



TO: School District 197 School Board Members

FROM: Tye Michaels, Director of Human Resources

DATE: June 17, 2024

SUBJECT: Administrative Assistants 2023-2025 Contract Settlement

BACKGROUND

The administration recommends that the tentative agreement for the 2023-2025 contract years with the Minnesota Teamsters (Local No. 320), which has approximately 23 employees, be approved by the board. The union has ratified this tentative agreement.

This agreement includes an increase in salary for both years of the contract according to the increase in steps as outlined below:

- Salary Schedule
 - Year 1: 3.35%
 - Year 2: 3%
- Insurance:
 - Medical:
 - All covered employees move to Open Access premium with 95% contribution to single and 80% contribution to two-party and family coverage effective 2024-25
- Longevity:
 - .30 increase to all levels effective July 1, 2024

In addition to the step increases, a one-time off-schedule prorated to FTE payment of \$1,000 will be made for active staff who are contracted to work the full 2023-2024 school year.

Other minor language changes were made.

RECOMMENDED RESOLUTION:

BE IT RESOLVED that the School Board of Independent School District 197 approve the presented tentative agreement with the School District Administrative Assistant bargaining group for the 2023-2025 contract years.