



# **Collective Bargaining Agreement**

**Between**

**AFSCME Council 65, Local 0545-0005, AFL-CIO**

**And**

**Moose Lake School**

**7/1/2021 – 6/30/2023**

Labor Representative: Tom Whiteside ([TWhiteside@afscme65.org](mailto:TWhiteside@afscme65.org) or 320-640-0151)

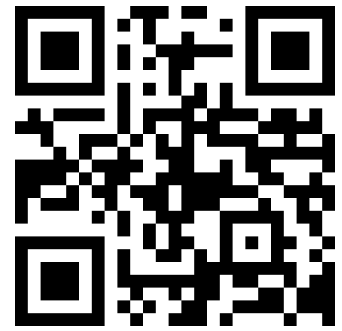
AFSCME Council 65 Office: [info@afscme65.org](mailto:info@afscme65.org) or 888-474-3242

## **WEINGARTEN RIGHTS**

If called to a meeting with management, you have rights to representation. State the following and call your labor representative: If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request that my union representative be present at the meeting. Until my representative arrives, I choose not to participate in this discussion.

## **BECOME AN AFSCME 65 MEMBER**

Are you a new employee or not a member yet? Scan the QR code to sign up today and take advantage of the many benefits of AFSCME membership!



## **MEMBER BENEFITS**

Are you taking advantage of your union member benefits? Check out the many benefits available from AFSCME Advantage and Union Plus at:

[www.afscme.org/member-resources](http://www.afscme.org/member-resources)

[www.unionplus.org](http://www.unionplus.org)

*Make sure to have your member number handy when accessing these benefits.*

## **ORGANIZING**

Know someone who wants to form a union at their workplace? Contact our Organizing Department at 888-474-3242 or email [info@afscme65.org](mailto:info@afscme65.org) and inquire about forming a union. Make sure they tell us you referred them. Your Local benefits from referring new union members.



**A G R E E M E N T**

**between**

**INDEPENDENT SCHOOL DISTRICT NO.97  
MOOSE LAKE, MINNESOTA**

**and**

**THE AMERICAN FEDERATION OF STATE, COUNTY  
AND MUNICIPAL EMPLOYEES, AFL-CIO**

**LOCAL UNION NO. 545**

**JULY 1, 2021**

**through**

**JUNE 30, 2023**

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# **A G R E E M E N T**

## **ARTICLE 1** **PURPOSE**

This Agreement is entered into between Independent School District No. 97, Moose Lake, Minnesota, hereinafter referred to as the School District, and the American Federation of State, County and Municipal Employees, AFL-CIO, Local Union No. 545, exclusive representative and hereinafter referred to as the Union, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the P.E.L.R.A. of 1971, as amended, to provide the terms and conditions of employment for all regular bus drivers, dietary employees, custodial employees, housekeepers, high school/elementary/MARSS secretaries, computer paraprofessionals, and paraprofessionals of Independent School District No. 97, who work more than fourteen (14) hours per week and more than sixty-seven (67) days per year, excluding professional, secretarial, clerical and managerial supervisory employees.

## **ARTICLE 2** **RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

Section 1. In accordance with the P.E.L.R.A. of 1971, as amended, and in certification of the Commissioner of the Bureau of Mediation Services, Case #7-PR-255-A, Local Union No. 545 of Minnesota Council 65, AFSCME, AFL-CIO, shall be the exclusive representative of all regular bus drivers, dietary employees, custodial employees, housekeepers, high school/elementary/MARSS secretaries, computer paraprofessionals, and para-professionals of Independent School District No. 97, whose employment service exceeds the lesser of 14 hours per week or 35 percent of the normal work week and more than 67 work days per year, excluding professional, secretary to the superintendent, clerical and managerial supervisory employees as per certification #79-PR-476-A.

Section 2. The District shall not enter into any agreement with any other employee group or with any employee or group of employees in the aforementioned unit except as otherwise defined in the following context of this Agreement.

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

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

## **ARTICLE 3** **SCHOOL DISTRICT RIGHTS**

Section 1. Inherent Managerial Rights: The exclusive representative 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.

**ARTICLE 4**  
**UNION SECURITY**

Section 1. Upon receipt of written notice from an employee to deduct from his/her salary the monthly Union dues and one other union approved deduction, the District agrees to make such payroll deductions and remit same to the Financial Secretary of Local Union No. 545, who shall be known to the School District, by the fifteenth day of January of each year this Agreement is in force.

Request for Dues Check Off: The exclusive representative shall be allowed dues check off for its members, provided that dues check off and the proceeds thereof shall not be allowed to any exclusive representative that has lost its right to dues check off, pursuant to the PELRA. Upon receipt of a properly executed authorization card of the employee involved, the School District will deduct from the employee's paycheck the dues that the employee has agreed to pay to the employee organization in 24 equal installments, beginning with the first pay period in September. Employees who are on time cards will pay their dues in 18 equal installments, beginning with the first pay period in September.

Section 2. All employees covered by this Agreement who are in the employ of the School District, and who are members of the Union in accordance with its Constitution and By-Laws, shall remain members in good standing.

Section 3. The Employer agrees to deduct from the wages of each Union member, upon written authorization of the employee, an amount equal to the regular dues of the Union, such deductions to be made from the two pay periods of each month, and to transmit to the Union the total amount so deducted, together with a list of the names of the employees from whose pay deductions were made.

**ARTICLE 5**  
**HOURS OF WORK**

Section 1. The regular hours of work for full time, Kitchen and Dietary employees, shall be seven and one-half (7 1/2) hours per day, five (5) days per week, beginning on Monday and running consecutively through Friday. The hours of the head cook shall be seven and three-quarter (7 3/4) hours. Any hours worked in excess of forty (40) hours shall be paid at the rate of one and one-half (1-1/2) times the employee's rate. The regular hours for part time, Kitchen and Dietary Employees, shall be at least three (3) hours per day. The work year for full time cooks shall be student contact days plus two days. The work year for part-time cooks shall be student contact days plus one day. The starting and ending daily work times shall be determined by the Superintendent.

