CLOQUET SCHOOL DISTRICT
SECRETARIAL EMPLOYEES AGREEMENT

CLOQUET SCHOOL DISTRICT

AND

AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME)
MINNESOTA COUNCIL NO. 65
LOCAL UNION NO. 545

JULY 1, 2017 - JUNE 30, 2020

ATTEST:

AFSCME LOCAL NO. 545

[Signature]
Bargaining Unit - Secretarial Staff

[Signature]
Bargaining Unit - Secretarial Staff

[Signature]
AFSCME Council No. 65 Representative

Dated: November 27, 2017

CLOQUET SCHOOL BOARD
Independent School District No. 94

[Signature]
School Board Chair

[Signature]
School Board Clerk

[Signature]
Superintendent of Schools

Dated: November 27, 2017
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ARTICLE I — PURPOSE

Section 1. Parties

This Agreement is entered into between Independent School District No. 94, Cloquet, Minnesota, hereinafter referred to as the School District, and Local Union No. 545, affiliated with Minnesota Council 65 of the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the exclusive representative, 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., to provide the terms and conditions of employment for the secretarial employees.

ARTICLE II — RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition

Pursuant to the certification of the State of Minnesota, Bureau of Mediation Services, Case No. 00-PCE-1255, and in accordance with the PELRA, the School District recognizes AFSCME Council 65 as sole and exclusive representative for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment, and all other conditions of employment for:

All Secretarial, clerical and office support personnel employees employed by Independent School District No. 94, Cloquet, Minnesota, who are Public employees within the meaning of Minn. Stat. 179A.03, Subd. 14, excluding supervisory, confidential and all other employees.

Said exclusive representative shall have those rights and duties as prescribed by the PELRA and as described in the provisions of this Agreement.

Section 2.

The Employer shall not enter into any agreement with the employees coming under the jurisdiction of this Agreement, either individually or collectively, which in any way conflicts with the terms and conditions of this Agreement or with the role of the exclusive representative as sole representative for said employees.

Section 3.

That in the event the Employer and the exclusive representative are unable to agree to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

ARTICLE III — DEFINITIONS

Section 1. Terms and Conditions of Employment

The term "terms and conditions of employment" means the hours of employment, the compensation therefore, including fringe benefits except retirement contributions or benefits other than employer payment of, or contributions to, premiums for group insurance coverage for retired employees or severance pay, and the employer's personnel policies affecting working conditions of the employees. "Terms and conditions of employment" is subject to the provisions of PELRA.

Section 2. Description of Appropriate Unit

For purposes of this Agreement, the term Independent School District No. 94, Cloquet, Minnesota, 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 cumulative number of days in the same position by all employees exceeds 67 calendar days in that year and emergency employees.
Section 3. School District
   For the purpose 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 the Agreement shall have those meanings defined by the PELRA.

Section 5. Employee
   A member of the exclusively recognized bargaining unit as defined by PELRA.

Section 6. Probationary Employee
   An employee who has not completed the required probationary period of paid employment for newly hired or rehired employees.

Section 7. Full-Time 12 Month Employee
   An employee who is hired for eight (8) hours per day, 260 days per year. This amounts to 2080 hours per year including vacations and holidays.

Section 8. Full-Time 10 Month Employee
   An employee who is hired for eight (8) hours per day, at least 204 days per year.

Section 9. Part-Time Hourly Employee
   An employee who is hired for less than eight (8) hours per day.

Section 10. Layoff
   Reduction in the employee’s scheduled hours of work of 10 hours or more per week or complete separation from service with the Employer, necessitated by lack of work, lack of funds, or other reasons without reference to incompetence, misconduct or other behavioral consideration.

Section 11. Rest Breaks
   a. Lunch Breaks. Each full-time employee shall have an unpaid thirty (30) minute lunch break as scheduled by the District. An employee, with the consent of the employer, may work through lunch period rather than take a 30 minute unpaid break.
   b. Each employee shall have one (1) paid rest break of fifteen (15) minutes, as assigned by their direct supervisor, for each continuous four (4) hour work period.

ARTICLE IV -- MANAGEMENT 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.

Section 2. Management Responsibilities
   The exclusive representative 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.
Section 3. Effect of Laws, Rules and Regulations

The exclusive representative recognizes that all employees covered by this Agreement shall perform the services prescribed by the School Board 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 exclusive representative 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. 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.

Section 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. Reimbursed Costs

The Union shall reimburse the Employer for the use of school equipment, supplies and labor used in Union business. Prior approval for the use of school resources is required. The Union will be billed for any expenses incurred at their request pursuant to this section.

ARTICLE V -- EMPLOYEE RIGHTS

Section 1. Right to View

Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or 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 designated to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 2. Right to Join

Pursuant to PELRA, employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the School District.

Section 3. 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 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 equal monthly payments and to forward such monies to the designated officer of the exclusive representative together with a list of names of the employees from whose wages deductions were made.

Section 4. Request for PEOPLE Deduction

The Employer agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Employer and the Union. The Employer agrees to remit any deductions made pursuant to this provision to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.
Section 5. Fair Share Fees

In accordance with PELRA, any employee included in the appropriate unit who is not a member of the exclusive representative may be required by the exclusive representative to contribute a fair share fee for services rendered as exclusive representative. The fair share fee for any employee shall be in an amount equal to the regular membership dues of the exclusive representative, less the cost of benefits financed through the dues and available only to members of the exclusive representative, but in no event shall the fee exceed 85 percent of the regular membership dues.

The exclusive representative shall provide written notice of the amount of the fair share fee assessment to the Commissioner, the School District, and to each employee to be assessed the fair share fee.

