

**Watertown-Mayer Public Schools
Independent School District #111**

Administrative Assistants

**Personnel Policies and Wage Schedules for the
2026-2027 and 2027-2028
School Years**

Approved by the School Board on

June 22, 2026

**Watertown-Mayer Public Schools
1001 Highway 25 NW
Watertown, MN 55388**

Phone: 952-955-0480

Fax: 952-955-0481

Web Address: www.wm.k12.mn.us

TABLE OF CONTENTS

ARTICLE I: PURPOSE	4
Section 1. Parties:	4
Section 2. Recognition Of Representative Group:	4
Section 3. Definitions:	4
Section 4. School Board Rights	5
Section 5. Administrative Assistants Rights	5
ARTICLE II: RATES OF PAY	6
Section 1. Wage Schedules:	6
Section 2. Successor Agreement:	6
Section 3. Basis of Payment:	6
Section 4. Overtime:	6
ARTICLE III: HOURS OF SERVICE	7
Section 1. Basic Work Week and Work Year:	7
Section 2. Part-Time Administrative Assistants:	7
Section 3. Shifts and Starting Time:	7
Section 4. Lunch Period:	7
Section 5. School Closing:	7
Section 6. Duration	7
ARTICLE IV: GROUP INSURANCE	8
Section 1. Selection of Carrier:	8
Section 2. Health and Hospitalization Insurance:	8
Section 3. Long-Term Disability Insurance:	9
Section 4. Claims Against the School District:	9
Section 5. Duration of Insurance Contribution:	9
Section 6. Life Insurance:	9
Section 7. Retiree Insurance Coverage:	9
ARTICLE V: LEAVES OF ABSENCE	9
Section 1. Sick Leave:	9
Section 2. Child Care Leave:	10
Section 3. Workers' Compensation:	11
Section 4. Bereavement Leave:	12
Section 5. Emergency Leave:	12
Section 6. Jury Duty Leave:	12
Section 7. Unpaid Leave of Absence:	12
Section 8. Medical Leave:	13
Section 9. Insurance Application:	13
Section 10. Credit:	13
Section 11. Vacation:	13
Section 12. Holidays	14

ARTICLE VI: BENEFITS	15
Section 1. School District 403(B) Match	15
Section 2. Longevity Pay:	16
Section 1. Probationary Period:	16
Section 2. Probationary Period; Change of Classification:	16
Section 3. Completion of Probationary Period:	17
Section 4. Seniority Date:	17
ARTICLE VIII: REDUCTION IN FORCE	17
ARTICLE IX: GRIEVANCE PROCEDURE	17
Section 1. Grievance Definition:	17
Section 2. Representative:	17
Section 3. Definitions and Interpretations:	17
Section 4. Time Limitation and Waiver:	18
Section 5. Adjustments of Grievance:	18
Section 6. School Board Review:	19
Section 7. Denial of Grievance:	19
Section 8. Arbitration Procedures:	19
SCHEDULE A	21
Signature of Agreement	22
Sick Leave Bank	23

ARTICLE I: PURPOSE

Section 1 Parties:

This Agreement is entered into between Independent School District No. 111, Watertown, Minnesota, hereinafter referred to as the School District, and the District's Administrative Assistants Group, hereinafter referred to as the Representative Group, 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 District's Administrative Assistants during the duration of this Agreement.

Section 2. Recognition Of Representative Group:

Subd 1. Recognition: In accordance with PELRA, the School District recognizes the Districts' Administrative Assistants Group as the Representative Group for administrative assistants employed by the School District which, as exclusive representative, shall have those rights and duties as prescribed by PELRA and as described in the provisions of this Agreement.

Subd 2. Appropriate Unit: The Representative Group shall represent all administrative assistants of the School District as defined in this Agreement, PELRA, and certification by the Bureau of Mediation Services, if any.

