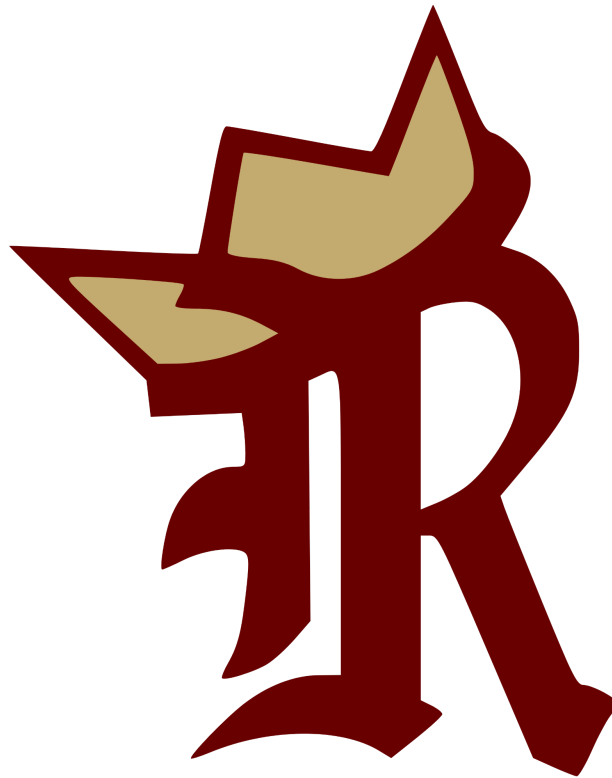


MASTER AGREEMENT  
between  
ROYALTON SCHOOL DISTRICT #485  
AND  
ROYALTON UNLICENSED PRESCHOOL TEACHERS  
July 1, 2025 through June 30, 2026



Royalton School District 485 appreciates the diversity of human beings and does not discriminate on the basis of race, color, national origin, marital status, age, sex, religion or disability. The district also makes reasonable accommodation to the known disabilities of qualified disabled individuals. This policy applies to all areas of education, employment, and programs and services operated by the school district.

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## ARTICLE I

### INTRODUCTION

This district manual summarizes School District Policies pertaining to terms and conditions of employment for non-union, School District employees. The School District maintains the right to revise these policies at any time, with notice to the employees, and may agree by individual contract to limit or expand the terms and conditions of employment outlined in this manual. Where these policies differ from state and federal law, the applicable law will be followed.

This manual has been produced to inform employees of School District policies and benefits. In and of itself, this manual creates no obligation for the School District regarding continuation or administration of any of the benefits described. All non-union employees are hired on an at-will basis, unless otherwise specified by State law.

This manual is intended to serve as a guide for employees in understanding some of the basic policies and procedures pertaining to employment. The policies and procedures described in this manual are applied at the discretion of the School District, and may be withdrawn or changed at any time without prior notice.

This manual is not an employment contract and should not be interpreted as creating an employment contract or rights to any outlined benefits with any employees of the school district.

## ARTICLE II

### EMPLOYEE RIGHTS

**Section 1. Public Employees Retirement Association.** Employees who meet the eligibility requirements for PERA, as defined by state statute, are required by law to join PERA.

**Section 2. Posting of New Positions.** New positions will be posted in each building whenever they become available. Applicants must submit their application in AppliTrack before the close of the posting. The School District maintains the right to select the most qualified person for the position and to select from School District or Non-School District personnel.

**Section 3. Personnel Files.** Employees shall have the right to examine their personnel files subject to the following conditions: (A) An employee, upon written request to the superintendent, may examine the contents of his or her file, which will be made available by the conclusion of the next working day. (B) No material shall be filed in an employees' personnel folder unless the employee has been sent a dated copy at the time of filing. The employee shall have the right to submit a response to any report or evaluation; such a response shall be attached to and become a part of the employee's personnel file. (C) An employee may be permitted to reproduce at his/her expense any contents of his/her personnel file. (D) The school district may destroy such files as provided by law. (E) Official grievances filed by any

employee under the grievance procedure shall not be placed in the personnel file of the employee; nor shall such a grievance be utilized in personnel assignments.

