

Working Agreement

Between

Waterville-Elysian-Morristown
I.S.D. 2143

And

Education Minnesota WEM
Educational Support Professionals

July 1, 2024 through June 30, 2026

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Article 1- Recognition

Section 1. Parties: This Agreement is entered into between Independent School District No. 2143, Waterville, Minnesota hereinafter referred to as the School District, and the Education Minnesota WEM Educational Support Professionals hereinafter referred to as the exclusive representative.

Article 2- Definitions

Section 1. Terms and Conditions of Employment: The term “terms and conditions of employment,” means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits other than Employer payment of, or contributions to, premiums for group insurance coverage for retired employees of severance pay, and the Employer’s personnel policies affecting the working conditions of the employees. “Terms and conditions of employment” are subject to the provisions of PELRA.

Section 2. Description of Appropriate Unit: For purposes of the Agreement, the term, “educational assistant employees,” shall mean persons in the appropriate unit employed by the School District in such classifications excluding the following: confidential employees, supervisory employees, superintendent’s secretary, essential employees, part-time employees whose services do not exceed fourteen (14) hours per week or thirty-five percent (35%) of the normal work week in the employees bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of sixty-seven (67) working days in any calendar year, and emergency employees.

A paraprofessional hired as a 1:1 whose assigned student is absent, shall be assigned to work in another classroom, whenever possible. If the affected 1:1 staff cannot be reassigned they shall be compensated for two (2) hours of pay for that day. The 1:1 ESP shall notify their supervisor when their 1:1 student is absent.

Section 3. School District: For purposes of administering this Agreement, the term “School District” shall mean the School Board or its designated representative.

Section 4. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by PELRA.

Article 3- School District Rights

Section 1. Inherent Managerial Rights: The exclusive representative recognizes that the School Board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion of policy as the functions and programs of the Employee, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities: The exclusive representative recognizes the right and obligation of the School Board 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. Effect of Laws, Rules, and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and by School Board rules, regulations, directives and orders, insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement. The exclusive representative also recognizes the right, obligation and duty of the School Board and its duly assigned officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directive and orders are consistent with the terms of this Agreement. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of rights and duties shall 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 this Agreement are reserved to the School District.

Article 4- Employee Rights

Section 1. Right to Views: Pursuant to PELRA, nothing contained in this Agreement shall be construed to limit, impair or affect the rights of any employee or representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions of compensation of public employment or their betterment, so long as the same is not designed and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 2. Right to Join: Pursuant to PELRA employees shall have the right to form and join labor or employees organizations, and shall have the right not to form and join such organizations.

Section 3. Personnel Files: All evaluations and files generated within the School District relating to each individual unit employee shall be available during regular school business hours to each individual unit upon written request. Each such employee shall have the right to reproduce any of the contents of the files at the employee's expense and to submit for inclusion in the file written information in response to any material contained herein. The employee shall receive a written copy of any material relating to evaluation or discipline placed in or removed from his/her file. The School District may destroy such files as provided by law, and shall expunge from the employee's file any material found to be false or substantially inaccurate through the grievance procedure.

Section 4. New Employees:

Subd. 1. Bargaining unit information. Within 20 calendar days from the date of hire of a bargaining unit employee, a public employer must provide the following contact information to an exclusive representative: name, job title, worksite location, home address; home and personal cell phone numbers on file with the public employer; date of hire; and work email address and personal email address on file with the public employer.

Subd. 2. The School district shall notify The WEM ESP union President and building representative of the new hire within 30 days and allow the representative to meet in person with newly hired employees, without charge to the pay or leave time of the employees, for 45 minutes.

Subd. 3. A public employer must notify an exclusive representative within 20 calendar days of the separation of employment or transfer out of the bargaining unit of a bargaining unit employee.

Subd. 4 Request for dues check off Pursuant to PELRA, ESPs shall have the right to request and be allowed dues checkoff for the employee organization of their selection. The school district will deduct from the employee's paycheck the dues that the employee has agreed to pay to the employee organization. When an employee has authorized a dues deduction, such authorization shall continue in effect for that year and from year to year, until canceled. A member seeking cancellation must provide written notice to the union president and the HR department.

