

**TERMS AND CONDITIONS OF EMPLOYMENT**

between

**OSSEO AREA SCHOOLS**

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**ISD**  **279**

**Maple Grove, MN**

**and**

**SALARIED PROFESSIONALS**

**Effective Dates: July 1, 2019– June 30, 2021**

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## **ARTICLE I PURPOSE**

**Section 1. Parties:** This Agreement is established by the School Board of Independent School District 279, hereinafter referred to as the School Board, and the Salaried Professionals, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the PELRA, to provide the terms and conditions of employment for management personnel during the term of this Agreement.

## **ARTICLE II DEFINITIONS**

**Section 1. Terms and Conditions of Employment:** Will mean the hours of employment, the compensation therefore, including fringe benefits, except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees, but does not mean educational policies of the School District. The terms in both cases are subject to the provisions of PELRA.

**Section 2. Employee:** Will mean any person employed by the School Board in the capacity of Network Administrator, Communications Specialist, Non-licensed Activities Coordinator, Data and Assessment Coordinator, Data and Assessment Analyst, Data Integration Developer, District Chef, Equity Specialist, Community Liaison, Cultural Liaison, or Student Assistance Counselor.

**Section 3. School Board:** For purposes of administering these terms and conditions of employment, the term "School Board" may also mean its designated representative.

**Section 4. Other Terms:** Terms not defined in these terms and conditions of employment will have those meanings as defined by PELRA.

## **ARTICLE III SCHOOL DISTRICT RIGHTS**

**Section 1. Inherent Managerial Rights:** The Employees recognize 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 School District, its overall budget, utilization of technology, the organizational structure, selection, direction and number of personnel.

**Section 2. Management Responsibilities:** The Employees recognize 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. Effects of Laws, Rules and Regulations:** The Employees recognize that all employees covered by these terms and conditions of employment will perform the services prescribed by the School District and will be governed by School Board policies, rules, regulations, directives and orders which are not inconsistent with the terms and conditions of employment and which are issued by properly designated officials of the School District. Any provision of these terms and conditions of employment found in violation of any law, rule or regulation thereunder will be without force or effect.

**Section 4. Reservation of Managerial Rights:** The foregoing enumeration of School District rights and duties will 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 these terms and conditions of employment are reserved to the School District.

**Section 5. Reporting:** Incarceration, arrest, or subsequent court directives that could impact the employee’s ability to perform their job, and/or any allegation of child maltreatment, must be reported by the employee to Human Resources or the employee may be subject to discipline.

**ARTICLE IV  
EMPLOYEES’ RIGHTS**

**Section 1. Right to Views:** Pursuant to PELRA, nothing contained in these terms and conditions of employment will be construed to limit, impair or affect the right of any employee, or their representative, to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full faithful and proper performance of the duties of employment; nor will it be construed to require any employee to perform labor or services against their will.

**Section 2. Right to Join:** Employees will have the right to form and join labor or employee organizations and will have the right not to form and not to join such organizations. Employees will 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 such employees with the School District.

**Section 3. Other Rights:** Employees will have all other rights prescribed by PELRA.

**ARTICLE V  
COMPENSATION AND CONDITIONS**

**Section 1. Compensation:** The wages reflected will be effective only for the dates indicated for .

Title	Work Days	Minimum/ Maximum Effective 7-1-2019 thru 6-30-2021
Network Administrator	225	\$76,939 / \$88,913
Data Integration Developer	225	\$76,939 - \$88,913
District Chef	225	\$62,000 - \$71,500
Data and Assessment Analyst	225	\$76,939 - 88,913
Communications Specialist	220	\$50,382 / \$60,690
Data and Assessment Coordinator	218	\$105,990 - \$126,669
Non-licensed Activities Coordinator	218	\$107,225 /\$127,906
Equity Specialist	186	\$48,198 - \$56,892
Community Liaison	186	\$48,198 - \$56,892
Cultural Liaison	186	\$48,198 - \$56,892
Student Assistance Counselor	186	\$48,198 - \$56,892

\*\*The salary range is used as a guide for initial placement. Salaried Professional employee salaries may move above the top of the range with salary enhancements and/or salary advancements.

- a. **Initial Placement in Salary Range:** New Salaried Professionals shall be placed within the respective salary range based on experience as it relates to the requirements of the job and at the discretion of the District. Internal employees hired into the unit and/or current employees promoting within the unit shall be placed at the discretion of Human Resources based on qualifications/experience and may be placed above the top of the range.

