

2022- 2023

COLLECTIVE BARGAINING AGREEMENT

between

INDEPENDENT SCHOOL DISTRICT NO. 625

and

SAINT PAUL SUPERVISORS' ORGANIZATION

January 1, 2022 Through December 31, 2023





SAINT PAUL PUBLIC SCHOOLS
Independent School District No. 625

Board of Education

Jim Vue	Chair
Jessica Kopp	Vice-Chair
Chauntyll Allen	Clerk
Uriah Ward	Treasurer
Jeanelle Foster	Director
Zuki Ellis	Director
Halla Henderson	Director

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P R E A M B L E

This Agreement, entered into between Independent School District No. 625, hereinafter referred to as the "Employer," and the Saint Paul Supervisors' Organization, hereinafter referred to as the "Organization," for the purpose of fostering and promoting harmonious relations between the Employer and the Organization in order that a high level of public service can be provided to the citizens of the Independent School District No. 625.

This Agreement attempts to accomplish this purpose by providing a fuller and more complete understanding on the part of both the Employer and the Organization of their respective rights and responsibilities.

The provisions of this Agreement shall not abrogate the rights and/or duties of the Employer, the Organization or the employees as established under the provisions of the Public Employment Labor Relations Act of 1971, as amended.

ARTICLE 1. RECOGNITION

- 1.1 The Employer recognizes the Saint Paul Supervisors' Organization as the exclusive representative for the White Collar Supervisory Employees of the Professional Group, and certain Unclassified Supervisory Employees, as certified by the State of Minnesota Bureau of Mediation Services (BMS), dated December 11, 1973, Case No. 74-PR-207A and as revised by Unit Clarification Hearing of Bargaining Unit, April 16, 1974, Case No. 74-PR-414-A, and as revised by Certification of Exclusive Representative, December 7, 1977, Case No. 78-PR-500-A; and as revised by Unit Clarification order, December 9, 1988, BMS Case No. 89-PR-2134. This unit represents titles as listed in Appendix B.
- 1.2 The parties agree that any new classifications which are an expansion of the above bargaining unit or which derive from the classifications set forth in this Agreement shall be recognized as a part of this bargaining unit, and the parties shall take all steps required under the Public Employment Labor Relations Act (PELRA) to accomplish said objective.
- 1.3 The parties agree that all titles covered by this agreement are unclassified titles and not covered by City of Saint Paul Civil Service Rules.

ARTICLE 2. CHECK OFF

- 2.1 The Employer agrees to deduct the Organization membership initiation fee assessments and once each month dues from the pay of those employees who individually request in writing that such deductions be made. The amounts to be deducted shall be certified to the Employer by a representative of the Organization and the aggregate deductions of all employees shall be remitted together with an itemized statement to the representative by the first of the succeeding month after such deductions are made or as soon thereafter as is possible.
- 2.2 The Association shall immediately notify the employer of any member who, in accordance with provisions stated on the authorization card, affirmatively revokes authorization of said dues and shall provide the employer with a copy of said revocation.

Once properly notified the District will stop withholding in a timely manner, considering the availability of the people required to make such a change and payroll due dates.
- 2.3 The Organization agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.

ARTICLE 3. MANAGEMENT RIGHTS

- 3.1 The Organization recognizes the right of the Employer to operate and manage its affairs in all respects in accordance with applicable laws and regulations of appropriate authorities. The rights and authority which the Employer has not officially abridged, delegated or modified by this Agreement are retained by the Employer.
- 3.2 A public employer is not required to meet and negotiate on matters of inherent managerial policy, which 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, and organizational structure and selection and direction and number of personnel.

ARTICLE 4. PROFESSIONAL WORKDAY AND WEEK

- 4.1 The normal hours of work for the employees shall be eight (8) hours in any twenty-four (24) hour period and forty (40) hours in a seven (7) day period. For employees on a shift basis, this shall be construed to mean an average of forty (40) hours a week.
- 4.2 As professional employees with responsibility for the operation of various programs, members of this bargaining unit are often obligated to work at times outside and beyond the normal eight (8) hour daily and forty (40) hour minimum schedules, described in Subd. 1 of this Article, and/or on any day of the week. Such times are construed as part of the professional workday/work week, and do not generate additional pay beyond the regular biweekly or annual salary.
- 4.3 It is understood by the parties that overtime compensation under Fair Labor Standards Act (FLSA) shall not apply to this unit.
- 4.4 This Article shall not be construed as, and is not, a guarantee of any hours of work per normal workday.

ARTICLE 5. WORKING OUT OF CLASSIFICATION

- 5.1 The Employer shall avoid, whenever possible, working an employee on an out-of-class assignment for a prolonged period of time. Any employee working an out-of-class assignment for a period in excess of fifteen (15) consecutive working days shall receive the rate of pay for the out-of-class assignment in a higher classification not later than the sixteenth (16th) day of such assignment. For purposes of this Article, an out-of-class assignment is defined as an assignment of an employee to perform, on a full-time basis, all of the significant duties and responsibilities of either a) a position previously held by another employee and different from the employee's regular position, b) a position held by an employee on extended leave or c) a new position, and which is in a classification higher than the classification held by such employee. The rate of pay for an approved out-of-class assignment shall be the same rate the employee would receive if such employee received a regular appointment to the higher classification.

ARTICLE 6. PROBATION

- 6.1 An employee covered by this agreement shall serve a one year (12 months) probationary period following regular or promotional appointment. At any time during the regular or promotional probationary period, the employee may be suspended, disciplined or discharged at the discretion of the Employer, and without recourse to the grievance procedure.
- 6.2 Time served on probation, whether continuous or not, shall be charged to the period of probation.

ARTICLE 7. SENIORITY

- 7.1 Seniority, for the purposes of this Agreement, shall be defined as follows: The length of continuous, regular, and probationary service with the Employer from the date an employee was first certified and appointed to a class title covered by this Agreement, it being further understood that seniority is confined to the current class assignment held by an employee. In cases where two or more employees are appointed to the same class title on the same date, the seniority shall be determined by the employee's rank on the eligible list from which the certification was made.
- 7.2 Seniority shall terminate when an employee retires, resigns or is discharged.
- 7.3 In the event it is determined by the Employer that it is necessary to reduce the workforce, employees will be laid off by class title within each department based on inverse length of seniority as defined above.
- 7.4 In cases where there are promotional series, such as Accountant IV, V, etc., when the number of employees in the higher title is to be reduced, employees will be offered reductions to the highest title in which class seniority would keep them from being laid off, before layoffs are made by any class title in any department.
- 7.5 Recall from layoff shall be in inverse order of layoff, except that recall rights shall expire after two years of layoff. It is understood that such employees will pick up their former seniority date in any class of positions that they previously held.
- 7.6 To the extent possible, vacation periods shall be assigned on the basis of seniority. It is, however, understood that vacation assignment shall be subject to the ability of the Employer to maintain operations.

ARTICLE 8. HOLIDAYS

- 8.1 Holidays recognized and observed. The following days shall be recognized and observed as paid holidays:

New Year's Day	Independence Day
Martin Luther King Jr. Day	Labor Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas Day

Eligible employees shall receive pay for each of the holidays listed above on which they perform no work. Whenever any of the holidays listed above shall fall on Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed above shall fall on Sunday, the succeeding Monday shall be observed as the holiday.

- 8.2 Eligibility Requirements. To be eligible for holiday pay, employees must have been active on the payroll the day of the holiday.
- 8.3 If Martin Luther King Jr. Day or Presidents' Day falls on a day when school is in session, the employee shall work that day at straight time and another day shall be designated as the holiday. This designated holiday shall be determined by agreement between the employee and the supervisor.

ARTICLE 9. VACATION

9.1 Each full-time employee shall earn vacation according to the following schedule:

<u>Years of Service</u>	<u>Earned Per Pay Period</u>	<u>Annual Hours Granted</u>	<u>Annual Days Granted</u>
First year through completion of 4 years	6.153	160	20
After 4 years through completion of 8 years	7.692	200	25
After 8 years and thereafter	9.231	240	30

Employees who work less than twelve (12) months per year or less than full-time shall be granted vacation on a pro rata basis. Years of service with the City of St. Paul prior to January 1, 1996, and years of service in any bargaining group with the School District will be counted as years of service for purposes of this Section, see also [Section 7.5](#). When an employee attains the next level of accrual, the accrual rate will change on the first day of the payroll period in which the employee's anniversary date occurs. For part-time employees, a "year of service" is based on 2080 hours of work and **their** "anniversary date" for purposes of this Section 9.1 shall be the date on which **employee** attains the necessary years of service for advancement on the accrual schedule. "Annual Hours" and "Annual Days" are listed for informational purposes only.