Article 5- Rates of Pay

Section 1. Rate of Pay:

Subd. 1: The wages and salaries reflected in Schedule A. attached hereto, shall be a Part of the Agreement for the period commencing July 1, 2024 through June 30, 2026.

Subd. 2: During the duration of this Agreement, advancement on any salary schedule shall be subject to the terms of this Agreement.

Subd. 3: An individual employee's salary advancement is subject to the right of the School District to withhold salary increases for good and sufficient grounds. An action withholding a salary increase shall be subject to the grievance procedure.

Subd. 4: Salary for paraprofessionals shall be paid out in either 18 or 24 payments. An individual must inform the payroll office prior to September 1st of the new school year in order to change how salary is dispersed. For paraprofessionals that choose 24 pay periods, salary will be estimated by multiplying daily assigned hours by assigned work days. The actual salary earned will be calculated, based on hours worked, prior to the June 30th pay period. An adjustment to the estimate will be applied to the June 30th pay.

Subd. 5 Employees Assigned to more than one work site- In the event a paraprofessional is assigned to more than one work site during normal duty day, travel time between the sites shall be within the employee's work time. In the event the employee uses his/her own vehicle to travel between the sites, mileage shall be reimbursed at the IRS rate.

Subd. 6 Longevity- The full payment of longevity, according to schedule A in this agreement, shall be deposited after the ESP fills out a timesheet and submits it to the HR personnel. This should be done by the end of the fiscal year, June 15

Subd. 7 Special Education Paraprofessional requirements. An ESP working in the Special Education department must agree to meet the state standards to become a highly qualified paraprofessional to receive salary grid adjustment agreed upon at time of hire. The ESP will be paid Step A until highly qualified. The ESP has 30 calendar days to become highly qualified. If the ESP meets the requirements of highly qualified within 30 calendar days they will be reimbursed the difference between the agreed upon hourly rate and Step A. If the ESP does not meet the qualifications for highly qualified

within 30 calendar days, they will not be eligible for the reimbursement of the difference.

Article 6- Group Insurance

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School District as provided by law. It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of denial of insurance benefits by an insurance carrier.

Section 2. Health and Hospitalization Insurance: Before the open enrollment period each year, the district shall calculate affordability for the Minimum Value Plan in accordance with the Affordable Care Act and the contribution amount required to meet the affordability requirement for the lowest hourly wage. The School District shall contribute a sum not to exceed this amount for individual, employee plus one, or family coverage. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction

Section 3. Health Reimbursement Arrangement: The school district shall establish and contribute any monthly fees towards a Health Reimbursement Arrangement (HRA) for each paraprofessional and contribute \$136 per month (9 months) to a maximum of \$1,224 per year.

Section 4. Dental Insurance: A dental insurance plan will be offered at the employee's expense.

Section 5. Term Life Insurance: Term life insurance in the amount of \$20,000 shall be provided by the School District for each employee. The employee may elect to personally purchase additional term insurance in the amount approved by the life insurance carrier. The optional insurance may be purchased once each year prior to June 1 of the preceding year.

Section 6. Income Protection Insurance: The School District shall make available to all employees, at the employer's expense, an income protection plan. The plan shall provide seventy percent (70%) of the base wage upon disability with a thirty (30) calendar day waiting period from the onset of the disability. The maximum benefit shall be \$2,100 per month up to age sixty-two (62). In the event an employee's sick leave balance is not used at the time insurance benefits commence, sick leave benefits will be coordinated with the insurance benefits to equal one hundred percent (100%) of the contracted daily wage. Coordinated benefits will continue until sick leave balance is exhausted. Sick leave accrual will not be allowed for the insurance portion of the

aforementioned formula.

Section 7. Eligibility: Full benefits provided in this Article are designed for full-time personnel. Part-time employees who are employed at least fourteen (14) hours per week and ninety (90) days in a school year shall be eligible for proportional benefits subject to any limitations contained in the contract between the insurance carrier and the District.

