
2022-2023

2023-2024

2024-2025

Master Agreement

**Independent School District No. 593
Crookston, Minnesota**

**Administrative Assistants
and
School Board**

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INDEPENDENT SCHOOL
DISTRICT No. 593
Crookston, Minnesota

**MASTER
AGREEMENT**

Between
Administrative Assistants
and
School Board

2022-2023/2023-2024/2024-2025

I. DEFINITIONS

A. Work Day:

Eight hours excluding lunch break for full-time eleven and twelve month Administrative Assistants. For hourly Administrative Assistants the workday shall be set by the Administrative Assistant's supervisor.

B. Work Year:

1. For twelve month Administrative Assistants the work year shall be July 1 through June 30.
2. For eleven month Administrative Assistants the work year shall be determined by the School District.
3. For hourly Administrative Assistants, the workdays shall be set by the Administrative Assistant's supervisor.

C. Full Time Administrative Assistants:

An Administrative Assistant who works eight hours per day and eleven or twelve months per year.

D. Hourly Administrative Assistants:

An Administrative Assistant who works less than eight hours per day and less than eleven or twelve months per year.

E. Overtime Compensation:

An Administrative Assistant who works more than 40 hours per week at the request and with the pre-approval of the Superintendent shall be compensated as follows:

1. By receiving an overtime payment paid at the rate of 1½ times the hours worked beyond 40. Overtime hours must be reported on a School District time sheet, or
2. By receiving compensatory time off at the rate of 1½ times the hours worked beyond 40. Compensatory hours must be reported on a School District time sheet, and when taken, must be reported on a School District time-off form.

F. Outside Hours Call-In Duty:

Should an Administrative Assistant be called in to work outside his/her regularly scheduled workday, he/she shall be paid for a minimum of two (2) hours at the rate of time and one-half (1½) but only at the request of the building administrator.

G. Compensation Method:

1. Eleven and twelve month Administrative Assistants shall be paid twenty-four (24) bimonthly checks.
2. Hourly Administrative Assistants will be paid from a School District time sheet.

II. PROBATIONARY PERIOD

A. All Administrative Assistants are considered probationary for the first six (6) months of employment. At the end of that time, they will be evaluated for either continual performance or dissolution of their employment.

III. SALARY SCHEDULE AND CLASSIFICATIONS

A. The initial step placement on the salary schedule for each job assignment will be determined by the

School District (See Appendix A-Position Classification).

B. After the initial placement on the salary schedule, each Administrative Assistant will remain on the assigned salary step for one year before moving to the next step.

C. Administrative Assistant job movement within the pay class schedule:

1. All job openings within the Administrative Assistant classification will be posted within the School District for a period of ten calendar days.
2. Should an Administrative Assistant move to a job in a lower classification on the salary schedule, their salary will reflect the change in rate of pay according to the change in classification status.
3. Should an Administrative Assistant move to a different job within their same classification, their salary will reflect no change in rate of pay.
4. Should an Administrative Assistant move to a job in a higher classification on the salary schedule, their step on the salary schedule will be assigned by the School District, but such assignment will not result in decrease in salary.

IV. RESIGNATION AND DISCHARGE

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

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

V. LEGAL HOLIDAYS

A. Full time twelve-month Administrative Assistants will have the following legal holidays included as days for regular salary. Eleven-month Administrative Assistants shall receive the following legal holidays which occur during their contracted period. If any of the following legal holidays falls on a Saturday or Sunday, then either the preceding Friday or following Monday would be considered as a paid holiday.

Independence Day
Labor Day
Thanksgiving Day
Friday Following Thanksgiving
Christmas Eve
Christmas Day
New Year's Day
Good Friday
Memorial Day
Presidents' Day (unless it is a teacher duty day)

B. Hourly Administrative Assistants covered by this Agreement will receive holiday pay when a holiday falls within a scheduled work year.

VI. VACATION PAY

A. Eleven and twelve month Administrative Assistants shall earn vacation days as follows:

1. During years one (1) through nine (9), vacation days shall be earned at the rate of 1 day per month worked.
2. Commencing with the tenth year of employment, vacation days shall be earned at the rate of 1.42 days per month to a maximum of 17 days annually.
3. Commencing with the twentieth year of employment, vacation days shall be earned at the rate of 1.67 days per month to a maximum of 20 days annually.
4. All vacation days used shall be scheduled in advance with the building principal or supervisor.

5. All vacation days used must be taken within the time frame of the Administrative Assistant's scheduled work year.
6. There will be no pay off at the end of the work year for any unused vacation days.
7. Used vacation days shall be reported to the district office for accounting purposes.
8. Hourly Administrative Assistants covered by this Agreement shall not accrue vacation days.