A challenge by an employee or by a person aggrieved by the assessment shall be filed in writing with the Commissioner, the School District, and the exclusive representative within thirty (30) days after receipt of the written notice. All challenges shall specify those portions of the assessment challenged and the reasons therefore, but the burden of proof relating to the amount of the fair share fee shall be on the exclusive representative. The School District shall deduct the fee from the earnings of the employee and transmit the fee to the exclusive representative thirty (30) days after the written notice was provided or, in the event a challenge is filed, the deductions for a fair share fee shall be held in escrow by the School District pending the decision by the Commissioner or Court. Any fair share challenge shall not be subject to the grievance procedure.

The exclusive representative hereby warrants and covenants that it will defend, indemnify, and hold the School District harmless from any and all actions, suits, claims, damages, judgments and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the exclusive representative as provided herein.

Section 6. Bulletin Board Space

The Employer agrees to make space available on a designated bulletin board in each employee break room or building for the posting of Union notices and announcements.

ARTICLE VI -- BASIC SCHEDULES AND RATES OF PAY

Section 1. Salary Schedule

The wages and salaries reflected in Appendix A, attached hereto, shall be a part of the Agreement for the period commencing July 1, 2017 to June 30, 2020.

Section 2. Advancement on Salary Schedule

a. One step on the salary schedule is equivalent to one year of service.

b. Any secretary hired between July 1 and December 31, will have one year of service credited on the next July 1.

c. Any secretary hired between January 1 and June 30 will have a year of service credited on the second July 1 following their hire date.

ARTICLE VII -- GROUP INSURANCE BENEFITS

Section 1. Health Insurance

Full-time employees who work a minimum of 204 days will be provided hospitalization, medical, and surgical benefits in accordance with the district plan as listed in Appendix A. The defined health insurance plans shall be adopted according to Minnesota law. See 471.6161 GROUP INSURANCE; GOVERNMENTAL UNITS.

A. Hospitalization, Medical, and Surgical Coverage:
Subd. 1. **Employee/School District Premium Share**: Hospitalization, medical and surgical benefits will be provided by the school district for all eligible employees with the District bearing the costs as listed in the District’s adopted health insurance plan. See Appendix A. See Article VII, Section 1. for “eligible employee” definition.

Subd. 2. **Premium Increase/Decrease**: Adjustments for Plan Cost Changes: In the event the single or dependent premium increases/decreases, the District and the employee will share in the insurance plan increases/decreases as follows:

a) Dependent Coverage: The district and employee will share the increases or decreases in premiums equally.

b) Single Coverage: For any amount of premium over $8,000, increases or decreases in the premium shall be 80% district responsibility and 20% employee responsibility.

c) Employees may opt for different plan coverage during the open enrollment period each year.

**Section 2. Dental Insurance**

Effective October 1, 2005, dental benefits will be paid by the school district at a premium rate of $26.80 per month per eligible employee with single coverage and that dependent coverage will be paid by the school district at a premium rate of $46.78 per month per eligible employee. If the total premium rate exceeds the individual rate as stated above, the school district shall pay for the additional cost of premiums for the term of this contract only. If the total premium rate exceeds the dependent rate as stated above, the school district and the employee shall share the premium increase equally.

**Section 3. Employee Contribution**

Any additional costs of premium shall be borne by the employee by a monthly payroll deduction.

**Section 4. Long Term Disability Benefits**

Full-time employees, long-term disability benefits will be provided at employee expense up to 66-2/3% of the employee’s basic salary to a maximum benefit of $3,000 per month. There shall be an elimination period of 60 working days.

a. All employees shall be required to participate in the group at their own expense.

b. The salary of each employee shall be increased by the cost of their long-term disability premium.

c. Long-term disability benefits are in effect only during the months in which said employee is working.

**Section 5. Eligibility**

Benefits provided in this Article will apply only to regular employees and does not apply to substitute, temporary employees or student workers. The school district contribution toward those benefits shall be discontinued on the date the employee terminates their services or contract.

**Section 6. Selection of Carrier**

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 7. Life Insurance**

Full-time (10 and 12 month) employees shall receive term life insurance in an amount of $50,000 at school district expense. All other secretarial union employees shall receive $10,000 life insurance if they meet the eligibility requirements of the district’s life insurance carrier at school district expense.
ARTICLE VIII -- SICK LEAVE/LEAVES OF ABSENCE

Section 1.

Full-time and full-time 10 month employees shall receive fifteen (15) days of paid sick leave per year for the first five years of employment with the district. Thereafter, full-time and full-time 10 month employees shall receive thirteen (13) days of paid sick leave per year. Part-time employees shall receive sick days pro-rated by the number of hours they work per day. Sick leave shall be computed as of July 1 each year. Employees employed after July 1 shall be allowed one and one-half (1-1/2) days of sick leave for each month of continuous employment during the first year but not to exceed fifteen days.

Sick leave with pay shall be allowed whenever an employee’s absence is due to illness and/or disability which prevented his/her attendance at school and performance of duties on that day or days. Up to five (5) days of sick leave with pay per school year shall be allowed whenever an employee’s absence is due to the serious illness and/or the temporary disability of the employee’s spouse, spouse’s children/step-children, adult children, or parent.

Note: The 2014 Legislature amended the sick leave law. This law, as long as it is in place, takes precedence over the above contract language. The law reads as follows:

181.9413 SICK LEAVE BENEFITS: CARE OF RELATIVES

(a) An employee may use personal sick leave benefits provided by the employer for absences due to an illness of or injury to the employee’s child, as defined in section 181.940, subdivision 4, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, for reasonable periods of time as the employee’s attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee’s own illness or injury. This section applies only to personal sick leave benefits payable to the employee from the employer’s general assets.