Section 2. Bus Drivers: The regular hours of work for Bus Drivers shall be established per the time necessary to complete all regularly established runs that said employees are assigned, and any additional runs or extra-curricular runs shall be paid for in addition to the regularly-established routine. Rates for extra-curricular runs shall be as provided for in the salary schedule. All hours over eight (8) shall be paid at time and one-half (1-1/2). Time shall include hours for regular run which shall be counted as two hours per run. Extra runs shall be posted on Bus Drivers' bulletin board as soon as possible.

Section 3. Van Drivers: Van drivers shall be paid a minimum of 2 hours per day if they are called in to work. If a van driver is notified by 6:00 am that they will not have students to transport, the driver will stay home

without pay. If the driver is not notified and reports to work, the driver may stay at work for their minimum work hours and the District will assign duties and pay them at their normal rate of pay. However, in the event that the driver has been properly notified, the driver may report to work for all or part of the 2 hour minimum and be assigned duties at their normal rate of pay for not more than three times in a school year.

Section 4. Custodians: Full-time custodians shall work eight (8) hours per day with shifts scheduled in accordance with District needs. Custodians will receive a half hour meal break and two 15-minute breaks during their assigned eight-hour shift. Custodians on meal break will still be considered on call if their services are immediately needed. Part-time custodian hours shall be based on District needs. The district will not replace a full-time position with two or more part-time positions unless mutually agreed upon.

Section 5. Custodial Weekend: A minimum of \$50.00 for each day, Saturday and Sunday, shall be paid to any employee who is scheduled to be on weekend check of school properties.

Section 6. Emergency Call Out: A minimum of \$33.00 shall be paid to any employee who is called out for an emergency. Any hours worked for said emergency beyond the first hour shall be paid at a rate of time and one half.

Section 7. Overtime Pay: All work performed in excess of forty (40) hours shall be computed at the regular time and one-half (1-1/2). No overtime will be paid unless it has been specifically authorized in advance by the Superintendent or his/her designated representative. Overtime will be distributed to employees equitably whenever feasible.

Section 8. School Closing: In the event that school is closed and employees are not required to perform services, employees will be paid for the first closure day of the school year. For subsequent school closure days, the employee's compensation shall be reduced accordingly, however, employees shall be given the option to make up lost shifts. Such make up time shall not be considered overtime.

Section 9. In the event of an early release due to inclement weather or an emergency, employees who have a workday of four hours or more, and have reported to work, will be paid a minimum of four (4) hours, or the total hours worked, whichever is greater.

Section 10. Teacher Paraprofessional Work Hours:

Subd. 1. Title One paraprofessional work hours shall be based on program needs and available Title funds. The work year shall be student contact days plus two days with the supervisor's written approval. The Superintendent shall notify all Title One paraprofessionals of any changes in the work time schedule at least fifteen (15) days prior to instituting such change.

Subd. 2. Full-time Library paraprofessionals shall be employed for 7 3/4 hours per day as determined by the superintendent. Part-time library paraprofessional hours shall be based on District needs. The district will not replace a full-time position with two or more part-time positions unless mutually agreed upon.

Subd. 3. Special Education Transportation paraprofessionals work hours shall be set, based on route needs.

Subd. 4. DCD, ECSE, SLD, ECFE, EBD, and all special education paraprofessionals special education work hours are based on program needs except as delineated differently herein.

In the event a paraprofessional's student is absent, the following rules shall govern the situation:

Prior notice from the District is by 6:00 am the same day.

Situation 1: The paraprofessional reports to work without prior notice from the District that their student(s) will be absent:

- a. The paraprofessional may stay at work for their normal work hours and the District will assign duties and pay them at their normal rate.
- b. The paraprofessional may go home without pay. (The paraprofessional may use personal leave in order to receive pay.)

Situation 2: The paraprofessional is given prior notice from the District that their student(s) will be absent.

- a. The paraprofessional will stay home without pay. (The paraprofessional may use personal leave in order to receive pay.)
- b. However, the paraprofessional may report to work for all or part of their normal hours at their normal rate of pay for not more than three of the paraprofessional's normal workdays in a school year. The District will assign duties and pay them at their normal rate of pay. In the leave section of their time sheet they will indicate the number of hours and the type of "No Student".

Subd. 5. Employees who have been properly notified not to report to work due to the illness of their assigned student shall be allowed to use personal leave to make up the lost time.

Subd.6. Technology Specialists shall be employed for 190 to 230 flexible workdays in accordance with District needs.

Subd.7. Service Specialist work hours and work year shall be in accordance with District needs.

Subd.8. Hearing Impairment Paraprofessional work hours and work year shall be based on program needs.

#### Section 11. Custodian Starting and Ending Times for Special Shifts:

Subd. 1. Starting and ending times for special work associated with make-up day opportunities because of school closings, teacher workshop days, teacher in-service days, student's early dismissal days, or other such situations may be adjusted upon agreement and approval of the Superintendent.

Subd. 2. Starting and ending hours for summer custodian shifts shall be 7:00 a.m. to 3:00 p.m. with at least one custodian working a later shift until 5:00 p.m., unless otherwise approved in writing by the Superintendent.

Subd. 3. The District will assign a housekeeper to clean on weekends for up to 2 hours as needed during the regular school year if activities are held in the building during the weekend.



Section 12. Housekeepers: Starting and ending hours for housekeepers shall be set, based on the needs of the District. A full-time housekeeper position will be an eight (8) hour per day, year round position. Part-time housekeeper hours shall be based on District needs. The district will not replace a full-time position with two or more part-time positions unless mutually agreed upon.

Housekeepers are excluded from performing maintenance and repair work involving plumbing, electrical repairs, boiler operations and maintenance, painting, window replacement, welding, and furnace repairs. The District is committed to not replacing custodians with housekeepers.

Section 13. High School/Elementary/MARSS secretaries:

Subd. 1. Number of days: Total of 194 days. It shall be understood to mean the approximately 170 student contact days plus an additional twenty-four (24) days. The additional days may be added on before or extended after the first and last teacher/district calendar year, as determined necessary by administration.