- b. Salary Enhancement: A 2% increase to Salaried Professionals' base salary shall be effective July 1, 2019, and a 2% increase to base salary shall be effective July 1, 2020.
- c. Salary Advancement: Employees will advance within their salary range based on annual job performance and leadership. An employee must complete at least 120 days of paid service in the group during a contract year to qualify for salary advancement. Advancement will occur based on the following levels of performance:

Exemplary Performance:	2.3% increase to base salary
Effective Performance:	1.4% increase to base salary
Developing:	0.7% increase to base salary
Needs Development:	No salary advancement

Effective beginning with the 2018-2019 school year, salary advancements will be awarded based on performance levels.

- d. Alternative Salary Advancement Amounts: For future contract negotiations, the School Board shall set financial parameters for contract negotiations. These financial parameters relating to salary shall be used to determine the amount of salary advancement if it is to be less than the amounts specified in section c above.

Based on these parameters set by the School Board, salary advancement will be as follows:

Exemplary performance:	An amount equal to 0 – 2.3%
Effective performance:	An amount equal to 0 – 1.4%
Developing:	An amount equal to 0 – 0.7%
Needs Development:	No salary advancement

- e. Teaching License Stipend: Effective 2011-2012 and thereafter, Equity Specialists, Student Assistance Counselors, and Community and Cultural Liaisons who hold a valid license conferred by the Minnesota Department of Education Board of Teaching shall receive an additional \$1,000 per year, paid as an annual stipend. To qualify for the stipend, employees must submit documentation indicating the valid licensure to Human Resources. The stipend will be paid on the first paycheck in September after appropriate documentation is received and approved by Human Resources.

**Section 2. Work Conditions:**

Subd. 1. Work Year: The work year is defined in Article V, Section 1, Subd. a. Any request for an adjustment to a Salaried Professional's work year calendar is to be submitted to their immediate supervisor for approval. A part of the approval process will be designating when the days will be rescheduled, and tentative activities planned.

Subd 2. Equity Specialists, Student Assistance Counselors, Community and Cultural Liaisons.

- a) Work Year & Hours: The number of duty days will generally be 186 days for Equity Specialists, Student Assistance Counselors, and Community and Cultural Liaisons, and the scheduled days will generally be the 186-teacher scheduled workdays. Additional days may be added by the immediate supervisor upon mutual consent. Employees are normally required to work a forty (40) hour week. The scheduled hours will typically coincide with teacher/student contact time at the employee's assigned work site and approved by their supervisor. The scheduled hours may be

adjusted to meet the needs of a particular program, with the approval of the immediate supervisor.

- b) Compensation for Additional Days: Additional days will be compensated pro rata based on the daily rate of pay for work related to the employee's typical assigned duties. Other work not directly related to the employee's typical assigned duties will be paid at the casual hourly rate of pay.
- c) Compensatory Time: As an alternative, employees may be allowed to accumulate compensatory time, to be accumulated and utilized only with the prior approval of the immediate supervisor. Such compensatory time must be used within the same pay period in which the compensatory time was accumulated and shall have no cash value or be paid in any way to the employee at any time.
- d) On Mark Reporting Days, Equity Specialists, Student Assistance Counselors, Community and Cultural Liaisons may choose to report to the site, or not, as long as the required work is completed by the deadline established by each site. If the work requires that an Equity Specialist, Student Assistance Counselor, Community and Cultural Liaison report to the site in order for it to be completed, then they will need to report to the site.

On trimester 3 Mark Reporting Days, all Equity Specialists, Student Assistance Counselors, Community and Cultural Liaisons must report to their site in the morning for a minimum of a half day and check out with their supervisor prior to leaving for the school year.

**Section 3. Job Elimination:** In the event of job elimination requiring layoff, employee(s) terminated will be at the discretion of the program supervisor based on performance and programmatic needs of the system.

**Section 4. Probation and Regular Status:** New employees will be considered as probationary employees until June 30th if they have completed at least 120 workdays of employment. If a school year ends prior to a probationary employee serving at least 120 work days, such employee shall be on probation for the following school year, ending June 30th. During this time they may be transferred, discharged or laid off. Upon completion of the probationary period, the employee will establish continuing employee status unless otherwise notified in writing by the employer prior to that date. Probationary employees will be evaluated by their immediate supervisor.

**Section 5. Conferences and Conference Release Days for Equity Specialists:**

Subd. 1: Equity Specialists: Within the yearly school calendar, thirty (30) hours or four (4) days will be designated for work outside of the 40 hour work week/186 day work year, at the direction of the employee's immediate supervisor. As a result of this required work, Equity Specialists will not be required to work during scheduled conference release days.

Such use of these thirty (30) hours will be determined only by the employee's immediate supervisor. Collaboration will be sought between the Director and the Equity Specialist regarding best use of the 30 hours.

