

INDEPENDENT SCHOOL DISTRICT NO. 0001

**CLEANER terms and conditions of employment
2025-2026-2027**

ARTICLE I - DEFINITIONS

Section 1. Terms and Conditions of Employment: Shall mean the hours of employment, the compensation thereof, and economic aspects relating to employment, but does not mean educational policies of the school district.

Section 2. Employee: Shall mean all cleaners, excluding all other supervisory personnel, all clerical personnel, all confidential personnel and all other school employees.

Section 3. Full-time/Part-time Employees: Full-time employees are defined as those employed on a 12 month basis at 40 hours per week. Seasonal full-time employees are defined as those employed on a 40 hours per week basis for at least 9 months. Employees who are employed in a capacity less than 40 hours per week shall be referred to as part-time.

ARTICLE II - BASIC SCHEDULES AND RATES OF PAY

Section 1. Salary Schedule: The wages and salaries reflected in Schedule A shall be a part of and in effect for the period of this Agreement.

Subd. 1. Cleaners who work less than 9 months shall be paid at Step 1 on a prorated basis. These employees will advance to Step 2 (and subsequent steps) after completing 2,080 work hours of regular part-time employment; this subdivision does not apply to hours worked as a substitute custodian.

Cleaner Schedule	2025-2026 (\$.35)	2026-2027 (\$.35)
Step 1	\$15.33	\$15.68
Step 2	\$15.95	\$16.30
Step 3	\$16.58	\$16.93
Step 4	\$17.22	\$17.57
Step 5	\$17.68	\$18.03
Step 6	\$18.18	\$18.53
Step 7	\$18.67	\$19.02
Step 8	\$19.17	\$19.52

Section 2. Split Shift and Shift Differential: An employee shall receive an additional \$0.50 per hour for all hours worked after 5:00 p.m. This \$0.50 is applied after overtime is calculated (if applicable).

Section 3. Longevity: Employees starting their 25th year with the school district shall earn an extra 2% of his/her monthly salary, not including any monthly salary differential.

Section 4. Substitutes:

Subd. 1. Long term substitutes shall be paid on Step 1 of Schedule A and shall be eligible for all other fringe benefits of this contract with exception of Article VIII for which they are not eligible. A long term substitute is defined as a person who does the work of an absent employee for a period of 30 consecutive work days or more. Payment as a long-term substitute will begin on the 31st day of consecutive substitute work.

Section 5. Mileage: Mileage allowed under the contract shall be that allowed under Internal Revenue Service Guidelines.

Section 6. Sport Passes: Members can purchase season sports passes for themselves and their household at 50% face value until September 30. Any passes purchased after September 30 will be at full price. If sports passes are lost, new passes can be purchased according to school district policy. A household shall consist of employee and spouse, and children less than 22 years of age as long as they are still in school.

ARTICLE III – SEVERANCE/RETIREMENT

Section 1. 403B Match: An employee will be eligible for the 403B plan based on his or her years of service.

The total of the employer match funds will not exceed \$10,000 over the employee's years of service with the District. There shall be no balance paid, only the yearly match.

Continuous Years of District Service	Employer Match
1-3 years	\$0.00
4 - 9 years	\$400.00
10 - 14 years	\$450.00
15 - 20 years	\$500.00
21 +	\$650.00

ARTICLE IV - GROUP INSURANCE

Section 1. Health and Hospitalization:

Subd. 1. Selection: The selection of the insurance carrier and policy shall be made by the school district as provided by law. Employees may choose from various offered plans, coverage and deductibles which suit their individual needs.

Subd. 2. Contribution: The school board shall pay up to a maximum of \$700 per month toward the monthly premium cost of individual and dependent health and hospitalization coverage for insurance plans for full time employees who qualify for and wish to participate in dependent coverage and at a pro rata rate for employees who are employed by the district in a capacity that is less than full time.

Subd. 3. 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 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.

Subd. 4. Duration of Insurance Contribution: An employee is eligible for school district contribution as provided in this article as long as the employee is a full-time employee employed by the school district. Upon termination of employment, all district contribution shall cease. A terminated employee, whose termination was for reasons other than the employee's disability or retirement, may elect to continue insurance coverage according to law or until re-employment and subsequent eligibility for coverage under another group plan, whichever is shorter. The terminated employee must pay full costs for continued coverage, in advance, on a monthly basis.

