Independent School District #595
East Grand Forks Public Schools

Administrative Assistant
Work Agreement

July 1, 2026
through
June 30, 2028

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I. HOURS OF SERVICE

A. Work Day

8-hour day: includes two 15-minute breaks, but excludes lunch break.

B. Work Year

Length of employment shall be stated in days.

C. Payment

Payment for work will be for hours worked in prior pay period.

D. Explanation of Full-Time

An employee who works 8 hours per day, 5 days per week for 52 weeks.

E. Explanation of Less Than Full-Time

An employee who works less than 52 weeks per year, or less than 40 hours per week, or both, as per employee's agreement.

F. Compensation

The regular rate of pay for an employee who is paid by the hour is her/his hourly rate. When an hourly employee works more than 40 hours in a workweek, she/he is due 1 1/2 times this regular rate for each hour worked over 40. Compensation may be taken as salary or comp-time as mutually agreed. This complies with Section 207 Part 541 of the Fair Labor Standards Act.

II. PROBATIONARY PERIOD

A. An employee under the provisions of this Agreement shall serve a probationary period of twelve (12) months of continuous service in the School District during which time the School District shall have the unqualified right to suspend without pay, discharge, or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse to the grievance procedure, insofar as suspension, discharge, or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provision of this Agreement alleged to have been violated.

B. A personal and written evaluation will determine status.

III. SALARY SCHEDULE

A. Initial placement of the employee on the Salary Schedule is agreed upon by the school board and employee.

IV. RESIGNATION/DISCHARGE

A. Employees shall give at least two weeks written notice of resignation.

B. Except when discharged for cause, any employee will be given two weeks written notice in advance of dismissal.

V. LEGAL HOLIDAYS

A. Employees will have the following holidays included as days for regular compensation as long as the holiday falls in a period that they are contracted to work. If any of the following legal holidays falls on a Saturday or Sunday, then either the preceding Friday or following Monday would be considered as a paid holiday.

New Year's Day; Good Friday; Memorial Day; *Independence Day; Juneteenth;* Labor Day; Thanksgiving Day; Friday After Thanksgiving; Christmas Day.

President's Day will also not be considered a working day for employees, as long as school is not in session. If school is in session, then President's Day will be considered a working day for all employees. Full-time employees must take either a vacation day or use their floating holiday for this day.

B. Floating Holiday

A paid holiday to be taken any time throughout the fiscal year for all employees, with the approval of the employee's immediate supervisor and the Superintendent. The holiday is to be used by June 30th of the current fiscal year or the day will be forfeited. Employees who work less than 52 weeks and do not accrue vacation shall receive two floating holidays per year. Both floating holidays are subject to the restrictions as stated in this section (B).

C. Personal Leave

Employees who are less than full-time and do not receive vacation, shall receive personal leave days as follows:

195 contract days	2 days
205 contract days	3 days
210 contract days	3 days
215 contract days	3 days
225 contract days	4 days

Employees with 5 to 9 years of service to the district would be able to carry over one personal leave day to the next contract year. Employees with 10 or more years of service to the school district will be able to carry over two personal leave days to the next contract year.

VI. VACATION PAY

A. For those employees who are eligible to accrue vacation days, those vacation days shall be accrued as follows:

New full-time employees shall accrue .83 vacation days per month throughout the end of the first fiscal year. After June 30th she/he may request a vacation for those days accrued through June 30th. After the first June 30th date, she/he may apply to take vacation as she/he accrues it, as is the case with all other full-time employees. If there is a conflict between employees, the most senior employee shall have first choice of vacation. Vacation requests must be approved by the employee's immediate supervisor and the Superintendent.

Full-Time Employees Vacation Schedule

Length of Service	Vacation Earned During that Year
1st Year	.83 Day/Month through June 30th
2nd Year through 4th Year	10 Work Days
5th Year and beyond	1 additional day/year up to a maximum of 20 days

Example: A full-time employee (52 weeks) was hired on October 1, 1985. As of June 30, 1986 the employee will have accrued 7 1/2 days of vacation. For each year ending June 30, 1987 to June 30, 1990, the employee will earn 10 days of vacation. For the year ending June 30, 1991, the employee will earn 11 days of vacation. As of June 30, 2000, the employee will be earning the maximum of 20 days.