**Section 6. Retirement Savings Plan:** In accordance with Section 403(b) of the Internal Revenue Code, the School Board will match the contribution of an eligible employee according to the following schedules towards an approved 403(b) retirement savings plan. The plan must meet the School District's guidelines for approval. Employees may choose to defer more than the District

annual match amount. Federal law determines the maximum amount an individual can contribute annually.

	<b>2019-2020 School Year Minimum District Annual Match</b>	<b>2019-2020 School Year Maximum District Annual Match</b>
Network Administrator, Communications Specialist, and Non-licensed Activities Coordinator, Data Integration Developer, Data and Assessment Analyst, Data and Assessment Coordinator, and District Chef	\$440	\$1,500.00 (\$62.50 per pay period)
Equity Specialists/Community and Cultural Liaisons/Student Assistant Counselors	\$440	\$880

Subd. 1. District Annual Match Effective July 1, 2020 the School District’s annual match of an eligible employee’s contribution will be a minimum match of \$440 up to a maximum match of \$1,500.00. Employees may choose to defer more than the District annual match amount. Federal law determines the maximum amount an individual can contribute annually.

## **ARTICLE VI GROUP INSURANCE**

**Section 1. Eligibility:** Employees working a full school year schedule consisting of thirty-two (32) or more hours per week will be considered full-time for purposes of eligibility for group insurance. Qualifications will include those established by the School Board and the carrier of the coverage.

**Section 2. Enrollment:** All employees qualifying may enroll for such coverage in accordance with the procedure established by the School District.

**Section 3. Selection:** The School Board will make the selection of insurance carriers and policies. Salaried Professionals will have representation on the School District Insurance Advisory Committee.

Employees will be allowed to waive health coverage in the District’s health plan upon sufficient proof that the employee has obtained group health coverage through another source (e.g. spouse). The Human Resources department shall determine the basis for sufficient documentation of group coverage from another source. The District retains the right to re-examine waiver of health coverage on a year-to year basis.

### **Section 4. Health and Hospitalization Insurance for Full-Time Employees (employees scheduled to work 32 or more hours weekly)**

**Subd. 1. District Contribution: Basic Group Health and Hospitalization Plans:**

The District will contribute up to the following amounts towards the District’s Group Health Insurance premiums for full time employees. Any portion of the premium that exceeds the District contribution will be paid by the employee and paid by payroll deduction.

**Effective July 1, 2019**

	Single	Employee +1	Family
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High/ Value	\$585.72	\$910.88	\$1,459.41
HSA Plan	\$444.09	\$890.07	\$1,424.98

**Effective July 1, 2020**

	Single	Employee +1	Family
High/ Value	\$597.44	\$929.10	\$1,488.59
HSA Plan	\$461.85	\$925.67	\$1,481.98

**Subd. 2. High Deductible Health Plan (HSA Plan) - Contributions to Health Savings Accounts**

As recommended by the School District Insurance Advisory Committee, those employees participating in the HSA compatible health plan shall receive the following contributions to a qualifying Health Savings Account (HSA). Contributions will only be made to District approved HSA depository.

- Single HSA Coverage: \$200 per month
- Employee+1 Coverage: \$400 per month
- Family Coverage: \$400 per month

District contributions to the HSA trust account will be made each month. Contributions for July and August for 186-day employees will be made at the same time as the September contribution. In the event of hardship, the parties agree to meet and confer to discuss alternatives to the contribution timelines.

The school district will pay all administrative fees associated with the plan.

**Section 5. Health and Hospitalization Insurance for Part-Time Employees (employees scheduled to work 30 hours but less than 32 hours weekly):**

The selection of insurance carriers and policies will be made by the School Board.

**Subd. 1. Group Health and Hospitalization Plans:**

The District will contribute up to the following amounts towards the District’s Group Health Insurance premiums for each part-time employee. Any portion of the premium that exceeds the District contribution will be paid by the employee and paid by payroll deduction.

**Effective July 1, 2019**

	Single	Employee +1	Family
High/ Value	\$585.72	\$585.72	\$585.72
HSA Plan	\$444.09	\$890.07	\$1,424.98

**Subd. 2: High Deductible Health Plan (HSA Plan) - Contributions to Health Savings Accounts:**

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- Single HSA Coverage: \$200 per month
- Employee+1 Coverage: \$400 per month
- Family Coverage: \$400 per month

District contributions to the HSA trust account will be made each month. Contributions for July and August for 186-day employees will be made at the same time as the September contribution. In the event of hardship, the parties agree to meet and confer to discuss alternatives to the contribution timelines.

The school district will pay all administrative fees associated with the plan.

