AGREEMENT

between

INDEPENDENT SCHOOL DISTRICT #743

SAUK CENTRE, MN

and

SAUK CENTRE SECRETARIAL ASSOCIATION

for

FISCAL YEARS

2025-2026

AND

2026-2027

ARTICLE I

ARTICLES/PORTION OF THE CONTRACT

The articles here attached constitute an integral portion of the contract agreement between Independent School District #0743, Sauk Centre, Minnesota, and the Sauk Centre Secretaries.

ARTICLE II

DEFINITIONS

1. EMPLOYER - In all articles, Independent School District #0743 shall be referred to as the District.

2. EMPLOYEE - In all articles, shall also be referred to as the Sauk Centre Secretaries.

ARTICLE III

BASIC SERVICES

The Sauk Centre Secretaries shall faithfully and confidentially perform the services prescribed by their job description and the Superintendent of Schools whether or not such services are specifically described in the job description, abide by the rules, regulations, policies as established by the School Board and the Minnesota Department of Education, and any additions or amendments thereto, for the salary and benefits indicated herein, and all state and federal laws relevant thereto.

ARTICLE IV

DURATION

This contract shall remain in full force and effect, except if modified by mutual consent of the School Board and the Sauk Centre Secretaries or unless terminated as provided by law.

This contract shall be in full force and effect through June 30, 2027. At the conclusion of its term or any agreed to extension thereof neither party shall have any further claim against the other party, and the District's employment of the Sauk Centre Secretaries shall cease.

ARTICLE V

SEVERABILITY

Should any portion of this contract be found to be in violation of state law, both parties agree to immediately negotiate appropriate modifications. Unless otherwise mutually agreed, all other provisions of the contract shall remain in full force and effect.

ARTICLE VI

TERMINATION DURING TERM

The Sauk Centre Secretaries employment may be terminated during the term of this contract only for cause defined in M.S. 122A.40 Subds. 9 or 13. Except for the purposes of describing the grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable. If the School Board proposes to terminate secretarial positions during the contract term for cause as defined in M.S. 122A.40, it shall notify the Secretary in writing of the proposed grounds for termination. The Secretary shall be entitled to a hearing before an arbitrator provided the Secretary makes such a request in writing within fifteen (15) calendar days after receipt of the written notice of the proposed termination. In such an event, the parties shall jointly petition the Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the normal striking process as provided by BMS rules. The arbitrator shall conduct a hearing under normal arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding upon the parties, subject to normal judicial review of arbitration decisions as provided by law. The Secretary may be suspended with pay pending final determination by the arbitrator. If the Secretary fails to request a hearing as provided herein within the fifteen (15) calendar day period, it shall be deemed acquiescence by the Secretary to the School Board's proposed action and the proposed action shall become final on such date as determined by the School Board, and the Secretary shall have no further claim or recourse.

ARTICLE VII

DUTY YEAR/DUTY DAYS

The Sauk Centre Secretaries regular work week and work year, exclusive of lunch, shall be prescribed by the School District each year for regular employees. All employees will be assigned starting time and shifts as determined by the School District. Employees shall be provided an unpaid duty-free lunch period of at least 30 minutes. Employees may be provided a duty break(s), in addition to any lunch break, as deemed appropriate by their immediate supervisor.

ARTICLE VIII

PROBATIONARY PERIOD/SENIORITY/DISCHARGE/DISCIPLINE

Probationary Period: An employee 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 employee.

Probationary Period for Change of Classification: In addition to the initial probationary period, an employee transferred or promoted to a different classification shall serve a new probationary period of six (6) calendar months in any such new classification. During this six (6) month probationary period, if it is determined by the School District that the employee's performance in the new classification is unsatisfactory, the School District shall have the right to reassign the employee to the former classification. As mutually agreed to, an employee may be able to

return to his/her previous classification without loss of seniority, any benefits, or any additional probationary period. If mutually agreeable between the employee and the School District, the probationary period may be extended.

Completion of Probationary Period: An employee who has completed the probationary period may be suspended without pay, demoted or discharged only for cause as determined by the School Board, subject to common and accepted due process.

Promotion/Transfer: Promotions or transfer to another classification will be made only with the approval of the School District.

Seniority Date: Employees 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 continuous service in a position governed by this Agreement. If more than one employee commences work on the same date, seniority ranking for such employees shall be determined by the flip of the coin.

Seniority Lost: Seniority shall be lost for any of the following:

1. A voluntary quit.
2. A discharge for cause.
3. A lay-off of twenty-four (24) months or more.

Reduction in Force: The parties recognize the principle of seniority in the application of this Agreement, within classification, concerning reduction in force, provided the employee is fully qualified to perform the duties and responsibilities of the position. An employee on layoff shall retain seniority and right to recall, within classification, in seniority order for a period of six (6) months after the date of layoff. Employees who are laid off relative to this provision will have the right to bump a less senior employee in the same or lower classification provided he/she has completed the probationary period in the lower classification.