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

C. Not more than the amount of annual earned vacation days may be carried over beyond twelve (12) months into the next fiscal year. (i.e., if an Administrative Assistant has been with the School District ten years and earns annually seventeen vacation days, that Administrative Assistant may carry over no more than seventeen days beyond twelve (12) months into the next fiscal year.) Any unused vacation days in excess of the annual earned amount would be forfeited.

D. Regularly scheduled employees within this group that do not qualify for vacation pay will be allowed two paid personal leave days per year to be used to attend to personal business. There shall be no payments for unused days and these days may not be accumulated.

VII. SICK LEAVE

A. Sick leave for full-time Administrative Assistants will be earned at the rate of fifteen (15) days per contract year.

Sick leave may accumulate up to the maximum days of each Administrative Assistant contract as follows:

1. Twelve month Administrative Assistants 260 days.
2. Eleven month Administrative Assistants 239 days.

B. Sick leave for hourly Administrative Assistants will be 15 days, pro-rated annually by the number of hours worked in the fiscal year.

Sick leave for hourly Administrative Assistants may accumulate to 175 days.

C. If an Administrative Assistant is at maximum number of sick leave days at the beginning of the fiscal year, they will receive an additional 15 days of non-cumulative sick leave days.

D. Earned personal sick leave may be used for illness in the immediate family. Granting of leave for exceptional cases will be handled by the Superintendent of Schools.

E. Up to but not exceeding ten (10) days with full pay shall be allowed for absence due to the death of a member of the Administrative Assistant's immediate family, except that an additional five (5) days, for a total of fifteen (15) days, shall be allowed for the death of an Administrative Assistant's spouse or child. Additional days may be granted at the Superintendent's discretion. Such absence will be deducted from personal illness leave. F. All sick leave days used shall be reported to the School District office for accounting purposes.

F. Earned personal illness leave may be used for pregnancy related medical appointments. An employee may use up to 12 weeks of personal illness leave for childbirth and recovery with a physician's statement and such additional time as necessary due to medical complications with subsequent medical documentation. If the physician's statement provides for less than 12 weeks of post-partum leave, the employee shall be allowed

to use up to 10 days of personal illness leave for parenting leave, but in no event more than a total of 12 weeks. Leave under this paragraph will be designated as FMLA qualifying events.

VIII. CHILD CARE LEAVE

A. An Administrative Assistant shall be granted a child care leave, without pay, to any Administrative Assistant, regardless of marital status, who requests such a leave for the purpose of providing parental care to his/her natural born or adopted child(ren).

B. An Administrative Assistant, with prior school board approval, may take a child care leave of up to twenty-four (24) months by notifying the school board, in writing, at least twelve (12) weeks prior to commencing the leave of the beginning date and anticipated length of the leave. The length of the leave and date of return therefrom shall be determined by mutual agreement between the Administrative Assistant and the School District. Once determined, the Administrative Assistant shall not return from such leave prior to the agreed upon expiration thereof, except upon mutual agreement of the Administrative Assistant and the School District.

C. An Administrative Assistant returning from childcare leave shall be reinstated to his/her original position. Upon return to his/her original employment, the Administrative Assistant would be guaranteed the same salary as previously earned plus all benefits originally maintained. Any salary increases that have occurred within the period of childcare leave shall be awarded to said Administrative Assistant. Childcare leave shall not cause a change in seniority ranking, however, an Administrative Assistant on child care leave shall not accumulate work experience credit for earned step movement on the salary schedule during said leave.

D. Child care leave shall be without pay. However, an Administrative Assistant may use accumulated vacation time for this purpose if mutually agreed upon with the School District in the initial year of the leave.

IX. SCHOOL CLOSINGS

Each Administrative Assistant must decide whether unreasonable risk will be encountered if they report to work or if they do not leave work until the end of their scheduled shift. An Administrative Assistant's absence from work that is due to an unforeseen circumstance or situation that is beyond the Administrative Assistant's control (in this case, inclement/hazardous weather) is covered in the School Board Policy Manual under Unforeseen Circumstance, Code #435.

Effective July 1, 2017, it is understood between the parties that if the School District calls off school for a storm or other emergency, the Administrative Assistants shall be paid full pay for the day with a limit of up to five (5) days annually. This does not include early outs or late starts. In the event that the Administrative Assistant has reported to work and thereafter school is closed due to a storm or other emergency, the Administrative Assistant shall be permitted to leave their place of employment one hour after dismissal time.

X. INSURANCE

A. The selection of the insurance carrier and policy shall be made by the School District.

B. Health Insurance:

1. *Current Single Plans:* The School District shall contribute up to \$1,000 per month (\$12,000 annually for 1.0 FTE) or the full cost of District sponsored single group health insurance, whichever is less, if

the employee elects single coverage. If an HSA/HSA compatible plan is selected, the difference between the premium amount and the \$1,000 will be deposited into the employee's HSA or VEBA account.