Article 7- Leaves of Absence

Section 1. Sick Leave:

Subd. 1. All full-time employees shall earn sick leave at the rate of eight (8) hours for each month of service in the employee of the School District. For this section full-time is defined as 35 hours per week. Annual leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year.

Subd. 2. Unused sick leave hours may accumulate to a maximum credit of four hundred forty (440) hours of sick leave per employee. A ESP with at least fifteen (15) years-experience in the WEM School District at the time of retirement may turn in up to one hundred 100 hours of unused sick leave as a severance payment. The hours shall be multiplied at their hourly rate of pay and the total amount shall be deposited into that employee's HRA account. Any ESP's hired after September 1st, 2025 are not eligible for this benefit.

Subd. 3. ESP shall earn sick leave based on hours worked each month and be credited sick leave hours proportional to the full time school year.

Subd. 4. Sick and safe time leave allowable usage is governed by MN Statutes 181.9447 and section 181.940 et. Seq.

Subd. 5. When permissible by law, the School District may require an employee to furnish a medical certificate, after the 3rd consecutive day of absence, from a qualified medical service as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School Board. In the event that a medical certificate is required, the employee will be so advised. For an allowable use that would not fall under a medical certificate, self-attestation is acceptable as stated in statute.

Subd. 6. Sick leave allowed shall be deducted from the sick leave balance

earned by the employee.

Subd. 7. Sick leave pay shall be approved only upon completion of an online request.

Subd. 8. Sick leave may be utilized during a period of physical disability resulting from a condition of pregnancy. The employee shall provide the District with a physician's statement certifying the dates of disability.

Section 2. Sick Leave Bonus: Any employee who uses no sick leave throughout the school year will receive three hundred dollars (\$300) from the Employer. Any employee who uses no more than one day of sick leave throughout the school year will receive two hundred dollars (\$200) from the Employer. Any employee who uses no more than two days of sick leave throughout the school year will receive one hundred dollars (\$100) from the Employer. Payments will be made on the June 30th payroll.

Section 3. Bereavement and Family Illness Leave: Five (5) days, non-accumulative in addition to sick leave referenced above, will be granted each year for non-personal illness or bereavement.

Section 4. Personal Leave: Each year, full-time employees shall be granted three (3) personal leave days, with pay and deducted from sick leave. Up to two days may be carried over into the next school year, with a maximum accumulation of 5 days. All less than full-time employees receive personal leave on a prorata basis.

Subd. 1. Requests for personal leave must be made in writing to the Superintendent or his/her designee at least two (2) days in advance and do not need to state reason(s). In emergencies, leave may be requested via telephone.

Subd. 2. Under extraordinary circumstances, staff may donate "Personal Leave" or sick hours to a staff person that has no leave time left, with Superintendent's approval needed.

Subd. 3. No personal leave will be granted after submission of an educational assistant's resignation. Employees must repay any personal leave taken two weeks prior to the date resignation was submitted.

Section 5. Worker's Compensation: Pursuant to M.S. 176, an employee injured on the job in the service of the School District and collecting worker's 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 the sick leave balance. That fraction of the days covered by insurance is not eligible for accrual of sick leave.

Section 6. Medical Leave:

Subd. 1. An employee, who has completed the initial probationary period, who is unable to perform duties because of illness or injury and who has exhausted all sick leave credit available, or has become eligible for long term disability compensation, may, upon request, be granted a medical leave of absence, without pay, up to six (6) months. This leave may be renewed at the discretion of the School District.

Subd. 2. A request for leave of absence, or renewal thereof, under this section shall be accompanied by a doctor's written statement outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities.

Section 7. Insurance Application: An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy revisions. The employees shall pay for the entire premium of such insurance commencing with the beginning of the leave and shall pay the School District the monthly premium in advance. Those employees qualifying for leave per FMLA and who duly request such leave on a timely basis shall be excluded from this provision.

Section 8. Credit: An employee who returns from an unpaid leave shall retain experience credit for pay purposes and other benefits which had accrued at the time leave commenced. No credit shall accrue for the period of time that an employee was on unpaid leave, subject to FMLA entitlements.

