

2018- 2019

COLLECTIVE BARGAINING AGREEMENT

between

INDEPENDENT SCHOOL DISTRICT NO. 625

and

SAINT PAUL SUPERVISORS' ORGANIZATION

January 1, 2018 Through December 31, 2019





SAINT PAUL PUBLIC SCHOOLS
Independent School District No. 625

Board of Education

Zuki Ellis	Chair
Steve Marchese	Vice-Chair
Jeanelle Foster	Clerk
Jon Schumacher	Treasurer
John Brodrick	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. Provisions of Section 28H of the Civil Service Rules shall not apply.
- 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 days 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	Labor Day
Martin Luther King Jr. Day	Thanksgiving Day
Presidents' Day	Day after Thanksgiving
Memorial Day	Christmas Day
Independence 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 his/her “anniversary date” for purposes of this Section 9.1 shall be the date on which he/she 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 sixty (160) 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 one hundred sixty (160) hours 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 the hours of vacation in excess of one hundred sixty (160) hours prior to the end of the calendar year: or**
- (b) be compensated for hours in excess of one hundred sixty (160) hours at end of year: or**
- (c) be provided an exception for additional carryover of vacation by means of approval of his/her 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 he/she has earned up to the time of his/her 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 he/she 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, he/she shall be granted such vacation pay as he/she 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

- 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 his/her supervisor no later than one-half hour past his/her 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 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.
- 10.1.2.1 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.
- 10.1.3 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.
- 10.1.4 Family Leave. Employees may use accumulated sick leave for hours off due to illness, injury or disability of a parent or a member of his/her 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 his/her 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)

10.1.5 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.

10.1.6 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 his/her 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 he/she 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 his/her 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.

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 his/her 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 his/her 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

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 his/her biweekly compensation may result in lost compensation.

ARTICLE 11. WAGES (continued)

- 11.4.1 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.
- 11.4.2 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 his/her biweekly compensation.

ARTICLE 12. INSURANCE BENEFITS

SECTION 1. ACTIVE EMPLOYEE HEALTH INSURANCE

- 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.
- 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.**
- 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.
- 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.
- 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.
- 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.

ARTICLE 12. INSURANCE BENEFITS (continued)

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 \$861 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 \$1,143 per month minus the premium for family or single plus coverage in the Districts lowest cost medical plan.

Effective January 1, 2019, eligible full-time employees shall receive \$878 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 \$1,173 per month minus the premium for family or single plus coverage in the Districts lowest cost medical plan.

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.

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.

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.

SECTION 2. RETIREMENT HEALTH INSURANCE

Subd. 1. Benefit Eligibility for Employees who Retire Before Age 65

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:

- A. 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;
- B. Must be at least fifty-five (55) years of age and have completed twenty-five (25) years of service, or;
- C. The combination of their age and their years of service must equal eighty-five (85) or more, or;
- D. Must have completed at least thirty (30) years of service, or;
- E. 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.

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.

ARTICLE 12. INSURANCE BENEFITS (continued)

1.3 Eligibility requirements for all retirees:

- A. A retiree may not carry his/her 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.
- B. Additional dependents beyond those designated to the District at the time of retirement may not be added at District expense after retirement.
- C. 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.
- D. Employees who are terminated for cause will not be eligible for district-paid retirement benefits.
- E. Employees hired into the District on or after January 1, 2014, will not be eligible for any district contribution toward health insurance upon retirement.

Subd. 2. Employer Contribution Levels for Employees Retiring Before Age 65

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.

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

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.

Subd. 3. Benefit Eligibility for Employees After Age 65

- 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.

ARTICLE 12.INSURANCE, Section 2 (continued)

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:

- A. 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.
- B. 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.

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.

Subd. 4. Employer Contribution Levels for Retirees After Age 65

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.

Subd. 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 his/her total maximum allowable annual contribution amount under IRS regulations. The employee must initiate an application to participate through the District's specified procedures.

ARTICLE 12.INSURANCE, Section 2 (continued)

- 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. The District shall provide a separate severance pay program as set forth in this Article. Payment of severance pay shall be made within the tax year of the retirement as described in Business Office Rules. All payments made under this subdivision shall be made to the School District No. 625 403(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 the 403(b) tax-deferred retirement program for sheltering severance pay and vacation pay, an employee must meet the following requirements:
- 13.2.1 The employee must be eligible for pension benefits from Public Employees Retirement Association (PERA) or other public employee retiree program. **See also Article 12, Section 2, Subd.1**
- 13.2.2 The employee must be voluntarily separated from District employment or have been subject to separation by layoff or retirement. Those employees who are discharged for cause, misconduct, inefficiency, incompetency or any other disciplinary reason are not eligible for this severance pay program.
- 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 his or her death, payment of the severance pay may be made to the employee's estate.
- 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, he or she 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. Employees who meet the eligibility requirements of 13.2 of this Article, who qualify for severance pay per 13.3 or 13.4 of this Article, and who retire with earned, unused vacation shall receive pay for such vacation. 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 his/her 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 his/her 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 his/her 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, 2019**, 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, 2019**, 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.