Section 3. Definitions:

Subd 1. Terms and Conditions of Employment: For purposes of this Agreement, the term "Terms and Conditions of Employment" shall mean the hours of employment, the compensation therefore, including fringe benefits except retirement contributions or benefits and the employer's personnel policies affecting the working conditions of the administrative assistants.

Subd 2. Description of Appropriate Unit: For purposes of this Agreement, the term "District's' Administrative Assistants" shall mean all persons in the appropriate unit employed by the School District in such classifications excluding the following: confidential employees, supervisory employees, essential employees, part-time employees whose services do not exceed the lesser of 14 hours per week or 35 percent of the normal work week in the employees bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year unless those positions have already been filled in the same calendar year and the cumulative number of days in the same position by all employees exceeds 67 calendar days in that year and emergency employees.

Subd 3. School District: For purposes of this Agreement, the term "School District" shall mean the school board or its designated representative.

Subd 4. Administrative Assistants: For purposes of this Agreement, the term "administrative assistants" shall mean School District's administrative assistants.

Subd 5. Full-Time and Part-Time: For purposes of this Agreement, the term "full-time administrative assistants shall mean administrative assistants who work at least 2000 hours per year, including holidays and vacation days. The term "part-time administrative assistants" shall mean administrative assistants who work less than 2000 hours per year, including holidays and vacation days.

Subd 6. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

Section 4. School Board Rights

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

Subd. 2. Management Responsibilities: The Representative Group recognizes the right and obligation of the School District to efficiently manage 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.

Subd. 3. Effect of Laws, Rules and Regulations: The Representative Group recognizes that all administrative assistants covered by this Agreement shall perform the services and duties prescribed by the School District and shall 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 District. The Representative Group 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 and recognizes that the School District, all administrative assistants covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives, or orders shall be null and void and without force and effect.

Subd. 4. Reservation of Managerial Rights: The foregoing enumeration of rights and duties shall 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 District.

Section 5. Administrative Assistants Rights

Subd. 1. Rights to Views: Nothing contained in this Agreement shall be construed to limit, impair, or affect the right of any administrative assistant or his/her 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 designed to and does not interfere with the full,

faithful, and proper performance of the duties of employment, or circumvent the rights of the Representative Group.

Subd. 2. Right to Join: Administrative assistants shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Administrative assistants in an appropriate unit shall have the right by secret ballot to designate a representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for administrative assistants of such a unit with the School District.

ARTICLE II: RATES OF PAY

Section 1. Wage Schedules:

The wages reflected in Schedule A, attached hereto, shall be a part of the Agreement for the periods commencing from July 1, 2024 to June 30, 2026. Upon approval by the School Board, administrative assistants shall receive applicable step advancement on July 1, 2024 and July 1, 2025 if they have worked at least (500) hours during the previous fiscal year.

Section 2. Successor Agreement:

During the duration of this Agreement, advancement on any salary schedule shall be subject to the terms of this Agreement. In the event a successor Agreement is not entered into prior to the expiration of this Agreement, an administrative assistant shall be compensated according to his/her current rate until a successor Agreement is entered into.

Section 3. Basis of Payment:

Administrative assistants shall be paid on the basis of a scheduled periodic electronic time card which shall be verified by the School District.

Section 4. Overtime:

Compensation shall be made for hours worked in excess of the designated forty (40) hour work week at one and one-half times the agreed hourly rate. Overtime will not be paid if paid time off and / or a holiday happens in the same week. Overtime is paid on actual hours worked in excess of 40 hours in one week.

An administrative assistant may have the option of electing to take compensatory time off at such time or times as is agreeable between the administrative assistant and the School District, but to be used before June 30th of the respective fiscal year.

Overtime must be pre-approved by building administration.

ARTICLE III: HOURS OF SERVICE

Section 1. Basic Work Week and Work Year:

A regular work week for full-time administrative assistants shall consist of forty (40) hours per week, exclusive of lunch.

Section 2. Part-Time Administrative Assistants:

The School District reserves the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis.