#### **Section 6. Dental Insurance**

- a. Single Coverage: The School District will pay up to \$28.00 per month for individual coverage for each full-time employee who qualifies for and enrolls in the School District's group dental insurance plan.
- b. Family Coverage: The premium cost of the family/dependent coverage for each full-time employee who qualifies for and enrolls in the School District's group dental insurance plan and who qualifies for family/dependent coverage will be paid in total by the employee and paid by payroll deduction, minus the School District's contribution for single coverage. Whether the District offers family/dependent coverage is subject to the conditions as established by the carrier.

**Section 7. Section 125 (Flexible Spending) Plan:** The School District will provide a Section 125 Plan under the Internal Revenue code. This plan will be available to all employees. The Section 125 Plan (Flexible Spending Plan) offered by the School District is a plan established to provide a way to save money on costs for medical and dependent care expenses. The three accounts allow payment for health insurance premiums, certain out-of-pocket health care expenses, and dependent care expenses with pre-tax dollars. It is a salary reduction plan permitting participants to choose among more than one benefit. It is classified as a "Cafeteria Plan" for federal income tax purposes. The plan year will commence July 1<sup>st</sup> through June 30<sup>th</sup>. There are three (3) components to the plan:

1. District provided health insurance premium deduction with pre-tax dollars.
2. Dependent care reimbursement account.
3. Medical expense reimbursement account.

#### **Section 8. Group Term Life Insurance:**

**Subd 1.** The School District will pay the full premium for group term life insurance for all employees who qualify for and enroll in the School District's group term life insurance plan. Employees who qualify and enroll will be covered by group term life insurance in the amount of \$100,000.

**Section 9. Supplemental Group Term Life Insurance:** Employees will have the option, subject to the conditions established by the School District's carrier for group term life insurance as provided in Section 8 of this Article, to purchase supplemental group term life insurance in the amounts: of \$50,000, \$75,000, \$100,000, \$125,000, \$150,000, \$200,000, \$300,000, or \$400,000, not to exceed 4x annual salary.

The cost of the supplemental coverage will be borne by the employee and paid by payroll deductions.

**Section 10. Long-Term Disability Income Protection:** The School District will pay the full premium for coverage for the existing long-term disability income protection plan for all employees who qualify for and enroll in such coverage. This coverage will apply to the base annual salary. Additional costs for coverage will be borne by the employee. See MOU Long-Term Disability Coverage for Mental Health & Chemical Dependency.

**Section 11. Claims Against the School District:** It is understood that the School District's obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim will be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

**Section 12. Insurance Program Eligibility in the Event of Early Retirement:** An employee who retires prior to age sixty-five (65) is eligible to participate in the group health or dental plans, but must pay the entire premium for the plans selected. The right to continue participation in such plans, however, will be in accordance with conditions of the carrier and/or until the employee qualifies for coverage under another program.

**Section 13. Married Couples in District with Family Coverage:** When a Salaried Professional employee and their spouse are both employed by the School District and are eligible for the School District's group health and hospitalization plan, and both employees enroll in the same hospitalization plan, the full premium will be paid by the School District.

## ARTICLE VII LEAVES OF ABSENCE

### **Section 1. Sick Leave:**

#### **Subd. 1. Earn:**

A) Employees who work 225, 220 and 218 days will accrue sick leave at the rate of twelve (12) days per year.

B) Employees who work 186 days will accrue sick leave at the rate of ten (10) days per year.

**Subd. 2. Accumulation:** Unused sick leave days may accumulate to an unlimited number of days per employee. Such accrual will be non-retroactive. If an employee is discontinued and has used more sick leave than entitled to, such excess amount will be deducted from the last pay check.

#### **Subd. 3. Use:**

- a) Sick leave with pay will be allowed by the School District whenever an employee's absence is found to have been due to illness which prevented attendance and performance of duties on that day or days, provided that the employee has unused sick leave at the time of such absence.
- b) Sick Leave may also be used for the illness of a minor child as provided for in M.S 181.9413 (Sick or Injured Child Care Leave); provided the employee has unused sick leave at the time of such absence. M.S. 181.9413 defines "child" as an individual under eighteen (18) years of age or an individual under age twenty (20) who is still attending secondary school.

**Subd. 4. Use – Pregnancy:** An employee may utilize available sick leave, subject to the provisions of this Section and Section 4 hereof, for periods of disability relating to pregnancy, miscarriage, and abortion or child birth. Such an employee will notify Human Resources in writing no later than the end of the sixth month of pregnancy indicating her intention to utilize sick leave, and also at such time will provide a licensed medical provider's statement indicating the estimated date of delivery of the child and estimated time of confinement. A licensed medical provider will determine the definition of disability.