(b) An employee may use sick leave as allowed under this section for safety leave, whether or not the employee’s employer allows use of sick leave for that purpose for such reasonable periods of time as may be necessary. Safety leave may be used for assistance to the employee or assistance to the relatives described in paragraph (a). For the purpose of this section, “safety leave” is leave for the purpose of providing or receiving assistance because of sexual assault, domestic abuse, or stalking. For the purpose of this paragraph: (1) “domestic abuse” has the meaning given in section 518B.01; (2) “sexual assault” means an act that constitutes a violation under sections 609.342 to 609.3453 or 609.352; and (3) “stalking” has the meaning given in section 619.749.

(c) An employer may limit the use of safety leave as described in paragraph (b) or personal sick leave benefits provided by the employer for absences due to an illness of or injury to the employee’s adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent to no less than 160 hours in any 12-month period. This paragraph does not apply to absences due to the illness or injury of a child, as defined in section 181.940, subdivision 4.

If misuse of sick leave is suspected, the building administrator and executive representative will meet with the employee, and at the employee’s option, another representative. After this meeting, the administrator may ask the employee for a medical certificate from a qualified physician at such time as the employee requests future sick leave for up to one (1) year from the date of this meeting.

The school or district administration may request a physician’s verification for sick leave taken of three consecutive days or more.

Section 2. Sick Leave Accumulation

There shall be no limit as to the number of days of sick leave which an employee may accumulate.
Section 3. Workers Compensation

All injuries sustained, no matter how trivial they appear to be, must be reported to the superintendent's office within twenty-four (24) hours of the time of the accident.

Pursuant to M.S. 176, an employee injured on the job in the service of the Employer and collecting Workers Compensation insurance, may draw sick leave and receive full salary from the Employer, the employee’s 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 the employee’s accrued sick leave.

Section 4. Emergency Leave

Employees may be granted emergency leave not to exceed three (3) days per year subject to the discretion of the employee’s immediate supervisor. This leave will be charged to sick leave or vacation.

Section 5. Bereavement Leave

Full-time and part-time employees on a pro rata basis shall receive, in the case of death of an immediate family member, including parents, step-parents, spouse, children, step-children, grandchildren, sister, brother, grandparents, sister-in-law, brother-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparents of spouse of the employee or the employee’s spouse; causing the employee to lose working time. Time allowed is not to exceed three (3) scheduled working days if the distance traveled is 400 miles or less one way, four (4) scheduled working days if the distance traveled is more than 400 but less than 800 miles one way, and five (5) scheduled working days if the distance traveled is more than 800 miles one way. No less than four (4) scheduled working days shall be allowed in case of death of a spouse or child. This leave is not deducted from accumulated sick leave.

Section 6. Leave Without Pay

A leave of absence without compensation may be granted upon good cause shown to the Superintendent with the approval of the School Board or other governing board. Such leave of absence usually will not exceed twelve (12) months. No benefits shall accrue during this period of leave. Employees on leave without pay shall be allowed to continue their participation in the group insurance coverage by paying the entire cost of the premiums for coverage if permitted by the insurance carrier. Seniority shall not accumulate and the employee will not advance on the salary schedule while on leave.

Section 7. Personal Leave

Full time employees and part-time employees on a pro rata basis shall be granted personal leave with pay for personal business, to a total of two (2) days per year, non-cumulative, with prior approval of the employee’s immediate supervisor. If a secretarial employee uses three (3) days or less of sick leave within one full school year of employment, an additional one (1) personal leave day with pay will be granted the following school year, or the employee may choose to be reimbursed for that personal day. Reimbursement shall be at the hourly rate for secretarial substitutes. This additional day is non-cumulative so the maximum number of personal days in a given year would be three (3). If a secretarial employee uses one (1) day or less of sick leave within one full school year of employment (July 1 – June 30), the employee will receive an additional one (1) personal leave day with pay. This would total two (2) additional personal leave days when counting the first day for missing three (3) or fewer days. These days, to a total of four (4) days, are non-cumulative.

Personal leave shall be allowed to be taken in half-day increments, but only if appropriate substitutes are available and the half-day leave is approved by the building principal or immediate supervisor. A half-day shall be defined as half of the normal workday for the employee who is requesting the leave.

Section 8. Parental Leave

Employees shall be granted leave in compliance with the Family Medical Leave Act of 1993.
Section 9. Sick Leave
Employees shall be allowed to utilize sick leave for absences caused by illness, injury, medical/dental/optometry appointments, and other legitimate medical purposes.

Section 10. Sick Leave - Children
Employees shall be allowed to utilize sick leave for the care of their children as per Minnesota Statute 181.9413.

Section 11. Jury Duty – Court Appearance
Employees shall be given leave for jury duty and court appearances as per School District Policy #408.

Section 12. Military Leave
Employees who are members of a reserve force of the United States or of the State of Minnesota, and who are ordered by the appropriate authorities to attend a training program or perform other duties under the supervision of the United States or of the State of Minnesota, shall be granted a leave of absence in accord with the Federal Law and/or Minnesota Statute Sections 192.26 and 192.261, or any successor statutes.

ARTICLE IX – UNPAID LEAVES OF ABSENCE

Section 1. Union Leave
At the beginning of each school year, the exclusive representative shall be credited with twelve (12) days to be used by the exclusive representative of union employees who are officers or agents of such for conducting the business of the exclusive representative. The exclusive representative agrees to notify the school superintendent of its designated representative(s) no less than 48 hours in advance when possible of such leave. Unless extreme circumstances dictate, no more than two (2) persons per day may use Association leave at a time. The superintendent will consider granting additional unpaid leave for reasonable time off if a request is made one week in advance of needing said leave. Rather than using unpaid leave, the employees may use accumulated paid leave (if applicable) instead of leave without pay.