Subd. 5. In the event the district offers a health coverage option where two or more companies make coverage available to eligible employees or eligible retirees, it is agreed to that:

1. In the case where the district employs, in any capacity, married partners, that couple is eligible for two separate single health coverage plans or one family plan per family. That one family plan can be the property of either partner.
2. In the case where the district insures both partners where either one or both partners are retired, or where one partner is retired and the other still employed by the district, as individuals they are eligible for two single health plans or one family health plan per family.

Section 2. Long Term Disability Insurance:

Subd. 1. Selection: The selection of the long term disability insurance carrier and policy shall be made by the school district. The aggregate value of benefits provided shall not be less than those currently provided.

Subd. 2. Effective July 1, 1995, the employee shall pay the entire long term disability insurance premium. The school board will reimburse the employee for this premium.

Subd. 3. 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 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.

Subd. 4. An employee is eligible for long term disability coverage as provided in this article as long as the employee is employed by the school district. Upon termination of employment, all district contribution shall cease.

Section 3. \$50,000 Life Insurance:

Subd. 1. Selection: The selection of the life insurance carrier and policy shall be made by the school district. The aggregate value of benefits provided shall not be less than those currently provided. Benefit amounts are subject to the terms, conditions and applicable limits defined by the policies.

Subd. 2. The school board shall pay the entire life insurance premium for individual employees.

Subd. 3. 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 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.

Subd. 4. An employee is eligible for life insurance coverage and school district contribution as provided in this article as long as the employee is employed by the school district. Upon termination of employment, all district contribution shall cease.

Section 4. Eligibility: The Board agrees to make the contributions provided for above for all regular employees.

Subd. 1. In the event of absence of an employee from work because of injury, illness or sickness, the School Board shall continue to make the required contributions during the time the employee is using the accumulated sick leave days due to injury, illness or sickness. In event of leave of absence or military leave or in the event employees are laid off or are off because of illness, sickness or injury beyond the accumulated sick leave period or eligibility for long term disability, they shall be permitted to continue coverage as a member of the group by paying in advance the regular monthly premium as paid by the School Board after the respective date the contributions by the School Board cease pursuant to the provisions hereof. Provided, that such coverage may be continued during the time of the disability as established by the long term disability insurance carrier as provided in the insurance policy.

Subd. 2. In the event of any absence without pay, the employee shall pay the pro rata share of the school board contribution,

Subd. 3. New employees hired shall have payment made on their behalf by the School Board commencing on the first of the month following the date of their employment. Employees returning to work or reinstated following an absence from work where their

seniority has not been interrupted shall have payment made on their behalf on the first of the month following their return to work.

Section 5. Tax Sheltered Annuities: Employees may request to take part in a tax sheltered annuity program in accordance with School Board policies relating to same.

Section 6. Dental Insurance:

Subd. 1. Selection: The selection of the dental insurance carrier and policy shall be made by the School District.

Subd. 2. Cleaners will have the option to purchase dental insurance at the cost of the premium. The district will not pay any portion of the premium.

Subd. 3. Claims against the District: It is understood that the School District's only obligation is to provide a dental policy. No claims shall be made against the School District as a result of a denial of dental insurance benefits by the insurance carrier.

ARTICLE V - ABSENCE FROM WORK

Section 1. Sick Leave:

Subd. 1. All full-time employees shall earn sick leave at the rate of 10 hours per month to a maximum of 120 hours per year, pro rata if less than full-time. Sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year. Rate of pay for sick leave shall be the rate on schedule for which the employee is otherwise eligible.

Subd. 2. Unused sick leave days may accumulate to a maximum credit of 200 days of sick leave per employee.

Subd. 3 Sick leave with pay shall be allowed by the School District whenever an employee's absence is due to illness, injury or disability of the employee or as allowed under Minnesota Statute. The maximum sick leave an employee can use for a disability shall be the minimum amount necessary to qualify for disability benefits.

Subd. 4. The School Board may, where insufficient reason is suspected, or concern for the general health of the employee require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. The district will pay for the physical examination if needed.

Subd. 5. In the event that a medical certificate will be required the employee will be so advised.

Subd. 6. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Subd. 7. Sick leave pay shall be approved only upon submission of an online time tracker

request for time off.