Subd. 5. Medical Verification: If there is a question as to the eligibility of an employee for sick leave, the School District reserves the right to verify the illness. In the event that a medical certificate will be required, the employee will be so advised by the School District.

Subd. 6. Deduction: Sick leave allowed will be deducted from the employee's accrued sick leave days.

Subd. 7. Approval: Sick leave pay will be approved only upon submission of a signed request upon the authorized sick leave pay request form provided by the School District.

Subd. 8. Excess Use: Any days used in excess of the number of days of sick leave accrued will be deducted from the employee's salary for the pay period during which the absence not covered by sick leave occurred.

Subd. 9. Utilization of Sick Leave Benefits During Absences Covered by Workers' Compensation and/or Long-Term Disability (LTD):

- a) Upon the request of an employee who is absent from work as a result of a compensable injury incurred in the service of the School District under the provisions of the Workers' Compensation Act and/or an absence covered by the School District's long-term disability insurance, the School District will pay the difference between the compensation received by the employee pursuant to the Workers' Compensation Act and/or LTD and the employee's base rate of pay to the extent of the employee's earned accrual of sick leave.
- b) A deduction will be made from the employee's accrued sick leave according to the pro rata portion of days of sick leave which is used to supplement Workers' Compensation and/or LTD payments.
- c) Such payment will be paid by the School District to the employee only during the period of disability.
- d) In no event will the additional compensation paid to the employee by virtue of sick leave pay result in the payment of total daily, weekly, or monthly compensation that exceeds the base compensation of the employee.
- e) An employee who is absent from work as a result of an injury compensable under the Workers' Compensation Act and/or an absence qualifying the employee for LTD payments who elects to receive sick leave pursuant to these terms and conditions of employment will submit the workers' compensation check and/or LTD payment, endorsed to the School District prior to receiving payment from the School District for this absence.

## **Section 2. Family Illness Leave:**

Subd. 1. Use: Full-time employees may be granted up to a maximum of ten (10) days absence per year, upon approval of Human Resources for illness in the employee's or spouse's immediate family that may or may not otherwise be covered under the Family and Medical Leave Act (FMLA) and/or state statute. The immediate family will include parent, sister, brother, spouse, children who do not meet the minor child definition of M.S. 181.9413<sup>1</sup>, son-in-law, daughter-in-law, grandparent, grandchildren, guardian and any other relative or non-relative who stands in the same relationship with the employee. These days will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, there will be a salary reduction based on the daily rate of pay.

*M.S. 181.9410 subdivision 4 defines "child" means an individual under eighteen (18) years of age or an individual under age twenty (20) who is still attending secondary school." Article VI, Section 1, Subd. 3.b. applies in the event of minor child illness.*

### **Section 3. Bereavement Leave:**

**Subd. 1. Use – Immediate Family:** Full-time employees will be granted up to five (5) days for absence due to death of any member of the employee's or spouse's immediate family. The immediate family will include parent, sister, brother, spouse, son, daughter, son-in-law, daughter-in-law, grandparent, grandchildren, and guardian and any other relative or non-relative who stands in the same relationship with the employee. Such absences will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, there will be a salary deduction equal to the daily rate of pay. Additional absence, but not to exceed five (5) additional days may be granted. In no case will this additional period exceed five (5) days.

**Subd. 2. Use – Not Immediate Family:** Absence due to the death of a person, not listed in Subd. 1. of this Section, will be limited to one (1) day per occurrence. Such absence will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, there will be a salary reduction based on the daily rate of pay.

**Section 4. Personal Leave:** All employees will be granted a leave of not more than one (1) day per year, not accumulative to more than five (5) days. for situations that arise requiring the employee's personal attention which cannot be attended to during non-working hours and are not covered under other provisions of these terms and conditions of employment.

**Subd. 1. Requests:** Requests for personal leave must be made in writing to Human Resources at least three (3) days in advance of the leave, except in the event of emergencies. The request need not state the reason for the personal leave day. This day will not be deducted from sick leave.

**Subd. 2. Limit:** Human Resources reserves the right to refuse to grant such leave. At no time will more than one (1) employee covered by these terms and conditions of employment be granted personal leave.

**Subd. 3. Exclusion:** A personal leave day will not be granted on a workshop day and the first and last day of the student school year. However, the leave will only be granted for special circumstances with written explanation by the employee and approval of Human Resources.

### **Section 5. Child Care/Adoption Leave:**

**Subd. 1. Purpose:** An employee, upon request, may be granted a leave for the purpose of child care of a newborn child or for the adoption of a child. The employee will be required to concurrently take a leave pursuant to the Family/Medical Leave Act (FMLA). This leave will be granted to one (1) parent of a newborn or adopted child provided such parent is caring for the child. Employees may be granted partial leaves of absence appropriate to the job assignment.