Section 3. Shifts and Starting Time:

All administrative assistants will be assigned starting time and shifts as determined by the School District.

Section 4. Lunch Period:

Administrative assistants shall be provided a duty-free, unpaid lunch period of at least thirty (30) minutes each day.

Section 5. School Closing:

If school is closed due to inclement weather, administrative assistants shall receive pay at his or her normal rate without any deduction from leave accumulations, including vacation time, except when certified staff are ordered to report.

Section 6: Duration

Subd. 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on its date of execution, through June 30, 2026, and thereafter until modifications are made pursuant to PELRA. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent no later than ninety (90) days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Agreement.

Subd. 2. Effect: This Agreement constitutes the full and complete Agreement between the School District and the exclusive representative representing the administrative assistants. The provisions herein relating to 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.

Subd. 3. Meet and Confer: Administrative assistants shall be afforded the opportunity to discuss and resolve any issues or matters relating to this Agreement that comes up in a mutual meeting between the Representative Group and the school board.

Subd. 4. Finality: Any matters relating to the terms and conditions of employment, whether or not referred to in this agreement, shall not be open for negotiation during the term of this Agreement.

Subd. 5. Severability: The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstance is held invalid, it shall not affect any other provisions of this Agreement, or the application of any provision thereof.

ARTICLE IV: GROUP INSURANCE

Section 1. Selection of Carrier:

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

Section 2. Health and Hospitalization Insurance:

Subd. 1. Full-Time administrative assistants: The School District shall contribute a sum not to exceed \$9500 per annum for the 2026-2027 and 2027-2028 school years toward the health and hospitalization insurance premiums. The full-time administrative assistant must be employed by the School District, qualify for, and enrolled in the School District's group health and hospitalization plan and/or dental plan. Any additional cost of the premium shall be borne by the administrative assistant and paid by payroll deduction.

In the event that the premium for selected insurance coverage is less than the allowable maximum allowance per annum for the respective school years, the district will contribute the remaining balance into an employee HSA or VEBA account. For this Subdivision, unpaid days taken by an employee will not reduce benefits.

Subd. 2. Part-Time administrative assistants: The School District shall contribute a sum not to exceed \$9500 * the employee's FTE per annum for the 2026-2027 and 2027-2028 school years towards part-time administrative assistants' Health and Hospital Insurance premiums. The administrative assistant must be employed by the School District, qualify for, and enrolled in the School District's group health and hospitalization insurance plan and/or dental plan.

Example: 1664 annual hours = 80% pro-ratio x \$9500 = \$7600 contribution.

Any additional cost of the premium shall be borne by the part-time administrative assistant and paid by Payroll deduction. In the event that the premium for selected insurance coverage is less than the allowable maximum allowance per annum for the respective school years, the school district will contribute the remaining balance into an employee HSA or Veba account. For this Subdivision, unpaid days taken by an employee will not reduce this benefit.

Section 3. Long-Term Disability Insurance:

The School District shall provide long-term disability insurance for each administrative assistant in accordance with the respective administrative assistant's School District salary. Benefits shall be paid in accordance with the terms of the existing policy and premiums shall be paid in full by the School District.

Section 4. Claims Against the School District:

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

Section 5. Duration of Insurance Contribution:

An administrative assistant is eligible for School District contribution as provided in this Article as long as the administrative assistant is employed by the School District. Upon termination of employment, all School District contributions shall cease.

Section 6. Life Insurance:

The School District shall pay the full premium for \$30,000 of life insurance, via the School District's plan, for each full-time administrative assistant.

Section 7. Retiree Insurance Coverage:

A retiring administrative assistant shall be permitted, subject to the insurance company's provisions, to continue participation in the School District's group health, hospitalization and dental program(s) at his or her own expense.

ARTICLE V: LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. An administrative assistant shall earn sick leave at the rate of one (1) day or eight (8) hours for each month of service in the employ of the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the administrative assistant's work year and shall accrue up to a maximum of twelve (12) days per annum.