ARTICLE X – HOURS OF SERVICE AND DUTY YEAR

Section 1.
The normal workday for full-time twelve (12) month employees shall consist of eight (8) hours, exclusive of lunch. The normal work week shall consist of forty (40) hours, in five (5) consecutive days.

Section 2.
The normal workday for full-time ten (10) month employees shall consist of eight (8) hours, exclusive of lunch. The normal work week shall consist of forty (40) hours, in five (5) consecutive days.

Section 3.
Part-time hourly employees shall work less than eight (8) hours per day, exclusive of lunch. The normal work week shall consist of five (5) consecutive days.

Section 4.
Hours of work shall be established by the building administrator.

Section 5.
All hours worked in excess of forty (40) hours per week shall be paid at one and one-half (1-1/2) times the regular rate of pay, except Sundays and holidays. Overtime on Sundays and holidays shall be paid at double the regular pay rate. Overtime shall be approved in advance by building/district administrator.
Section 6.
An employee called back to work by the School District outside the regular work schedule shall be paid a minimum of two (2) hours at the appropriate rate of pay. An extension of or early report to a regularly scheduled shift does not qualify an employee for the minimum call back pay.

Section 7.
Subd. 1. Schools may be closed by the superintendent when in his/her judgment it would be unsafe for students to attend school.

Subd. 2. Secretarial employees should report for work when it is safe and possible to do so. Should these employees find that they are unable to report to work, they may request of their respective administrator to use vacation days, emergency leave, personal leave, or deduct days as applicable. If weather or emergency conditions warrant, the superintendent or designee will notify personnel they may leave earlier than scheduled. Secretaries are allowed to make up to three (3) days for emergency days to be arranged with the building principal.

ARTICLE XI -- HOLIDAYS

Section 1.
Full-time 12 and 10 month employees shall receive the following paid holidays:
- New Year’s (2 days)
- President’s Day
- Good Friday
- Memorial Day
- July 4th (2 days) (12 month only)
- Labor Day
- Thanksgiving (2 days)
- Christmas (2 days)

Section 2.
Part-time employees employed during the regular student school year for a minimum of fourteen (14) hours per week shall be granted the following paid holidays:
- Thanksgiving Day
- New Year’s Day
- Christmas Eve Day
- Christmas Day
- July 4th (Effective July 4, 2016)
  (See stipulations in Section 5 below)
- President’s Day
- Good Friday (Effective 2003)
- Memorial Day
- Labor Day

Section 3. Weekends
Holidays that fall on a weekend will be observed on a day/days established by the building administrator.

Section 4. Eligibility
Benefits provided in this Article shall apply only to employees who are paid on a regular basis and shall not apply to substitute, temporary employees or student workers.

Section 5. Application
In order to be eligible for holiday pay an employee must have worked a regular day before and after the holiday unless on an excused illness, or vacation under these provisions.

Section 6. School in Session
If a holiday occurs while an employee is on vacation or sick leave, said day shall not be charged against the employee’s leave accrual.
Section 7. Work on a Holiday
An employee who is required by the School District to perform work on a holiday shall receive as compensation, at double time the employee’s normal hourly rate of pay for all hours worked on the holiday. Overtime shall be approved in advance by the building administrator.

ARTICLE XII -- VACATION

Section 1. Vacation Time
Vacation time and years of continuous service shall be computed as of July 1 of each year. If an employee is first employed after July 1 in any one year, vacation shall be granted at the rate of one (1) day per month of service from the time of employment to July 1, but not to exceed ten (10) days. For example, a secretary employed on March 1 would be allowed four (4) days of vacation on July 1. To qualify for vacation time a part-time employee must be a regularly employed twelve (12) month employee working a minimum of twenty-five (25) hours per week.

Section 2.
  a. Ten days of vacation time shall be allowed for 12 months of continuous full-time service. Part-time 12 month employees shall receive vacation prorated at this rate.
  b. After five years of continuous service, qualified employees shall receive 15 days of vacation. Part-time 12 month employees shall receive vacation prorated at this rate.
  c. After 10 years of continuous service, qualified employees shall receive 20 days of vacation. Part-time 12 month employees shall receive vacation prorated at this rate.
  d. After 15 years of continuous service, qualified employees shall receive 25 days of vacation. Part-time 12 month employees shall receive vacation prorated at this rate.
  e. After 25 years of continuous service, qualified employees shall receive 30 days of vacation. Part-time 12 month employees shall receive vacation prorated at this rate.
  f. One day additional vacation shall be allowed for each two years of service beyond 25 years.
  g. Employees hired after July 1, 2008 may earn no more than 20 days of vacation.

Section 3.
In the event of separation before July 1, vacation time shall be computed at the rate of one (1) day per month but not to exceed ten (10) days. Employees whose longevity entitles them to more than ten (10) days yearly vacation shall have vacation time prorated from July 1 to the separation date.

Section 4.
Personnel shall be given every reasonable and practical choice of vacation periods possible. An employee may take vacation anytime during the fiscal year (July 1 through June 30) upon request and with agreement from the employee’s supervisor. Employees unable to use their vacation during the specified period (July 1 to June 30) shall be allowed to take their vacation days up to September 1, upon request and agreement from the employee’s supervisor.

Section 5.
Upon becoming a full-time employee eligible for vacation, employees shall be given credit for their years of part-time service with the Cloquet School District if they have worked a minimum of thirty (30) hours per week for the full school year and if their employment has been continuous. When calculating vacation time, one (1) year of service (up to a maximum credit of five (5) years) will be credited for each two (2) years of continuous part-time service. The additional credit of service is only applicable in calculating the years of service for qualifying for fifteen (15) days of vacation after the employee has fulfilled two (2) years of full-time continuous service. After qualifying for fifteen (15) days of vacation, only full-time years of continuous service will apply towards additional vacation time.