9.2 An employee may carry over into the following year up to one hundred eighty-four (184) hours of vacation. If the employee is anticipated to lose carryover vacation because they are denied vacation usage after the last full pay period in October, the Employer will seek mutual consent of the employee as to one of the options below (a, b or c). If unable to reach mutual consent, option a, b, or c is at the discretion of the Employer.

9.2.1 An employee who has more than the maximum number of hours specified in Section 9.2 above, of accrued vacation remaining at the end of the last full pay period in October, or is projected to accrue more than that by year's end, shall either:

- (a) be required to use such excess hours of vacation prior to the end of the calendar year: or
- (b) be compensated for such excess hours at end of year: or
- (c) be provided an exception for additional carryover of vacation by means of approval of **their** department head. Selection of option (c) in 10.4.1 shall require both the employer and employee to mutually determine and agree upon dates by which the additional carryover of vacation is to be used. Lack of use of vacation by the agreed upon dates which is not the result of an employer action shall be forfeited by the employee.

9.3 The time of vacation shall be fixed by the head of the department in which the employee is employed. If an employee has been granted more vacation than **they have** earned up to the time of **their** separation from the Employer's service, the employee shall reimburse the Employer for such unearned vacation. If an employee is separated from service by reason of resignation, the employee shall be granted such vacation pay as **they** may have earned and not used up to the time of such separation, provided that the employee has notified the department head in writing at least fifteen calendar days prior to the date of resignation. If an employee is separated from the service by reason of discharge, retirement or death, **they** shall be granted such vacation pay as **they** may have earned and not used up to the time of such separation. The provisions of this Article shall not apply to temporary employees.

ARTICLE 9. VACATION (continued)

- 9.4 If an employee has an accumulation of sick leave credits in excess of one hundred and eighty days, any part of such excess may be converted to vacation at the rate of one-half day of vacation for each day of sick leave credit. No employee may convert more than ten (10) days of sick leave in each calendar year under this provision.
- 9.5 For purposes of vacation, one (1) day equals eight (8) hours.

ARTICLE 10. LEAVES OF ABSENCE

- 10.1 Sick Leave. Sick leave shall accumulate at the rate of .0576 of a working hour for each full hour on the payroll, excluding overtime. Sick leave accumulation is unlimited. To be eligible for sick leave, the employee must report to **their** supervisor no later than one-half hour past **their** regular scheduled starting time. The granting of sick leave shall be subject to the terms and provisions of this Agreement.
- 10.1.1 Personal Illness. Employees may use accumulated sick leave for hours off due to personal illness. The employee may be required to furnish a medical certificate from a qualified physician as evidence of illness or physical disability in order to qualify for paid sick leave as per District practice. Accumulated sick leave may also be granted for such time as is actually necessary for office visits to a doctor, dentist, optometrist, etc.
- 10.1.2 Sick Child Care Leave. Sick leave for sick child care shall be granted on the same terms as the employee is able to use sick leave for the employee's own illness. This leave shall only be granted pursuant to Minnesota Statute (M.S.) § 181.9413 and shall remain available as provided in Statute.
- 10.1.3 Family Leave. Employees may use accumulated sick leave for hours off due to illness, injury or disability of a parent or a member of **their** household or to make arrangements for the care of such sick or disabled persons up to a maximum of eight hours sick leave per incident. Up to one hundred sixty (160) hours of accumulated sick leave may be used in a 12 month period to allow the employee to care for and attend to the illness or injury of **their** adult child, spouse, sibling, parent, grandparent, stepparent or member of household, unless otherwise in accordance with Minnesota § 181.9413. These hours when used are deducted from sick leave.

ARTICLE 10. LEAVES OF ABSENCE (continued)

10.1.4 Adoption Leave and Father with Newborn Child. Up to thirty (30) days of accumulated sick leave may be used in a contract year to attend to adoption procedures or care for a newly-adopted child or for a father with a newborn child. Use of these thirty (30) days does not need to occur consecutively. The thirty (30) days of sick leave for fathers of newborns must be used within six (6) weeks surrounding the birth of the child. For adoption the thirty (30) days of sick leave may be used for adoption processes or up to six (6) weeks following the adoption. Upon completion of the adoption process additional sick leave may be allowed for the care of a sick child as required by (M.S.) § 18.9413.

10.1.5 Sick Leave Conversion. Sick leave accumulation in excess of 1,440 hours may be converted to paid vacation time at a ratio of two (2) hours of sick leave time for one (1) hour of vacation time, to a maximum of five (5) regularly-assigned workdays (not to exceed a total of forty (40) hours in any year.

There shall be no conversion of unused sick leave in any amount at any time to any cash payment other than the above-described conversion to vacation time or severance pay in Article 13.

10.2 Maternity/Parental/Family Medical Leave

10.2.1 Maternity Leave is defined as the physical state of pregnancy of an employee, commencing eight (8) months before the estimated date of childbirth, as determined by a physician, and ending six (6) months after the date of such birth. In the event of an employee's pregnancy, the employee may apply for leave without pay at any time during the period stated above and the Employer may approve such leave at its option, and such leave may be no longer than one (1) year.

10.2.2 Parental leave shall be granted to employees for the birth or adoption of a child in accordance with applicable state laws.

10.2.3 Effective February 1, 1994, leaves of absence shall be granted as required under the federal law known as the Family and Medical Leave Act (FMLA) so long as it remains in force. The Human Resource Department provides procedures.

10.3 Court Duty Leave. Any employee who is required to appear in court as a juror or as a subpoenaed witness shall be paid **their** regular pay while so engaged, unless the court duty is the result of litigation undertaken by the employee or the Union against the Employer. Any fees that the employee shall receive from the court for such service shall be paid to the Employer. Any employee, who is scheduled to work a shift other than the normal daytime shift, shall be rescheduled to work the normal daytime shift during such time as **employee** is required to appear in court as a juror or witness.

ARTICLE 10. LEAVES OF ABSENCE (continued)

- 10.4 **Military Leave.** Any employee who shall be a member of the National Guard, the Naval Militia or any other component of the militia of the state, now or hereafter organized or constituted under state or federal law, or who shall be a member of the Officers Reserve Corps, the Enlisted Reserve Corps, the Naval Reserve, the Marine Corps Reserve or any other reserve component of the military or naval force of the United States, now or hereafter organized or constituted under federal law, shall be entitled to leave of absence from employment without loss of pay, seniority status, efficiency rating, vacation, sick leave or other benefits for all the time when such employee is engaged with such organization or component in training or active service ordered or authorized by proper authority pursuant to law, whether for state or federal purposes, provided that such leave shall not exceed a total of fifteen (15) days in any calendar year and, further, provided that such leave shall be allowed only in case the required military or naval service is satisfactorily performed, which shall be presumed unless the contrary is established. Such leave shall not be allowed unless the employee: (1) returns to **their** position immediately upon being relieved from such military or naval service and not later than the expiration of time herein limited for such leave, or (2) is prevented from so returning by physical or mental disability or other cause not due to such employee's own fault, or (3) is required by proper authority to continue in such military or naval service beyond the time herein limited for such leave.

Any employee who is a member of the armed forces or National Guard and who is called to active duty may be eligible for pay continuation pursuant to the requirements of M.S. § 471.975.

- 10.4.1 **Military Leave Without Pay.** Any employee who engages in active service in time of war or other emergency declared by proper authority of any of the military or naval forces of the state or of the United States for which leave is not otherwise allowed by law shall be entitled to leave of absence from employment without pay during such service with right of reinstatement and subject to such conditions as are imposed by law. Such leaves of absence as are granted under Article 10.4 shall conform to M.S., Section 192, as amended from time to time and shall confer no additional benefits other than those granted by said statute.
- 10.5 **Quarantine or Catastrophic Disaster Leave.** Employees will be provided up to a maximum of ten (10) days paid leave of absence for quarantine by a health officer due to a contagious disease. The same will be provided for a catastrophic disaster that occurs at the employee's school and/or community which causes the closure of the school district or the employee's worksite.
- 10.6 **Bereavement Leave.** A leave of absence with pay, not to exceed five (5) days, shall be granted because of the death of an employee's spouse, child or step-child, parent or step-parent, and regular members of the immediate household. Up to three (3) days shall be granted because of death of other members of the employee's immediate family. Other members of the immediate family shall mean sister or step-sister, brother or step-brother, grandparent, grandchild, parent-in-law, son-in-law or daughter-in-law. Leave of absence for one (1) day shall be granted because of death of other close relatives. Other close relatives shall mean uncle, aunt, nephew, niece, brother-in-law and sister-in-law.
- 10.6.1 **Travel Extension:** If an employee is required to travel beyond a two-hundred (200) mile radius of Saint Paul for purposes related to eligible bereavement leave, two (2) additional days of sick leave may be used. Employee, if requested shall provide the Human Resource Department verification of the funeral location outside of Saint Paul.