Less than Full-Time Employees Vacation Schedule

Vacation for employees who work 52 weeks a year but less than 40 hours a week shall be prorated in accordance with the percentage of full-time that she/he works. The employee’s immediate supervisor and the Superintendent must approve vacation requests. Employees who work less than 52 weeks a year are not eligible for vacation pay. However, she/he will be granted one personal leave day to be used within the fiscal year.

B. If a paid holiday falls in a vacation period, the holiday shall not count as a day of vacation.

C. Employees are encouraged to use earned vacation in the fiscal year following that in which it is earned. However, up to 5 days of accrued vacation may be carried over into the next fiscal year. (Example: In 1989-90 you earned 10 days of vacation. It should be used during the 1990-91 term. However, up to a maximum of 5 days may be carried over into the next fiscal year, unless there is an occurrence of extenuating circumstances. Any employee may then apply to carry over more than 5 days to the next fiscal year with special permission by the Superintendent upon recommendation by the Business and Finance Officer.

D. No employee shall take more than two continuous weeks of vacation at one time, without approval of the Superintendent and Principal.

VII. SICK LEAVE

A. Sick leave for all employees will be accumulated at the rate of 8 hours for each month of continuous service for a total of 96 hours/year. For less than full-time employees, the school district will prorate sick leave based on the FTE of the individual.

B. Employees may accumulate an unlimited amount of sick leave.

C. A cash bonus will be awarded on a yearly basis, after five (5) years of continuous employment at 10% of accumulated sick days. The employee shall have the option of requesting that cash bonus or continuing to accumulate sick days. Example: After 5 years, the employee has accumulated 50 sick days. At that time the employee has the option to either collect a cash bonus for the 12 days (at 10%) or add the 12 days to previously accumulated sick days. This will occur yearly based on the previous year's accumulated sick days; therefore, employees may not go back any further than the current year to collect the cash bonus.

D. An employee is allowed to use his/her sick leave benefits for the illness of the employee's child as provided in M.S. 181.940.

E. Employees may use sick leave for all medical and dental appointments.

F. Earned Sick and Safe Time (ESST)
The parties acknowledge that the paid sick leave benefits provided under this Agreement meet or exceed the requirements of the Minnesota Earned Sick and Safe Time Act (Minn. Stat. §§ 181.9445–181.9448), as amended.

An employee's accrued paid sick leave under this Agreement shall be available for all purposes authorized by the Minnesota Earned Sick and Safe Time Act. Accordingly, no additional Earned Sick and Safe Time benefits shall accrue or be provided beyond the paid leave benefits established by this Agreement.

The District reserves the right to administer paid sick leave in a manner consistent with applicable law. If the Minnesota Earned Sick and Safe Time Act is amended or interpreted in a manner requiring changes to this provision, the District may implement those changes necessary to maintain compliance with applicable law. To the extent permitted by law, the paid sick leave benefits provided under this Agreement shall be applied toward satisfying the District's obligations under the Act.

VIII. LEAVE OF ABSENCE

A. Emergency leave: will be given to employees for death or emergency illness in the family circle. The family circle includes: spouse, child, parent, sibling, grandparent, in-law parent or sibling, aunt, uncle, niece, or nephew. The Superintendent and the immediate supervisor shall determine the length of such a case.

B. Funeral leave shall be approved at the discretion of the Superintendent.

C. Child Care Leave:

   1. Following sick leave, an employee shall be afforded a Child Care Leave of absence of no more than three (3) months provided the employee follows the procedures outlined in this section. Child Care Leave may be granted because of the need to prepare and provide parental care for a child or children.

   2. Notification of intent for said leave of absence shall be given at the earliest possible date. Written notice shall contain the commencement and return date as determined by the employee and his/her immediate supervisor. If a period of illness related to childbirth/pregnancy follows delivery, childcare leave shall begin on the date the illness ends, as certified by the employee's attending physician.

   3. An employee returning from Child Care Leave shall be re-employed in the same position as was previously employed. Upon return to her original employment, the employee shall be guaranteed the same salary as previously earned plus all benefits originally maintained. Any salary increases that have occurred with the period of Child Care Leave shall be awarded to said employee. Child Care Leave shall not cause a change in seniority ranking. Failure of the employee to return pursuant to the date determined shall be deemed to be grounds for termination, unless the school district and the employee mutually agree to an extension in the leave.