Section 9. Eligibility: Full leave benefits provided in this Article shall apply only to full-time employees as defined in Article VIII. Part-time employees who are employed an average of at least fourteen (14) hours per week and ninety (90) days in a school year shall be eligible for partial benefits proportional to the extent of their employment.

Section 10. Jury Duty: All employees in the bargaining unit shall be granted a leave of absence for jury duty. The employee shall be paid a regular salary by the District, with the understanding that upon completion of the required jury duty, the employee shall submit to the Department Head for review the check received for jury duty and that the amount of such check, less the amount included for traveling expenses, shall be deducted from the employee's regular paycheck.

Section 11. Family and Medical Leave Act: The Family and Medical Leave Act shall

apply to ESPs in its entirety. It is agreed that the qualification in the law requiring the employee to have actually worked 1250 hours in the previous 12 months before the start of the leave will be reduced to 1200 hours for the purpose of eligibility.

Article 8- Hours of Service

Section 1. Basic Work Week: A regular work week shall consist of a total of thirty five 35 hours, exclusive of lunch, for full-time employees. Monday through Friday.

Section 2. Basic Work Year: The regular work year shall be prescribed by the School District each year for all employees.

Section 3. Part-time Employees: The School District reserves the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis for time less than that of full-time employees.

Section 4. Shifts and Starting Times: All employees will be assigned starting time and shifts as determined by the School District.

Section 5. Lunch/Break Period: ESPs shall be provided a duty free lunch period of thirty (30) minutes at a uniform time of the day for any given week and during which time no District or District related work, duty, or service shall be performed by the unit employee. Each employee shall be entitled to a fifteen (15) minute break per each four (4) hour work period.

Section 6. School Closings: In the event that school is closed for any emergency, if employees are not required to perform services, the employee(s) shall not incur a loss of pay for that day.

Subd. 1. Late Starts/Early Closures: In the event school starts late or is excused early affected employees shall not incur a loss of pay.

Subd. 2. The maximum number of days paid for closing shall not exceed one (1) day in each school year.

Subd. 3. On the second (2nd) and subsequent school closing days, ESP who work with specific teachers/students should work to help support students, Pursuant to Minnesota statute 120A.414 E-learning days. A school district or charter school that declares an e-learning day must continue to pay the full wages for scheduled work hours and benefits of all school employees for the duration of the e-learning period.

During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.

Subd. 4. ESP shall be required to attend late start or early dismissal professional development days as designated in the master calendar. Staff shall be paid at their normal hourly wage. The School District and the WEM ESP shall work jointly to plan and implement inservice activities for ESP through a joint ESP Professional Development Committee.

Section 7. Overtime: All hours worked in excess of eight (8) hours in any one-day or forty (40) hours per week shall be computed at the regular time and one-half (1 ½) rate consistent with Minnesota and Federal Fair Labor Standards Acts. All overtime must be specifically authorized by School District Administrations or supervisors to be compensable.

Section 8. Pyramiding of Hours for Pay Computation: For the purpose of computing overtime entitlements, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.

Section 9. Call Back: An employee who is called back to duty shall be guaranteed two(2) hours minimum base pay or time and one-half (1 ½) for all hours worked, whichever is greater.

Subd. 1. Callback is being required to report back to work after completion of a regularly scheduled shift or on regularly scheduled days off.

Section 10. Steward's Time for Negotiations: When negotiations are held during normal work hours, the Union Stewards shall not incur a loss of pay for those negotiations. This provision shall be capped at eight (8) hours maximum per negotiator.

Article 9- Vacancies and Job Postings

Section 1. Posting of Vacancies: All permanent and full-time positions will be posted for a period of five (5) working days on the District Bulletin Board and the workrooms. A permanent vacancy is defined as one anticipated to last more than six (6) months. A temporary vacancy is defined as one anticipated to last less than six (6) months. A position may be filled temporarily pending completion of posting and application procedures. If a permanent full time position is open during the summer months (June-August) the Superintendent shall notify the WEM ESP President on the first day

of the posting.