ARTICLE 20. DURATION AND EFFECTIVE DATE (continued)

- 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 (Eff: 4/24/17)										
Learner Accounting and Intake Supervisor										
MARSS Supervisor										
Print, Copy, Mail Center Supervisor										
Safety and Security Supervisor										
7-7-18	53,848	56,226	58,758	61,410	64,175	65,852	67,609	70,439	73,965	75,074
2-16-19	54,386	56,788	59,346	62,024	64,817	66,511	68,285	71,143	74,705	75,825
Grade 10										
Inventory and Records Manager										
7-7-18	55,211	57,709	60,317	63,049	65,852	67,686	69,517	72,424	76,050	77,191
2-16-19	55,763	58,286	60,920	63,679	66,511	68,363	70,212	73,148	76,811	77,963
Grade 11										
Lead Compensation Technician										
Staffing Processing Supervisor										
7-7-18	56,769	59,306	61,954	64,808	67,686	69,404	71,419	74,406	78,134	79,306
2-16-19	57,337	59,899	62,574	65,456	68,363	70,098	72,133	75,150	78,915	80,099
Grade 12										
Accounts Payable Manager										
Nutrition Center Operations Coordinator										
Nutrition Coordinator										
7-7-18	58,287	60,864	63,628	66,515	69,517	71,501	73,373	76,444	80,269	81,473
2-16-19	58,870	61,473	64,264	67,180	70,212	72,216	74,107	77,208	81,072	82,288
Grade 13										
Graphic Services Supervisor										
Security and Emergency Mgmt Assistant Manager										
7-7-18	59,853	62,548	65,307	68,312	71,501	73,412	75,327	78,475	82,407	83,643
2-16-19	60,452	63,173	65,960	68,995	72,216	74,146	76,080	79,260	83,231	84,479
Grade 14										
Adult Basic Education Systems Manager										
Distribution Warehouse Manager										
Nutrition Business Systems Manager										
7-7-18	61,451	64,217	67,173	70,180	73,412	75,404	77,459	80,700	84,741	86,013
2-16-19	62,066	64,859	67,845	70,882	74,146	76,158	78,234	81,507	85,588	86,873

*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

7-7-18	63,128	65,935	68,968	72,086	75,404	77,546	79,647	82,980	87,136	88,444
2-16-19	63,759	66,594	69,658	72,807	76,158	78,321	80,443	83,810	88,007	89,328

Grade 16

Transportation Logistics Manager
 Transportation Operations Manager
 Community Education Manager 1
 Community Education Manager 2

7-7-18	64,839	67,800	70,878	74,113	77,546	79,647	81,793	85,216	89,481	90,823
2-16-19	65,487	68,478	71,587	74,854	78,321	80,443	82,611	86,068	90,376	91,731

Grade 18

Executive Secretary to Superintendent
Facilities Administrative Services Manager
 (Eff: 12/18/15)
 New Media Manager
 Nutrition Center Manager
 Nutrition Services Manager
 Translation Manager

7-7-18	68,391	71,582	74,816	78,325	81,908	84,210	86,392	90,008	94,512	95,929
2-16-19	69,075	72,298	75,564	79,108	82,727	85,052	87,256	90,908	95,457	96,888

Grade 20

Accountant 4
 Benefits/Wellness Supervisor
 Compensation Supervisor
 Electronic Data Management Supervisor
 Nutrition Services Assistant Director
 Risk Manager
 Staffing Manager
 Technology Services Manager
 Workforce Management Team Lead

7-7-18	72,244	75,558	79,023	82,687	86,506	88,887	91,345	95,165	99,931	101,429
2-16-19	72,966	76,314	79,813	83,514	87,371	89,776	92,258	96,117	100,930	102,443

Grade 21

Assistant Director, Transportation
 Security and Emergency Management Manager

7-7-18	74,188	77,620	81,210	85,020	88,887	91,381	93,915	97,842	102,741	104,282
2-16-19	74,930	78,396	82,022	85,870	89,776	92,295	94,854	98,820	103,768	105,325