ARTICLE 11. WAGES

11.1 The wage schedules for the purpose of this contract shall be Appendices A and C.

11.2 Salary Step Progression

11.2.1 An employee must have received an overall rating of “Satisfactory” on **their** most recent performance evaluation to receive any salary step advancement.

11.2.2 On the beginning of the pay period closest to January 1 each year, employees who received overall satisfactory performance rating and who were paid a minimum of 1,040 hours in the previous twelve (12) months (prorated for part-time employees) will receive a step until the top step is reached.

11.3 Salary Placement and Promotional Placement

11.3.1 Current Saint Paul Public School employees who promote to and within positions covered by the Saint Paul Supervisors Organization shall be placed on the step within the salary grade for the promotional title that results in at least a five percent biweekly salary increase over their previous assignment.

11.3.2 Current Saint Paul Public School employees who promote to and within positions covered by the Saint Paul Supervisors Organization may be placed at a step resulting in a greater than five percent pay increase at the sole discretion of the employer.

11.3.3 Any step placement resulting in a pay increase greater than five percent must be approved by the Superintendent of Schools (or designee). Factors that will be considered in granting additional step placement will include, but are not limited to:

- A. Ability to attract or retain qualified employees in the title
- B. External market compensation comparisons
- C. Comparable professional experience with other employers
- D. Critical business need of the employer

11.3.4 Placement of a new or promotional employee on any step above Step 1 is not grievable.

11.4 Longevity Pay. An employee who meets the years of service thresholds specified in this Section shall be paid a longevity stipend in the specified amount payable in addition to **their** normal annual rate of pay. The longevity stipend shall be pro-rated for eligible part-time employees.

<u>Completed Years of Service</u>	<u>Longevity Stipend</u>
15 but less than 20	\$1,200
20 or more	\$2,200

Effective 1/1/2023:

<u>Completed Years of Service</u>	<u>Longevity Stipend</u>
10 but less than 15	\$ 500
15 but less than 20	\$1,500
20 or more	\$2,500

11.5 Correction of Compensation Errors. Employees should routinely review their biweekly pay check and immediately document any errors or inquiries by contacting the District’s payroll department. Failure to notify the payroll department in a timely manner, or failure to routinely review the accuracy of **their** biweekly compensation may result in lost compensation.

ARTICLE 11. WAGES (continued)

- 11.5.1 District Authority. When underpayment errors are identified, the District will review the nature of the error and shall reimburse the employee in full up to a maximum retroactive period of two years. In the case of an overpayment, the District has the authority to deduct from the employee's check up to the full amount owed for a maximum retroactive period of two (2) years.
- 11.5.2 Procedure for Addressing Significant Overpayment Errors. In the case of a significant overpayment, deductions from biweekly compensation shall be based on a repayment schedule established by the District. The District, at its discretion, may limit the amount of repayment to less than the two (2) year retroactive period described above. The reduction of a reimbursement period will be based on the nature of the error and whether the employee took reasonable preventative action by routinely reviewing the accuracy of **their** biweekly compensation.
- 11.6 Special Assignment Compensation. Effective January 1, 2021, on occasion, the Employer may request that an employee assume responsibility for a special project or other job duties that represent a substantial addition or risk to the duties and responsibilities generally associated with the employee's position. To compensate an employee for assuming the additional duties and responsibilities, the Employer may offer the employee additional monetary compensation up to 2%, of annual wage (as determined by the Employer). The Compensation will be payable in a lump sum at the end of each fiscal year (June 30). SPSO and the Employer shall annually meet and confer to review the application of this section to employees in the bargaining unit. The employer is not obligated to make any changes to any determination of the amount of compensation or the lack thereof of any compensation for any member of this unit. An employee, in their sole discretion, may accept or decline the offer to assume the additional duties. There shall be no adverse consequences imposed upon an employee who declines an offer to assume additional duties. Nothing herein shall preclude the Employer from assigning to an employee, or permit an employee to refuse, work that is consistent with their position. Disputes involving the involuntary assignment of work within the scope of an employee's position are not subject to the grievance process. Employees must have a satisfactory or above performance evaluation rating to be eligible for this additional compensation. If an evaluation has not been done in the 12 months prior to the eligibility period, the employee is presumed to be performing at a satisfactory level. Employees who have a below standard rating on the performance evaluation or are on a performance improvement plan shall not be eligible for such additional compensation for a period of one year from the date such evaluation or improvement plan was initiated.

ARTICLE 12. INSURANCE BENEFITS

12.1 ACTIVE EMPLOYEE HEALTH INSURANCE

- 12.1.1 The Employer will continue for the period of this Agreement to provide for active employees such health and life insurance benefits as are provided by Employer at the time of execution of this Agreement.
- 12.1.2 Eligibility Waiting Period. Employees who have been regularly employed in the District for more than thirty (30) continuous calendar days are eligible on the first day of the month following thirty (30) continuous calendar days of regular benefit eligible service for the District contribution to premium cost for health and life insurance provided herein.
- 12.1.3 Full-Time Status. For the purpose of this Article, full-time employment is defined as appearing on the payroll at least thirty-two (32) hours per week or at least sixty-four (64) hours per pay period, excluding overtime hours.

ARTICLE 12. INSURANCE BENEFITS (continued)

- 12.1.4 Half-Time Status. For the purpose of this Article, half-time employment is defined as appearing on the payroll at least twenty (20) hours but less than thirty-two (32) hours per week or at least forty (40) hours but less than sixty-four (64) hours per pay period, excluding overtime hours.
- 12.1.5 Employer Contribution Amount: Half-Time Employees. For each eligible employee covered by this Agreement who is employed half time, the Employer agrees to contribute fifty percent (50%) of the amount contributed for full-time employees selecting employee coverage; or for each half-time employee who selects family insurance coverage, the Employer will contribute fifty percent (50%) of the amount contributed for full-time employees selecting family coverage in the same insurance plan.
- 12.1.6 Cafeteria Benefits Plan. Effective July 1, 2005, employee benefits will be offered to eligible employees through a Cafeteria Plan qualified under IRS Codes §105, §125, and §129. The cafeteria plan will contain a core set of benefits. Enrollment in these core benefits is required in order to participate in the cafeteria plan and receive any Employer contributions. Additional optional benefits are offered allowing employees to select benefits that meet their individual needs.
- 12.1.6.1 Core Medical Cafeteria Credits: Eligible full-time employees shall receive in credits the premium amount for single coverage in the District's lowest cost medical plan.
- Additional Cafeteria Credits: Eligible full-time employees shall receive **\$900** per month minus the premium for single coverage in the Districts lowest cost medical plan which they may spend in a District qualified cafeteria benefits plan. Any dollars remaining from this amount after enrollment in core and optional benefits will be returned to the employee as salary. Eligible full-time employees with family or single plus one coverage shall receive **\$1,200** per month minus the premium for family or single plus coverage in the Districts lowest cost medical plan.
- Effective **July 1, 2022**, eligible full-time employees shall receive **\$1,000** per month minus the premium for single coverage in the Districts lowest cost medical plan which they may spend in a District qualified cafeteria benefits plan. Any dollars remaining from this amount after enrollment in core and optional benefits will be returned to the employee as salary. Eligible full-time employees with family or single plus one coverage shall receive **\$1,300** per month minus the premium for family or single plus coverage in the Districts lowest cost medical plan.
- Effective **March 1, 2023**, eligible full-time employees shall receive **\$1,100** per month minus the premium for single coverage in the Districts lowest cost medical plan which they may spend in a District qualified cafeteria benefits plan. Any dollars remaining from this amount after enrollment in core and optional benefits will be returned to the employee as salary. Eligible full-time employees with family or single plus one coverage shall receive **\$1,400** per month minus the premium for family or single plus coverage in the Districts lowest cost medical plan.
- 12.1.6.2 If the cost of benefits selected by the employee exceeds the amount of credits an employee receives, that cost shall be paid by the employee through payroll deduction.
- 12.1.6.3 An employee who is insured as a dependent through the medical (dental) insurance coverage provided by Saint Paul Public Schools may elect to waive the employee medical (dental) insurance coverage in the core set of benefits. This is the sole exception where the employee may elect not to enroll in the full core of benefits.

ARTICLE 12. INSURANCE BENEFITS (continued)

- 12.1.7 Any cost of any premium for any Employer-offered employee or family insurance coverage in excess of the dollar amounts stated in this Article 12 shall be paid by the employee through payroll deduction.