Section 2. Application for Vacancies: All employees under this Agreement may submit an application in writing for any vacancy which is posted pursuant to this Article.

Section 3. Filling of Vacancies: Notice of the candidate selected to fill the vacancy shall be given within fifteen (15) working days after the close of the posting.

Section 4. Application of Seniority: Seniority will apply in the filling of vacancies provided an employee has the qualifications to perform the duties and responsibilities of the position, excepting those positions involving a promotion which shall be filled as provided in Section 5 herein. For purposes of this Section, a promotion is defined as moving to a classification involving an increase in pay.

Section 5. Promotion Posting:

Subd. 1. In filling positions involving a promotion as defined in Section 4 above, the position shall be filled by the School District with the senior qualified candidate. In making its determination, the School Board shall consider the employee's qualifications for the position as well as his/her length of service with the School District, along with other relevant factors.

Subd. 2. If in review of applications, the School District is going to recommend that the job be awarded to a junior employee, the Exclusive Representative shall be notified in advance of awarding the job and shall have the opportunity to discuss the matter with the school business official. The decision of the school business official may be appealed within the provisions of the grievance procedure.

Section 6. Outside Applicants: The School District reserves the right to fill any position with an outside applicant if internal candidates do not have the needed qualifications for the position or if no internal candidates apply.

Section 7. Additional hours up to 37.5 per week will be offered to Educational Assistant employees before hiring from the outside, provided the hours do not conflict or overlap with present work hours.

Article 10- Holidays

Section 1. Paid Holidays: All ESP employees shall be granted the following paid holidays: New Year's Day, Thanksgiving Day, the Day after Thanksgiving, the Day before Christmas, and Christmas Day. If any of the above holidays fall on either a

Saturday or Sunday, that day will be a holiday and the preceding Friday or the following Monday may be granted as a day off in school is not in session. One (1) day during spring break will be added as a paid holiday. If no Spring Break is taken, another day shall be designated as the holiday.

Section 2. School in Session: The School District reserves the right, if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof.

Section 3. Application: In order to be eligible for holiday pay, an employee must have worked a regular workday before and after the holiday unless on an excused illness or leave. (Example: Bereavement or family illness, Article 8. Section 3.)

Article 11 Discipline, Discharge, and Probationary Period

Section 1. Probationary Period: 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 procedures., insofar as suspension, discharge or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on other provisions of the contract alleged to have been violated.

Section 2. Probationary Period: Change in Classification: In addition to the initial probationary period, an employee transferred or promoted to a different classification shall serve a new probationary period of three (3) calendar months in any such new classification. During this three (3) month probationary period, if it is determined by the School District that the employee's performance in the new classification is unsatisfactory, the School District shall have the right to reassign the employee to the former classification. During this three (3) month probationary period the employee may have the right to voluntarily return to the position in the former classification.

Section 3. Completion of Probationary Period: An employee who has completed the probationary period may be disciplined only for just cause.

Section 4. Progressive Discipline: The parties mutually recognize the concept of progressive discipline. Accordingly normal disciplinary procedures shall be as follows:

1. Counseling Discussion- The administration will inform the ESP on what they feel needs to change so both parties understand the responsibilities and expectations.

Initial action should be corrective in nature and not punitive.

2. Oral Reprimand. A verbal notification by the administration to the para, that his/her behavior must be improved. An oral reprimand shall be clearly identified as such at the time given.

3. Written Reprimand. (Copy to employee) a formal written warning by administration that unless deficiencies improve, more severe consequences will follow.

4. Suspension or Demotion.

5. Discharge.

Subd. 1. When any disciplinary action more severe than a "written reprimand" is intended, the School District shall, before or at the time such action is taken, notify the employee in writing of the specific reason(s) for such action.

Subd. 2. For any disciplinary meetings with any administrator the ESP shall have the right to have a union representative attend.

Article 12 Reduction In Force

The parties recognize that principle of seniority in the application of this Agreement, with classification, concerning reduction in force, provided the employee is qualified to perform the duties and responsibilities of the position. An employee on layoff shall retain seniority and right to recall, within classification, in seniority order for a period of eighteen (18) months after the date of layoff.