**Section 4. Probationary Period.** The first year of employment (the employee's normal year of service, but not less than nine months), shall be considered a probationary period. During such probationary period, an employee will have no recourse if discharged by the School District. An employee who is transferred or promoted to a different position shall serve a probationary period of 90 working days in the new position. During this ninety (90) working day probationary period, if it is determined by the School District that the employee's performance in the new classification/position is unsatisfactory, the School District shall have the right to reassign the employee to his/her former or similar classification/position.

### **ARTICLE III**

#### **DEFINITIONS**

**Section 1. Teacher.** The term "teacher" in this manual refers to an unlicensed employee who is employed by the School District to function as a teacher of students enrolled in the preschool program.

### **ARTICLE IV**

#### **HOURS OF SERVICE AND DUTY YEAR**

**Section 1. Basic Work Year.** The contract year shall be 183 days.

**Section 2. Basic Work Day.** The work day shall be no more than eight (8) hours including thirty (30) minutes duty free lunch period.

- 7:30-3:30
- 7:45-3:45
- 8:00-4:00

**Section 3. Right of Assignment.** The School District maintains the right to assign employees as it deems necessary.

**Section 4. Shift Changes.** The School District maintains the right to change an employee's shift during the year to meet School District needs.

**Section 5. Overtime.** An employee may be required by the School District to perform overtime work. Any overtime must be pre-approved by the Superintendent, except in emergencies when a principal may pre-approve it.

**Section 6. School Closing.** In the event that school is closed for any reason and the employees are not required to perform services, the employee's compensation shall be reduced accordingly. If school starts

late due to weather, the employee shall not be compensated for lost hours; unless the employee has already started their shift. If school is dismissed early due to weather, the employee shall be compensated for any lost hours. If a student contact day is added to the calendar, the teacher will be required to work the scheduled make-up day.

**Section 7. All Unlicensed Teachers employed as Teachers Preparation Time.** Within the student day for every 25 minutes of classroom instructional time, a minimum of 5 additional minutes of preparation time shall be provided to each licensed teacher. Preparation time shall be in one or two uninterrupted blocks during the student day. Exceptions to this may be made by mutual agreement between the School District and the unlicensed teachers.

**Section 8. Class Load.** The Board of Education will adhere to State law regarding class size.

**Section 9. Lounge.** Each building shall have a room for the exclusive use of employees. These rooms, separate from student traveled areas, may be used by employees to congregate, eat, relax, etc.

**Section 10. Modification of School Days.** In the event of an energy shortage, severe weather, or other exigency, requiring the closing of school during what would otherwise be a regular school day, the School District reserves the right to modify the school calendar and/or the length of the school days, provided the total number of hours per week is no more than the total hours for a regular five day week.

## ARTICLE V

### BASIC SCHEDULES AND METHOD OF PAY

**Section 1. Salary Schedules.** Attached as Schedule A is the salary schedule for 2025-2026. and as Schedule B is the salary schedule for 2024-2025.

**Subd. 1. Step Advancement.** A teacher must be employed and receive pay for 50% or more of the school calendar year to qualify for a salary step advancement.

**Section 2. Method of Salary Payment.** All employees shall be paid by direct deposit on the fifteenth and last day of each month (except the first pay period of the school year shall be September 15). Should these dates fall on a Saturday or Sunday, or a banking holiday, salary shall be paid on the last working day closest to the 15th or the last day of the month. Employees in this group will be paid hourly over 12 months.

**Section 3. Extended Employment.** All employees contracted to work more than 183 days per school year shall be offered a separate agreement.