12.2 RETIREMENT HEALTH INSURANCE

12.2.1 Benefit Eligibility for Employees who Retire Before Age 65

- 12.2.1.1 Employees hired into District service before January 1, 1996, must have completed the following service eligibility requirements with Independent School District No. 625 prior to retirement in order to be eligible for any payment of any insurance premium contribution by the District after retirement:

12.2.1.1.1 Be eligible for pension benefits from PERA, St. Paul Teachers Retirement Association or other public employee retiree program at the time of retirement and have severed the employment relationship with Independent School District 625;

12.2.1.1.2 Must be at least fifty-five (55) years of age and have completed twenty-five (25) years of service, or;

12.2.1.1.3 The combination of their age and their years of service must equal eighty-five (85) or more, or;

12.2.1.1.4 Must have completed at least thirty (30) years of service, or;

12.2.1.1.5 Must have completed at least twenty (20) consecutive years of service within Independent School District No. 625 immediately preceding retirement.

Years of regular service with the City of Saint Paul will continue to be counted toward meeting the service requirement of this Subdivision 1.1 B, C or D, but not for 1.1 E.

- 12.2.1.2 Employees hired into District service after January 1, 1996, must have completed twenty (20) years of service with Independent School District No. 625. Time with the City of Saint Paul will not be counted toward this twenty (20) year requirement.

- 12.2.1.3 Eligibility requirements for all retirees:

12.2.1.3.1 A retiree may not carry **their** spouse as a dependent if such spouse is also an Independent School District No. 625 retiree or Independent School District No. 625 employee and eligible for and is enrolled in the Independent School District No. 625 health insurance program, or in any other Employer-paid health insurance program.

12.2.1.3.2 Additional dependents beyond those designated to the District at the time of retirement may not be added at District expense after retirement.

12.2.1.3.3 The employee must make application through District procedures prior to the date of retirement in order to be eligible for any benefits provided in this Section.

12.2.1.3.4 Employees who are terminated for cause will not be eligible for district-paid retirement benefits.

12.2.1.3.5 Employees hired into the District on or after January 1, 2014, will not be eligible for any district contribution toward health insurance upon retirement.

ARTICLE 12. INSURANCE BENEFITS (continued)

12.2.2 Employer Contribution Levels for Employees Retiring Before Age 65

12.2.2.1 Health Insurance Employer Contribution

Employees who meet the requirements in Subd. 1 or Subd. 2 will receive a District contribution toward health insurance until the employee reaches sixty-five (65) years of age as defined in this subdivision.

12.2.2.1.1 The District contribution toward health insurance premiums will equal the same dollar amount the District contributed for single or family coverage to the carrier in the employee's last month of active employment.

12.2.2.1.2 In the event the District changes health insurance carriers, it will have no impact on the District contribution for such coverage.

12.2.2.1.3 Any employee who is receiving family coverage premium contribution at date of retirement and later changes to single coverage will receive the dollar contribution to single coverage that was provided in the contract under which the retirement became effective.

12.2.2.2 Life Insurance Employer Contribution

The District will provide for early retirees who qualify under the conditions of 1.1 or 1.2 above, premium contributions for eligible retirees for \$5,000 of life insurance only until their 65th birthday. No life insurance will be provided, or premium contributions paid, for any retiree age sixty-five (65) or over.

12.3. Benefit Eligibility for Employees After Age 65

12.3.1 Employees hired into the District before January 1, 1996, who retired before age 65 and are receiving benefits per Subd. 2 above are eligible, upon reaching age 65, for employer premium contributions for health insurance described in Subd. 4 of this Article.

12.3.2 Employees hired into the District before January 1, 1996, who retire at age 65 or older must have completed the eligibility requirements in Subd. 1 above or the following eligibility requirements to receive District contributions toward post-age-65 health insurance premiums:

12.3.2.1 Employees hired before January 1, 1990, must have completed at least ten (10) years of continuous employment with the District. For such employees or early retirees who have not completed at least ten (10) years of service with the District at the time of their retirement, the Employer will discontinue providing any health insurance contributions upon their retirement or, in the case of early retirees, upon their reaching age 65.

12.3.2.2 Employees hired on or after January 1, 1990 and prior to January 1, 1996, must have completed twenty (20) years of continuous employment with the District. For such employees or early retirees who have not completed at least twenty (20) years of service with the District at the time of their retirement, the Employer will discontinue providing any health insurance contributions upon their retirement or, in the case of early retirees, upon their reaching age 65.

Years of certified civil service time with the City of Saint Paul earned prior to January 1, 1996, will continue to be counted toward meeting the District's service requirement of this Subd. 3. Civil service time worked with City of Saint Paul after January 1, 1996, will be considered a break in District employment.

12.3.3 Employees hired on or after January 1, 1996, shall not have or acquire in any way any eligibility for Employer-paid health insurance premium contribution for coverage in retirement at age sixty-five (65) and over in Subd. 4. Employees hired on or after

May 1, 1996, shall be eligible for only early retirement insurance premium contributions as provided in Subd. 2 and Deferred Compensation match in Subd. 5.

ARTICLE 12.INSURANCE, (continued)

12.4 Employer Contribution Levels for Retirees After Age 65

12.4.1 Employees hired into the District before January 1, 1996, and who meet the eligibility requirements in Subdivisions 3.1 or 3.2 of this Article are eligible for premium contributions for a Medicare Supplement health coverage policy selected by the District. Premium contributions for such policy will not exceed:

<u>Coverage Type</u>	<u>Single</u>	<u>Family</u>
Medicare Eligible	\$300 per month	\$400 per month
Non-Medicare Eligible	\$400 per month	\$500 per month

At no time shall any payment in any amount be made directly to the retiree.

Any premium cost in excess of the maximum contributions specified must be paid directly and in full by the retiree, or coverage will be discontinued.

12.5 Employees hired after January 1, 1996, are eligible to participate in an employer matched Minnesota Deferred Compensation Plan or District approved 403(b) plan. The District will match up to \$1,500 per year of consecutive active service. Part-time employees working half-time or more but fewer than 40 hours per week will be eligible for up to one half (50%) of the available District match

Federal and state rules governing participation in the Minnesota Deferred Compensation or District approved 403(b) Plan shall apply. The employee, not the District, is solely responsible for determining **their** total maximum allowable annual contribution amount under IRS regulations. The employee must initiate an application to participate through the District's specified procedures.

12.5.1 Employees hired in the District on or after January 1, 2014, shall be eligible for \$200 per year employer match in addition to the match amount provided in this section for employees hired after January 1, 1996.

Additionally, Effective January 1, 2016, all employees hired in the District after January 1, 2014 will receive a \$200 per year district contribution toward a health care savings plan.

ARTICLE 13. SEVERANCE PAY

- 13.1 Severance Pay. **Eligible employees shall be entitled to severance pay in accordance with the terms of this Article 13. Payment of severance pay shall be made within the tax year of their separation as described in Business Office Rules. In lieu of payment to the employee, all payments for benefits under this subdivision shall be made by the District on behalf of the employee to the District's 403(b) Tax-Deferred Retirement Plan for Sheltering Severance Pay and Vacation, hereinafter referred to as the "Severance Plan."**
- 13.2 Eligibility. To be eligible for severance pay an employee must meet the following requirements **as of the date of separation:**
- 13.2.1 The employee must be eligible for pension benefits from Public Employees Retirement Association (PERA) or other public employee retiree program.
- The employee must be voluntarily separated from District employment or have been subject to separation by layoff or **mandatory** retirement. Those employees who are discharged for cause, misconduct, inefficiency, incompetency or any other disciplinary reason are not eligible for severance pay.
- 13.2.2 The employee must have completed ten (10) years of service with I.S.D. 625. Time served as an employee of the City of Saint Paul does not count toward this service requirement.**
- 13.2.3 For the purpose of this severance program, the death of an employee shall be considered as separation of employment, and if the employee would have met all of the requirements set forth above at the time of **their** death, payment of the severance pay **shall** be made to the employee's estate **and not to the Severance Plan.**
- 13.3 Early Notification Incentive. Employees who meet eligibility requirements of 13.2 of this Article and who complete, sign and submit a Resignation Notice form to the Director of Human Resources three months prior to retirement will receive a District contribution of \$2,500 to the Severance Plan. Effective December 1, 2008, employees who meet eligibility requirements of 13.2 of this Article and who complete, sign and submit a Resignation Notice form to the Director of Human Resources six (6) months in advance of the date of retirement will receive a District contribution of \$3,500 to the Severance Plan.
- 13.4 Pay for Unused Sick Leave. If an employee requests severance pay and meets the eligibility requirements set forth in 13.2, **the employee** will receive a District contribution to the Severance Plan in an amount equal to \$175 for each day of accrued unused sick leave for up to one hundred fourteen and twenty-nine one-hundredth (114.29) days.
- 13.5 Maximum Severance. For employees providing less than six (6) months notification, the maximum amount of money the employee may obtain through the Severance Plan from the combination of early notification incentive and pay for unused sick leave is \$22,500. Effective January 1, 2015, employees providing six (6) months notification, the maximum amount of money the employee may obtain through the Severance Plan from the combination of early notification incentive and pay for unused sick leave is \$26,500.
- 13.6 Exigent Circumstances. If an employee submits documentation verifying that exigent circumstances exist that made early notification of retirement plans impossible, such as a sudden illness/injury of the employee or immediate family member necessitating immediate retirement, and if the employee meets the eligibility requirements set forth above, the District will review and consider this information and may pay the early notification incentive stated in 13.3 above.
- 13.7 Pay for Earned, Unused Vacation. **When an employee is entitled to be paid for earned but unused vacation upon separation from employment pursuant to the provisions of Section 9.3, such payment for earned, unused vacation shall be made to the Severance Plan.**