Article 13 Seniority

Section 1. Unit Seniority: Seniority shall be defined as the length of continuous employment with the School District in a position covered by this Agreement.

Section 2. Date of Seniority: Following the completion of the probationary period, an employee's unit seniority will be established as of the most recent date of hire by the District in a position covered by this Agreement.

Section 3. Seniority List: A seniority list will be provided by the School District and revised each year. All employees in the unit will be listed in order of their seniority.

Section 4. Loss of Seniority: Employees will lose their seniority in the event of retirement, resignation, termination for just cause, twelve (12) months in another District position not covered by this Agreement, layoff for more than eighteen (18) months, or failure to report within five (5) days of recall notification.

Section 5. Service Break in Seniority: Break in seniority will not earn additional seniority credit during an unpaid leave of absence for more than six (6) months in length unless

such leave is for medical reasons.

Article 14 Layoff and Recall

Section 1. Notice of Layoff and Recall: When reductions are made in the workforce the School Board will notify the employees affected by the layoff by giving fourteen (14) calendar days written notice of layoff.

Section 2. Notice of Reduction in Hours: When the hours of a position are reduced from full-time to part-time or by more than one (1) hour per day, the employee in the position will be the first employee recalled back to work.

Section 3. Layoff and Recall Rights: When a layoff occurs, the least senior employee will be laid off first. Likewise, recall will be in seniority order. The last employee laid off will be the first employee recalled back to work.

Section 4. Notice of Recall: The School District will notify employees on layoff status via certified mail to the employee's last known address. It is the responsibility of the employee on layoff to keep the School District informed of any change in address.

Section 5. Letter of Assignment: Every effort will be made to issue a letter of assignment to each ESP member by July 15th with August 15th being the last date assignment will be made each year. Letters of assignment shall state salary, hours, and contingent upon student numbers warranting position. If support staff is eliminated they shall receive a letter stating that their position was eliminated by the deadline of August 15th (postmarked.) If the ESP position is eliminated without proper notice or after a Letter of Assignment is received, the staff member is guaranteed thirty (30) days pay from the District.

Article 15 Grievance Procedure

Section 1. Grievance Definition: A "grievance" shall mean an allegation by employee resulting in a dispute or disagreement between the employee and the School District as to the interpretation of application of terms and conditions contained in this Agreement.

Section 2. Representative: The employee, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act on the party's behalf.

Section 3. Definitions and Interpretations:

Subd. 1. Extension: Time limits specified in this Agreement may be extended by written mutual agreement or in the event of an emergency.

Subd. 2. Days: Reference to days regarding time periods in the procedures shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document shall be timely if it is personally served or if it bears a dated postmark of the United States mail within the time period.

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and the specific provisions of the Agreement allegedly violated and the particular relief sought within the twenty (20) days after the date of the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to file any grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the School District's designee and exclusive representative, i.e., steward, business representative.

Section 5. Adjustment of Grievance: The School District and the employee shall attempt to adjust all grievances which may arise during the course of employment of any employee within the School District in the following manner.

Subd. 1 Level I. If the grievance is not resolved through informal discussions, the School district shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

Subd. 2. Level II. In the event the grievance is not resolved in Level I. the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing within ten (10) days after receipt of the decision in Level I. If a

grievance is properly appealed to the Superintendent, the Superintendent or Superintendent's designee shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the Superintendent or the Superintendent's designee shall issue a decision in writing to the parties involved.

Subd. 3. Level III. In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within ten (10) days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance. Within twenty (20) days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the Board may be designated by the Board to hear the appeal at this Level, and report its findings and recommendations to the School Board. The School Board shall then render its decision.

Section 6. School Board Review: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representative notifies the parties of its intention to review within ten (10) days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reserve or modify such decision.

Section 7. Denial of a Grievance: Failure of the School Board or its representative to issue a decision within the time period provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

Section 8. Mediation: Before arbitration, both parties may appeal for review by the Bureau of Mediation Services.