*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 (Eff:10/8/2015)

7-7-18	78,402	81,986	85,764	89,820	93,951	96,644	99,293	103,446	108,624	110,254
2-16-19	79,186	82,806	86,622	90,718	94,891	97,610	100,286	104,480	109,710	111,357

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 (Eff: 11/15/16)**
- Program Evaluation Manager
- Purchasing Manager
- Security and Emergency Management Director

7-7-18	80,504	84,285	88,182	92,282	96,644	99,293	101,978	106,243	111,563	113,237
2-16-19	81,309	85,128	89,064	93,205	97,610	100,286	102,998	107,305	112,679	114,369

Grade 25

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

7-7-18	82,805	86,622	90,603	94,853	99,293	102,134	104,903	109,291	114,764	116,484
2-16-19	83,633	87,488	91,509	95,802	100,286	103,155	105,952	110,384	115,912	117,649

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

7-7-18	85,141	88,969	93,207	97,576	102,134	105,017	107,865	112,377	118,004	119,773
2-16-19	85,992	89,859	94,139	98,552	103,155	106,067	108,944	113,501	119,184	120,971

*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										
7-7-18	87,442	91,537	95,785	100,305	105,017	107,943	110,942	115,587	121,372	123,192
2-16-19	88,316	92,452	96,743	101,308	106,067	109,022	112,051	116,743	122,586	124,424
Grade 28										
General Manager of Facility Operations and Maintenance										
General Manager, Facilities Planning										
7-7-18	89,900	94,107	98,549	103,072	107,943	111,056	114,099	118,873	124,825	126,698
2-16-19	90,799	95,048	99,534	104,103	109,022	112,167	115,240	120,062	126,073	127,965
Grade 30										
MIS Assistant Director										
7-7-18	95,041	99,451	104,086	109,038	114,175	117,335	120,720	125,773	132,068	134,050
2-16-19	95,991	100,446	105,127	110,128	115,317	118,508	121,927	127,031	133,389	135,391
Grade 31										
Academic and Technology Innovation Director										
Business Systems Support Manager										
College and Career Readiness Director										
7-7-18	97,691	102,289	107,088	112,111	117,415	120,765	124,116	129,311	135,784	137,820
2-16-19	98,668	103,312	108,159	113,232	118,589	121,973	125,357	130,604	137,142	139,198
Grade 32										
Facilities Director										
Nutrition and Commercial Services Director										
7-7-18	100,385	105,174	110,126	115,348	120,765	124,237	127,624	132,965	139,620	141,715
2-16-19	101,389	106,226	111,227	116,501	121,973	125,479	128,900	134,295	141,016	143,132
Grade 33										
Chief Accountant										
Controller										
Information Technology Director										
Director Technology Production Services										
Director Technology Support Services										
Research, Evaluation and Assessment Director										
7-7-18	103,227	108,138	113,245	118,657	124,237	127,778	131,329	136,822	143,672	145,828
2-16-19	104,259	109,219	114,377	119,844	125,479	129,056	132,642	138,190	145,109	147,286
Grade 42										
Chief Financial Officer										
7-7-18	132,926	139,203	145,867	152,844	160,212	165,115	169,483	176,573	185,416	188,197
2-16-19	134,255	140,595	147,326	154,372	161,814	166,766	171,178	178,339	187,270	190,079

*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 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 25	Data Security Manager
Grade 33	Director, Technology Production Services
Grade 33	Director, Technology Support Services
Grade 9	Discovery Club Site Supervisor (Effective: 4/25/2017)
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
Grade 19	Facilities Administrative Services Manager (Effective 12/18/15 upgrade from Grade 9)
Grade 26	Facilities Assistant Director, Maintenance and Operations
Grade 32	Facilities Director
Grade 23	Facilities Maintenance 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 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 (Effective 11/15/2016)
Grade 9	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 23	Payroll Manager (Effective:10/8/2015 upgrade from Grade 20)
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

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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 20	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 7, 2018

