



## Intermediate School District 917

*Purposeful. Personalized. Partners.*

1300 145th Street East, Rosemount, MN 55068

(651) 423-8229 \* <http://www.isd917.org>

To: ISD 917 School Board

Date: December 10, 2024

Re: Summary of Changes for Clerical/Office & Professional Employees 2024-2026 Contract

Following four (4) meetings with the Superintendent, Director of Finance, and Director of Human Resources, the following is a summary of the changes proposed for approval by the ISD 917 School Board:

1. Total package cost was 13.00% over two years (2024-2025 and 2025-2026).
2. Changed gendered language to gender-inclusive language throughout the contract.
3. The group worked with the Director of HR to reevaluate their job descriptions.
  - a. The group originally was split into eight (8) different job categories (Administrative Assistant I, Information Management I, Administrative Assistant II, Information Management II, Administrative Assistant III, Information Management III, Accounts Payable, and Accounts Receivable).
  - b. Based on current job duties and the district's desire to cross train staff members working at the same location, the group's job descriptions were realigned into four (4) categories (Administrative Assistant, Senior Administrative Assistant, Accounts Payable, and Accounts Receivable). Aspects of the contract, including the salary schedules were edited to agree with these changes.
  - c. In terms of duty days, current staff are allowed to keep their duty days or change them to align with the new job descriptions. All newly hired or transferred staff must align with the changes within the contract.
4. Salary changes:
  - a. Salaries increased by 3% in the first year (2024-2025) and roughly 3% in the second year (2025-2026).
5. Overtime at time and a half for working on Good Friday was swapped for Juneteenth.
6. 403B matching contributions increased in 2025-2026 by \$100 for staff in years 7 and beyond.
7. Benefits changes:
  - a. Both the individual and family copay coverage option was dropped for January 2026.
  - b. HSA medical insurance changes:
    - i. Increase to family insurance contributions from \$1630 in 2024, to \$1710 in 2025, and then to \$1750 in 2026.
    - ii. Language was simplified slightly for clarity.
  - c. Individual dental insurance increased from \$46 to \$50 in 2025 and then to \$55 in 2026; Family dental increased from \$106 in 2024 to \$115 in 2025 and then to \$120 in 2026.

### ISD 917 Vision

Intermediate School District 917 models an innovative culture with diverse pathways serving students and families through equitable practices with highly trained staff.

### ISD 917 Core Values

Collaboration \* Empathy \* Innovation \* Stewardship \* Communication \* Integrity \* Personalization \* Equity \* Diversity



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8. The MOU by the School Board, at the January 2024 meeting, addressing Minnesota State Statute 181.9445 through 181.9448 that outlines mandatory Earned Sick & Safe Time for Minnesota was incorporated into the leaves of absence language.
9. One sentence was added to the jury duty section to encourage staff to return to work if/when they are released from jury duty.
10. Paid time off (vacation and holidays):
  - a. Language was added to the contract to ensure that overuse of frontloaded vacation could be docked, should an employee end their employment with ISD 917 before the end of the fiscal year/vacation accrual period.
  - b. Paid holidays were added starting in the 2025-2026 school year:
    - i. For staff working 241+ days → Eleven (11) paid holidays
    - ii. For staff working 226-240 days → Eight (8) paid holidays
    - iii. For staff working 201-225 days → Five (5) paid holidays
11. Severance language was rearranged to match other contracts by pulling out the cut-off date to make it more apparent to the reader.

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