## ARTICLE VI

### HOLIDAYS

**Section 1. Paid Holidays.** Employees working shall be granted the following paid holidays:

- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Day

## ARTICLE VII

### GROUP INSURANCE

**Section 1. Selection of Carrier.** The selection of the insurance carrier shall be by the School District. Agreement with the Union is necessary before any changes of coverage may be made.

**Section 2. Health and Hospitalization Insurance District Contribution.** The School District shall contribute toward employee hospital-medical coverage for all employees employed by the School District who work at least 25 hours per week, qualify for, and are enrolled in the School District's health and hospitalization plan according to the schedule determined by the School District. The School District expressly reserves the right to revise or modify these amounts at any time that it determines such modification is desirable. The current amounts contributed by the School District are as follows:

2025-2026	Single, not to exceed \$7000
	Family, not to exceed \$13,500

Any premium costs in addition to the School District's contribution shall be paid by the employee through payroll deduction. If the School District's contribution exceeds the premium cost, the School District shall deposit the remainder of the contributions into the teachers' Health Savings Account.

**Subd. 1. Prorated Premiums.** Employees working at least 25 hours per week, but less than 40 hours per week shall have hospital-medical premium benefits prorated. Any additional cost of the premium shall be paid by the employee and through payroll deduction.

**Subd 2. Eligibility.** Eligibility is subject to any limitations contained in the contract between the insurance carrier and the School District.

**Subd 3. Duration of Insurance Contribution.** An employee is eligible for School District contribution as provided in this Article as long as the employee is employed and on paid status by the School District. Upon termination of employment or upon moving to an unpaid status, all School District contributions shall cease.

**Subd 4. Claims Against the School District.** It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as determines are appropriate, and that no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

**Section 3. Life Insurance.** To participate in the Life Insurance program, an employee must work 25 hours per week. The School District shall pay for \$50,000 coverage in a term-life policy. An employee may purchase an additional \$50,000, paid for through payroll deduction.

**Section 4. Income Protection Plan.** To participate in the Long-Term Disability Insurance program, an employee must work 1200 hours per year. The School District shall contribute 100% of the premium for the income protection policy. Such policy shall provide for benefits equal to at least 2/3 of the employee's salary, beginning after sixty (60) days of continuous absence due to disability.

**Section 5. Claims Against the School District.** It is understood that the school district's only obligation is to purchase various insurance policies 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 6. Flexible Spending Accounts.** All employees are eligible to participate in the School District's Flex Plan. This plan allows for the tax sheltering of out of pocket medical and child care expenses. Details are available from the District Office.

**Section 7. Non-Working Months.** During non-working months, employees who work less than 12 months per year shall receive the full district's contribution divided among their working months.

## **ARTICLE VIII**

### **UNREQUESTED LEAVES OF ABSENCE AND SENIORITY AGREEMENT**

**Section 1. Unrequested Leave.** The School District may place on unrequested leave of absence without pay or fringe benefits, as many teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations or merger of classes caused by consolidations of districts. The unrequested leave of absence shall be effective at the close of the school year.



## ARTICLE IX

### LEAVES OF ABSENCE

**Section 1. Sick Leave.** Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to the employee's illness and/or disability, which prevented attendance at school and performances of duties on that day or days. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

**Subd. 1. Rate Sick Leave is Earned.** An employee shall earn sick leave at the rate of one (1) day for each full month of service employed in the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year. An employee who works fewer than 8 hours a day shall earn pro-rated sick leave.

**Subd. 2. Flex Day.** Teachers may elect to convert three (3) sick leave days per year to one (1) flex day for up to two (2) that may be used in the same manner as a personal day. Teachers may elect to convert 3 sick leave days to one personal flex day for up to 2 personal days per year. Personal-flex day that may be used in the same manner as a personal day. Unused flex days will be paid out at the teacher's daily rate of pay. Flex day payments will be deposited into either the teacher's 403B account or their Health Savings Account.