Discipline: The School District reserves the right to discipline an employee. Discipline may include, but not be limited to; a reprimand, suspension, demotion or discharge.

ARTICLE IX

RATES OF PAY

The wages and salaries reflected in Schedule A, attached hereto, shall be a part of the Agreement for the period commencing July 1, 2025 to June 30, 2027.

Annual step movement shall occur upon July 1 of each year for all Secretaries. An individual employee's salary advancement is subject to the right of the School District to withhold salary increases for good and sufficient grounds. In the event a successor Agreement is not entered into prior to the expiration of this Agreement, an employee shall be compensated according to the current rate until a successor Agreement is entered into.

All work performed in excess of forty (40) hours per week (Sunday through Saturday) will be compensated at time and one-half (1.5) of regular pay. All overtime shall be approved by the immediate supervisor and/or the Superintendent.

School Closing: In the event that school is closed for weather or other emergency, employees will be released as determined by their immediate supervisor and/or building principal. In such instances, employees not already on duty should report for work only if requested by their building principal AND they can safely do so. If school is canceled for the full day, employees will be allowed to work or utilize available vacation to avoid suffering a loss in pay for the time. If school is canceled after the work day has started, regardless of the reason, the employee will be paid for their regular daily scheduled hours.

ARTICLE X

MEDICAL INSURANCE

The District shall provide the Sauk Centre Secretaries and their eligible dependents with medical insurance selected from the menu of insurance coverage options offered by the District. Monthly payments towards medical insurance shall be as follows:

July 1, 2025 - June 30, 2026	$ 975.00 per month
July 1, 2026 - June 30, 2027	$1,025.00 per month

In the event this Contract will cause or does cause penalties, fees, or fines to be assessed against the District, the parties agree to reopen negotiations that result in a revised Contract between the parties that eliminates or reduces penalties, fees, or fines to be assessed against the School District. The amount of any reduction in the School District's contribution toward the Sauk Centre Secretaries healthcare benefits as a result of addressing the 'highly compensated' component of the ACA will be placed into another School District-provided benefit(s) (i.e., a retirement HRA, salary etc) as agreed upon between the parties. Any remaining insurance contribution dollars, after the high deductible plan premium has been paid, will be contributed to the Sauk Centre Secretaries HSA account.

An employee is eligible for the School District contribution as long as the employee is employed and on paid status by the School District. Upon termination of employment, all district contributions shall cease.

Retirees: An employee retiring from the School District who currently qualifies for health insurance and qualifies for PERA benefits shall be eligible to remain in the existing health and hospitalization insurance program. The District shall contribute 70% of the yearly applicable amount specified in this Article toward coverage on a per month basis for no more than 120 months from the effective date of retirement. Any additional amount of premium would be prepaid by the retiree. Employees hired after January 1, 2018 are not eligible for this benefit.

ARTICLE XI

LEAVES

1. Sick and Safe Leave: An employee shall earn sick and safe leave at the rate of (1) one day per month times their scheduled hours based on their 10 (ten) month or 11 (eleven) month position. Sick and safe leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year. Unused sick and safe leave days may accumulate to a maximum

credit of eight hundred eighty (880) hours per employee. State Statue 181.9447 (ESST) defines what this leave can be used for and which family members are included.

Sick and Safe Leave Buy Back: All employees working 1688 or more hours per year that have reached their maximum accrual of sick leave prior to July 1 of any year will be eligible for a sick and safe leave buy back. If the employee uses no (zero) sick leave for the course of the year, he/she will be eligible for five (5) days' pay at the end of the year. If the employee uses less than 16 hours of sick leave for the course of the year, he/she will be eligible for 1 day pay at the end of the year. Those qualifying for said sick and safe leave buy back will have the salary included with their July 15th check in the following year.

2. Worker's compensation: Pursuant to M.S. 176, an employee injured on the job in the service of the School District and collecting worker's compensation insurance, may draw sick leave and receive full salary from the School District, the 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 accrued sick leave.

3. Bereavement Leave: Up to five days' leave shall be allowed for death or serious illness in the employee's immediate family. The specific amount of leave allowed is subject to the discretion of the superintendent depending on the circumstances. Immediate family is defined as the employee's spouse, child, parent, grandparent, grandchild, brother or sister of the employee or employee's spouse, parent in-law or other relative living in the same household as the employee.

4. Medical Leave: An employee who is unable to perform duties because of illness or injury and who has exhausted all sick leave credit available, or has become eligible for long term disability compensation, will, upon request, be granted a medical leave of absence, without pay, up to twelve (12) months. This leave may be renewed at the discretion of the School District. A request for leave of absence, or renewal thereof, under this section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities.