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	43,791	45,624	47,612	49,755	51,861	53,305	54,628	56,914	59,764	60,660
2	44,926	46,834	48,899	51,009	53,305	54,707	56,145	58,497	61,425	62,346
3	46,050	48,082	50,151	52,410	54,707	56,187	57,589	59,996	62,999	63,944
4	47,263	49,293	51,514	53,811	56,188	57,628	57,679	60,094	63,104	64,050
5	48,470	50,688	52,870	55,211	57,628	59,187	60,709	63,249	66,416	67,411
6	49,795	52,013	54,318	56,690	59,187	60,824	62,385	64,998	68,250	69,273
7	50,955	53,163	55,534	58,001	60,571	62,194	63,817	66,486	69,816	70,863
8	52,487	54,782	57,163	59,770	62,461	64,176	65,852	68,605	72,043	73,124
9	53,848	56,226	58,758	61,410	64,175	65,852	67,609	70,439	73,965	75,074
10	55,211	57,709	60,317	63,049	65,852	67,686	69,517	72,424	76,050	77,191
11	56,769	59,306	61,954	64,808	67,686	69,404	71,419	74,406	78,134	79,306
12	58,287	60,864	63,628	66,515	69,517	71,501	73,373	76,444	80,269	81,473
13	59,853	62,548	65,307	68,312	71,501	73,412	75,327	78,475	82,407	83,643
14	61,451	64,217	67,173	70,180	73,412	75,404	77,459	80,700	84,741	86,013
15	63,128	65,935	68,968	72,086	75,404	77,546	79,647	82,980	87,136	88,444
16	64,839	67,800	70,878	74,113	77,546	79,647	81,793	85,216	89,481	90,823
17	66,630	69,592	72,751	76,142	79,647	81,908	84,167	87,687	92,079	93,459
18	68,391	71,582	74,816	78,325	81,908	84,210	86,392	90,008	94,512	95,929
19	70,257	73,492	76,882	80,427	84,210	86,429	88,847	92,564	97,199	98,658
20	72,244	75,558	79,023	82,687	86,506	88,887	91,345	95,165	99,931	101,429
21	74,188	77,620	81,210	85,020	88,887	91,381	93,915	97,842	102,741	104,282
22	76,260	79,766	83,464	87,322	91,381	93,951	96,527	100,565	105,600	107,184
23	78,402	81,986	85,764	89,820	93,951	96,644	99,293	103,446	108,624	110,254
24	80,504	84,285	88,182	92,282	96,644	99,293	101,978	106,243	111,563	113,237
25	82,805	86,622	90,603	94,853	99,293	102,134	104,903	109,291	114,764	116,484
26	85,141	88,969	93,207	97,576	102,134	105,017	107,865	112,377	118,004	119,773
27	87,442	91,537	95,785	100,305	105,017	107,943	110,942	115,587	121,372	123,192
28	89,900	94,107	98,549	103,072	107,943	111,056	114,099	118,873	124,825	126,698
29	92,431	96,720	101,246	106,072	111,056	114,174	117,335	122,244	128,366	130,291
30	95,041	99,451	104,086	109,038	114,175	117,335	120,720	125,773	132,068	134,050
31	97,691	102,289	107,088	112,111	117,415	120,765	124,116	129,311	135,784	137,820
32	100,385	105,174	110,126	115,348	120,765	124,237	127,624	132,965	139,620	141,715
33	103,227	108,138	113,245	118,657	124,237	127,778	131,329	136,822	143,672	145,828
34	106,151	111,215	116,476	121,973	127,778	131,407	135,146	140,798	147,846	150,064
35	109,191	114,411	119,752	125,442	131,407	135,222	138,970	144,783	152,033	154,315
36	112,270	117,573	123,182	129,065	135,185	139,044	142,903	148,883	156,335	158,680
37	115,483	120,921	126,659	132,730	139,044	143,056	147,035	153,186	160,854	163,268
38	118,775	124,392	130,315	136,518	143,056	147,181	151,247	157,572	165,463	167,945
39	122,132	127,936	134,017	140,487	147,187	151,389	155,649	162,160	170,278	172,833
40	125,636	131,639	137,911	144,425	151,437	156,034	160,125	166,824	175,177	177,804
41	129,181	135,376	141,817	148,592	155,728	160,479	164,694	171,587	180,177	182,880
42	132,926	139,203	145,867	152,844	160,212	165,115	169,483	176,573	185,416	188,197
43	136,668	143,248	150,070	157,285	164,882	169,912	174,395	181,691	190,788	193,650
44	140,602	147,345	154,438	161,881	169,639	174,822	179,457	186,964	196,325	199,271
45	144,689	151,591	158,846	166,484	174,509	179,852	184,646	192,371	202,001	205,031