Section 6.
For employees hired after May 1, 2008, the maximum vacation benefit that can be obtained will be 20 days, and this benefit shall accumulate at experience intervals defined in the contract. Employees hired prior to May 1, 2008 shall remain with the vacation benefit schedule without the 20-day limitation.
ARTICLE XIII -- PROBATION AND TRIAL PERIODS

Section 1.
All new employees will serve a twelve (12) month probationary period.

Section 2.
The School District, in its sole discretion, may discipline or discharge a probationary employee; such action shall not be subject to the grievance procedure, however, a probationary employee shall have the right to bring a grievance on any other provisions of the Agreement alleged to have been violated.

Section 3. Probationary Period Change of Classification
Prior to an employee transferring or being promoted to a different classification, the employee must serve the initial six (6) month probation period. In addition to the initial probationary period, an employee transferred or promoted to a different classification shall serve a new probationary period of ten (10) working days in any such new classification. During this ten (10) day trial 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. When an employee is transferred to a new classification, the employee shall also have ten (10) working days in which to decide whether to keep the position. If the employee does not want to keep the position said employee may return to the original classification with no loss of seniority.

ARTICLE XIV -- GRIEVANCE PROCEDURE

Section 1. Definition of a Grievance
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 contained in this Agreement.

Section 2. Representatives
The employee, administrator or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in the party’s behalf.

The Employer will recognize representatives designated by the Union as the stewards of the bargaining unit having the duties and responsibilities established by this Article. The Union shall notify the Employer in writing of the names of such Union representatives and of their successors when so designated.

Section 3. Processing of a Grievance
It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and the Union representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours, provided the employee and the Union representative have been notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.

Section 4. Definitions and Interpretation

Subd. 1. Extension: Time limits specified in this Agreement may be extended by mutual agreement of the Employer and the Union.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to calendar days.
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.

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 5. Time Limitation and Waiver
A grievance 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-one days after the date of the first event giving rise to the grievance occurred.

Failure to file any grievance within such period shall be deemed a waiver hereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the 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 level.

Section 6.
A grievance filed on behalf of all bargaining unit employees (class action) by the Union will be filed in writing with the superintendent within twenty-one (21) calendar days after the event giving rise to the grievance. The superintendent shall reply to the grievance within fourteen (14) calendar days after receipt.

Section 7. Adjustments 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. 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 fourteen (14) 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 14 days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or designee shall set a time to meet regarding the grievance within 14 days after receipt of the appeal. Within 14 days after the meeting, the Superintendent or 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 14 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 14 days after receipt of the appeal. Within 21 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 Board may be designated by the 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.

Subd. 4. Mediation: Upon mutual agreement, the parties may petition the Bureau of Mediation Services for assistance in the resolution of any grievance prior to arbitration. If the parties so agree the timelines for such review and appeal to arbitration shall be adjusted by mutual agreement between the parties.

Section 8. Arbitration Procedures
In the event 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 in the office of the Superintendent within 14 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 select an arbitrator from a list provided by the EMS as per BMS procedures.

Subd. 4. Hearing: The grievance shall be heard from 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 shall 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 denovo.

Subd. 5. Decision: The decision by the arbitrator shall be rendered within thirty days after the close of the hearing. Decisions by the arbitrator in cases properly before the arbitrator shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided in the PERA. The arbitrator shall issue a written decision and order including findings of fact which shall be based upon substantial and competent evidence presented at the hearing.

Subd. 6. 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 of the hearing shall be made 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. 7. 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, the arbitrator’s order shall give due consideration to the statutory rights and obligations of the public school district to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

Section 9. 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. Except with respect to statutes under the jurisdiction of the United States Equal Employment Opportunity Commission, an employee pursuing a statutory remedy is not precluded from also pursuing an appeal under this grievance procedure. This section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.
ARTICLE XV -- RETIREE HEALTH BENEFITS

Section 1.  For full-time retired employees between the ages of fifty-five (55) and Medicare eligible, hospitalization, medical and surgical benefit paid by the school district and the retired employee shall be the same rates as per contract. Future premium costs and increases exceeding the individual and the dependent rate, the school district and the retired employee shall share the premium increase equally until employee reaches Medicare eligible. The application of the premium to be paid by the school district shall be for the employee’s coverage that was in effect at the time of retirement, i.e., individual coverage or family coverage. If the retired employee between fifty-five (55) and Medicare eligible changes insurance coverage from individual to family, the employee shall pay 100% of the dependent premium.

Subd. 2. Secretaries hired after September 1, 2013 will have to have 10 years of full-time employment to qualify for the benefits described in Subdivision 1, of this section. Ten years of full-time employment will be defined as any ten years of full-time employment, not just the last ten years of employment.

Subd 3. Dental insurance premiums shall be 100% paid by the retired employee.

Section 2. Severance and 403(b)

Effective July 1, 2015, secretarial personnel who work six (6) hours per day, nine (9) months per year, or more, for ISD No. 94 for ten (10) years prior to retirement and who are at least fifty-five (55) years of age, shall, upon retirement receive in the form of severance pay according to the following schedule:

Employees, who have at least ten (10) years of experience at six (6) or more hours per day/30 hours per week, shall receive $90.00 for each day of unused sick leave, not to exceed 120 days.

Employees who have at least ten (10) years of experience but do not have at least ten (10) years of experience at six (6) or more hours per day/30 hours per week, shall receive a prorated amount for each day of sick leave based on six (6) hours per day. For instance, an employee working five (5) hours per day would receive 5/6 of $90 per day or $75/day. Employees who receive the prorated severance benefit shall have their work hours determined by the number of hours they work per week during their last year of employment with the district.