5. Family and Medical Leave: As prescribed by law.

Insurance Application: An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave, and shall pay to the School District the monthly premium in advance, except as otherwise provided in Family and Medical Leave. In the event the employee is on paid leave from the School District under Sick Leave, or supplemented by sick leave pursuant to Worker's Compensation hereof, the School District will continue insurance contributions as provided herein until sick leave is exhausted. Thereafter, the employee must pay the entire premium for any insurance retained after the exhaustion of sick leave.

Credit: An employee who returns from unpaid leave shall retain experience credit for pay purposes and years of service credit for other benefits which had accrued at the time leave commenced. No credit shall accrue for the period of time that an employee was on unpaid leave.

6. Jury Duty Leave: An employee who is called to serve jury duty will be provided leave with pay for each day that said service would interfere with their regularly scheduled shift. The employee will notify the district of the dates of pending absences as soon as possible following notice of jury duty. The employee shall reimburse to the District any per diem paid to them, by the Court, for said service except that the staff member may retain any mileage or meal allowance paid by the court.

7. School Conference and Activity Leave: The School District will provide for such leaves as prescribed by law.

Insurance Application: An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave, and shall pay to the School District the monthly premium in advance, except as otherwise provided in Family and Medical Leave. In the event the employee is on paid leave from the School District under Sick Leave, or supplemented by sick leave pursuant to Worker's Compensation hereof, the School District will continue insurance contributions as provided herein until sick leave is exhausted. Thereafter, the employee must pay the entire premium for any insurance retained after the exhaustion of sick leave.

Credit: An employee who returns from unpaid leave shall retain experience credit for pay purposes and years of service credit for other benefits which had accrued at the time leave commenced. No credit shall accrue for the period of time that an employee was on unpaid leave.

ARTICLE XII

VACATIONS/MISCELLANEOUS PROVISIONS

Earned Vacations: Vacation will be accrued on a pro rata basis of the employee's average scheduled workday as per the following schedule.

Years of Service	Vacation Time Earned
0-2	13 Days
3-5	14 Days
6-8	15 Days
9 - 11	16 Days
12 - 14	17 Days
15 - 17	18 Days
18 or more	20 Days

If the employee resigns before completing a full year of service, the employee shall not be entitled to any vacation pay and shall have the salary paid for any vacation hours taken deducted from the final check. An employee who has completed at least one year of service shall be entitled to receive the pro rata pay for unused vacation time provided such employee provides the School District with at least two (2) weeks' advance notice of the resignation time.

Vacation hours will be determined by mutual consent with the immediate supervisor and the superintendent.

Accumulated vacation hours are not to be carried over into the next school year without prior written approval from the superintendent.

Holidays: The following will be considered paid holidays for employees of this unit, provided that their normal schedule would have them assigned to duty during the week containing the holiday:

Independence Day
Labor Day
Thanksgiving Day
Thanksgiving Friday
Christmas Eve Day
Christmas Day
New Year's Eve Day
New Year's Day
Martin Luther King Day / President's Day (If school is in session for students and staff, an employee will be paid time and a half for hours worked and will not receive additional holiday pay. If school is in session for just staff and not students, it will be up to the secretary's supervisor if they need to work that day or if they can have that day off as a paid holiday. If the secretary works that day, they will receive time and a half up to eight hours.)
Good Friday
Memorial Day
Juneteenth

If the holiday occurs on a Saturday, or Sunday the School District reserves the right to designate either Friday or Monday as the paid holiday.

In the event that an employee is assigned to work on a designated holiday he/she will be paid at the rate of two (2) times the regular hourly rate.

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.

In order to be eligible for holiday pay, an employee must have worked a regular work day before and after the holiday unless on an excused illness, paid leave, or on vacation under these provisions.

All holidays that fall on a regularly scheduled work day shall be compensated for the regularly scheduled hours for that day. All holidays that fall on a regularly scheduled day off shall be compensated as a regularly scheduled work day, however, in no case shall it exceed 8 hours.

Expense Reimbursement: The School District will reimburse all valid and pre-approved expenses associated with the employee's duties provided a detailed receipt is submitted.

ARTICLE XIII

SEVERANCE

The District will pay an employee (or their estate), who has accumulated sick leave and has worked in the District at least 10 years, 25% of their accumulated sick and safe leave, at least 20 years, 50% of their accumulated sick and safe leave or at least 30 years, 60% of their accumulated sick and safe leave in compensation upon their retirement, subject to qualifying

under PERA, or death, based upon a prorated basis of their average work day. The rate of pay at the time of the accepted retirement shall be the basis for calculating said benefit. The benefit to be received shall be paid on June 30th of the year of the qualifying retirement. This benefit will be paid as 100% into the Minnesota Post-Retirement Health Care Savings Plan (PRHCSP). Employees hired after January 1, 2018 are not eligible for this benefit.