   4. An employee on a Child Care Leave is eligible to participate in group insurance programs if permitted to do so under the insurance policy provisions. An employee on childcare Leave shall pay the entire premium for such programs as the employee wishes to retain. Eligibility to continue in such group insurance programs shall terminate with the date that the Child Care Leave is scheduled to terminate unless the employee returns to the employment of the District and remains eligible under the terms of the insurance contract.

   5. Child Care Leave shall be without pay.

D. Personal Leave

   1. If an employee has a situation that arises where she/he must leave this area of the state, she/he could request a leave of absence for a period of up to one (1) year.

      a. If this employee would maintain a similar (if feasible) job in another area, she/he would be eligible to keep her/his tenure (length of employment), accumulated sick leave, and vacation time.

      b. Upon return to her/his original employment, she/he would be guaranteed a job with the same salary as previously earned plus all benefits originally maintained.

E. Adoption Leave

Any employee who is adopting a child shall be eligible for a leave of absence similar to Section B - Childcare Leave.

F. Jury Duty

Employees shall be granted a leave of absence with pay for any time that she/he is required to report for jury duty service. Said pay will be the difference between the regular pay and those monies received for the above mentioned jury duty service, exclusive of mileage and expenses.

IX. HOSPITAL-MEDICAL INSURANCE

A. The selection of the insurance carrier and policy shall be made by the Board of Education.

B. The school district shall contribute up to $750.00 per month for 2026-27 and $800.00 per month for 2027-28 for those full-time employees or employees meeting the qualification of 1032 hours during the academic school year taking coverage (whether single or dependent) in the school district's group health and hospital plan. For less than full-time employees taking coverage, the school district shall contribute an amount on a pro-rata basis. If the cost of the policy is lower than the above limits, the school district assumes only the total cost of the insurance plan.

X. DENTAL INSURANCE

A. The selection of the insurance carrier and policy shall be made by the Board of Education.

B. The school district shall contribute up to $90.00 per month for 2026-27 and $100.00 per month for 2027-28. toward the premium costs for those employees taking coverage (whether single or dependent) in the school district's Group Dental Plan. For less than full-time employees taking coverage, the school district's contribution shall not be on a pro-rata basis. If the cost of the policy is lower than the above limits, the school district assumes only the total cost of the insurance plan. If the cost of the policy is lower than the above limits, the school district assumes only the total cost of the insurance plan.

XI. TERM LIFE INSURANCE

A. The selection of the insurance carrier and policy shall be made by the Board of Education.

B. The school district shall provide the same life insurance benefits for the members of this group as are stipulated in the EGFEA Master Contract.

C. For less than full-time employees taking coverage, the school district shall contribute an amount on a pro-rata basis. If the cost of the policy is lower than the above limits, the school district assumes only the total cost of the insurance plan.

XII. LONG TERM DISABILITY INSURANCE

A. The selection of the insurance carrier and policy shall be made by the Board of Education.

B. The school district shall contribute an amount of not more than $110.85 per year for 2026-27 and $110.85 per year for 2027-28 for full-time employees taking coverage in the policy provided by the school district. For less than full-time employees taking coverage, the school district shall contribute an amount on a pro-rata basis.

XIII. RETIREMENT BENEFITS

Available as covered by law.

XIV. DISTRICT EDUCATION OPPORTUNITIES

If the district requires in-service training, employees who wish to take evening classes that would contribute to an increased efficiency in the employee's position would be reimbursed for expenses (tuition, supplies, fees, and travel) before or after the course, depending upon the requirement of the institution offering the course. Prior approval must be obtained from the Superintendent and the immediate supervisor. Proof of completion must be turned into the supervisor.

XV. GRIEVANCE

A. Grievance Procedure

1. Any person covered by this agreement who has a complaint pertaining to her/his job should attempt to resolve the differences with her/his immediate supervisor. The supervisor shall have 5 working days in which to reply to the grievance.

2. If the grievant is not satisfied with the action taken by her/his supervisor, she/he may appeal to the Superintendent or his designated representative. The Superintendent shall respond to the grievant within ten (10) working days with a written decision.

3. If the grievant is still not satisfied with the ruling of the Superintendent, she/he may refer the grievance to the Board of Education within five (5) working days after receiving the Superintendent's written decision. The Board of Education will have ten (10) working days in which to reply with a written decision.