Subd. 2. There shall be a limitation on accumulated sick leave allowance of 120 days or 960 hours.

Subd. 3. Sick leave with pay shall be allowed whenever an administrative assistant's absence is found to have been due to illness which prevented his/her attendance and performance of duties on that day or days. Sick leave may be taken in full-day increments, but not less than one-quarter-day increments.

Subd. 4. The School District may require an administrative assistant to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an administrative assistant for sick leave is reserved to the School District. In the event that a medical certificate will be required, the administrative assistant will be so advised.

Subd. 5. For pay purposes, each administrative assistant shall be paid for a sick leave day equivalent in length to that to which he/she has been assigned, not to exceed eight (8) hours per day.

Subd. 6. Sick leave with pay shall be allowed only whenever an absence is found to have been due to the employee's illness and/or disability which prevented his/her attendance and performance of duties on that day or days, except as provided for by other provisions in this article or by law. Effective January 1, 2024, the School District will follow MN Statute 181.9447 (Use of Earned Sick and Safe Time) .

Subd. 7. Upon retirement, an administrative assistant who has worked for the district for at least 20 years and has at least forty (40) unused sick days will be eligible for a one-time contribution of up to ten (10) unused sick days at the rate of \$150/day into a Post Retirement Health Care Savings Plan.

Section 2. Child Care Leave:

Subd. 1. A child care leave may be granted by the School District subject to the provisions of this Section. Child care leave will be granted to the parent of a small child or disabled child, provided such parent is caring for the child on a full-time basis or during the period of disability of the other parent.

Subd. 2: An administrative assistant making an application for child care leave shall inform the Superintendent of Schools in writing of intention to take the leave at least three calendar months before commencement of the intended leave.

Subd. 3. If the reason for the child care leave is occasioned by pregnancy, an administrative assistant may utilize sick leave pursuant to the sick leave provisions of the Agreement during a period of disability. However, an administrative assistant shall not be eligible for sick leave during a period of time covered by a child care leave.

Subd. 4. The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year - i.e., winter vacation, spring vacation, semester break or quarter break, end of grading period, end of the school year, or the like. The period of time from a natural break in the school year to requested beginning or ending date of child care leave or sick leave may be used as a short-term leave. The availability of a substitute administrative assistant may also be considered by the School District in establishing the duration of child care leave.

Subd. 5. In making a determination concerning the commencement and duration of a child care leave, the School District shall not, in any event, be required to:

- A. Grant any leave for more than twelve (12) months in duration.
- B. Permit the administrative assistant to return to his or her employment prior to the date designated in the request for child care leave.

Subd. 6. An administrative assistant returning from child care leave shall be re-employed in a position of like status and pay for which he or she is qualified unless previously discharged.

Subd. 7. Failure of the administrative assistant to return pursuant to the date determined under this Section shall constitute grounds for termination unless the School District and the administrative assistant mutually agree to an extension in the leave.

Subd. 8. The parties agree that the applicable periods of probation for administrative assistants as set forth in this contract are intended to be periods of actual service enabling the School District to have the opportunity to evaluate an administrative assistant's performance. The parties agree, therefore, that periods of time for which the administrative assistant is on child care leave shall not be counted in determining the completion of the probationary period.

Subd. 9. An administrative assistant who returns from child care leave within the provisions of this Section shall 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 administrative assistant shall not accrue additional experience credit for pay purposes or leave time during the period of absence for child care leave.

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

Subd. 11. Leave under this Section shall be without pay or paid fringe benefits.

Section 3. Workers' Compensation:

Pursuant to M.S. 176.021, Subd. 5: An administrative assistant injured on the job in the service of the School District and collecting Workers' Compensation insurance may draw sick leave and receive full salary from the School District, his/her salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from his/her accrued sick leave (in increments of one-quarter day).