The District will deposit one hundred percent (100%) of the employee’s severance pay into a Post-Retirement Health Care Savings Plan (PRHCSP), managed by the Minnesota State Retirement System. This payment shall be made in one lump sum the month following the effective date of the employee’s retirement.

Subd 1. Beneficiary or Beneficiaries to Receive Earned Severance: Any employee who meets the qualifications for retirement severance pay may designate a beneficiary or beneficiaries who will receive the employee’s severance should that employee meet the contract qualifications for severance but die prior to retirement. In order for this payment to be received, it will be the employee’s responsibility to designate a beneficiary with the district’s business office.

Section 3. 403(b) Employer Matching Plan: Employees hired after July 1, 2015 will not receive a severance benefit as defined above, but they may participate in a 403(b) Employer Matched Tax-Sheltered Annuity Plan, as allowed under Minnesota Statute §356.24 as amended and as defined in District policy. Effective July 1, 2015, employees hired prior to July 1, 2015 will have a one-time option, to exercise at any time, to participate in the Employer Matching plan. They may not opt back to the Severance benefit and there will be no opportunity to receive back pay/matching contributions based on eligibility criteria. Employees may still be in the Severance plan and participate in a 403 (b) plan according to District policy, but that participation then would not include employer matching contributions.
Employer matching contributions shall be directed to insurance companies approved by the Minnesota State Board of Investment and that are included in the District’s list of approved vendors. The plan shall comply with I.R.S. Code, 26 U.S.C. Sec. 403(b).

**Subd. 1. Qualification for Benefits:** Part-time secretaries working half-time (.50) or more may participate on a pro-rata basis in the plan. Retired secretaries who have been rehired by the school district are not eligible for employer contributions.

**Subd. 2. Cap:** There shall be a lifetime per secretary cap of $45,000 on District contributions.

**Subd. 3. Match:** Effective July 1, 2015, the yearly matching amounts paid by the District shall be limited to a maximum amount as follows:

<table>
<thead>
<tr>
<th>YEARS</th>
<th>MAXIMUM ANNUAL MATCH</th>
</tr>
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<tbody>
<tr>
<td>0 – 3</td>
<td>No match</td>
</tr>
<tr>
<td>4 – 6</td>
<td>$750</td>
</tr>
<tr>
<td>7 – 10</td>
<td>$1,250</td>
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<td>11 – 15</td>
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<tr>
<td>16+</td>
<td>$2,250</td>
</tr>
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</table>

District matching amount shall match secretary’s contributions on a dollar for dollar basis up to the applicable maximum amount allowed under this Agreement.

**Subd. 4. Plan Year:** The plan year shall be from July 1 through June 30.

**Subd. 5. Participation:** An eligible member must make application for participation by July 1, of each school year. Once an eligible member elects to participate in the plan, said election is irrevocable for that school year and will continue each subsequent school year unless modified by the member by the July 1 deadline. This provision relates to an eligible member’s willingness to participate in the plan and in setting the monetary amount of participation in the plan. Once the election is made the member must participate in the program at the same rate for that school year unless the member is granted an unpaid leave, in which case he/she may not participate in the matching program until the member returns.

**Section 4.**

Employees shall give at least two calendar week’s written notice prior to the effective date of resignation and at least eight calendar week’s written notice prior to the effective date of retirement. Retirees not complying with the above guidelines shall lose severance benefits unless the timeline is waived by School Board action.

**ARTICLE XVI -- SENIORITY/VACANCIES**

**Section 1. Assignment and Seniority**

Assignment of secretarial personnel shall rest with the Superintendent and the School Board.

**Subd. 1. Definitions.** 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.

The seniority list as of July 1, 2017 will determine the order of seniority. Thereafter, new hires shall have their seniority determined in order with the following criteria:

(a) First date of continuous employment as determined in the board hiring resolution. Substitute work does not apply.

(b) If there is a tie in seniority after applying (a), the next criteria will be the date at which the school board hired a secretary.
(c) If there is a tie in seniority after applying (b), the next criteria will be the date application was received by the district office.

Subd. 2. Seniority List: The superintendent shall maintain a seniority list which shall show the names of all secretarial personnel, initial date of employment and seniority rank. Each employee shall receive a copy of the seniority list by March 31.

Subd. 3. Loss of Seniority: A secretarial employee will lose seniority for the following reasons only:
   a. Resignation.
   b. Involuntary Termination.
   c. Failure to return to work when recalled from layoff.

Subd. 4. Temporary Incapacity: Inability of an employee covered by this Agreement to work due to illness or injury shall not result in loss of position. Said personnel shall be entitled to return to regularly assigned positions after sufficient recovery to perform usual and ordinary duties. Maximum length of temporary incapacity shall not exceed 18 months. After 18 months, but prior to 24 months, an employee may petition the superintendent for reinstatement. The decision to reinstate an employee returning from temporary incapacity status shall rest solely with the superintendent and will not be subject to appeal. If making room for the employee requires lay-off(s), the procedures outlined in this contract for seniority determinations, layoffs, bumping, and filling of vacancies shall be followed.

Section 2.

In the event of a secretary layoff or reduction of 10 or more hours per week, secretarial personnel shall be laid off by classification in inverse order of hire. An employee who is about to be laid off has the right to bump into an equal or lower paying classification and an equal or lower number of work hours, provided the employee is fully qualified to perform the duties of the classification into which they are bumping and have greater seniority than the employee being bumped. Part-time secretaries may only bump into part-time secretarial positions. An employee shall retain seniority and right to recall for a period of one (1) year. Recall shall be in inverse order of layoff. The School District shall issue written notice thirty (30) calendar days in advance of layoff.

Section 3.