Subd. 2. Length of workday: Shall generally be understood to mean from 8:00 a.m. to 4:00 p.m. Open house and parent teacher conference days will be excluded from overtime.

**ARTICLE 6**  
**HOLIDAYS**

Section 1. All custodial/housekeeper staff shall receive the following paid holidays:

- |                                 |                                |
|---------------------------------|--------------------------------|
| New Year's Day & One day before | Thanksgiving Day               |
| Memorial Day                    | Friday after Thanksgiving      |
| Good Friday or Easter Monday    | Christmas Day & One day before |
| Labor Day                       | Two (2) Floating Holidays      |
| Independence Day                |                                |

All other seasonal staff shall receive the following paid holiday, based on the normal working hours of the employee, i.e. if an employee's normal work day is 3 hours, they would receive 3 hours of holiday pay:

Christmas Day

Custodial personnel shall make building checks on the day before New Year's and the day before Christmas, and will receive their holiday pay and weekend check pay. Such building check assignments shall be made on a rotation-assignment system and/or other mutually agreed-upon system.

If any of the above-mentioned holidays falls on a Saturday, the preceding Friday shall be considered the holiday; and if any of the above-named holidays falls on a Sunday, the following Monday shall be considered the holiday.

Section 2. Holiday Pay: If an employee is required to work on any of the above-mentioned holidays, he/she shall be paid a premium of one and one-half (1-1/2) times his/her regular rate, plus the straight rate for the holiday.

Section 3. Employees regularly scheduled off on any of the above-mentioned holidays shall be granted straight-time pay for the holiday.

Section 4. The floating holiday may be taken upon agreement of the Custodian supervisor. This holiday shall be scheduled by mutual written agreement with one week of prior notice. There shall be no more than one employee off on a floating holiday at any time when school is in session. No more than two employees may be off on a floating holiday during the summer months.

## **ARTICLE 7** **VACATIONS**

Section 1. All regular, full-time custodial staff and full-time housekeepers shall be paid vacations at the rate of:

<u>Years of Service</u>	<u>Days of Vacation</u>
One (1)	5 days
Two (2)	10 days
Five (5)	15 days
Ten (10)	20 days
Fifteen (15)	25 days

Employees must notify the School District in writing at least two weeks prior to requested vacation dates and be approved by the Superintendent.

Section 2. Years-of-service credit is understood to mean that an employee earns one year of credit after his/her original, regular, full-time employment of one year in the School District and subsequently shall earn one additional year of service credit each additional year worked and beyond the initial anniversary date of employment in the School District as a regular, full-time employee (i.e., regular, full-time employee is hired by the School District and starts work on May 1, 1984. On May 2, 1985, said employee shall have earned one (1) year of vacation-service credit and would be eligible for one (1) week of vacation time).

Section 3. All regular, full-time employees shall be allowed to use a vacation day(s) during the school year, provided it is approved in writing by Administration.

Section 4. Part-time housekeepers shall be granted vacation on a pro-rated level based on the custodial vacation schedule. Days earned will be based on hours worked per day.

## **ARTICLE 8** **LEAVES**

### Section 1. Sick Leave

All regular, full and part-time custodial, housekeeper, bus drivers, kitchen and dietary, para-professional, high school/elementary/MARSS secretaries, shall be entitled to sick leave at the rate of one (1) day per month with accumulation to 120 days.

School-year employees who are eligible for sick leave shall earn an extra sick leave day in October and February, for a total of 11 earned sick days in the school year.

School-year employees who are eligible for sick leave and who do not work a full-time schedule during the week shall receive sick leave credit on a pro-rata basis based upon the 11/12ths sick leave credit for school-year employees. Sick leave used by these employees will be subtracted from their accrued sick leave on the basis of the number of hours of sick leave used on the particular day sick leave was used.

Pursuant to M.S. 181.9413, effective August 1, 2013, an employee may use sick leave for absences due to illness of the employee's biological, stepchild, adoptive child, or foster child for such reasonable periods as the employee's attendance may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own absence. This section applies only to personal sick leave benefits payable to the employee from the employer's general assets.

Subd. 1. Part-time or seasonal employees shall earn sick leave on a pro-rata basis of 11/12 per school year.

Subd. 2. In figuring sick leave, the start of the school year shall be the start of each employee's sick leave year.

Subd. 3. It shall be the duty of each employee to call his/her supervisor prior to the start of his/her regular shift if he or she is not available to work because of illness.

Subd. 4. Sick leave shall be allowed any employee for medical illness or surgery in the immediate family of the employee as defined in M.S. 181.9413. The School Board may require an employee to furnish a medical certificate from a qualified and licensed physician indicating such absence was due to medical illness or surgery in order to qualify for sick leave pay.

Subd. 5. An extension of sick leave time of up to two days shall be allowed for travel purposes, if the need arises, with prior approval of the Superintendent, and if such request is germane only to Section 1, Subd. 5. of Article 8.

Subd. 6. In the event a medical certificate is required, the employee will be so advised.

Subd. 7. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Subd. 8. Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave pay request form available at the District office.

Subd. 9. Sick leave with pay shall be allowed by the School Board whenever an employee's absence is due to illness which prevented his/her attendance and performance of duties on that day or days.

Subd. 10. A sick leave bank shall be available to employees. The sick leave bank shall be administered by the District.

Section 2. Effective the 2012-13 school year, upon retirement from the School District, an employee shall

receive 70% of his/her unused portion of sick leave, not to exceed 84 days, as severance pay. Such employee must have completed ten (10) years of work service in the School District and must have reached the age of fifty-eight (58).

Subd. 1. All employees eligible for the severance payment outlined in Section 2, Subd. 1 will contribute 100% of their severance to the Minnesota State Retirement System (MSRS) post-employment Health Care Savings Plan (HCSP) upon retirement.

Subd. 2. Employees who believe they are eligible for exemption from HCSP participation shall have his/her request reviewed by MSRS in accordance with MSRS and IRS guidelines, whose decision shall be final, non-grievable, and non-arbitrable.

Subd. 3. Payment for an employee who is exempt shall be made to an allowable 403(b) account of the employee's choosing.