ARTICLE 14. PROFESSIONAL GROWTH

- 14.1 The parties recognize that professional growth is an inherent continuing obligation of professional employees. To that end, professional employees shall avail themselves of opportunities for improving their skills. Professional reading, participation in the professional activities of professional organizations, formal and informal study, workshops, in-service training courses, and community activities are examples of the kinds of involvement expected of professional employees and encouraged by the Board of Education.
- 14.2 Effective January 1, 2016, an amount up to \$650 per calendar year shall be provided for each employee and may be applied to pay the costs for attendance at national or regional conventions, workshops, clinics, other professional meetings, and professional memberships. All allowable expenses must be approved by the employee's immediate supervisor. Meetings that have negotiations as a principle topic shall not be deemed appropriate for purposes of this Article. "Costs for attendance" shall mean registration fees, lodging, food and travel. Expenses to be reimbursed shall be properly documented upon the appropriate voucher form in accordance with District regulations and Business Office procedures <http://spps.org/Page/3171>.
- 14.3 The full individual allowance for professional growth for one contract year or a part thereof which remains unused, will carry forward from that contract year to the next. Year-to-year carryover shall not exceed \$1,000.
- 14.4 This professional growth allowance is not intended to supplant nor limit departmental professional development opportunities. Attendance of employees at other professional meetings without the use of these funds and without loss of pay may be granted subject to the approval of the employee's immediate supervisor.

ARTICLE 15. LEGAL SERVICES

- 15.1 Except in cases of malfeasance in office or willful or wanton neglect of duty, the Employer shall defend, hold harmless, and indemnify employee against any tort claim or demand, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance and scope of employee's duties.
- 15.2 Notwithstanding 15.1., the Employer shall not be responsible for paying any legal service fee or for providing any legal service arising from any legal action where the employee is the plaintiff.

ARTICLE 16. DISCIPLINE

- 16.1 Preliminary Review. Prior to issuing a disciplinary action of unpaid suspension, demotion, or discharge, the supervisor will make a recommendation to **their** supervisor regarding proposed discipline. That supervisor will then schedule a meeting with the employee prior to making a final determination of the proposed discipline. The employee shall have the opportunity to have union representation present and be provided the opportunity to speak on **their** behalf regarding the proposed action. If the employee is unable to meet with the supervisor, the employee will be given the opportunity to respond in writing.
- 16.2 A suspended, demoted, or discharged employee may appeal the disciplinary action by filing a claim of grievance under the provisions of Article 17 of this Agreement.

ARTICLE 17. GRIEVANCE PROCEDURE

- 17.1 A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.
- 17.2 The Employer will recognize representatives designated by the Organization as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The Organization shall notify the Employer in writing of the names of such Organization Representatives and of their successors when designated. The Employer shall notify the Organization in writing as to its designated representatives.
- 17.3 It is recognized and accepted by the Organization and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours when consistent with such employee duties and responsibilities. The aggrieved employee and an Organization representative shall be allowed a reasonable amount of time without loss of pay when a grievance is investigated and presented to the Employer during normal working hours, provided that the employee and the Organization Representative have notified and received the approval of designated supervisor and provided that such absence is reasonable and would not be detrimental to the work program of the Employer. It is understood that the Employer shall not use the above limitation to hamper the processing of grievances.
- 17.4 Grievances, as defined by 17.1, shall be resolved in conformance with the following procedure:

Step 1. When a violation concerning the interpretation or application of this Agreement is alleged, the Union shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the Employer's Step 1 designee. The grievance shall be in writing and set forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, and the remedy requested. The Employer-designated representative will discuss and give a written answer to such Step 1 grievance within ten (10) calendar days after receipt. A grievance not resolved in Step 1 shall be appealed to Step 2 by the Organization within fifteen (15) calendar days after the Employer-designated representative's final answer in Step 1. Any grievance not appealed in writing to the Employer's Step 2 designee by the Organization within fifteen (15) calendar days shall be considered waived.

If practical, an aggrieved employee and the Organization are encouraged, but not required, to seek resolution of the dispute directly with the employee's supervisor before initiating a written grievance. However, absent a written agreement between the Union and the Employer's Step 1 designee, such preliminary resolution efforts shall not extend the timelines of this Section 17.4.

Step 2. If appealed, the grievance shall be discussed between the Organization and the Employer-designated Step 2 representative. The Employer-designated representative shall give the Organization the Employer's Step 2 answer in writing within ten (10) calendar days following the Employer-designated representative's final Step 2 answer. Any grievance not appealed in writing to the Employer's Step 3 designee by the Organization within ten (10) calendar days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by the Organization and discussed with the Employer-designated Step 3 representative. The Employer-designated representative shall give the Organization the Employer's answer in writing within ten (10) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the Employer-designated representative's final answer in Step 3. Any grievance not appealed in writing to the Employer's Step 4 designee by the Organization within ten (10) calendar days shall be considered waived.

ARTICLE 17. GRIEVANCE PROCEDURE (continued)

Step 4. A grievance unresolved in Step 3 and appealed to Step 4 by the Organization shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971, as amended. If a mutually acceptable arbitrator cannot be agreed upon, the selection of an arbitrator shall be made in accordance with the rules established by the Bureau of Mediation Services. Once a timely appeal to step 4 has been made, the Organization will have one year from the date of first filing the original grievance to proceed to hearing. If the Organization does not move to hearing within the one year time frame, the grievance will be considered waived. This provision may be extended upon mutual agreement of both parties.

The arbitrator shall have no right to amend, modify, nullify or ignore the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Organization, and shall have no authority to make a decision on any other issue not so submitted.

The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing, with copies to both parties and the Bureau of Mediation Services within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Organization and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

- 17.5 The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Organization, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.
- 17.6 If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Organization may elect to take the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Organization in each step.
- 17.7 It is understood by the Organization and the Employer that if an issue is determined by this grievance procedure, it shall not again be submitted by the Organization for determination in another forum. However, nothing herein shall constitute a waiver of an employee's right to assert **their** individual claims or rights arising under state or federal law. If an issue for which a grievance has been timely filed is also presented by an employee in any other forum in exercise of the employee's individual rights under state or federal law, the Organization's right to proceed to arbitration on the grievance of such issue shall terminate once the issue is determined on the merits in such other forum.

ARTICLE 18. MILEAGE

- 18.1 Employees of the School District, under policy adopted by the Board of Education, may be reimbursed for the use of their automobiles for school business. The mileage allowance for eligible employees shall be the Board approved rate, or such higher rate or monthly travel stipend as may be established at the discretion of the Board.

An employee must keep a record of each trip made. Reimbursement shall be for the actual mileage driven in the performance of assigned duties as verified by the appropriate school district administrator and in accordance with School District Business Office policies and procedures.

ARTICLE 19. SAVINGS CLAUSE

- 19.1 This Agreement is subject to the laws of the United States and the State of Minnesota. In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision shall be voided. All other provisions shall continue in full force and effect. The voided provision may be renegotiated at the written request of either party. All other provisions of this Agreement shall continue in full force and effect.

ARTICLE 20. DURATION AND EFFECTIVE DATE

- 20.1 Complete Agreement with Waiver of Bargaining. This Agreement shall represent the complete Agreement between the Organization and the Employer. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make requests and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the complete understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Organization, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement.
- 20.2 Except as herein provided, this Agreement shall be effective as of the date it is executed by the parties and shall continue in full force and effect through December 31, 2023, and thereafter until modified or amended by mutual agreement of the parties. Either party desiring to amend or modify this Agreement shall notify the other in writing within 60 days prior to December 31, 2023, so as to comply with the provisions of the Public Employment Labor Relations Act of 1971. Unless otherwise mutually agreed, the parties shall commence negotiations within 60 days of the expiration year of this Agreement.
- 20.3 This constitutes a tentative Agreement between the parties which will be recommended by the Negotiations/Employee Relations Manager, but is subject to the approval of the School Board and is also subject to ratification by the Organization.