2. *Current Family Plans:*

The School District shall contribute up to \$1,833 per month (\$21,996 annually for 1.0 FTE) or the full cost of District sponsored family group health insurance, whichever is less, if the employee elects family coverage. If an HSA/HSA compatible plan is selected, the difference between the premium amount and the \$1,833 will be deposited into the employee's HSA/VEBA account. The selection of the insurance carrier and policy shall be made by the School District. There shall be no cash paid in lieu of insurance premiums.

For full-time eleven-month Administrative Assistants, the School District shall contribute a full year of coverage. Nine-month employees working 30 hours per week or more are entitled to a pro-rata insurance benefit. Effective January 1, 2018, full-time eleven-month employees will be responsible for the health care premium for the month they do not work. This is to be consistent with all other groups. The School District will be responsible for Health Insurance benefits for the 11 months they are actively working.

Administrative Assistants will select one of the health insurance plans offered by the School District.

Administrative Assistants will select their option annually prior to June 1. Such authorization shall continue in effect from year to year, unless revoked in writing before June 1 of any year.

C. Long Term Disability Insurance:

Long-term disability insurance will be paid by the individual Administrative Assistants through payroll deduction. In order for the group long term disability insurance rate to stay in effect, this cannot be an optional deduction; all Administrative Assistants are required to participate.

A medical premium expense benefit must be purchased by each employee on the group medical insurance plan. An additional benefit of \$500 per month for single health insurance premiums and \$1,200 per month for family coverage would be used toward the payment of the employee's medical insurance premiums in the case of disability for a period of up to seventeen (17) months. These LTD premiums will be paid by the employee through payroll deduction.

D. Life Insurance:

The School District shall contribute the premium for a \$20,000.00 term life insurance policy for each Administrative Assistant working 30 or more hours per week. The School District shall contribute the premium for a \$10,000 term life insurance policy for every Administrative Assistant who is scheduled to work 14 to 30 hours per week.

XI. 403(b) Contribution

A. The District is to provide a 403(b) matching program in conformance with IRS regulations. The match will be made in monthly installments, matching that of the employee contribution up to the limits set forth in this section beginning in 2006-2007.

B. Staff shall be eligible for this provision following five (5) years of full-time employment.

C. Matching funds in the amount of \$750 per year will be deposited in a 403(b) account with a financial institution, chosen by the employee from the list approved by the Board of Education. To be eligible for this benefit the employee must at least

match the employer's contribution through semi-monthly payroll deductions.

D. Employees on staff as of May 30, 2006 shall be placed in a schedule of contributions based upon their consecutive years of experience in this school district. An employee will continue in that schedule throughout the remainder of his/her career. Any employee hired after May 30, 2006 shall not be affected by this subsection.

1. The 403(b) contribution phase-in amounts for existing personnel employed as of May 30, 2006 (pro-rata for part-time) are as follows:

<u>Years of Experience</u>	<u>Annual Contribution</u>
6-10	\$240.00
11-15	\$336.00
16-20	\$480.00
21-25	\$744.00
26 and up	\$1,356.00

2. An employee covered by this provision (D), upon completion of fifteen (15) years of experience, shall receive no less than the sum of \$16,000, pro-rata for part-time, less any district 403(b) contributions for which the employee was eligible for during the entire term of employment. This payment, plus any unpaid vacation pay must be paid into the retiree's post retirement Health Care Savings Plan (HCSP). The HCSP is administered by Minnesota State Retirement System. The retiree will not receive any direct contribution from the district for severance pay.

3. Upon death of an employee eligible for this provision, his/her beneficiary, as named in the school district life insurance policy, shall receive any remaining portion of unpaid minimum as referenced in (2) above. HCSP cannot accept contributions after the employee's death.

XII. SEVERANCE PAY

Administrative Assistants who have completed at least fifteen (15) years of continuous, full-time service to the School District shall be eligible to receive a severance payment pursuant to thirty-five percent (35%) of the Administrative Assistant's unused accrued sick leave (up to a maximum of 150 days) upon termination of employment in good standing with the School District. This payment will be made to the employee's 403(b) account as per District guidelines.

XIII. GRIEVANCE PROCEDURE

See District Policy Book, Staff Grievance Procedure, Policy No. 108.

XIV. PROFESSIONAL ORGANIZATION

The School District shall contribute full membership for one local or state professional organization of each secretary/Administrative Assistant staff member's choice.

A. Administrative Assistants shall be eligible to attend a conference/workshop every other year, except that no more than 25% of the Administrative Assistant staff shall attend any one conference/workshop. Administrative Assistant staff intending to attend a conference/workshop must submit a travel request to their building principal/supervisor according to School District policy. If requests are received for any one conference in excess of 25% of the total Administrative Assistant staff, preference will be given to those staff members with greater seniority.