Section 4. Bereavement Leave:

Subd. 1. Up to five (5) days of leave will be allowed due to a death in an administrative assistant's immediate family. Immediate family is defined as the administrative assistant's spouse, child, parent, parent-in-law, and individuals for whom the administrative assistant or spouse serves as the legal guardian.

Subd. 2. Up to three (3) days of leave will be allowed due to the death of an administrative assistant's brother, sister, grandparent, grandchild, brother-in-law, or sister-in-law.

Subd. 3. Up to one (1) day of leave per year will be allowed to attend the funeral of a friend or relative other than those relatives specified in subds. 1 and 2 in this Section.

Subd. 4. Bereavement leave in this Section will be deducted from accumulated sick leave.

Subd. 5. Written application for this leave should be arranged in advance except in the case of an emergency.

Section 5. Emergency Leave:

Subd. 1. There will be an allowance of up to five (5) days per year for absence due to emergency, serious illness or injury in the immediate family. Immediate family is defined as the administrative assistant's spouse, child, parent, parent-in-law, and individuals for whom the administrative assistant or spouse serves as legal guardian. This leave must have prior approval by the Superintendent.

Subd. 2. The School Board may require an employee to furnish competent evidence of family illness in order to qualify for emergency leave. If a medical certificate will be required, the employee will be advised. However, the final determination as to the eligibility of an employee for emergency leave is reserved to the School Board.

Subd. 3. Days used shall be deducted from accumulated sick leave.

Section 6. Jury Duty Leave:

An administrative assistant required to perform jury duty shall receive their full pay equivalent in length to that to which he/she has been assigned. . Upon receipt of any compensation which is received from the court system, the employee shall turn in to the School District.

Section 7. Unpaid Leave of Absence:

Each full-time administrative assistant shall be granted twenty (20) days of unpaid leave annually, without the loss of any insurance, vacation or leave benefits.

Subd. 1 The administrative assistant shall notify their immediate supervisor of their intent to take said leave at least two days in advance, except in cases of emergency.

Subd. 2 Leave under this Section shall not be taken while school is in session.

Section 8. Medical Leave:

Subd. 1 An administrative assistant, who has completed his/her probationary period, who is unable to perform his/her duties because of illness or injury and who has exhausted all sick leave credit available, or has become available for long-term disability compensation, may, upon request, be granted a medical leave of absence, without pay, up to six (6) months. This leave may be renewed at the discretion of the School District.

Subd. 2 A request for leave of absence, or renewal thereof, under this section, shall be accompanied by a doctor's written statement outlining the condition of health and estimated time at which the administrative assistant is expected to be able to assume his/her normal responsibilities.

Section 9. Insurance Application:

An administrative assistant on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The administrative assistant shall pay the entire premiums for such insurance commencing with the beginning of the leave, and shall pay to the School District the monthly premium in advance.

Section 10. Credit:

An administrative assistant who returns from unpaid leave shall retain experience credit for pay purposes and other benefits, which he/she had accrued at the time he/she went on leave. No credit shall accrue to the period of time that an administrative assistant was on unpaid leave.

Section 11. Vacation:

Subd. 1. Eligibility: This section shall apply only to administrative assistants who work full-time and have assigned work hours of at least 2000 hours for the contract year. Part-time administrative assistants or employees that work less than 2000 hours per contract year shall not receive any vacation days.

Subd. 2. Vacation Days for Full-time administrative assistants: The following chart shows the number of vacation days each full-time employee would qualify for annually with verified years of full-time secretarial service to the Watertown-Mayer School District:

Year of Service to WM	# Days
0 - 1	10
2 - 8	15
9 - 15	20
16+	25

Upon hire, the employee will be placed on year 0.

Subd. 3. Application:

A. Full-time administrative assistants shall accrue vacation on a monthly rate of their total annual vacation days divided by twelve (12). Vacation time has the ability to go into the negative as long as the balance of vacation is 0.00 on 6.30 of each year. At no time during the year will the negative balance be greater than the remaining vacation accrual amount. If vacation time is negative on 6.30 of any contract year, the district will deduct the negative hours from the remaining paycheck of the contract year. If an employee leaves the district and the vacation time is negative, the district will deduct the negative hours from the remaining paycheck.