WITNESSES:

INDEPENDENT SCHOOL DISTRICT NO.
625

SAINT PAUL SUPERVISORS'
ORGANIZATION

Chair, Board of Education

I.S.D. Representative

Assistant Director Employee/Labor Relations

Date

Date

APPENDIX A: TITLES AND SALARIES

Yrs of Svc	Start	1yr	2yr	3yr	4yr	5yr	6yr	7yr	8yr	9yr
Step	1	2	3	4	5	6	7	8	9	10
Grade 9										
	Center for Academic Excellence Supervisor									
	Discovery Club Site Supervisor									
	Learner Accounting and Intake Supervisor									
	Print, Copy, Mail Center Supervisor									
	Safety and Security Supervisor									
7-2-22	57,151	59,675	62,363	65,176	68,112	69,892	71,755	74,759	78,503	79,679
8-13-23	58,008	60,570	63,298	66,154	69,133	70,940	72,832	75,880	79,681	80,874
Grade 10										
	Inventory and Records Manager									
7-2-22	58,597	61,248	64,017	66,916	69,892	71,838	73,780	76,866	80,715	81,926
8-13-23	59,476	62,167	64,977	67,920	70,940	72,915	74,887	78,019	81,926	83,155
Grade 11										
	Lead Compensation Technician									
	Staffing Processing Supervisor									
7-2-22	60,251	62,943	65,755	68,784	71,838	73,661	75,799	78,970	82,927	84,170
8-13-23	61,155	63,887	66,741	69,815	72,915	74,765	76,936	80,155	84,170	85,432
Grade 12										
	Accounts Payable Manager									
	Nutrition Center Operations Coordinator									
	Nutrition Coordinator									
7-2-22	61,862	64,598	67,531	70,595	73,780	75,886	77,874	81,132	85,193	86,470
8-13-23	62,790	65,567	68,544	71,654	74,887	77,025	79,042	82,349	86,471	87,767
Grade 13										
	Graphic Services Supervisor									
	Security and Emergency Mgmt Assistant Manager									
7-2-22	63,525	66,384	69,312	72,502	75,886	77,914	79,946	83,289	87,462	88,773
8-13-23	64,478	67,380	70,352	73,590	77,025	79,083	81,146	84,538	88,773	90,105
Grade 14										
	Adult Basic Education Systems Manager									
	Distribution Warehouse Manager									
	Nutrition Business Systems Manager									
7-2-22	65,221	68,156	71,294	74,485	77,914	80,029	82,211	85,651	89,938	91,289
8-13-23	66,199	69,179	72,363	75,602	79,083	81,229	83,444	86,936	91,287	92,658

*Annual salaries are based on 2,080 hours. If a contract work year exceeds 2,080 hours, additional salary will be paid based on the daily/hourly rate of pay.

APPENDIX A (continued)

Yrs of Svc	Start	1yr	2yr	3yr	4yr	5yr	6yr	7yr	8yr	9yr
Step	1	2	3	4	5	6	7	8	9	10
Grade 15										
Human Rights Specialist										
7-2-22	66,999	69,979	73,199	76,508	80,029	82,302	84,532	88,070	92,481	93,868
8-13-23	68,004	71,029	74,297	77,655	81,229	83,537	85,800	89,391	93,868	95,276
Grade 16										
Transportation Logistics Manager										
Transportation Operations Manager										
Community Education Manager 1										
7-2-22	68,815	71,958	75,226	78,659	82,302	84,532	86,810	90,443	94,971	96,394
8-13-23	69,847	73,038	76,354	79,839	83,537	85,800	88,112	91,799	96,395	97,839
Grade 18										
Executive Secretary to Superintendent										
New Media Manager										
Nutrition Center Manager										
Nutrition Services Manager										
Translation Manager										
7-2-22	72,586	75,973	79,404	83,130	86,932	89,376	91,691	95,529	100,309	101,813
8-13-23	73,674	77,112	80,596	84,376	88,236	90,716	93,066	96,962	101,814	103,340
Grade 19										
Community Education Manager 2										
Facilities Administrative Services Manager										
7-2-22	74,566	78,000	81,598	85,359	89,376	91,730	94,297	98,242	103,162	104,710
8-13-23	75,684	79,170	82,822	86,640	90,716	93,106	95,711	99,715	104,709	106,281
Grade 20										
Accountant 4										
Benefits/Wellness Supervisor										
Compensation Supervisor										
Contract Manager										
Electronic Data Management Supervisor										
MARSS Supervisor										
Nutrition Services Assistant Director										
Payroll Administrator										
Risk Manager										
Technology Services Manager										
Workforce Management Team Lead										
7-2-22	76,674	80,193	83,869	87,759	91,813	94,339	96,948	101,003	106,060	107,651
8-13-23	77,824	81,396	85,127	89,075	93,190	95,754	98,402	102,518	107,651	109,266
Grade 21										
Assistant Director, Transportation										
Security and Emergency Management Manager										
7-2-22	78,739	82,380	86,191	90,235	94,339	96,986	99,676	103,843	109,043	110,679
8-13-23	79,920	83,616	87,484	91,588	95,754	98,441	101,171	105,400	110,679	112,339

*Annual salaries are based on 2,080 hours. If a contract work year exceeds 2,080 hours, additional salary will be paid based on the daily/hourly rate of pay.

APPENDIX A (continued)

Yrs of Svc	Start	1yr	2yr	3yr	4yr	5yr	6yr	7yr	8yr	9yr
Step	1	2	3	4	5	6	7	8	9	10

Grade 23

- Accountant 5
- Communications Assistant Director
- Compliance Manager
- Facilities Maintenance Manager
- Maintenance and Capital Improvement Manager
- Payroll Manager

7-2-22	83,211	87,015	91,024	95,330	99,714	102,571	105,383	109,791	115,287	117,017
8-13-23	84,459	88,320	92,390	96,760	101,209	104,109	106,964	111,437	117,016	118,773

Grade 24

- Assessment Manager
- Chief Budget Analyst
- Community Relations Director
- Director of Community Relations
- Innovation and Development Director
- Environmental Health and Safety Manager
- Facility Planning Manager
- Fund Development Director
- Integrated Information Systems Manager
- Manager of Capital Project Delivery
- Program Evaluation Manager
- Purchasing Manager
- Security and Emergency Management Director

7-2-22	85,443	89,455	93,591	97,942	102,571	105,383	108,234	112,759	118,406	120,183
8-13-23	86,724	90,797	94,995	99,412	104,109	106,964	109,857	114,451	120,182	121,986

Grade 25

- Accounting Manager
- Data Security Manager
- Environmental Services Manager
- Information Center Manager
- HRIS/Compliance Manager
- Project Manager
- Senior Manager, Operations Logistics
- Staffing Manager

7-2-22	87,884	91,935	96,161	100,672	105,383	108,398	111,337	115,995	121,804	123,629
8-13-23	89,202	93,314	97,604	102,182	106,964	110,024	113,007	117,735	123,631	125,483

Grade 26

- Assistant Director of Benefits, Compensation and Information
- Assistant Director of Total Rewards
- Assistant Director, Workforce Mgmt and Organizational Design
- Facilities Assistant Director, Maintenance and Operations

7-2-22	90,363	94,426	98,924	103,561	108,398	111,458	114,482	119,271	125,242	127,121
8-13-23	91,719	95,843	100,408	105,115	110,024	113,130	116,199	121,060	127,120	129,027

*Annual salaries are based on 2,080 hours. If a contract work year exceeds 2,080 hours, additional salary will be paid based on the daily/hourly rate of pay.