**Subd. 2. Request:** An employee making application for child care leave will inform Human Resources in writing of the intention to take the leave at least three (3) calendar months before commencement of the intended leave. For an adoption leave, the employee will inform Human Resources in writing at the earliest opportunity of the intention to take the leave.

**Subd. 3. Use of Sick Leave for Pregnancy:** If the reason for the leave is occasioned by pregnancy, an employee may utilize sick leave pursuant to the sick leave provisions of this Article during a period of

physical disability. A pregnant employee will also provide at the time of the leave application, a statement from her licensed physician indicating the expected date of delivery.

Subd. 4. Use of Sick Leave for Adoption: An employee may request to use up to thirty (30) days of accumulated sick leave for adoption to assist in preparation and legal reasons of the adoption, as well as necessary travel and initial adjustment of the child. These days need not be taken consecutively.

Subd. 5. Date of Leave: The effective beginning date of a child care/adoption leave and its duration will be determined by mutual consent between the employee and Human Resources. In determining the date of the commencement and duration of the leave, Human Resources will review each case on its individual merits taking into consideration the following:

- a) The continuity of the instructional program for students. The commencement of the leave should normally coincide with some natural break in the school year, e.g., winter vacation, spring vacation, end of a grading period, the end of the school year or the like.
- b) The request of the employee.
- c) The specific employment duties of the employee involved.
- d) The health and welfare of the employee, unborn child or adopted child.
- e) The recommendation of the employee's licensed physician.

Subd. 6. Duration: In making a determination concerning the commencement and duration of a childcare/adoption leave, the School Board will not in any event be required to:

- a) Grant any leave of more than twelve (12) months in duration.
- b) Permit the employee to return to their employment prior to the date designated in the request for the leave, unless by mutual agreement of the employee and Human Resources.

Subd. 7. Approval of Leave: If the employee complies with all provisions of this Section and a leave is granted by the School Board, the employee will be notified in writing.

Subd. 8. Termination of Leave: Interruption of pregnancy will terminate the leave. Human Resources may require in such cases forty-five (45) days' notice to return.

Subd. 9. Reinstatement: An employee returning from child care/adoption leave will be re-employed in the position occupied prior to the leave, subject to the following conditions:

- a) The position has not been abolished.
- b) The employee is not physically or mentally disabled from performing the essential duties of such position.

Subd. 10. Failure to Return: Failure of the employee to return pursuant to the date determined in this Section will constitute grounds for termination by the School District unless the School District and the employee mutually agree to an extension of the leave.

Subd. 11. Probationary Period: The parties agree that the applicable periods of probation for Employees are intended to be periods of actual service enabling the School District to have an opportunity to evaluate an Employee's performance. The parties agree, therefore, that periods of time for which the employee is on child care/adoption leave will not be counted in determining the completion of the probationary period.

Subd. 12. Experience Credit: An employee who returns from child care/adoption leave within the provisions of this Section will retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Article at the commencement of the leave. The employee will not accrue additional experience credit for pay purposes or leave time during the period of absence.

Subd. 13. Salary: Any child care/adoption leave of absence granted under this Section will be a leave without pay except as provided in Section 1 of this Article.

Subd. 14. Insurance: An employee on child care/adoption leave of absence is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but will pay the entire premium for such programs as the employee wishes to retain, following FMLA.

Subd. 15. Notification to Return: An employee on child care/adoption leave of absence will be sent a Notification of Assignment from Human Resources according to the following schedule:

- a) When the return date of the leave is intended to coincide with the opening of school, notification will be given by April 1st.
- b) At least sixty (60) days prior to the specified return of the leave when such date falls at any other time during the school year.

Subd. 16. Failure to Return Contract: The employee will lose all re-employment rights if the employee refuses or fails to return the notification within ten (10) days.

## **Section 6. Short-Term Leave:**

Subd. 1. Salary: Short-term leave will be without pay.

Subd. 2. Duration: Short-term leave may be granted for not more than ten (10) working days during the effective dates of these terms and conditions of employment.

Subd. 3. Request: Requests for short-term leave will be made five (5) days in advance except in the case of emergencies. The request will be on a leave of absence request form (PF22), and will clearly state the reason for such request. Any special conditions or arrangements established by the administrator for a short-term leave will be in writing to the individual requesting the leave. All conditions established must be met to be eligible for the leave.

Subd. 4. Approval: Short-term leave will be granted only in special circumstances once all personal leave has been exhausted and must be approved by Human Resources.

Subd. 5. Eligibility: Short-term leave will normally be available no more than once every year.