Subd. 8. Leave Buy Back Provision: Cleaners who have at least 15 years seniority have the option to sell back unused personal/sick leave time according to the following schedule:

O hours	40 hours paid at regular rate to be added to the first check of the next fiscal year
used 8 hours	32 hours paid at regular rate to be added to the first check of the next fiscal year
used 16 hours	24 hours paid at regular rate to be added to the first check of the next fiscal year
used 24 hours	16 hours paid at regular rate to be added to the first check of the next fiscal year
used 32 hours	8 hours paid at regular rate to be added to the first check of the next fiscal year
used 40 hours	8 hours paid at regular rate to be added to the first check of the next fiscal year

Since this is in lieu of a benefit, the salary will not be subject to PERA deduction.

Section 2. Personal Leave:

Subd. 1. A full-time employee shall be granted personal leave of five (5) days per year, non cumulative, for situations which must be handled during school hours requiring the employee's personal attention, prorated if less than full-time or if employed for less than a full year. Personal leave days taken shall be deducted from sick leave. If all personal leave is used, but the employee leaves employment prior to the end of the contract year, the amount of unearned leave taken will be deducted from the employee's final paycheck.

Subd. 2. Requests for this leave must be made through an online time tracker request for time off at least three days in advance, except in the event of emergencies. The request shall state that the proposed leave is for personal reasons. Personal leave must have prior approval for the purpose of limiting the number absent to a level deemed appropriate by the Maintenance Supervisor and/or Superintendent.

Section 3. Bereavement Leave: Employees shall be granted up to five (5) days bereavement leave, per occurrence, in the event of the death of a sibling, son-in-law, daughter-in-law, brother or sister-in-law, parent, grandparent, grandchild or parent-in-law, step sibling or step parent. Employees shall be allowed ten (10) days bereavement leave per occurrence in the event of the death of a spouse, child or stepchild. The first three (3) days will not be deducted from sick leave. All days over three will be deducted from sick leave.

Section 4. Leave of Absence: An employee upon written request may be granted a leave of absence without pay for up to five (5) years. Said leave must have approval by the School Board. An employee shall retain fringe benefits by paying monthly for them in advance. The employee shall receive no step advance on the salary schedule for the years absent.

Section 5. Leave of Absence Without Pay (Less than one year):

Subd. 1. Leave of absence without pay may be granted by the Superintendent for personal reasons up to a maximum of ten (10) days per year per employee, noncumulative. The Board of Education may grant leaves for more than ten (10) days. Not more than two employees shall be granted this leave for the same period of time.

Subd. 2. Requests for leave of absence without pay must be submitted to the immediate supervisor no less than two weeks and no more than one month in advance. Leaves will be granted on a first come basis, i.e. requests received first will be given priority.

Subd. 3. The Supervisor will approve or disapprove the request and forward it to the Superintendent of Schools for final approval or disapproval. The Board of Education and the administration reserve the right to refuse to grant leave.

Subd. 4. Leave of absence without pay that does not have prior approval shall not be allowed. Any employee who is absent from work without prior approval shall lose all pay and fringe benefits for the time absent.

Section 6. Child Care Leave: Unpaid leaves of absence to natural or adoptive parents in conjunction with birth or adoption, will be granted according to Minnesota State Law.

Section 7. Legal Leave:

Subd. 1. In cases where an employee must appear as a witness at the request of the Board, the employee shall not lose any pay or fringe benefits for the time absent.

Subd. 2. In cases where the employee must make an appearance at a job related liability legal proceeding the employee shall not lose any pay or fringe benefits for the time absent.

Section 8. Maternity Leave: A pregnant employee shall notify the Superintendent in writing three (3) months prior to the anticipated date of the leave being requested. The notice shall include the anticipated length of the requested leave.

Subd.1. A pregnant employee shall be afforded a maternity leave of absence provided she follows the procedures outlined in this section. Failure to comply with provisions of this section shall constitute grounds for denying a maternity leave and under such circumstances, the employee's employment may be terminated by the School Board.

Subd. 2. Accumulated sick leave benefits will be paid for pregnancy, childbirth, or related disabilities, commencing with the date on which they become disabled to such an extent that they are unable to perform their job assignments, provided that the District is

provided with a physician's certificate stating the date on which such disability commenced; benefits shall cease as of the date the disability ends as certified by the physician.

Subd. 3. The parties further agree that any maternity leave of absence exceeding the amount of accrued sick and/or vacation time shall be a leave without pay.