APPENDIX A (continued)

Yrs of Svc	Start	1yr	2yr	3yr	4yr	5yr	6yr	7yr	8yr	9yr
Step	1	2	3	4	5	6	7	8	9	10
Grade 27										
Transportation Director										
7-2-22	92,806	97,152	101,660	106,458	111,458	114,563	117,747	122,677	128,818	130,748
8-13-23	94,198	98,609	103,185	108,055	113,130	116,281	119,513	124,517	130,750	132,709
Grade 28										
General Manager of Facility Operations and Maintenance										
General Manager, Facilities Planning										
7-2-22	95,414	99,879	104,594	109,395	114,563	117,869	121,098	126,165	132,481	134,469
8-13-23	96,845	101,377	106,163	111,036	116,281	119,637	122,914	128,057	134,468	136,486
Grade 30										
MIS Assistant Director										
7-2-22	100,871	105,552	110,471	115,726	121,179	124,532	128,124	133,488	140,169	142,273
8-13-23	102,384	107,135	112,128	117,462	122,997	126,400	130,046	135,490	142,272	144,407
Grade 31										
Academic and Technology Innovation Director										
Business Systems Support Manager										
College and Career Readiness Director										
7-2-22	103,683	108,563	113,657	118,987	124,617	128,173	131,729	137,242	144,113	146,274
8-13-23	105,239	110,192	115,362	120,772	126,486	130,096	133,705	139,301	146,274	148,468
Grade 32										
Capitol Project Director										
Facilities Director										
Nutrition and Commercial Services Director										
7-2-22	106,543	111,625	116,880	122,423	128,173	131,857	135,453	141,121	148,184	150,408
8-13-23	108,141	113,299	118,633	124,260	130,096	133,834	137,485	143,237	150,407	152,664
Grade 33										
Chief Accountant										
Controller										
Information Technology Director										
Director Technology Production Services										
Director Technology Support Services										
Research, Evaluation and Assessment Director										
7-2-22	109,558	114,770	120,191	125,936	131,857	135,616	139,385	145,214	152,485	154,772
8-13-23	111,201	116,492	121,994	127,825	133,834	137,650	141,476	147,392	154,773	157,094
Grade 42										
Chief Financial Officer										
7-2-22	141,079	147,741	154,815	162,219	170,039	175,242	179,879	187,404	196,789	199,741
8-13-23	143,195	149,957	157,137	164,653	172,589	177,870	182,578	190,215	199,741	202,737

*Annual salaries are based on 2,080 hours. If a contract work year exceeds 2,080 hours, additional salary will be paid based on the daily/hourly rate of pay.

APPENDIX B

UNCLASSIFIED TITLES AND GRADES SAINT PAUL SUPERVISORS' ORGANIZATION

<u>Grades</u>	<u>Unclassified Titles</u>
Grade 31	Academic and Technology Innovation Director
Grade 20	Accountant 4
Grade 23	Accountant 5
Grade 25	Accounting Manager
Grade 12	Accounts Payable Manager
Grade 14	Adult Basic Education Systems Manager
Grade 24	Assessment Manager
Grade 26	Assistant Director of Benefits, Compensation and Information
Grade 26	Assistant Director of Total Rewards
Grade 26	Assistant Director, Workforce Mgmt & and Organizational Design
Grade 21	Assistant Director, Transportation
Grade 20	Benefits/Wellness Supervisor
Grade 31	Business Systems Support Manager
Grade 32	Capitol Project Director
Grade 9	Center for Academic Excellence Supervisor
Grade 33	Chief Accountant
Grade 24	Chief Budget Analyst
Grade 42	Chief Financial Officer
Grade 31	College and Career Readiness Director
Grade 23	Communications Assistant Director
Grade 16	Community Education Manager 1
Grade 19	Community Education Manager 2
Grade 24	Community Relations Director
Grade 20	Compensation Supervisor
Grade 23	Compliance Manager
Grade 33	Controller
Grade 20	Contract Manager
Grade 25	Data Security Manager
Grade 33	Director, Technology Production Services
Grade 33	Director, Technology Support Services
Grade 9	Discovery Club Site Supervisor
Grade 14	Distribution Warehouse Manager
Grade 20	Electronic Data Management Supervisor
Grade 24	Environmental Health and Safety Manager
Grade 25	Environmental Services Manager
Grade 18	Executive Secretary to Superintendent

The provisions of Civil Service Rules or any related rules covering employment in classified service positions unless specifically stated in this Agreement do not cover titles designated as Unclassified

APPENDIX B (continued)

<u>Grades</u>	<u>Unclassified Titles</u>
Grade 19	Facilities Administrative Services Manager
Grade 26	Facilities Assistant Director, Maintenance and Operations
Grade 32	Facilities Director
Grade 23	Facilities Maintenance Manager
Grade 24	Facility Planning Manager
Grade 24	Fund Development Director
Grade 28	General Manager, Facilities Planning
Grade 28	General Manager of Facility Operations and Maintenance
Grade 13	Graphic Services Supervisor
Grade 25	HRIS/Compliance Manager
Grade 15	Human Rights Specialist
Grade 33	Info Technology Director
Grade 24	Innovation and Development Director
Grade 24	Integrated Information Systems Manager
Grade 33	Information Technology Director
Grade 25	Information Center Manager
Grade 10	Inventory and Records Manager
Grade 11	Lead Compensation Technician
Grade 9	Learner Accounting and Intake Supervisor
Grade 23	Maintenance and Capital Improvement Supervisor
Grade 24	Manager of Capital Project Delivery
Grade 20	MARSS Supervisor
Grade 30	MIS Assistant Director
Grade 18	New Media Manager
Grade 14	Nutrition Business Systems Manager
Grade 18	Nutrition Center Manager
Grade 12	Nutrition Center Operations Coordinator
Grade 12	Nutrition Coordinator
Grade 32	Nutrition and Commercial Services Director
Grade 20	Nutrition Services Assistant Director
Grade 18	Nutrition Services Manager
Grade 20	Payroll Administrator
Grade 23	Payroll Manager
Grade 9	Print, Copy, Mail Center Supervisor
Grade 24	Program Evaluation Manager
Grade 25	Project Manager
Grade 24	Purchasing Manager
Grade 33	Research, Evaluation and Assessment Director
Grade 20	Risk Manager

Titles designated as Unclassified are not covered by the provisions of Civil Service Rules or any related rules covering employment in classified service positions unless specifically stated in this Agreement

APPENDIX B (continued)

<u>Grades</u>	<u>Unclassified Titles</u>
Grade 9	Safety and Security Supervisor
Grade 13	Security and Emergency Management Assistant Manager
Grade 24	Security and Emergency Management Director
Grade 21	Security and Emergency Management Manger
Grade 25	Senior Manager, Operations Logistics
Grade 25	Staffing Manager
Grade 11	Staffing Processing Supervisor
Grade 20	Technology Services Manager
Grade 26	Total Rewards and Information Assistant Director
Grade 18	Translation Manager
Grade 21	Transportation Administrator
Grade 27	Transportation Director
Grade 16	Transportation Logistics Manager
Grade 16	Transportation Operations Manager
Grade 20	Workforce Management Team Lead

Titles designated as Unclassified are not covered by the provisions of Civil Service Rules or any related rules covering employment in classified service positions unless specifically stated in this Agreement