Probationary and temporary employees shall precede regular bargaining unit employees in layoff. No new employees shall be hired until all employees on layoff status have been given the opportunity for recall in any classification for which they are qualified. The parties agree that this section shall be grievable to steps one (1) and two (2) only.

Section 4.

If a vacancy is determined by the superintendent to be filled within the secretarial category, the School District shall post a notice of open position in all buildings on the designated bulletin boards. Employees within the secretarial unit who have completed their initial twelve (12) month probation period shall be given five (5) working days to apply for said position. When filling vacancies, first consideration shall be given to present employees. When candidates’ qualifications are equal, seniority shall be used to determine who is awarded the position. If it becomes necessary to bypass present employees when filling vacancies, reasons for said denial shall be given in writing for such employees with a copy to the union.

If an internal candidate is unable to perform the duties of the new position in a satisfactory manner as determined by their immediate supervisor within two (2) weeks – (10 working days) on the new job, the individual shall be reassigned to their previously held position. Individuals filling that position would also be reassigned to their previously held positions if within the secretarial bargaining unit. The parties agree that this paragraph shall be grievable to steps one (1) and two (2) only.

In the event the vacancy or newly created position is not filled from within the secretarial unit, the position may be filled from the outside and seniority shall not be a consideration.
ARTICLE XVII -- DISCIPLINE AND TERMINATION

Section 1.
Upon completion of the probationary period, an employee shall be disciplined and discharged only for just cause. Disciplinary action may be progressive and follow the steps listed below:
1. Oral warning
2. Written warning
3. Suspension (paid or unpaid) and/or demotion
4. Discharge

In cases of serious misconduct or incompetence, discipline need not be progressive and may for a first offense involve an appropriate suspension or discharge.

Section 2.
The School District shall not question the employee during an investigation if they know it may lead to disciplinary action unless the employee has been given the opportunity to have a representative of the exclusive representative present at such questioning.

Section 3.
A written record of all disciplinary actions other than oral reprimands shall be entered into the employee's personnel record. An employee shall receive a copy of all evaluative and disciplinary entries into their own personnel office record and shall be entitled to provide a written response to those entries which shall be placed with the entry in the employee's record.

ARTICLE XVIII -- GENERAL PROVISIONS

Section 1. Non-Discrimination Clause
The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination on any basis prohibited by law or on the basis of membership or non-membership in the exclusive bargaining unit. The exclusive representative shall share equally with the School District the responsibility for applying this provision of the Agreement.

Section 2. Personnel Files
All employees shall have the right to inspect their personnel file during working hours as provided for by statute.

Section 3. Job Descriptions
The School District shall have available upon request written job descriptions, for review, outlining the duties and responsibilities of the job classifications.

Section 4. Tax-Deferred Annuities
An employee may have his/her contract amended to reduce his/her salary for the purpose of the purchase of a non-forfeitable tax-deferred annuity by the School District for said employee.

Election by the employee to enter into an amendment of contract for this purpose must be made no later than the 1st or 15th of each month. Further details may be obtained from the office of the Business Manager.

ARTICLE XIX -- PUBLIC OBLIGATION

Section 1.
The parties mutually recognize that their first obligation is to the public, and that the rights of students and residents of the School District to the continuous and uninterrupted operation of the school is of paramount importance.
Section 2.
The exclusive representative agrees, therefore, that during the term of this Agreement, neither the Union nor any individual employee shall engage in any strike. For the purposes of this Section, the term strike shall mean concerted action in failing to report for duty, the willful absence from one’s position, sympathy strike, the stoppage of work, slowdown, or the abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing, or coercing a change in the conditions or compensation or the rights, privileges or obligations of employment. The parties agree that this Article shall not be subject to the grievance or arbitration procedures but is enforceable in the courts.

ARTICLE XX -- DURATION OF CONTRACT

Section 1. Term and Reopening Negotiations
This Agreement shall remain in full force and effect for a period commencing on July 1, 2017 – June 30, 2020, and thereafter as provided by P.E.L.R.A. 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 120 days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration date of this Agreement.

Section 2. Effect
This Agreement constitutes the full and complete understanding between the School District and the exclusive representative of the employees. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, School District policies, rules and regulations concerning terms and conditions of employment inconsistent with these provisions. Nothing in this Agreement shall be construed to obligate the School District to continue or discontinue existing or past practices or prohibit the School District from exercising all management rights and prerogatives, except insofar as this exercise would be in express violation of any term or terms of this Agreement.

Section 3. Finality
Any matters relating to terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of the Agreement, except by mutual consent of the parties.

Section 4. Pursuant to Law
Pursuant to MN. Statute 179A.20, Subd. 2, no provision of this Agreement shall be contrary to law. In the event that a law changes and the language subsequently is contrary, it shall be null and void. Should the law change and language is not specifically required by law but is not contrary to law, then the language shall become negotiable during the next negotiation period unless the language becomes an exclusive management right.