B. All available vacation on 6.30.26 will remain in the employee's accrued vacation total. At no time within the year will the vacation balance accrue to more than 35 days.

C. Only five (5) days of vacation should be used during student contact days. Additional days may be approved by Administration.

D. The scheduling of all vacation time shall be approved by the School District.

Section 12. Holidays

Subd. 1. Paid Holidays: Full-time administrative assistants that work a minimum of Two Thousand (2000) annual hours shall be granted the following twelve (12) paid holidays:

Fourth of July	Memorial Day	June 19
Labor Day	Thanksgiving Day	Friday after Thanksgiving
Christmas Eve Day	Christmas Day	New Year's Eve Day
New Year's Day	President's Day	Good Friday

Subd. 2. Part-Time administrative assistants:

Part-time administrative assistants who work a minimum of One Thousand Three Hundred (1,300) annual hours shall be granted the following ten (10) paid holidays:

Memorial Day	Labor Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving	Christmas Eve Day
Christmas Day	New Year's Eve Day	New Year's Day
President's Day		

Subd. 3. Weekends: Holidays that fall on weekends will be observed on a day established by the School District.

Subd. 4. School in Session: The School District reserves the right, if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof. Any legal holiday or holidays which fall within an administrative assistant's vacation period shall not be counted as a vacation day.

Subd. 5. Payment for Holidays: For pay purposes, each administrative assistant shall be paid for a holiday equivalent in length to that to which he/she has been assigned, not to exceed eight (8) hours per day.

Section 13 Personal Days: Full-time administrative assistants do not receive personal days. All Part-time administrative assistants that work a minimum of (900) hours per contract year shall receive two (2) personal days each year. Two (2) personal days can be carried over to the next year to a maximum of four (4) personal days with no accumulative carryover options.

ARTICLE VI: BENEFITS

Section 1. School District 403(B) Match

Subd. 1. Applicable Laws:: The 403(b) annuity-match program is subject to the laws of the State of Minnesota (M.S. Sect. 356.24) and the Internal Revenue Code [26 U.S.C.S.S. 403(b)].

Subd 2. Eligibility: Eligible employees may elect to participate in the 403(b) matching program pursuant to the annuity plan requirements. Said election must be made by the 9th of July (or the Friday before if the 9th falls on a weekend) of the plan year. Once an eligible employee elects to participate in the 403(b) annuity-match program, said election is irrevocable for that school year and will continue each subsequent year unless modified by the employee at the mentioned deadline of a new school year.

Subd. 3. Approved Plan: Administrative assistants may select from up to four (4) vendors as determined by the School Board.

Subd. 4. Maximum Yearly Contribution: The School District's maximum matching contribution shall be \$2,000 for 2026-2027 and 2027-2028 school years for a full- time administrative assistant. The School District shall contribute a prorated amount for other administrative assistants who work at least 800 hours per year according to the following formula: Total Annual Hours Assigned / 2080 X \$ maximum yearly amount = School District Contribution.

Subd. 5. Maximum Lifetime Contribution: Maximum lifetime School District contribution for an individual administrative assistant shall not exceed \$40,000.

Subd. 6. Match Obligation: In order to receive the School District's 403(b) contribution, an administrative assistant must match the District contribution.

Subd. 7. Non-Accumulative: The School District's match responsibilities are non-accumulative. That is, an administrative assistant who does not participate one or more years cannot reclaim the School District matched dollars in subsequent years. The

administrative assistant's contribution to the 403(b) plan shall be done via payroll deduction over equal installments directed by the administrative assistant.

Subd. 8. Payroll Deduction: The employee's contribution to the 403(b) match plan shall be done via payroll deduction over 24 equal installments as directed by the employee.

Subd. 7. Approved Plan: administrative assistants may select from up to three vendors as determined by the School Board.