B. Expenses for said conferences/workshops shall be paid as follows:

- (1) registration fee

- (2) mileage and meals in accordance with district policy
- (3) two nights lodging

IN WITNESS WHEREOF, the parties have signed this Agreement this 27 day of June 2022.

FOR THE ADMINISTRATIVE ASSISTANT STAFF

Brenda Crane
Imphel Palle
[Signature]

FOR THE SCHOOL BOARD

[Signature] Chairman
[Signature] Clerk

MTR:sb
8/13/2002
sb:11/19/2002
ld:1/7/2005
ld: 6/20/2006
ld: 12/23/2008
mw: 11/28/2012
mw: 12/15/2014
mw: 6/27/17
mw: 12/20/19
mw: 6/27/22

Appendix A

POSITION CLASSIFICATIONS

Job Class	#	Job Title	Hrs Per Day	Days Per Year
A	1	Head High School Administrative Assistant (CHS)	8	260
A	1	Special Ed. Administrative Assistant	8	260
B	2	HES Administrative Assistant	8	260
B	1	WES Administrative Assistant	8	239
B	1	Community Ed Administrative Assistant	8	239
B	1	CHS Administrative Assistant	8	239
B	1	Hourly Administrative Assistants		

*These positions and classifications may be subject to change depending on Administrative rights and needs of the District.

CROOKSTON PUBLIC SCHOOLS
SALARY SCHEDULE
Administrative Assistants

2022-2023

	CLASS A		CLASS B	
	Rate	Annual	Rate	Annual
Step 3	\$21.49	\$44,699.20	\$18.97	\$39,457.60
Step 4	\$22.14	\$46,051.20	\$19.54	\$40,643.20
Step 5	\$22.80	\$47,424.00	\$20.11	\$41,828.80
Step 6	\$23.49	\$48,859.20	\$20.73	\$43,118.40
Step 7	\$24.20	\$50,336.00	\$21.35	\$44,408.00
Step 8	\$24.92	\$51,833.60	\$21.98	\$45,718.40
Step 9	\$25.65	\$53,352.00	\$22.64	\$47,091.20
Step 10	\$26.04	\$54,163.20	\$22.99	\$47,819.20
Step 11	\$26.44	\$54,995.20	\$23.32	\$48,505.60
Step 12	\$26.82	\$55,785.60	\$23.67	\$49,233.60
Step 13	\$27.20	\$56,576.00	\$24.02	\$49,961.60
Step 14+	\$27.58	\$57,366.40	\$24.38	\$50,710.40

2023-2024

	CLASS A		CLASS B	
	Rate	Annual	Rate	Annual
Step 3	\$21.98	\$45,718.40	\$19.39	\$40,331.20
Step 4	\$22.64	\$47,091.20	\$19.98	\$41,558.40
Step 5	\$23.31	\$48,484.80	\$20.57	\$42,785.60
Step 6	\$24.02	\$49,961.60	\$21.19	\$44,075.20
Step 7	\$24.75	\$51,480.00	\$21.83	\$45,406.40
Step 8	\$25.48	\$52,998.40	\$22.48	\$46,758.40
Step 9	\$26.23	\$54,558.40	\$23.15	\$48,152.00
Step 10	\$26.63	\$55,390.40	\$23.50	\$48,880.00
Step 11	\$27.04	\$56,243.20	\$23.85	\$49,608.00
Step 12	\$27.42	\$57,033.60	\$24.20	\$50,336.00
Step 13	\$27.81	\$57,844.80	\$24.56	\$51,084.80
Step 14+	\$28.20	\$58,656.00	\$24.92	\$51,833.60

2024-2025

	CLASS A		CLASS B	
	Rate	Annual	Rate	Annual
Step 3	\$22.53	\$46,862.40	\$19.88	\$41,350.40
Step 4	\$23.20	\$48,256.00	\$20.48	\$42,598.40
Step 5	\$23.90	\$49,712.00	\$21.08	\$43,846.40
Step 6	\$24.62	\$51,209.60	\$21.72	\$45,177.60
Step 7	\$25.37	\$52,769.60	\$22.38	\$46,550.40
Step 8	\$26.12	\$54,329.60	\$23.04	\$47,923.20
Step 9	\$26.89	\$55,931.20	\$23.73	\$49,358.40
Step 10	\$27.29	\$56,763.20	\$24.09	\$50,107.20
Step 11	\$27.71	\$57,636.80	\$24.44	\$50,835.20
Step 12	\$28.11	\$58,468.80	\$24.81	\$51,604.80
Step 13	\$28.51	\$59,300.80	\$25.17	\$52,353.60
Step 14+	\$28.90	\$60,112.00	\$25.55	\$53,144.00

NOTE: Annual rates are calculated upon an 8 hour day and 260 days