Section 5. Severability
The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.
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<tr>
<th>Name</th>
<th>Start Date As Secretary</th>
<th>Years of Service July 1, 2017</th>
<th>Position</th>
<th>Building</th>
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<td>8/29/17</td>
<td>0</td>
<td>Secretary/Receptionist (Food Service)</td>
<td>Senior High School</td>
<td>1</td>
</tr>
</tbody>
</table>

10+ = 15 to 19 years of service  
10++ = 20 to 29 years of service  
10+++ = 30+ years of service
# CLASSIFICATION AND WAGES

The secretarial categories shall be as follows for the July 1, 2017 – June 30, 2020 school years:

- Head Secretary
- Financial Secretary
- Head Secretary – Community Ed
- Secretary/Receptionist
- Guidance Office Secretary

The entire salary schedule shall be increased by the following percentages:


## SALARY SCHEDULES SHALL BE AS FOLLOWS:

### CLOQUET ISD #94 SECRETARIAL SALARY SCHEDULE

<table>
<thead>
<tr>
<th>% increase</th>
<th>2017-18</th>
<th>2.00%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2017-2018</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Step 1</strong></td>
<td><strong>Step 2</strong></td>
</tr>
<tr>
<td>Per Hr.</td>
<td>Per Hr.</td>
<td>Per Hr.</td>
</tr>
<tr>
<td>Guidance Office Sec.</td>
<td>$16.43</td>
<td>$16.89</td>
</tr>
<tr>
<td>Sec/Receptionist</td>
<td>$16.13</td>
<td>$16.59</td>
</tr>
</tbody>
</table>

| **2018-2019** | 1.75% | |
| | **Step 1** | **Step 2** | **Step 3** | **Step 4** | **Step 5** | **Step 6** | **Step 7** | **Step 8** | **Step 9** | **Step 10** |
| Per Hr. | Per Hr. | Per Hr. | Per Hr. | Per Hr. | Per Hr. | Per Hr. | Per Hr. | Per Hr. | Per Hr. |
| Financial Secretary | $18.47 | $18.93 | $19.42 | $19.87 | $20.34 | $20.82 | $21.28 | $21.74 | $22.21 | $22.68 |
| Guidance Office Sec. | $16.72 | $17.19 | $17.65 | $18.12 | $18.59 | $19.07 | $19.52 | $20.00 | $20.46 | $20.92 |
| Sec/Receptionist | $16.41 | $16.88 | $17.34 | $17.80 | $18.27 | $18.74 | $19.21 | $19.68 | $20.14 | $20.62 |

| **2019-2020** | **Me-too** | |
| | **Step 1** | **Step 2** | **Step 3** | **Step 4** | **Step 5** | **Step 6** | **Step 7** | **Step 8** | **Step 9** | **Step 10** |
| Per Hr. | Per Hr. | Per Hr. | Per Hr. | Per Hr. | Per Hr. | Per Hr. | Per Hr. | Per Hr. | Per Hr. |
| Head Secretary | TBD | TBD | TBD | TBD | TBD | TBD | TBD | TBD | TBD |
| Financial Secretary | TBD | TBD | TBD | TBD | TBD | TBD | TBD | TBD | TBD |
| Head Sec – Comm. Ed | TBD | TBD | TBD | TBD | TBD | TBD | TBD | TBD | TBD |
| Guidance Office Sec. | TBD | TBD | TBD | TBD | TBD | TBD | TBD | TBD | TBD |
| Sec/Receptionist | TBD | TBD | TBD | TBD | TBD | TBD | TBD | TBD | TBD |
1) Longevity Pay:
   - July 1, 2017 – June 30, 2018
     15-19 Years ($55/mo.); 20-29 Years ($80/mo.); and 30+ Years ($105.00/mo.).
   - July 1, 2018 – June 30, 2019
     15-19 Years ($60/mo.); 20-29 Years ($85/mo.); and 30+ Years ($110.00/mo.).
   - July 1, 2019 – June 30, 2020
     15-19 Years ($65/mo.); 20-29 Years ($90/mo.); and 30+ Years ($115.00/mo.).

Longevity pay will begin on year fifteen (15) of the secretary’s actual month of hire with the school district and be paid based on that hire date.

2) Each step equals one (1) year of experience.

APPENDIX A

ISD #94 2017 Insurance Plan Year Effective September 1, 2017
(Based on a 1.0 FTE Calculation)

<table>
<thead>
<tr>
<th>2017-2018 Health Ins Costs</th>
<th>Annual Premium</th>
<th>District Pays/Year</th>
<th>Employee Pays/Year</th>
<th>Employee with Eligible Spouse Pays</th>
<th>District Paid HRA/HSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>500/1,000 Single</td>
<td>$10,128</td>
<td>$9,702</td>
<td>$426</td>
<td></td>
<td>$500</td>
</tr>
<tr>
<td>500/1,000 Family</td>
<td>$28,206</td>
<td>$17,264</td>
<td>$10,942</td>
<td>$9,742</td>
<td></td>
</tr>
<tr>
<td>HDHP 1,300/2,600 Single</td>
<td>$9,312</td>
<td>9,050</td>
<td>$262</td>
<td></td>
<td>$1,200</td>
</tr>
<tr>
<td>HDHP 1,300/2,600 Family</td>
<td>$25,932</td>
<td>$16,963</td>
<td>$8,969</td>
<td>$7,769</td>
<td></td>
</tr>
<tr>
<td>HDHP 3,250/6,500 Single</td>
<td>$7,596</td>
<td>$7,596</td>
<td>$0</td>
<td></td>
<td>$2,100</td>
</tr>
<tr>
<td>HDHP 3,250/6,500 Family</td>
<td>$21,150</td>
<td>$15,677</td>
<td>$5,473</td>
<td>$4,273</td>
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</tr>
<tr>
<td>HDHP 5,000/10,000 Single</td>
<td>$6,618</td>
<td>$6,618</td>
<td>$0</td>
<td></td>
<td>$3,000</td>
</tr>
<tr>
<td>HDHP 5,000/10,000 Family</td>
<td>$18,450</td>
<td>$15,722</td>
<td>$2,728</td>
<td>$1,528</td>
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</tr>
<tr>
<td>HDHP 6,350/1,700 Single</td>
<td>$6,150</td>
<td>$0</td>
<td>$6,150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDHP 6,350/12,700 Family</td>
<td>$17,124</td>
<td>$0</td>
<td>$17,124</td>
<td>$17,124</td>
<td></td>
</tr>
</tbody>
</table>