ARTICLE XIV

MATCHING 403b PLAN

The employer will make available to the Sauk Centre Secretaries a matching 403b plan. The years of service are based on completed years of service with the district under this contract. The employer will make matching contributions to the plan based on the following schedule:

Years of Service	District Maximum Match
1-3 years	$200
4-6 years	$400
7-9 years	$600
10-12 years	$800
13+ years	$1,000

Requirements to Participate: The following shall be applicable to this article:

1. Prior to July 1 of any year, an employee shall declare his intent to participate in a 403b matching program contribution plan by submitting a signed Intent to Participate form to the payroll department.

Responsibility for filing said form is solely the responsibility of the employee. Failure to file said form shall exclude the employee from participation during that year. An Intent to Participate form shall be binding until a written and signed withdrawal of participation is provided to the payroll department.

In order for the Intent to Participate form to be valid, it is the employee's responsibility to have all vendor accounts established and all vendor forms appropriately completed and signed. Failure on the part of the employee to do so will void any School District match for said year.

2. The Sauk Centre Secretaries may, through payroll deduction, as indicated on the Intent to Participate form, contribute any dollar amount up to or in excess of the School District contribution, provided that they are responsible for and comply with all applicable rules and statutes.

3. The School District and the Sauk Centre Secretaries will direct their contributions to the same vendor. The School District's contribution will annually equal the match listed above.

4. Contributions (Employee and Employer) as defined on the annual Intent to Participate form shall be remitted twice monthly, July through June. This may change depending on the Secretary's schedule.

5. The Sauk Centre Secretaries shall choose a vendor from the School District established list in order to participate.

6. Management of both the portfolio of individual investments and the School District contributions shall be solely the responsibility of the Sauk Centre Secretaries in whose name these investments

have been made. The School District absolutely assumes no current or future liability for contributions made to these plans or for investment earnings (losses), which may accrue to these portfolios as a result of investment decisions, which are made by the Sauk Centre Secretaries.

7. The Sauk Centre Secretaries is not to construe any plan or the district contributions to any plan or the opportunity of the employee to match such contributions as legal, tax, or investment advice by the School District.

8. The management of both the individual and School District contributions shall be solely the responsibility of the Sauk Centre Secretaries in whose name the contributions have been made. The Sauk Centre Secretaries should consult his own attorney, accountant, and investment advisor as to legal, tax, and investment issues relating to contributions in any plan.

9. The School District has neither reviewed nor approved any investment programs, which the Sauk Centre Secretaries may obtain by way of contributions under any plan.

10. The Sauk Centre Secretaries agree to indemnify and hold harmless the School District from any adverse investment experience arising from or connected with contributions to any plan.

11. There shall be no School District contribution for an employee on an unpaid leave of absence.

ARTICLE XV

ENDORSEMENT

The preceding Articles I-XIV, as stipulated, are hereby mutually approved, endorsed and incorporated as an integral portion of the continuing contract between Independent School District #0743, Sauk Centre, Minnesota, the employer, and the Sauk Centre Secretaries.

Chair, Board of Education
Independent School District #0743
Sauk Centre, Minnesota

For The Sauk Centre Secretaries
Independent School District #0743
Sauk Centre, Minnesota

Clerk, Board of Education
Independent School District #0743
Sauk Centre, Minnesota

For The Sauk Centre Secretaries
Independent School District #0743
Sauk Centre, Minnesota

Dated: 6/16/25

Dated: 6/16/2025

SCHEDULE A
Salary Schedules

RANGE B22-Office Associate II

	2025-2026		2026-2027
1	$ 19.36	1	$ 20.04
2	$ 19.85	2	$ 20.54
3	$ 20.32	3	$ 21.03
4	$ 20.79	4	$ 21.51
5	$ 21.25	5	$ 21.99
6	$ 21.75	6	$ 22.51
7	$ 22.22	7	$ 22.99
8	$ 22.73	8	$ 23.53
9	$ 23.19	9	$ 24.00
10	$ 23.40	10	$ 24.22
11	$ 23.61	11	$ 24.43
12	$ 23.82	12	$ 24.66
13	$ 24.04	13	$ 24.88
14	$ 24.25	14	$ 25.09
15	$ 24.47	15	$ 25.33
16	$ 24.69	16	$ 25.55
17	$ 24.92	17	$ 25.79
18	$ 25.14	18	$ 26.02
19	$ 25.37	19	$ 26.26
20	$ 25.61	20	$ 26.50

*A stipend of $1,000 will be paid to secretaries that manage leave in frontline on June 30 or pro-rated upon separation from the district.