**Subd. 3. Accumulated Sick Days.** Unused sick leave days may accumulate to a maximum of one hundred twenty (120) days of sick leave per employee. All employees hired prior to July 1, 1996 shall be reimbursed for 25% of the days exceeding one hundred twenty (120) days of accumulated sick leave. Reimbursement shall be at the employee's daily rate of pay at the end of that school year.

**Subd. 4. Medical Note.** Application for sick leave shall be made on the form provided by the school district. The School District may require the teacher to furnish a medical certificate from the school health officer or from a qualified physician in support of the application. Allowed sick leave shall be deducted from the accrued sick leave days earned by the teacher.

**Section 2. Workers' Compensation.** Pursuant to Minnesota Statutes Chapter 176, a teacher injured on the job in the service of the School District and collecting workers' compensation insurance, may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

**Section 3. Bereavement Leave and Illness in the Immediate Family.**

Subd. 1. A leave of absence without loss of pay, not to exceed five (5) days, for each occurrence, shall be granted for the death of a teacher's spouse, child, sibling or parent, and, in the case of a teacher's parent-in-law, not to exceed three (3) days.

**Section 4. Family and Medical Leave.** Pursuant to the Family and Medical Leave Act, 29 U.S.C. 2601 et. Seq., an eligible staff shall be granted, upon written request, up to a total of 12 weeks of unpaid leave per year in connection with:

- a. The birth of a child;
- b. The adoption or foster placement of a child;
- c. The serious health condition of a teacher's spouse, child, or parent, and
- d. The teacher's own serious health condition.

**Subd. 1. Salary and Fringe Benefits.** Such leave shall be unpaid, except an eligible staff, during Such leave, shall be eligible for regular School District group health insurance contributions as provided in the Agreement of the leave, but not to exceed twelve (12) weeks per year, notwithstanding any other provisions of this Agreement.

**Subd. 2. Paid Leave Under Contract.** While FMLA leaves, except for eligible insurance contributions as provided in 9.70., are unpaid, nothing herein shall preclude a teacher from utilizing paid leave otherwise provided in this Agreement, provided the teacher qualifies for the paid leave, i.e. sick leave or personal leave pursuant to the provisions of this Agreement governing such leaves. Moreover, nothing herein, or any other provisions of this Agreement, shall be construed to require the School District to combine leaves for a period of time that exceeds the leave provided by this section or the period of time for leaves provided in other sections of the Agreement.

**Subd. 3. Request.** A staff member requesting child care leave shall inform the Superintendent in writing of the intention to take the leave at least three (3) calendar months prior to the commencement of the intended leave.

**Subd. 4. Date of Leave.** The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year, e.g. winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like.

**Subd. 5. Duration.** In making a determination concerning the commencement and duration of a child care leave, the school board shall not, in any event, be required to:

1. Grant any leave for more than twelve (12) months in duration.
2. Permit the staff member to return to employment prior to the date designated in the request for the child care leave.

## **Section 5. Personal Leave.**

**Subd. 1. Accrual-District Experience of 14 Years or Less.** Each full time teacher shall be entitled to two (2) days of personal leave per year. This leave is without loss of pay. Except in

extreme emergencies, personal leave may not be used during opening of school workshop days, nor on an advanced scheduled conference, inservice/staff development day. Except in extreme emergencies, personal leave shall be requested on the School District's personal leave form at least forty-eight (48) hours in advance. Up to three (3) teachers from each building, but no more than five (5) district-wide may be on personal leave on any given day. A teacher may elect to be paid at a rate of \$135 per day for unused personal leave or they may carry one day of personal leave into the next school year.

**Subd. 2. Accrual-District Experience of 15 Years or More.** Starting with the fifteenth (15th) year in the district, a teacher may accumulate up to two (2) days of personal leave by banking one (1) day per year. Use of any combination of yearly earned personal leave and banked personal leave shall not exceed four (4) days at any given time.