Subd. 6. Limit: The number of employees on short-term approved leave at any given time will not exceed one (1).

## **Section 7. Long-Term Leave:**

**Subd. 1. Eligibility:** Employees who have a minimum of three (3) years of experience in the School District may apply for an unpaid leave of absence once during their district employment. Additional leaves may be granted at the discretion of Human Resources for health reasons or election to political office.

**Subd. 2. Duration:** Leave may be granted for a period of time up to one (1) year.

**Subd. 3. Benefit Accrual:** An employee on leave will retain their accrued benefits as of the beginning date of the leave. No benefits will accrue during the period the employee is on leave.

**Subd. 4. Purpose:** A long-term leave may be requested for family issues, retraining or career change, education, election to political office, or approved travel.

**Subd. 5. Requests:** Requests for long-term leaves must be made at least thirty (30) days in advance, except in emergencies, and submitted to the administrator in charge for a recommendation for approval. Final approval will be made by Human Resources.

**Subd. 6. Insurance:** An employee on an approved long-term leave is eligible to participate at the employee's own expense in the health and hospitalization and dental programs of the School District up to a maximum of 18 months in accordance with COBRA requirements. Participation will be subject to the conditions prescribed by the insurance carrier.

**Subd. 7. Reinstatement:** An employee returning from long-term leave will be re-employed in a position provided:

- a) Employee has notified the District no later than March 1<sup>st</sup> of the intent to return to work the first duty day of the upcoming school year. Requests to return at times other than the start of the school year will be at the discretion of Human Resources in consultation with the supervisor, and
- b) That a position is available (Note: If a position is not available, employee's name will be placed on a waiting list and will be offered a position should a vacancy occur during the school year or by the beginning of the following school year provided the employee qualifies for said position), and
- c) That the employee is not physically or mentally disabled from performing the essential functions of such position.

**Subd. 8. Notification to Return:** An employee on long-term leave will be notified of the assignment and date of return by Human Resources according to the following schedule:

- a) When the return date of said leave is intended to coincide with the opening of school, notification will be given by April 1<sup>st</sup> of the preceding year.
- b) When the return date falls at any other time during the school year, notification will be given at least sixty (60) days prior to the specified return date.

**Subd. 9. Failure to Return Notice:** The employee will lose all re-employment rights if the employee refuses or fails to return the notice of assignment within ten (10) days.



**Section 8. Religious Leave:** Employees may be granted up to three (3) days of religious leave. Employees must make application, including a brief summary of details of the request, to Human Resources at least three (3) days prior to the religious leave. Upon approval, Human Resources will notify the employee's immediate supervisor to make the necessary arrangements allowing the employee to make up the days at some other prearranged time. However, an employee may utilize provisions outlined in Section 4, Personal Leave, if so desired. If the employee chooses none of the options as outlined herein, leave may be granted with full loss of pay.

**Section 9. Jury Duty:** A full-time employee summoned to jury duty will be granted time off with pay.

Subd. 1. Notice to District: Employees who receive a summons for jury duty are to notify Human Resources immediately of the proposed dates of service.

Subd. 2. Remittance of Stipend: Employees who receive a stipend for jury duty are to reimburse the School District for the amount received, minus the mileage and parking allowance if they were on jury duty during school time.

Subd. 3. Pay: Employees will have no loss of pay as a result of jury duty if the provision of Subd. 1 and Subd. 2 of this Section are met. Failure to do so will result in full loss of pay.

**Section 10. Court Appearances:**

Subd. 1. Request of School Board: When the School Board is a party in litigation, and an employee appears at the request of the School Board or as codefendant in a case against the School Board, the employee will be entitled to their pay and no deduction of any leave provision will be charged against the employee.

Subd. 2. Other Requests: If an employee receives a notice to supply information or testify in a civil or criminal court proceeding, as a result of their employment, they must notify their supervisor and Human Resources. If the employee must appear at the proceeding, the employee will be entitled to their pay and no deductions of any leave provisions will be charged against the employee. If the matter is a result of actions for which the employee has been found to have acted improperly and thus disciplined, by the School District, the day(s) absent will be deducted from personal leave or short-term leave referenced in this Article.

Subd. 3. Action Against School Board: If the matter is a result of actions by an employee against the School Board/District, the day(s) absent will be deducted from personal leave or short-term leave. Additional short-term leave will be granted if necessary.

**Section 11. Eligibility for Leaves and Absences:** Only employees who are employed on a full-time basis forty (40) hours per week are eligible for leave and absence benefits.

## **ARTICLE VIII DURATION**

**Section 1. Terms:** These terms and conditions of employment will remain in full force and effect for a period commencing on July 1, 2019, through June 30, 2021.