Section 2. Longevity Pay:

Administrative assistants employed by the School District and who have completed at least five (5) years of continuous service with the School District shall be eligible to receive per/hour longevity pay as per schedule:

Years of Continuous Service	Longevity pay / hour
0 - 4	0.00
5 - 9	.75
10 - 14	1.00
15 - 19	1.25
20+	1.50

Upon hire, the employee will be placed on year 0.

ARTICLE VII: DISCIPLINE DISCHARGE & PROBATIONARY PERIOD

Section 1. Probationary Period:

An administrative assistant under the provisions of this Agreement shall serve a probationary period of twelve (12) months of continuous service in the School District during which time the School District shall have the unqualified right to suspend without pay, discharge, or otherwise discipline such administrative assistant; and during this probationary period, the administrative assistant shall have no recourse to the grievance procedure, insofar as suspension, discharge, or other discipline is concerned. However, a probationary administrative assistant shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated.

Section 2. Probationary Period; Change of Classification:

In addition to the initial probationary period an administrative assistant transferred or promoted to a different classification shall serve a new probationary period of three (3) calendar months in any such new classification. During this three (3) month probationary period, if it is determined by the School District that the administrative assistant's performance in the new classification is inadequate, the School District shall have the right to reassign the administrative assistant to his/her former classification.

Section 3. Completion of Probationary Period:

An administrative assistant who has completed the probationary period may be suspended without pay or discharged only for cause. An administrative assistant who has completed the probationary period and is suspended without pay or discharged shall have access to the grievance procedure.

Section 4. Seniority Date:

Administrative assistants shall acquire seniority upon completion of the probationary period as defined in this Agreement, and upon acquiring seniority, the seniority date shall relate back to the first date of service. If more than one administrative assistant commences work on the same date, seniority ranking for such **administrative assistants** shall be determined by the School District.

ARTICLE VIII: REDUCTION IN FORCE

The parties recognize the principle of seniority in the application of this Agreement, within classification (Districts' Administrative Assistants) concerning reduction in force, provided the administrative assistant is fully qualified to perform the duties and responsibilities of the position. An administrative assistant on layoff shall retain seniority and the right to recall, within classification, in seniority order for a period of twelve (12) months after the date of the layoff.

ARTICLE IX: GRIEVANCE PROCEDURE

Section 1. Grievance Definition:

A "grievance" shall mean an allegation by an administrative assistant resulting in a dispute or disagreement between the administrative assistant and the School District as to the interpretation or application of terms and conditions contained in this Agreement.

Section 2. Representative:

The administrative assistant, 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 his/her behalf.

Section 3. Definitions and Interpretations:

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

Subd. 2 Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all week days not designated as holidays by state law.

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

be counted, 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 shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 4. Time Limitation and Waiver:

Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty (20) days after the date the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the administrative assistant and the School District's designee.

Section 5. Adjustments of Grievance:

The School District and the administrative assistant shall attempt to adjust all grievances, which may arise during the course of employment of any administrative assistant within the School District in the following manner:

Subd. 1 Level I: If the grievance is not resolved through informal discussions, the School District designee shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

Subd. 2 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 of Schools, the Superintendent of Schools or his/her designee shall 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 of Schools or his/her designee shall issue a decision in writing to the parties involved.

Subd. 3 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 shall set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the school board shall 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 shall 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 notify 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. Denial of Grievance:

Failure of the school board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the administrative assistant may appeal it to the next level.

Section 8. Arbitration Procedures:

In the event that the administrative assistant 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 of Schools within ten (10) days following the decision in Level III of the grievance procedure.

Subd. 2 Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3 Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, 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 PERB to appoint an arbitrator, pursuant to M.S. 572.10, providing such a request is made within twenty (20) days after request for arbitration. The request shall ask that the appointment be made within thirty (30) days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the PERB within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4 Submission of Grievance Information:

A. Upon appointment of the arbitrator, the appealing party shall within five (5) days after notice of appointment forward to the arbitrator, with a copy to the school board, the submission of the grievance, which shall include the following:

1. The issues involved,
2. Statement of the facts,

3. Position of the grievant,

4. The written documents related to this Article

B. The School District may make a similar submission of information relating to the grievance either before or at the time of the hearing.