APPENDIX C

SAINT PAUL SUPERVISORS' ORGANIZATION STANDARD RANGES*, Effective: July 2, 2022

Years	Start	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years
Step	1	2	3	4	5	6	7	8	9	10
Grade 1	46,477	48,422	50,532	52,807	55,042	56,575	57,979	60,405	63,429	64,381
2	47,682	49,707	51,899	54,138	56,575	58,063	59,589	62,085	65,192	66,170
3	48,875	51,031	53,228	55,625	58,063	59,633	61,121	63,676	66,863	67,866
4	50,162	52,317	54,673	57,111	59,634	61,163	61,218	63,780	66,975	67,979
5	51,443	53,797	56,113	58,597	61,163	62,818	64,433	67,128	70,490	71,545
6	52,849	55,203	57,650	60,167	62,818	64,554	66,211	68,985	72,436	73,522
7	54,081	56,424	58,940	61,559	64,287	66,008	67,731	70,564	74,098	75,210
8	55,706	58,142	60,670	63,436	66,293	68,113	69,892	72,813	76,461	77,609
9	57,151	59,675	62,363	65,176	68,112	69,892	71,755	74,759	78,503	79,679
10	58,597	61,248	64,017	66,916	69,892	71,838	73,780	76,866	80,715	81,926
11	60,251	62,943	65,755	68,784	71,838	73,661	75,799	78,970	82,927	84,170
12	61,862	64,598	67,531	70,595	73,780	75,886	77,874	81,132	85,193	86,470
13	63,525	66,384	69,312	72,502	75,886	77,914	79,946	83,289	87,462	88,773
14	65,221	68,156	71,294	74,485	77,914	80,029	82,211	85,651	89,938	91,289
15	66,999	69,979	73,199	76,508	80,029	82,302	84,532	88,070	92,481	93,868
16	68,815	71,958	75,226	78,659	82,302	84,532	86,810	90,443	94,971	96,394
17	70,716	73,861	77,214	80,812	84,532	86,932	89,330	93,065	97,727	99,192
18	72,586	75,973	79,404	83,130	86,932	89,376	91,691	95,529	100,309	101,813
19	74,566	78,000	81,598	85,359	89,376	91,730	94,297	98,242	103,162	104,710
20	76,674	80,193	83,869	87,759	91,813	94,339	96,948	101,003	106,060	107,651
21	78,739	82,380	86,191	90,235	94,339	96,986	99,676	103,843	109,043	110,679
22	80,938	84,658	88,583	92,678	96,986	99,714	102,447	106,734	112,077	113,759
23	83,211	87,015	91,024	95,330	99,714	102,571	105,383	109,791	115,287	117,017
24	85,443	89,455	93,591	97,942	102,571	105,383	108,234	112,759	118,406	120,183
25	87,884	91,935	96,161	100,672	105,383	108,398	111,337	115,995	121,804	123,629
26	90,363	94,426	98,924	103,561	108,398	111,458	114,482	119,271	125,242	127,121
27	92,806	97,152	101,660	106,458	111,458	114,563	117,747	122,677	128,818	130,748
28	95,414	99,879	104,594	109,395	114,563	117,869	121,098	126,165	132,481	134,469
29	98,100	102,652	107,456	112,579	117,869	121,178	124,532	129,741	136,240	138,283
30	100,871	105,552	110,471	115,726	121,179	124,532	128,124	133,488	140,169	142,273
31	103,683	108,563	113,657	118,987	124,617	128,173	131,729	137,242	144,113	146,274
32	106,543	111,625	116,880	122,423	128,173	131,857	135,453	141,121	148,184	150,408
33	109,558	114,770	120,191	125,936	131,857	135,616	139,385	145,214	152,485	154,772
34	112,662	118,036	123,621	129,455	135,616	139,467	143,435	149,434	156,914	159,269
35	115,889	121,429	127,097	133,136	139,467	143,516	147,494	153,663	161,358	163,780
36	119,157	124,785	130,738	136,981	143,477	147,573	151,668	158,016	165,923	168,413
37	122,567	128,338	134,429	140,871	147,573	151,831	156,054	162,583	170,721	173,284
38	126,060	132,022	138,308	144,891	151,831	156,210	160,523	167,237	175,613	178,245
39	129,623	135,783	142,237	149,104	156,216	160,676	165,195	172,107	180,723	183,434
40	133,342	139,713	146,370	153,283	160,725	165,604	169,947	177,056	185,923	188,711
41	137,105	143,680	150,516	157,707	165,280	170,322	174,796	182,112	191,229	194,098
42	141,079	147,741	154,815	162,219	170,039	175,242	179,879	187,404	196,789	199,741
43	145,052	152,034	159,276	166,933	174,996	180,334	185,092	192,836	202,490	205,528
44	149,226	156,382	163,910	171,811	180,044	185,545	190,465	198,433	208,366	211,495
45	153,564	160,890	168,589	176,695	185,213	190,885	195,971	204,170	214,391	217,607

*Annual salaries are based on 2,080 hours. If a contract work year exceeds 2,080 hours, additional salary will be paid based on the daily/hourly rate of pay.

APPENDIX C (continued) SPSO Standard Wages Effective: August 13, 2023

Years	Start	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years
Step	1	2	3	4	5	6	7	8	9	10
Grade										
1	47,174	49,148	51,290	53,600	55,868	57,424	58,849	61,311	64,381	65,347
2	48,397	50,452	52,677	54,950	57,424	58,934	60,482	63,016	66,170	67,162
3	49,608	51,797	54,026	56,459	58,934	60,528	62,038	64,631	67,866	68,884
4	50,915	53,102	55,493	57,968	60,529	62,080	62,136	64,736	67,979	68,998
5	52,215	54,604	56,955	59,476	62,080	63,761	65,400	68,135	71,547	72,618
6	53,642	56,031	58,515	61,070	63,761	65,522	67,205	70,020	73,523	74,624
7	54,892	57,270	59,824	62,482	65,251	66,999	68,747	71,622	75,210	76,339
8	56,542	59,014	61,580	64,388	67,287	69,134	70,940	73,905	77,608	78,773
9	58,008	60,570	63,298	66,154	69,133	70,940	72,832	75,880	79,681	80,874
10	59,476	62,167	64,977	67,920	70,940	72,915	74,887	78,019	81,926	83,155
11	61,155	63,887	66,741	69,815	72,915	74,765	76,936	80,155	84,170	85,432
12	62,790	65,567	68,544	71,654	74,887	77,025	79,042	82,349	86,471	87,767
13	64,478	67,380	70,352	73,590	77,025	79,083	81,146	84,538	88,773	90,105
14	66,199	69,179	72,363	75,602	79,083	81,229	83,444	86,936	91,287	92,658
15	68,004	71,029	74,297	77,655	81,229	83,537	85,800	89,391	93,868	95,276
16	69,847	73,038	76,354	79,839	83,537	85,800	88,112	91,799	96,395	97,839
17	71,777	74,968	78,372	82,024	85,800	88,236	90,670	94,461	99,193	100,680
18	73,674	77,112	80,596	84,376	88,236	90,716	93,066	96,962	101,814	103,340
19	75,684	79,170	82,822	86,640	90,716	93,106	95,711	99,715	104,709	106,281
20	77,824	81,396	85,127	89,075	93,190	95,754	98,402	102,518	107,651	109,266
21	79,920	83,616	87,484	91,588	95,754	98,441	101,171	105,400	110,679	112,339
22	82,152	85,928	89,912	94,068	98,441	101,209	103,984	108,335	113,758	115,466
23	84,459	88,320	92,390	96,760	101,209	104,109	106,964	111,437	117,016	118,773
24	86,724	90,797	94,995	99,412	104,109	106,964	109,857	114,451	120,182	121,986
25	89,202	93,314	97,604	102,182	106,964	110,024	113,007	117,735	123,631	125,483
26	91,719	95,843	100,408	105,115	110,024	113,130	116,199	121,060	127,120	129,027
27	94,198	98,609	103,185	108,055	113,130	116,281	119,513	124,517	130,750	132,709
28	96,845	101,377	106,163	111,036	116,281	119,637	122,914	128,057	134,468	136,486
29	99,571	104,192	109,068	114,267	119,637	122,995	126,400	131,687	138,284	140,357
30	102,384	107,135	112,128	117,462	122,997	126,400	130,046	135,490	142,272	144,407
31	105,239	110,192	115,362	120,772	126,486	130,096	133,705	139,301	146,274	148,468
32	108,141	113,299	118,633	124,260	130,096	133,834	137,485	143,237	150,407	152,664
33	111,201	116,492	121,994	127,825	133,834	137,650	141,476	147,392	154,773	157,094
34	114,352	119,807	125,475	131,397	137,650	141,559	145,586	151,676	159,268	161,658
35	117,627	123,250	129,004	135,133	141,559	145,669	149,706	155,968	163,778	166,237
36	120,944	126,657	132,699	139,036	145,630	149,786	153,943	160,386	168,412	170,939
37	124,406	130,263	136,445	142,984	149,786	154,108	158,395	165,021	173,282	175,883
38	127,951	134,002	140,383	147,065	154,108	158,553	162,931	169,746	178,247	180,919
39	131,567	137,819	144,371	151,340	158,559	163,086	167,673	174,689	183,434	186,185
40	135,342	141,808	148,566	155,583	163,136	168,088	172,496	179,711	188,711	191,541
41	139,162	145,836	152,774	160,072	167,759	172,877	177,418	184,844	194,097	197,010
42	143,195	149,957	157,137	164,653	172,589	177,870	182,578	190,215	199,741	202,737
43	147,227	154,314	161,665	169,437	177,621	183,039	187,869	195,728	205,528	208,611
44	151,465	158,728	166,369	174,388	182,744	188,328	193,322	201,409	211,492	214,667
45	155,868	163,303	171,118	179,346	187,991	193,748	198,911	207,233	217,607	220,871

*Annual salaries are based on 2,080 hours. If a contract work year exceeds 2,080 hours, additional salary will be paid based on the daily/hourly rate of pay.

**MEMORANDUM OF AGREEMENT
BETWEEN
INDEPENDENT SCHOOL DISTRICT No. 625
AND
SAINT PAUL SUPERVIORS ORGANIZATION
REGARDING JOB CLASSIFICATION AND EXTERNAL COMPARISON'S**

This Memorandum of Understanding is by and between the Independent School District No.625 (hereinafter "District or SPPS") and the Saint Paul Supervisors Organization (hereinafter "Union or SPSO") exclusive representative. This agreement is entered into for the sole purpose of reviewing job classifications and external comparison's with external organizations.

As part of the 2020-2021 SPSO contract agreement, SPPS and SPSO agreed that the District and the Union will meet through the Meet and Confer process to review job classifications and how job classifications compare externally to similar or like job classifications.

This agreement will expire on **February 28, 2023**.

INDEPENDENT SCHOOL DISTRICT NO.
625

SAINT PAUL SUPERVIORS
ORGANIZATION

Chair, Board of Education

President

Assistant Director of Labor Relations

Business Representative

Date

Date

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