Subd. 6. If the employee dies after becoming eligible for such payment 7, the employee's designated beneficiary shall receive payment in cash. If the beneficiary is deceased, the payment will be made to the estate.

### Section 3. Worker's Compensation:

Pursuant to M.S. Ch. 176, an employee 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, 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.

### Section 4. Child Care Leave:

Subd. 1. A child care leave may be granted by the School District, subject to the provisions of this section, to one (1) parent of a natural or adopted infant child, provided such parent is caring for the child on a full-time basis.

Subd. 2. An employee making application for child care leave shall inform the superintendent in writing of intention to take the leave at least 30 days before commencement of the intended leave.

Subd. 3. If the reason for the child care leave is occasioned by pregnancy, an employee may utilize sick leave pursuant to the sick leave provisions of the Agreement during the period of physical disability. However, an employee shall not be eligible for sick leave during the period of time covered by a child care leave. A pregnant employee will also provide at the time of the leave application, a statement from her physician indicating the expected date of delivery.

Subd. 4. In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:

1. Grant any leave more than twelve (12) months in duration.

2. Permit the employee to return to employment prior to the date designated in the request for child care leave.

Subd. 5. An employee returning from child care leave shall be reemployed in a position for which qualified unless previously discharged or placed on unrequested leave.

Subd. 6. Failure of the employee to return pursuant to the date determined under this section shall constitute grounds for termination unless the School District and the employee mutually agree to an extension in the leave.

Subd. 7. Leave under this section shall be without pay or fringe benefits.

Section 5. Other Family Leaves: The parties acknowledge the applicability of the Family and Medical Leave Act of 1993 as amended, the Minnesota Parenting Leave Act, and the Minnesota Sick or Injured Child Care Leave Act.

Section 6. Leave for Death in Immediate Family: Up to ten (10) scheduled working days shall be allowed in the case of the death of a spouse or child, with the first five (5) being covered by the School District, and the next five will be deducted from the employee sick leave. Up to Five (5) scheduled working days shall be allowed in the case of death in the immediate family of an employee (parents, sister, brother, grandparent, grandchild, significant other). The first three (3) days will be covered by the School District, the fourth (4<sup>th</sup>) and fifth (5<sup>th</sup>) day will be deducted from sick leave. Three days of sick leave will be allowed for in-law relationships (father, mother, grandfather, grandmother, brother, sister, son, and daughter) of the foregoing and shall be deducted from sick leave. One day of sick leave can be used for the death of aunt, uncle, niece, nephew, and first cousin of the employee or the employee's spouse.

Section 7. Unpaid Leave of Absence: Employees may apply for an unpaid leave of absence not to exceed ten (10) days in a contract year, subject to written approval by the Superintendent. Employees shall continue to accrue seniority and vacation while on such an approved leave of absence.

Section 8. Personal Leave: Each full-time or part-time custodian, housekeeper, high school/elementary/MARSS secretaries, bus driver, paraprofessional, or kitchen dietary employees, with over one year of continuous employment in the District is allowed two days of personal leave. Those with less than one year of continuous employment will receive one day of personal leave. This leave may not be used in less than half-day increments. This leave will not be deducted from sick leave. Whenever possible, it is suggested that such employee inform the School District, in writing, one week in advance of such request. Such leave request may be denied if qualified substitute personnel are not available.

Personal leave shall not be approved for the first or last day of the school year, except in extreme emergencies. Such emergency requests need to be approved by the Superintendent.

Employees shall have the option to carry over one personal day to the following year. The maximum number of personal days an employee can have is three days per year.

Section 9. Union Leave: Three personal days, with pay and approved by Administration, shall be available to the Union for use at the discretion of the Union. A Union steward will be allowed a separate 15 minutes of paid time with all new hires during their regular work day hours at a time arranged with Administration.

Section 10. Educational Leave: Study Leave: A leave of absence for one year without pay may be granted for study, if the employee carries a minimum credit load of a full-time student, and the course of study and institution are approved by the board. The employee will maintain their seniority during leave.

**ARTICLE 9**  
**COURT DUTY**

Any employee who is summoned for jury duty or subpoenaed as a witness shall receive his/her regular pay for such period, less the amount of compensation he/she receives as a juror or witness. Compensation shall not include travel or meal allowances.

**ARTICLE 10**  
**SENIORITY**

Section 1. Seniority for both full-time and part-time personnel shall be defined as length of continuous service with the School District. Upon completion of the probationary period, the seniority date of the employee shall include the probationary period.

Section 2. All employees, both regular, full-time and part-time, shall be included on the seniority list, and said list shall be brought up to date by the District prior to the start of each school year and again midway through each school year. Said list shall be posted in the District Office.

Section 3. In the event of a layoff, employees with the least number of years seniority in each classification shall be laid off first (inverse order of hiring). If during the school year, employees will be given three days notice of their layoff and will have the option of using their personal leave on those days if available. Twelve month custodians will be eligible to use available personal leave on any normal workday.

Section 4. In the event of a layoff, a reduction of force, or the elimination of a position, a senior employee may exert his/her seniority preference over a junior employee in his/her classification of work, provided that he/she has the necessary qualifications to perform the duties of the job involved. The School District will make the determination on the qualifications of the employee. If the Union does not concur with this determination, it may proceed through the normal grievance procedure. It is understood that para-professionals shall not exert their seniority preference over a junior employee in other than the specific job classification to which he/she is assigned and working with as set forth in Article 20. A part-time employee cannot bump a full-time employee.

Section 5. Employees shall be rehired in the classification employed at the time of layoff according to seniority in the inverse order of layoffs. Such laid-off employees shall be eligible for rehiring for only a two-year period, determined as on the date of layoff. If a position(s) becomes available during the two year period, the district shall notify the laid off employee within the available classification(s) by registered mail. If an employee on lay off fails to accept the position or the notification is undeliverable, the employees name shall stricken from the recall list. It is the responsibility of the employee on lay off to provide the district with a current mailing address.