**Section 2. Effect:** These terms and conditions of employment constitute the full and complete terms and conditions of employment. The provisions herein relating to terms and conditions of employment,

supersede any and all prior agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

**Section 3. Severability:** The provisions of these terms and conditions of employment will be severable, and if any provision therefore or the application of any such provision under any circumstances is held invalid, it will not affect any other provisions of these terms and conditions of employment or the application of any provision thereof.

**MEMORANDUM OF UNDERSTANDING**  
**between**  
**Osseo Area Schools, ISD 279**

**AND**

**Equity Specialist, Student Assistance Counselors, Community and Cultural Liaisons**

TOPIC: Student Teaching Practicum or Similar Field Experience

EFFECTIVE DATES: July 1, 2019 through June 30, 2021

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279 (“District”), and Equity Specialist, Student Assistance Counselors, Community and Cultural Liaisons completes their student teaching practicum or similar field experience in Osseo Area Schools while employed as an Equity employee.

PURPOSE: The purpose of this MOU is to provide clarification related to an Equity Specialist, Student Assistance Counselors, Community and Cultural Liaisons completing a student teaching practicum or similar field experience in ISD 279 while employed in Osseo Area Schools District.

The District and Equity Specialist, Student Assistance Counselors, Community and Cultural Liaisons agree to the following related to an Equity Specialist, Student Assistance Counselors, Community and Cultural Liaisons completing their student teaching practicum or similar field experience in ISD 279:

- An employee will be eligible for the student teaching practicum or similar field experience after the successful completion of their probationary period, subject to HR approval.
- The employee will retain their current rate of pay for up to one year while completing the practicum or similar field experience.
- The employee will be paid for the number of hours of their assignment held before moving into their student teaching/ field experience position.
- The employee will apply to take a paid student teaching/field experience leave of absence, for up to one year, from their current position to complete the student teaching practicum or similar field experience. During this time all sick, personal, or vacation leave is frozen.
- The employee will be placed for their student teaching position, whenever possible, in a site other than their current assigned site. If an exception is needed, it will be done with mutual agreement of the district and Equity Specialist, Student Assistance Counselors, Community and Cultural Liaisons group.
- Upon successful completion of the student teaching practicum or similar field experience the employee will return to their previous position.
- The employee must commit to working for ISD 279 in a position with at least a comparable number of hours for a minimum of two years.

- If the employee does not maintain employment with ISD 279 for at least two years following the completion of the student teaching practicum or similar field experience, the employee will pay back to the district the amount of salary and benefits earned while completing the student teaching practicum or similar field experience.
- An employee must sign the attachment\* to confirm they understand this MOU.

Attachment\*

**Equity Specialist, Student Assistance Counselors, Community and Cultural Liaisons  
Student Teaching Practicum or Similar Experience Request for Paid Leave of Absence**

Employee Name \_\_\_\_\_ Employee Number \_\_\_\_\_

Title \_\_\_\_\_ Building \_\_\_\_\_

College \_\_\_\_\_

Licensure to be awarded \_\_\_\_\_ (attach most recent transcript)

Dates of Student Teaching \_\_\_\_\_

Name and phone number of student advisor \_\_\_\_\_

Number of Hours per day and number of days per week student teaching \_\_\_\_\_

*\*attach verification requirement from college*

Site of Student Teaching at Osseo (must be site other than your employment site unless preapproved by Human Resources) \_\_\_\_\_

Classroom location, name of host teacher and subject of Student Teaching \_\_\_\_\_

Pursuant to the Memorandum of Agreement (MOU) between Osseo Area Schools, ISD #279 and Equity Specialist, Student Assistance Counselors, Community and Cultural Liaisons, I the undersigned do hereby agree to return to my current position, subject to vacancy and ability to perform the job duties. I also understand that I must commit to working for ISD 279 for at least two years following the completion of the student teaching practicum or similar field experience and if I fail to do so, I agree to reimburse the district the amount of salary and benefits earned while completing the student teaching practicum or similar experience.

Employee Signature	Date
<b>HR Use:</b>	
Received: _____	Approved: YES, NO Initials _____
Hourly pay rate: _____	Weekly assignment hours: _____
Health Insurance cost/month: _____	
Two School Year Start _____	Two school year end _____

## **Limits to Long-Term Disability Insurance Coverage**

EFFECTIVE DATE:            Upon date of contract ratification

Long-term disability coverage for chemical dependency and mental health will be limited to a combined 24 months of coverage per claim. The limitations will go into effect contingent on the agreement of with all other bargaining groups in Osseo Area School District. If no agreement is reached among the groups, this language will be void. In the interim follow Article VIII, Section 3, Subd. 4.