*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 FEBRUARY 16, 2019

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	44,229	46,080	48,088	50,253	52,380	53,838	55,174	57,483	60,362	61,267
2	45,375	47,302	49,388	51,519	53,838	55,254	56,706	59,082	62,039	62,969
3	46,511	48,563	50,653	52,934	55,254	56,749	58,165	60,596	63,629	64,583
4	47,736	49,786	52,029	54,349	56,750	58,204	58,256	60,695	63,735	64,691
5	48,955	51,195	53,399	55,763	58,204	59,779	61,316	63,881	67,080	68,085
6	50,293	52,533	54,861	57,257	59,779	61,432	63,009	65,648	68,933	69,966
7	51,465	53,695	56,089	58,581	61,177	62,816	64,455	67,151	70,514	71,572
8	53,012	55,330	57,735	60,368	63,086	64,818	66,511	69,291	72,763	73,855
9	54,386	56,788	59,346	62,024	64,817	66,511	68,285	71,143	74,705	75,825
10	55,763	58,286	60,920	63,679	66,511	68,363	70,212	73,148	76,811	77,963
11	57,337	59,899	62,574	65,456	68,363	70,098	72,133	75,150	78,915	80,099
12	58,870	61,473	64,264	67,180	70,212	72,216	74,107	77,208	81,072	82,288
13	60,452	63,173	65,960	68,995	72,216	74,146	76,080	79,260	83,231	84,479
14	62,066	64,859	67,845	70,882	74,146	76,158	78,234	81,507	85,588	86,873
15	63,759	66,594	69,658	72,807	76,158	78,321	80,443	83,810	88,007	89,328
16	65,487	68,478	71,587	74,854	78,321	80,443	82,611	86,068	90,376	91,731
17	67,296	70,288	73,479	76,903	80,443	82,727	85,009	88,564	93,000	94,394
18	69,075	72,298	75,564	79,108	82,727	85,052	87,256	90,908	95,457	96,888
19	70,960	74,227	77,651	81,231	85,052	87,293	89,735	93,490	98,171	99,645
20	72,966	76,314	79,813	83,514	87,371	89,776	92,258	96,117	100,930	102,443
21	74,930	78,396	82,022	85,870	89,776	92,295	94,854	98,820	103,768	105,325
22	77,023	80,564	84,299	88,195	92,295	94,891	97,492	101,571	106,656	108,256
23	79,186	82,806	86,622	90,718	94,891	97,610	100,286	104,480	109,710	111,357
24	81,309	85,128	89,064	93,205	97,610	100,286	102,998	107,305	112,679	114,369
25	83,633	87,488	91,509	95,802	100,286	103,155	105,952	110,384	115,912	117,649
26	85,992	89,859	94,139	98,552	103,155	106,067	108,944	113,501	119,184	120,971
27	88,316	92,452	96,743	101,308	106,067	109,022	112,051	116,743	122,586	124,424
28	90,799	95,048	99,534	104,103	109,022	112,167	115,240	120,062	126,073	127,965
29	93,355	97,687	102,258	107,133	112,167	115,316	118,508	123,466	129,650	131,594
30	95,991	100,446	105,127	110,128	115,316	118,508	121,927	127,031	133,389	135,391
31	98,668	103,312	108,159	113,232	118,589	121,973	125,357	130,604	137,142	139,198
32	101,389	106,226	111,227	116,501	121,973	125,479	128,900	134,295	141,016	143,132
33	104,259	109,219	114,377	119,844	125,479	129,056	132,642	138,190	145,109	147,286
34	107,213	112,327	117,641	123,193	129,056	132,721	136,497	142,206	149,324	151,565
35	110,283	115,555	120,950	126,696	132,721	136,574	140,360	146,231	153,553	155,858
36	113,393	118,749	124,414	130,356	136,537	140,434	144,332	150,372	157,898	160,267
37	116,638	122,130	127,926	134,057	140,434	144,487	148,505	154,718	162,463	164,901
38	119,963	125,636	131,618	137,883	144,487	148,653	152,759	159,148	167,118	169,624
39	123,353	129,215	135,357	141,892	148,659	152,903	157,205	163,782	171,981	174,561
40	126,892	132,955	139,290	145,869	152,951	157,594	161,726	168,492	176,929	179,582
41	130,473	136,730	143,235	150,078	157,285	162,084	166,341	173,303	181,979	184,709
42	134,255	140,595	147,326	154,372	161,814	166,766	171,178	178,339	187,270	190,079
43	138,035	144,680	151,571	158,858	166,531	171,611	176,139	183,508	192,696	195,587
44	142,008	148,818	155,982	163,500	171,335	176,570	181,252	188,834	198,288	201,264
45	146,136	153,107	160,434	168,149	176,254	181,651	186,492	194,295	204,021	207,081

*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.

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