Section 6. When a vacancy occurs in a job classification area covered by this Agreement, the School District shall concurrently post the said position internally and to the public. The District shall also deliver information about the posting via email to the Union chapter president (or designee) with reasonable specificity regarding the nature of the vacancy. During the summer season layoff period, such notification of opening shall also be posted in the District Office. An eligible District employee, making written application for a District's vacant position, shall be placed on the interview list of applicants. The School District will make the appointment to a vacant position based on the applicant's qualifications; however, when a District employee equals the qualification of all other applicants, such administrative appointment will be in favor of the most-senior District employee, considered equal to all other applicants. A District employee approved for transfer from one job classification to another classification area shall be required to serve a thirty (30) day trial evaluation period. During the thirty (30) day trial evaluation period, the salary and other District benefit contributions associated with the new job classification area transferred to shall be set at the discretion of the Superintendent. After satisfactory completion of the thirty (30) day trial evaluation period and upon written recommendation of the Superintendent, salary and District benefit contributions will be adjusted to those amounts covered in the existing Agreement.

Subd. 1. Employees transferring to another job classification area shall maintain the seniority within the job classification area from which he/she transferred, as of that standing effective on the approved date of transfer. Such employee shall not transfer earned seniority from the previous job classification area to the new job classification area. Each employee transferring to a new job classification area shall start with zero seniority credit in the new classification area. Should the employee, for his/her own personal reasons, determine during the thirty (30) day trial evaluation period, that he/she would desire to transfer back to his/her previous job classification area, such employee shall be allowed to do so upon submitting a written request to do so to the Superintendent.

Subd. 2. Should the employee not satisfactorily meet the job performance expectations during the thirty (30) day trial evaluation period, he/she will be so advised in writing by the Superintendent, and such employee shall be given the option to transfer back to his/her previous job classification area.

Subd. 3. In cases of District-approved transfer from one classification of work to another, employees involved in the transfer shall not transfer seniority earned in his/her previous classification area to the new classification area appointed to. An employee working out of classification, meaning an employee appointed by the Superintendent to a higher position of responsibility (such as a Step 5 custodian to custodial supervisor), during a period of absence from work of the custodial supervisor, shall be paid 85% of the difference between the lower classification position salary and the higher classification position salary for the duration of such temporary assignment.

Section 7. A seniority list shall be presented to the Union upon the written request of its officers.

Section 8. The application of priorities, in the event of promotion or layoff, is to favor those employees with the longest service records, giving due regard to reliability, efficiency, and the ability of the employee.

Section 9. All new regular full-time employees shall be on probation for a period of one calendar year. All new part-time employees shall have a probation period of one year; and upon successful completion of such probationary period, their seniority will revert to the first day of their employment. Health, Dental and Life Insurance benefits, if eligible, will start on the 90th day after the first day of work.

Section 10. Casual employees shall not replace regular, full-time employees by performing duties that regular, full-time employees are scheduled to do during their regular workday or workweek. They shall be called only in cases of illnesses, vacations, or emergencies.

This shall in no way interfere with the rights of the District to hire casual employees.

Section 11. Paraprofessionals shall have their own seniority for each specific job classification, separate from each other as well as separate from janitors, cooks, or bus drivers. Paraprofessionals shall be given first priority for any promotion opportunity in any paraprofessional class, provided they are qualified for the position. Extracurricular paraprofessional job assignments outside of normal duties will be offered to most qualified senior employee without incurring overtime and does not conflict with regular assigned duties.

Section 12. All temporary bus driver vacancies longer than 45 calendar days shall be posted and filled by the senior, qualified applicant. However, only one such change shall be allowed, and no further posting or changes shall be made.

Section 13. Bus routes that occur during the regular school day shall be assigned to bargaining unit member bus drivers on the basis of seniority.

Section 14. Any position or vacancy shall be posted internally and to the general public concurrently.

Section 15. Part-time paraprofessionals who substitute in a different category will receive their regular hourly rate of pay.

## **ARTICLE 11**

### **DISMISSALS, DEMOTIONS AND TRANSFERS**

Section 1. Just Cause: The Employer shall discipline employees for just cause only. Discipline will be in one or more of the following forms:

- Oral Reprimand
- Written Reprimand
- Suspension
- Discharge

Suspensions and discharges will be in written form.

Written reprimands, notices of suspension, and notices of discharge which are to become a part of an employee's personnel file shall be read and acknowledged by signature of the employee. Employees and the Union Business Agent shall receive a copy of such reprimands and/or notices.

The exceptions to progressive discipline are those instances where an employee's conduct is so severe or unacceptable that the employer feels justified in moving to a higher level of discipline including termination.



**ARTICLE 12**  
**GRIEVANCE PROCEDURE**

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

Section 2. Representative: An employee, administrator, or the School District may be represented during any step of the procedure by any person or agent designated by such party to act in that party’s behalf.

Section 3. Definitions and Interpretations:

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

Subd. 2.- Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays 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 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 bears a postmark of the United States mail within the time period.

Section 4. Time Limitation 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(s) of the Agreement allegedly violated and the particular relief sought within twenty days. 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 employee and the School District’s designee.

Section 5. Adjustment of Grievance: The School District and the employee shall attempt to adjust all grievances which may arise during the course of employment of any employee within the school district in the following manner:

Subd. 1. Step 1: If a grievance is properly before the Superintendent, the Superintendent or his/her designee shall set a time to meet regarding the grievance within five days after receipt of the grievance. Within ten days after the meeting, the Superintendent or his/her designee shall issue a decision in writing to the parties involved.

Subd. 2. Step 2: In the event the grievance is not resolved in Step 1, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five days after receipt of the decision in Step 1. If a grievance is properly appealed to the School Board, the School Board shall

set a time (that is mutually agreeable to both parties) to hear the grievance within 15 days after receipt of the appeal. Within ten 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 of the Board may be designated by the board to hear the appeal at this level and report findings and recommendations to the School Board. The School Board shall then render its decision in writing.

Section 6. Denial of Grievance: Failure by 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 employee may appeal it to the next step.

Section 7. Mediation Review: At the written request of either party, the Bureau of Mediation Services shall be requested to mediate the grievance.