**Subd. 3. Accrual-District Experience of 21 Years or More.** Starting with the twenty-first (21st) year in the district, a teacher may accumulate up to three (3) days of personal leave by banking one (1) day per year. Use of any combination of yearly earned personal leave and banked personal leave shall not exceed five (5) days at any given time. Banked days can only be used after the regular, allocated two (2) days provided in this section are used. Teachers may not use more than two (2) days at any one time during the first thirty (30) and the last thirty (30) calendar days of the school year. Thirty (30) days shall begin with the first day of the duty year and will end with the last day of the duty year and shall include snow days, etc.

**Subd. 4. Personal Leave Use.** The use of personal leave is at the discretion of the teacher, but shall not be used to perform work for pay.

**Subd. 5. Granting of Additional Personal Leave.** Additional personal leave days may be granted a teacher at the discretion of the superintendent. The teacher will be deducted their daily rate for all unpaid days.

**Section 6. Jury Leave.** A teacher called for jury service shall be granted a jury leave without loss of pay, but any sum paid the teacher for jury duty (exclusive of mileage and other expenses) shall be assigned by the teacher to the School District.

**Section 7. Military Leave.** A teacher called for military service shall be granted a leave of absence, with pay if it falls under M.S. 192.26 or is without pay if it falls under M.S. 192.261, for such times as may be required to fulfill the obligation. Upon termination of Military leave the teacher shall receive credit for experience on the pay schedule the same as if the teacher had remained in the school system.

**Section 8. General Leave.** General leave of absence for one (1) year may be granted to teachers for any reason not included above and at the discretion of the School District. Teachers requesting leave under the provisions of this Section shall submit a written request. Such requests shall be submitted 90 60 days prior to requested leave start date.

**Subd 1. District Notification.** Teachers who are granted leave of absence under the provision of this Section shall notify the Superintendent no later than March 31 of the leave year, in writing, of their intention to return to their teaching position. The School District is not obligated to reinstate a Teacher who fails to notify the Superintendent as required.

**Subd 2. Credit.** Teachers who return from General leave within the provisions of this Section, shall retain all previous experience credit and any unused leave time accumulated but shall receive no accumulation for the leave year.

**Subd 3. Insurance Benefits.** Teachers granted leave within the provisions of this section may retain all insurance benefits at their own expense subject to insurance policy coverages and provisions.

## ARTICLE X

### DEFERRED MATCHING COMPENSATION

**Section 1. Eligibility.** Any full-time or part-time teacher shall be eligible for a matching deferred compensation plan in accordance with M.S. 356.24 and the terms set out below. The district shall contribute annually an amount equal to the amount contributed by the employee subject to the limits listed below.

**Subd. 1.** Participation in the plan shall be based on years of continuous service in the School District. The School District matching contribution to such plan will not exceed a lifetime contribution cap per teacher of \$30,000 \$40,000. There will be no guaranteed payout at the conclusion of a teacher's service with the district.

**Subd. 2.** Any teacher eligible for severance pay under Article XIII of this master agreement will continue to be eligible to receive retirement pay as set forth therein. Such teachers may also participate in the School District's matching plan. If the teacher chooses to participate, the teacher will begin on the match schedule at the year commensurate with their years of continuous service in the district and will be eligible to advance according to the schedule in Section 15.4. The total contribution of severance pay (Article XIV) plus life time matching district contribution shall not exceed \$30,000. Upon a teacher's retirement, the total amount of the School District matching contribution to a teacher's matching account shall be deducted from any severance under Article XIV of the master agreement.

**Section 2. Part-Time and Temporary Teachers.** Part-time teachers shall have their matching contribution pro-rated. Temporary teachers are not eligible to participate in this plan.

**Section 3. Teacher on Authorized Unpaid Leave.** If a teacher is on an authorized unpaid leave for an entire school year and receives no portion of his/her annual salary, he/she does not have the right to participate. A teacher on a short-term unpaid leave of absence shall have their matching contribution pro-rated.