Subd. 4. If parts of this clause are contrary to statute, the statute will be followed.

Section 9. Jury Duty: When an employee is called for jury duty or subpoena and must lose duty days as a result thereof, the employee shall receive his/her regular rate of pay after submitting to the school district the pay received for serving on jury duty or appearance at a subpoena, excluded are meals and mileage reimbursements.

Section 10. Holidays:

Subd. 1. Holidays within the terms of this Agreement shall constitute the following: Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, President's Day or Mid-Winter Holiday dependent on school calendar, Good Friday, Memorial Day, and Juneteenth.

Subd. 2. Said holidays shall be paid holidays to the employees provided they meet the criteria of Section 11. All hours worked on holidays shall be paid at two times the rate of pay.

Subd. 3. When a paid holiday falls on an employee's scheduled day off, or during his vacation period, he shall receive an additional day of paid vacation.

Subd. 4. When any holiday falls on a Sunday, the following Monday shall be considered a holiday for all employees. When a holiday falls on Saturday, the preceding Friday shall be considered a holiday for all employees. All holidays will be administratively scheduled in the event of a conflict.

Subd. 5. Seasonal full-time cleaners who work less than 12 months, but more than 1080 hours in a period September 1 through May 31 in any given year shall be paid for any holidays that fall during their scheduled work calendars.

Section 11. Vacations:

Subd. 1. All full-time employees, shall be entitled to paid vacations as follows:

1 to 10 years of service - 8 hours per month up to 96 hours yearly

11 to 14 years of service - 10 hours per month up to 120 hours yearly

15 to 22 years of service - 13.33 hours per month up to 160 hours yearly

Start of 23 years - Additional four hours for each year of service beyond 22 years up to maximum of 40 hours - accrued at end of school year.

Vacation shall be pro-rated for full-time and seasonal full-time employees based on the number of months worked.

Subd. 2. All regular full time employees leaving the service of the School Board, except where discharge was for cause, will be entitled to prorated vacation pay.

Subd. 3. Vacations shall be scheduled as close as possible to the time requested by the employee provided such scheduling does not, in the opinion of the School Board, interfere with the operation of the schools.

Seniority for high volume weeks – i.e. Christmas/July 4th weeks. Pick first week of vacation according to seniority on March 1 of each year or the following Monday if March 1 falls on a weekend. Leave will be requested through the online time off system.

Subd. 4. Vacation days earned in one fiscal year may be totally or partially carried over to the following (second) fiscal year. Time may be totally or partially carried over to the next (third) fiscal year, but must be totally utilized on or before August 31 of that third fiscal year.

Section 12. Emergency Closings: On days when school is canceled due to snow, employees have two options:

1. Employees may elect to stay away from work and use vacation time.
2. Employees who report to work will be credited additional vacation time for time worked. The District reserves the right to determine work hours on these days; hours will be determined by the Maintenance Supervisor and may differ from the employee's regularly scheduled shifts.

Should school be canceled for any other reason, including, but not limited to, cold or other weather related situations, utility or fire system problems, or other emergencies, the District reserves the right to determine work hours; hours will be determined by the Maintenance Supervisor and may differ from the employee's regularly scheduled shifts. No additional vacation time will be earned.

Section 13. Employees shall be granted any and all other leaves covered by law or statute.

ARTICLE VI - HOURS OF SERVICE

Section 1. Overtime Pay: An employee shall be paid at the rate of one and one half (1 1/2) times his regular straight time rate for all hours worked in excess of eight (8) hours per day. A full-time employee is considered to be a person who works forty (40) hours per week for the school or calendar year.

Section 2. Employee Work Days: The employees covered under this contract shall work on those days as assigned by the School Board or the Board's designated representative.

Section 3. Employee Work Week: The regular work week for full time employees shall be

forty (40) hours per week. Full-time employees will be paid semimonthly on the 15th and on the last day of the month. If the 15th or the last day of the month falls on a weekend or holiday, payment will be made on the first business day following the weekend or holiday.

Section 4. Callback: Callback shall be paid on actual time worked or a minimum call back of two (2) hours provided the employee works two hours.

Section 5. Probation: New employees shall be considered as probationary employees for ninety (90) working days, during which time the School Board can terminate the employee at will.

VII - DURATION

Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, 2025 through June 30, 2027.