), and **June 2027 \$400** (for hours worked in March, April, May, and the school days in June).

In order to receive the stipend, Adventure Club/Early Adventures/The Basement staff must have worked in the program area during the funding period and be actively employed with Adventure Club/Early Adventures/The Basement at the date of each payout in September, December, March and June.

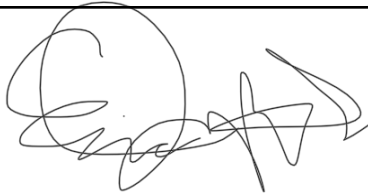
WHEREAS, the purpose of this stipend is to enhance stabilization amongst Adventure Club/Early Adventures/The Basement staff, individuals who leave the district or transfer out of the eligible program areas will no longer qualify to receive the stipend.

WHEREAS, the terms of this Memorandum of Understanding shall only apply to Program Assistants who provide care for Adventure Club/Early Adventure/The Basement students, and shall only be applicable for the 2026-2027 school year.

WHEREAS, Childcare Stabilization Grant funding must be applied for monthly and is not guaranteed. The parties further agree that, due to the uncertain nature of the **Childcare Stabilization Grant**, this Memorandum may be modified by mutual agreement.

This agreement addresses the 2026-2027 school year only and sets no precedent, nor shall it be introduced by either party in any proceedings as evidence of past practice.

Anthony Williams Executive Director of Community Education	Amy O’Hern Executive Director of Human Resources
Ray Dehler Acting President of Program Assistants AFSCME Union	Program Assistants Field Representative Eric Jacobson

	
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