Subd. 5 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.

Subd. 6 Decisions: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions, in all cases properly presented before the arbitrator, shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by in the PELRA.

Subd. 7 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. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses, which the parties mutually agree are necessary for the conduct of the arbitration.

Subd. 8 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 public school boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

SCHEDULE A

Step	2026-2027	2027-2028
1	23.27	23.97
2	24.45	25.18
3	25.64	26.41
4	27.28	28.10
5	28.92	29.79

Signature of Agreement

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

ISD NO. 111:

District Administrative Assistant Group:

_____ School Board Chair	_____ Date	_____ Denise Gehlhausen	_____ Date
_____ School Board Clerk	_____ Date	_____ Valerie Curtis	_____ Date
		_____ Kathleen Helget	_____ Date
		_____ Nichole Hunkins	_____ Date
		_____ Kayla Johnson	_____ Date
		_____ Debbie Neaton	_____ Date
		_____ Kelly Stauffer	_____ Date
		_____ Rebecca Lahr	_____ Date
		_____ Miranda Winker	_____ Date



Watertown Mayer
Public Schools

Sick Leave Bank

A. Medical Emergency. The District and Association have established a sick leave bank (SLB) for qualifying employees and immediate family who experience a “medical emergency.” A “medical emergency” is defined as a medical condition of the employee that will require a prolonged absence from duty (meaning more than 5 consecutive duty days) and will result in a substantial loss of income because the teacher or employee has exhausted all forms of paid leave.

B. Donations. Donations into the Sick Leave Bank will be open to all qualifying employees. Employees who choose to become a member of the SLB must donate one (1) day or eight (8) hours of their accumulated sick leave to the Sick Leave Bank. Employees will need to complete a donation form indicating participation by the 15th day of September the school year. An employee that previously declined membership, or is newly hired, can elect to participate at the beginning of the next school year. A completed SBL form must be completed and submitted to the District Office by the fifteenth (15th) day of September. Any employee who does not complete the proper form by the deadline stated within this section will not be a member of the Sick Leave Bank for that year.

C. Renewing SLB Balance. If the Sick Leave Bank reaches a balance below 120 days or 960 hours, each member will be notified and an additional donation of 1 (one) day or eight (8) hours to the SLB. If the employee does not donate the additional day or hours within the timeframe established by the school district, will not be a renewed member of the sick leave bank. At the renewal time, each member will need to complete a new SBL form. The SLB may not go into a negative balance.

D. Application Process. Employees who want to request a withdrawal of leave from the SLB must submit a written application to the District along with a medical certification from the teacher’s or employee’s treating physician. The District will approve the application if all criteria in this Section are met.

The application will be reviewed by the SLB committee. Members of the committees shall consist of: 2 teachers, 1 person from the administration contracts, 1 from the managers group, 1 from the food services and custodial group, 1 from the para group, 1 from Secretary group and 1 from the school board. The committee will make the final decision on granting the use of SLB approval. The committee’s decisions are final and they cannot be grieved.

The SLB committee may approve fewer days than the employee requests, but the employee may reapply if approved days are exhausted. The number of approved days will be deducted from the SLB upon use by the employee.

E. Limit and Eligibility for Other Benefits. Employees may use up to 60 days or 480 hours from the SLB for full time employees. An employee may reapply if more days are needed. If a part

time employees is granted SLB approval, the maximum amount of leave to be use is the employee's FTE *60 days or 480 hours during their career with the School District. Employees will immediately become ineligible to draw from the SLB if they become eligible to receive long term disability benefits, workers' compensation, other pay, or other benefits from the District or the State in place of any part of their salary.