Section 8. Arbitration Procedures: In the event that the employee 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 with the other party within ten days following the decision in Step 2 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 five 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 a list of arbitrators from the Bureau of Mediation Services. Upon receipt of the list, the parties shall alternately strike names until one name remains. This arbitrator shall hear and decide the case.

Subd. 4. 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. The proceeding before the arbitrator shall be a hearing involving a full investigation allowing the introduction of any new evidence.

Subd. 5. Decision: The decision by the arbitrator shall be rendered within thirty days after the close of the hearing and shall be final and binding upon the parties, as provided by the P.E.L.R.A. of 1971, as amended.

Section 9. Waiver Procedure: The parties, by mutual written agreement, may waive any step and/or extend any time limits in the grievance procedure.

Section 10. Severability: The provisions of this grievance procedure shall be severable, and if any provision or paragraph thereof or application of any such provision or paragraph under any circumstance is held invalid, it shall not affect any other provision or paragraph thereof under different circumstances.

Section 11. In the event a grievance is filed after May 15 of any year and strict adherence to time limits may result in hardship to any party, the parties shall use their best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible. If, at any level of the grievance procedure, a decision is not forthcoming within the specified time period, the grievance shall automatically be deemed to be denied unless the parties mutually agreed to extend the time period in question.

Section 12. Notwithstanding the expiration of this Agreement, any claim or grievance arising hereunder may be processed through the grievance procedure until resolution.

Section 13. No reprisal of any kind shall be taken by the School District against any employee because of his/her participation in this grievance procedure.

Section 14. Election of Remedies and Waiver: A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon issuing a proceeding in another forum as outlined herein, the employee shall waive the right to initiate a grievance pursuant to this Article or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

### **ARTICLE 13** **CHANGE OF RULES OR REGULATIONS**

Before any change is made in any of the foregoing rules and regulations of this Agreement, including those affecting working hours, wages, or salary schedules, the Board agrees to give to the Union reasonable notice and opportunity to be heard through its recording secretary so an equitable change can be affected.

### **ARTICLE 14** **PAYDAY**

Employees shall be paid semi-monthly on the 15th and last business day of each month.

All seasonal employees covered by this Agreement shall be paid on either a nine month or twelve month payment schedule (i.e., 9 months of pay spread over a 12-month period). Employees shall have the option of accepting the twelve month payment schedule or requesting in writing that the summer checks be advanced to the last working day or being paid in equal amounts over 9 months. Beginning with the 2022-2023 school year, those who choose the twelve month option and wish to have their June, July, and August checks paid at the end of the school year shall notify, in writing, the payroll personnel on or prior to May 1. If there are student contact days in June on the school calendar, those days will be withheld from the 9 month paychecks and be paid on June 15.

Employees desiring all checks on the last working day must notify the business manager in writing no later than February 1 of each Agreement year of such request.

It is understood that such 12-month payment schedule requires all semi-monthly checks to be calculated on a 12-month basis. Insurance deductions shall be reduced from the semi-monthly checks spread over 12 months.

Employees that are on the District's health insurance and opting to be paid over 9 months shall be required to pay their share of the summer months' insurance premiums by the last pay day of the school year. This must be paid either by personal check made out to the District or by check deductions throughout the nine months. If the cost of health insurance changes for the months of July and August, the difference will be calculated and adjusted on the last paycheck for the school year.

## **ARTICLE 15**

### **DUTY AND DESCRIPTION OF BUS DRIVER**

Section 1. It shall be the sole responsibility of each bus driver to maintain his/her bus in a safe driving condition and to see, on a daily basis, that the gas and oil levels are adequate. The bus is to be kept clean inside and outside.

Section 2. All regular and substitute bus drivers shall attend all bus drivers' meetings.

Section 3. Prior to the beginning of each school year, the driver shall be informed as to the scheduling of bus routes and matters relating to same.

Section 4. All extra-curricular and summer driving responsibilities shall be implemented and assigned by the rotation seniority system. Under this system, all drivers who elect to be available for extra-curricular driving during the school year and summer driving will be listed in order of seniority on the regular list and the alternate list. Extra-curricular and summer driving lists shall be separately kept lists.

All driving assignments, as they occur, will be referred first to the regular assignment list. This list will continue to flow in order until a given driver elects not to accept his/her turn in the assignment order. When this refusal occurs, reference is then made to the alternate list to select the appropriate driver.

In any and all cases, upon electing not to accept an assignment from either the regular or alternate list, that driver forfeits his/her availability until the rotation cycle places him/her at the top of either list.

In the event that no driver is available from either the regular or alternate list, the designation of a substitute driver will be made by the School District.

Section 5. Extra-curricular runs shall be posted as soon as approved in the District office to allow ample time for drivers to consider their availability for such runs. It shall be the responsibility of each driver to check and sign the extra-curricular run sheet as has been the practice in the past.

Section 6. As much as possible, there shall be an even distribution of extra-curricular runs between Willow River bus drivers and Moose Lake bus drivers. The Superintendent shall work with the union to make sure this is followed.

Section 7. The school District will be responsible for paying for required physicals for bus drivers related to their job duties. All physicals must be done by a State Certified DOT Medical Examiner at a health care facility designated by the School District.

Section 8. A bus driver who is unable to pass a bus driver's physical may apply for another position for which he/she may be qualified.

## **ARTICLE 16**

### **GENERAL PROVISIONS**

Section 1. The School District agrees to continue to pay the employee's PERA during the months when that employee is not regularly scheduled to work, if the employee continues to be paid by the District.

Section 2. The Union shall be allowed space on any present bulletin boards for the purpose of keeping its members informed as to its upcoming meetings or other related business. The Union shall be allowed the use of the school for meetings of local members, when such use is through the Superintendent and does not interfere with the basic educational program, does not interfere with the regular work assignment shifts, and when such usage is not requested beyond or outside the normal hours the school building is open.

Section 3. All work to be performed during summer months shall be first brought to the attention of the regular, seasonal employees who shall be first considered to fill said openings at a wage to be agreed to by and between the District and the employees. If no regular employee is desirous of filling said position, the District shall have the right to hire casual employees for that purpose.