Section 9. Arbitration Procedures: In the event the employee and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein.

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the Superintendent within ten (10) days following the decision in Level III of the grievance process.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the

arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the BMS to furnish a list of five (5) prospective arbitrators. From this list, each party shall in turn strike one (1) name until one (1) name remains, and the last remaining individual shall be designated as the arbitrator, providing such request is made within twenty (20) days after the request for arbitration. First strike shall be determined by lottery. The request shall ask that the appointment be made within thirty (30) days after receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from BMS within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments, relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a de novo hearing.

Subd. 5. Decision: Decisions by the arbitrator in cases properly before the arbitrator shall be final and binding upon the parties, subject, however, to the limitations of arbitration as provided in PELRA. The arbitrator shall issue a written decision and order including findings of facts which shall be based upon substantial and competent evidence presented by the hearing. All witnesses shall be sworn upon oath by the arbitrator.

Subd. 6. Expenses: Each party shall bear its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses, which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses, which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such a transcript shall pay for such copy.

Subd. 7. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. This jurisdiction of the arbitrator shall not extend to proposed changes

in terms and conditions of employment as defined herein and contained in this written Agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedures as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the Employer, its overall budget, utilization of technology, the organizational structure, and the selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public school boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

Article 16 Clothing Allowance

Educational Assistants who work outside for one plus continuous hours or 1.5 non continuous hours on a daily basis will receive fifty dollars (\$50.00) per year for cold weather related clothing. Claims must be submitted on one claim form. Maximum accrual is one hundred dollars (\$100.00).

Article 17 Public Obligation

The parties mutually recognize that their first obligation is to the public and that the right to students and residents of the School District to the continuous and uninterrupted operation of the school is of paramount importance.

Article 18 Duration

Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, 2024 through June 30, 2026, and thereafter as provided by PELRA. If the Exclusive Representative desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent no later than one hundred twenty (120) days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Agreement.

Section 2. Effect: This agreement constitutes the full and complete agreement between the School District, the exclusive representative and the employees. 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.

Nothing in this agreement shall be construed to obligate the School District to continue or discontinue existing or past practices that may have existed prior to the date of execution or this agreement by the exclusive representative, or prohibit the school district from exercising all management rights and prerogatives, except insofar as this exercise would be in express violation of any provision of this agreement.

Section 3. Finality: Any matters relating to the current contract term, whether or not referred to in this agreement shall not be open for negotiations during the term of the agreement, except where specified by state statute.

Section 4. Severability: The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement.

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

WATERVILLE-ELYSIAN-MORRISTOWN

I.S.D. #2143

Education Minnesota WEM
Educational Support Professionals
I.S.D. #2143

Chief Negotiator

President

Board Chair

Date

Superintendent

Schedule A
Educational Assistants Band B-2-1

Longevity Increments: Educational Assistants may only collect Longevity increments from one bargaining unit with the Employer.

1. \$600.00 after five (5) years of service, to be paid at the end of the fifth (5) year.
2. An additional \$800.00 will be paid after tenth (10) years of service, to be paid at the end of the tenth (10th) year.
3. An additional \$550.00 will be paid after fifteen (15) years of service, to be paid at the end of the fifteenth (15th) year.

Voluntary Paraprofessional Credential: Paraprofessionals who submit a credential certificate from the Minnesota Board of Teaching for the Voluntary Paraprofessional Credential Program (MN Rule 8710.9000) shall receive a \$0.50 per hour increase to their normal hourly rate.

Wage Schedule

Step	2023-24	2024-25	2025-26
A	\$15.16	\$15.77	\$16.21
B	\$15.47	\$16.09	\$16.54
C	\$15.79	\$16.42	\$16.88
D	\$16.11	\$16.75	\$17.21
E	\$16.45	\$17.11	\$17.58
F	\$16.79	\$17.46	\$17.94
G	\$17.16	\$17.85	\$18.35
H	\$17.55	\$18.25	\$18.76
I	\$17.96	\$18.68	\$19.20
J	\$18.38	\$19.12	\$19.65