**Section 4. Teacher Match.** The School District's contribution will be up to \$400 a year. The School District will make the foregoing matching contribution to only those teachers choosing to participate in an approved teacher's match account offered by the School District. The School District's matching contribution will be dollar-for-dollar as required under Minnesota Statutes section 356.24 up to the annual maximum match set forth above, subject to the maximum career School District contribution as set out above. Teachers may contribute any dollar amount up to or in excess of the maximum yearly district match, but the annual limit on the amount individual teachers may contribute to his/her match account shall be governed by the applicable sections of the Internal Revenue Code and the regulations promulgated thereunder. If a teacher chooses not to match the School District annual contribution, the unmatched portion is forfeited for that year. If the employee contributes less than the maximum yearly allowed contribution, the School District portion will be equally reduced. The reduced amount is forfeited for that year.

**Section 5. Approved Plans.** The School District will make matching contributions only to deferred compensation plans offered by vendors selected by the School District, after consultation with the Union.

**Section 6. Intent to Participate/Enrollment Period.** Employees eligible to enroll in the School District 403b match must declare their intent to participate by submitting a one-time signed Intent to Participate form to the payroll office by September 30th, or if the date falls on a weekend, the Friday preceding. This form is valid until the employee notifies the office in writing that they are no longer going to participate in the program. The plan year shall be from September 1 to the following August 31. The employee is solely responsible for filing the Intent to Participate form.

**Subd. 1** Failure to participate in any given year shall result in the loss of benefit for that year, which cannot be made up in subsequent years. If the employee stops his/her contribution at any time during the year, it cannot be restarted until the following year. The employee will be permitted one change in contribution a year.

**Section 7. Discontinuance of Service.** Individuals who, for whatever reason, leave the service of the School District prior to eligibility for the balance of the payout shall retain ownership of School District contributions and personal contributions made on their behalf to the date of discontinuance of service. The School District shall retain no current or future liabilities for said investment programs as a result of the severing of service.

**Section 8. Portfolio Management.** The management of both the individual and School District contributions shall be solely the responsibility of the employee in whose name the contributions have been made. The School District assumes no current or future liability of contributions made to these plans or for investment earnings (losses) which may accrue to these portfolios as a result of investment decisions which are made by the employee.

**Section 9. Hold Harmless Provisions.** Employees are not to construe the Plan or the School District contributions to the Plan or the opportunity of the employee to match such contributions as legal, tax, or investment advice by the School District. The School District has neither reviewed nor approved any investment programs which the employee may obtain by way of contributions under the Matching Plan.

The employee agrees to indemnify and hold harmless the Royalton School District from any adverse investment experience arising from or connected with contributions to the Matching Plan.

**IN WITNESS WHEREOF, the parties have executed this Agreement as follows:**

**FOR: The DISTRICT, signed this \_\_\_\_\_ of \_\_\_\_\_, 2025.**

\_\_\_\_\_  
**School Board Co-Chair**

\_\_\_\_\_  
**School Board Clerk**

**FOR: The EXCLUSIVE REPRESENTATIVE, signed this \_\_\_\_\_ of \_\_\_\_\_, 2025**

\_\_\_\_\_  
**Employee Representative**

**APPENDIX A**

**SALARY SCHEDULE 2025-2026**

<b>Step</b>	<b>Unlicensed Preschool Teacher</b>
<b>0</b>	<b>\$18.59</b>
<b>1</b>	<b>\$19.18</b>
<b>2</b>	<b>\$19.76</b>
<b>3</b>	<b>\$20.37</b>
<b>4</b>	<b>\$21.55</b>
<b>5</b>	<b>\$22.59</b>
<b>6</b>	<b>\$22.59</b>
<b>7</b>	<b>\$22.59</b>
<b>8</b>	<b>\$22.59</b>
<b>9</b>	<b>\$22.59</b>