Subd. 1. When the School District, at its sole discretion, determines the need for additional summer month custodial work assignments, such assignment positions shall be posted, and housekeepers shall have the first opportunity to accept the assignment on the basis of seniority provisions of the Agreement. For each full summer month worked, the housekeepers shall receive one additional sick leave day. For each summer month worked, the 9 month housekeepers shall receive one and two thirds (1 2/3) vacation days. Said vacation days may be used at any time with the approval of the head custodian.

Section 4. Meet and Confer: There shall be established a committee of employees, consisting of two members and their representative, and a committee of the Board, consisting of two members and the Superintendent, to meet at least twice each year (fall and late winter) to discuss possible trouble spots with the purpose of avoiding unnecessary grievances. This section is not to be used as a substitute for the grievance procedure.

## **ARTICLE 17**

### **SAVINGS CLAUSE**

If any article of this Agreement is found to be illegal by any court of competent jurisdiction, it shall be stricken from this Agreement, and immediate action shall be taken in negotiating a substitute article or section to rectify said illegality.

**ARTICLE 18**  
**HEALTH AND WELFARE**

Section 1. The School District shall contribute toward the premium for the present non-certified health coverage program based on the following classification definitions and conditions:

Subd. 1. Classification definitions:

- 1) Class I: Full-time employees (custodians/housekeeper)
- 2) Class II: Seasonal employees, eligible for such health coverage under waiver agreements obtained from the above health program plan carrier. Such employees are cooks, bus drivers, housekeepers, high school/elementary/MARSS secretaries, groundskeeper, and all paraprofessionals.

Subd. 2. Class I. Employee Coverage: The School District shall contribute up to \$490.00 per month for single coverage and \$876.00 per month for family coverage for each employee who qualifies for and is enrolled in the School District's group health insurance plan and such premium contribution shall be made for twelve months.

Subd. 3. Class II. Employee Coverage: The School District shall contribute \$367.50 (75% of the Class I amount) per month for single coverage and \$657.00 (75% of the Class I amount) per month for family coverage for each employee who qualifies for and is enrolled in the School District's group health insurance plan and such premium participation shall be made for twelve months.

Subd. 4. Any additional cost of the premiums shall be borne by the employee and paid by payroll deduction.

Subd. 5. If District contribution adjustments would be approved for the teachers, the same District contribution adjustments would be made for Local #545 employees covered under Article 18, Subd. 1, and on the basis of existing Subd. 1 ratios.

In the event of a change of coverage or plan during the 2021-2023 contract period, either party may request to re-open the health insurance language of this contract.

Section 2.

Subd. 1. Class I Employee Coverage: The District agrees to provide a group dental insurance policy effective April 1, 1996. The School District shall contribute \$25.00 per month toward the premium for each employee who qualifies for and is enrolled in the School District's group dental insurance plan for Agreement years 2021-22 and 2022-23. (District contribution to be the same as the teachers receive as per Subd. 5.)

Subd. 2. Class II Employee Coverage: The District agrees to provide a group dental insurance policy effective April 1, 1996. The School District shall contribute \$18.75 per month toward the premium for each employee who qualifies for and is enrolled in the School District's group dental insurance plan for

Agreement years 2021-22 and 2022-23. (District contribution to be the same as the teachers receive as per Subd. 5.)

Section 3. The School District shall pay the full premium for a \$40,000 group term life insurance policy for each of the following employees who qualifies for and is enrolled in the District's group term life insurance plan: custodians, housekeepers, high school/elementary/MARSS secretaries, kitchen, dietary employees, bus drivers, and all paraprofessional categories.

Section 4. The School District shall, for full-time custodian personnel only, pay the full premium costs toward an income-protection coverage program and contingent on insurance carrier approval.

## **ARTICLE 19** **WAGE SCHEDULE**

### Section 1. Hourly Salaries-Custodians:

#### Head Custodian (Night)

The head custodian (night) appointment shall be made under the following conditions:

1. Only if three or more regular, full-time equivalent custodial work positions are assigned to the evening shift.
2. Only if an employee has earned five (5) or more full years of work experience in the School District as a custodian.

#### Boiler Operator

If a custodian other than the head custodian is required to use their license to maintain the boiler they will be paid an additional rate of \$30.00/day, up to 5 days a week, Monday through Friday.

### Section 2. Hourly Salaries-Groundskeeper:

#### Groundskeeper

Starting and ending dates and times for groundskeepers shall be set based on the needs of the District. Groundskeeper will be paid only for hours worked.

### Section 3. Hourly Salaries-Cooks:

#### Head Cook:

Step 1: First six month salary for newly-appointed Head Cook without previous experience shall be 95% of Step 2 salary.

A cook with previous school district experience, promoted to position of head cook, shall be paid at the head cook Step 2 salary rate.

Section 4. Hourly Salaries-Bus Drivers:

Extra-Curricular Bus Driving:

When a coach holds the necessary bus driver's license, the District shall be allowed to assign such personnel driving assignments for athletic teams involved in District approved practice or local events within the District, at the hockey rink, athletic complex, and girls' softball field, prior to contacting regular or substitute bus drivers. Such coaching/driving assignments shall be for team membership of less than forty (40) student participants.

When a bus driver takes an extra-curricular bus trip that causes the driver to be absent from a regular route, the driver shall be compensated for the first two hours at their regular rate of pay with additional hours compensated at the extra-curricular rate of pay.

Bus Driver Extra Mileage Payment:

Eligibility for "Extra Mileage Payment Schedule" shall be based on the monthly average route miles determined each month from the monthly route mileage report and as verified by the transportation supervisor.

Section 5. Special Education Type III Van Drivers

Special Education Type III van drivers working fourteen (14) hours per week will be a part of the Bargaining Unit.

Section 6. Retention Stipend: AFSCME staff shall be eligible for an additional payment of \$600.00 for a retention stipend for the 2021-2022 school year. AFSCME staff must be employed on September 7, 2021 through March 15, 2022, and the payment will be made on the March 31, 2022 paycheck. AFSCME staff working less than a full-time position in their classification shall be paid an amount equal to their pro-rated staffing assignment, i.e. staff member working half-time would receive \$300.00.