B. The grievance may be terminated at any time by the employee.

XVI. EARLY RETIREMENT PAY

Tax-Deferred Contributions

After the third year of employment, if the employee matches the contribution, the District shall contribute up to to 3.5 percent of the basic salary up to a maximum of $1,900 per year to a tax-deferred plan in 2026-27 or 2027-28. The employee may elect to participate or to not participate during any contract year. However, written notice must be received by the District prior to July 1 of the employee's intent to change their participation during the ensuing year. In the event of major changes in the life of the employee, changes may be made upon request to and approval by the Superintendent.

Any part-time employee, who is eligible, is only entitled to a prorated share of the benefits described under this section based on the percentage of their part-time employment compared to a full-time employee.

This plan is restricted by law to those companies selected by the State Board of Investors under M.S. 465.72.

XVII. FLEX FEES

The school district will pay all of the enrollment costs of any employee who takes part in the district sponsored Section 125 Flexible Benefit plan.

XVIII. SALARY SCHEDULES

	Base	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
2026-27	21.88	22.99	24.12	25.23	25.73	26.25	26.90	27.57
2027-28	22.43	23.57	24.72	25.86	26.37	26.91	27.57	28.26

Longevity Pay/Hour

	2026-27	**2027-28**
Years 7-10:	$0.72/hr	$0.74/hr
Years 10-15:	$0.97/hr	$1.00/hr
Years 16+:	$1.23/hr	$1.26/hr

Benefits	**2026-27**	**2027-28**
Health Insurance	$750.00/month	$800.00.month
Dental Insurance	$90.00/month	$100.00/month
LTD Insurance	$110.85/year	$110.85/year
Life Insurance	As per Teachers' Contract	As per Teachers' Contract

SIGNATURE PAGE

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

FOR ADMINISTRATIVE ASSISTANT STAFF

______________________________	_______________
Representative	Date
______________________________	_______________
Representative	Date

FOR INDEPENDENT SCHOOL DISTRICT NO. 595

______________________________	_______________
School Board Chair	Date
______________________________	_______________
School Board Clerk	Date

Memorandum of Understanding - Paid Family Medical Leave (PFML)

This Memorandum of Understanding ("MOU") is entered into by and between Administrative Assistants ("the AA"), and Independent School District No. 595 ("the District").

WHEREAS, the AA and the District are parties to a 2026 - 2028 Master Agreement governing the terms and conditions of employment for Administrative Assistants who are employed by the District;

WHEREAS, the Minnesota legislature passed Paid Family Medical Leave (PFML) legislation to go into effect January 1, 2026;

WHEREAS, the AA and the District are seeking a joint resolution on PFML;

NOW, THEREFORE, the parties mutually agree to the following to go into and remain in effect throughout the duration of the 2026 - 2028 Master Agreement;

1. Statutory authority
Employees are eligible to participate in Paid Family Medical Leave (PFML) pursuant to MN Statutes 268B et seq., Family and Medical Benefits.

2. Costs of PFML
The District shall pay 50 percent of the total premium for Paid Family Medical Leave set by the Minnesota Department of Employment and Economic Development (DEED). Employees shall pay 50 percent of the total premium for Paid Family Medical Leave set by the Minnesota Department of Employment and Economic Development (DEED).

3. Notification to the District
Pursuant to Minnesota Statute Section 268B.085, employees taking Paid Family Medical Leave shall provide the District with thirty (30) days' notice prior to the start of leave when possible. If 30 days' notice is not practicable because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances or a medical emergency, notice must be given as soon as practicable.

4. Coordination of PFML and ESST/contractual leave
At the request of an employee on Paid Family Medical Leave, the District shall allow the employee to use individual accrued leave at their discretion to supplement the PFML program benefit. At no time will the employee receive more than 100 percent of their usual wages between the PFML benefit and contractual leave. Individual accrued leave shall be paid out on the normal payroll cycle pursuant to Article IX. In the event that an employee is approved for Paid Family Medical Leave for a period of time that was initially covered by ESST or other contractual leave, the District shall provide the employee with the opportunity to pay back the value of some or all ESST or contractual leave. The District shall re-credit the leave back to the employee's individual leave account.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the dates shown below.
AUTHORIZED REPRESENTATIVE FOR Administrative Assistants

______________________________ Date ______________________________

INDEPENDENT SCHOOL DISTRICT NO. 595

____________________________ Date ______________________________