**ARTICLE 20**  
**CLASSIFICATION DEFINITIONS PARAPROFESSIONALS**

Section 1. Definition of ECSE/School Readiness Paraprofessionals:

ECSE paraprofessionals shall be considered to be preschool special education aides or aides for the School Readiness program assigned by appropriate District personnel and as approved by the School Board to the preschool special education program.

Section 2. Definition of Library Paraprofessionals:

Library paraprofessionals shall be considered to be those library aides assigned by appropriate District personnel and as approved by the School Board, to the library/media program or a like program.



Section 3. Definition of Technology Paraprofessional:

Technology paraprofessionals shall be considered to be those paraprofessionals assigned by appropriate District personnel and as approved by the School Board to the computer education program or a like program.

Section 4. Definition of a Due Process Paraprofessional:

A Due Process paraprofessional shall be considered to be those paraprofessionals assigned by appropriate District personnel and as approved by the School Board to perform Due Process services.

Section 5. Definition of Paraprofessionals Not Identified Above:

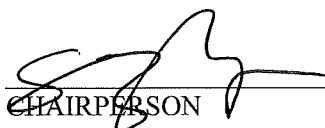
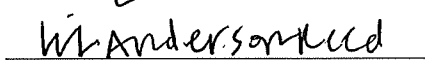
Other paraprofessionals shall be considered to be those aides assigned by appropriate District personnel and as approved by the School Board, to the Title 1 program, Special Education program, or other similar program.

**ARTICLE 21**  
**DURATION OF AGREEMENT**


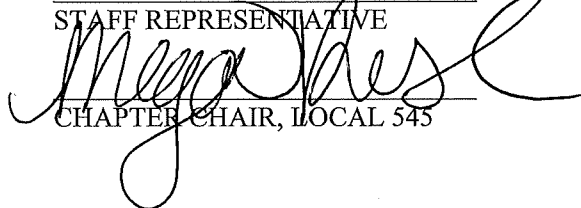
The terms and provisions of this Agreement shall continue in full force and effect from the first day of July, 2021, until the thirtieth day of June, 2023, and from year to year thereafter unless either party hereto shall give written notice to the other party at least sixty (60) days before the annual expiration date of its desire to terminate or amend said Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seal the date and year first above written.

INDEPENDENT SCHOOL DISTRICT NO. 97  
MOOSE LAKE, MINNESOTA

  
\_\_\_\_\_  
CHAIRPERSON  
  
\_\_\_\_\_  
CLERK

AMERICAN FEDERATION OF STATE,  
COUNTY AND MUNICIPAL EMPLOYEES  
AFL-CIO

  
\_\_\_\_\_  
STAFF REPRESENTATIVE  
  
\_\_\_\_\_  
CHAPTER CHAIR, LOCAL 545

**Salary Schedule  
2021-2022**

Step		Full-Time Custodian	Full-Time Cook	Part-Time Cook	Bus Drivers	Para-professional	Service Specialist	Housekeeper	Head Cook	SpEd Type	
										III Van Driver	Groundskeeper
1	First 6 months	\$17.42	\$13.31	\$13.31	\$18.64	\$14.52	\$17.73	\$13.13	\$18.79	\$13.89	\$13.53
2	Second 6 months	\$18.43	\$14.06	\$14.06	\$19.72	\$15.34	\$18.59	\$13.85	\$19.71	\$14.69	\$13.75
3	Third 6 months	\$19.43	\$16.29	\$16.29	\$22.94	\$17.80	\$18.81	\$16.06	\$19.93	\$16.34	
4	Fourth 6 months	\$20.43	\$16.51	\$16.51	\$23.16	\$18.02		\$16.28		\$16.56	
5	After 2 full years	\$21.43									
6	After 3 full years	\$21.65									
	Head Custodian (Night)	\$22.12									

Bus Driver Extra Mileage		Bus Driver Extra-Curricular Pay		HS/Elem/MARSS secretaries	
Route Miles	Additional Per Hour Salary Adjustment				
		\$15.00	per hour with 2 hour minimum	First year	\$18.32
71-75	\$0.64			Second year	\$19.30
76-80	\$0.77			Third year	\$20.27
81-85	\$0.89			Fourth year	\$20.49
86-89	\$1.01				
90-95	\$1.11				
96-100	\$1.19				
101-120	\$1.38				
Over 120	\$1.48				

**Salary Schedule  
2022-2023**

Step		Full-Time Custodian	Full-Time Cook	Part-Time Cook	Bus Drivers	Para-professional	Service Specialist	Housekeeper	Head Cook	SpEd Type	
										III Van Driver	Groundskeeper
1	First 6 months	\$17.77	\$13.58	\$13.58	\$19.01	\$14.81	\$18.09	\$13.39	\$19.17	\$14.17	\$13.80
2	Second 6 months	\$18.80	\$14.34	\$14.34	\$20.11	\$15.65	\$18.96	\$14.13	\$20.10	\$14.99	\$14.03
3	Third 6 months	\$19.82	\$16.62	\$16.62	\$23.40	\$18.16	\$19.18	\$16.38	\$20.33	\$16.67	
4	Fourth 6 months	\$20.84	\$16.84	\$16.84	\$23.63	\$18.38		\$16.60		\$16.90	
5	After 2 full years	\$21.86									
6	After 3 full years	\$22.08									
	Head Custodian (Night)	\$22.56									

Bus Driver Extra Mileage		Bus Driver Extra-Curricular Pay		HS/Elem/MARSS secretaries	
Route Miles	Additional Per Hour Salary Adjustment				
		\$15.30	per hour with 2 hour minimum	First year	\$18.69
71-75	\$0.64			Second year	\$19.69
76-80	\$0.77			Third year	\$20.68
81-85	\$0.89			Fourth year	\$20.90
86-89	\$1.01				
90-95	\$1.11				
96-100	\$1.19				
101-120	\$1.38				
Over 120	\$1.48				