

2020 - 2021

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

**SAINT PAUL PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 625**

AND

**PROFESSIONAL EMPLOYEES
ASSOCIATION**

January 1, 2020 through December 31, 2021





SAINT PAUL PUBLIC SCHOOLS
Independent School District No. 625

Board of Education

Vacant	Chair
Jeanelle Foster	Vice-Chair
Zuki Ellis	Clerk
John Brodrick	Treasurer
Chauntyll Allen	Director
Jessica Kopp	Director
Steve Marchese	Director

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PREAMBLE

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

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

The provisions of this Agreement shall not abrogate the rights and/or duties of the Employer, the Association, 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 Association as the exclusive representative for the Professional Employees Group, as certified by the State of Minnesota Bureau of Mediation Services, dated May 11, 1988, Case No. 88-PR-2632. This unit consists of the following:

All classified and unclassified professional employees of Independent School District No. 625, St. Paul, Minnesota, as listed in Appendix B of this agreement who are public employees within the meaning of Minnesota Statute. § 179.03, Subd. 14, excluding supervisory, confidential, and all other employees.

- 1.2 The rights and benefits of provisional employees shall be governed by the Civil Service Rules unless such rights and benefits are specifically amended as to provisional employees by this contract.
- 1.3 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 Relations Act to accomplish said objective.

ARTICLE 2. MANAGEMENT RIGHTS

- 2.1 The Association 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.
- 2.2 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 3. MAINTENANCE OF STANDARDS

- 3.1 The parties agree that all conditions of employment relating to wages, hours of work, vacations, and all other general working conditions except as modified by this Agreement shall be maintained at not less than the highest minimum standard as set forth in the Civil Service Rules of the City of Saint Paul (Resolution No. 3250), and the Saint Paul Salary Plan and Rates of Compensation at the time of the signing of this Agreement, and the conditions of employment shall be improved wherever specific provisions for improvement are made elsewhere in this Agreement.

ARTICLE 4. CHECK OFF AND SERVICE FEE

- 4.1 **The Employer shall deduct from the wages of employees who affirmatively authorize such a deduction in writing an amount necessary to cover monthly Union dues. The amount of the dues shall be determined by the Union. Upon receipt by the payroll department of a properly executed authorization form of the member involved, the Board will cause to be deducted from the member's paycheck the amount of the Union dues during the period provided in and in accordance with said authorization. Such monies deducted shall be remitted in aggregate with an itemized statement each month as directed by the Union.**

The Employer shall not deduct dues from the wages of employees covered by this Agreement for any other labor organization.

The Union shall immediately notify the District of any member who, in accordance with provisions stated on the authorization form, affirmatively revokes authorization of said dues and shall provide the employer with a copy of said revocation.

- 4.2 Any present or future employee who is not an Association member shall be required to contribute a fair share fee for services rendered by the Association. Upon notification by the Association, the Employer shall check off said fee from the earnings of the employee and transmit the same to the Association. In no instance shall the fair share fee exceed eighty-five (85) percent of the membership dues. It is also understood that in the event the Employer shall make an improper fair share deduction from the earnings of an employee, the Association shall be obligated to make the Employer whole to the extent that the Employer shall be required to reimburse such employee for any amount improperly withheld. This provision shall remain operative only so long as specifically provided by Minnesota law, and as otherwise legal.
- 4.3 The Association 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 5. HOURS OF WORK AND OVERTIME

- 5.1 The normal hours of work for the employee shall be a minimum of seven and three-fourths (7 3/4) hours in any twenty-four (24) hour period and thirty-eight and three-fourths (38 3/4) hours in a seven (7) day period. For employees on a shift basis this shall be construed to mean a minimum average of thirty-eight and three-fourths (38 3/4) hours a week.
- 5.2 Employees who work more than seven and three-fourths (7 3/4) hours in any twenty-four (24)-hour period or more than thirty-eight and three-fourths (38 3/4) hours in any seven (7) day period shall not receive pay for such additional work except as in 5.4 below.
- 5.3 It is understood by the parties that Section 28H - Overtime Compensation of Resolution No. 3250 shall not apply to this unit.
- 5.4 In unusual circumstances a department head may grant employees who work more than seven and three-fourths (7 3/4) hours in any twenty-four (24) hour period or more than thirty-eight and three-fourths (38 3/4) hours in any particular seven (7) day period compensatory time or pay on a straight time basis for the extra hours worked. The method of this compensation shall be determined solely by the Employer.

ARTICLE 6. PROBATION

- 6.1 The probationary period shall be one (1) year for all original and promotion appointees and employees who have been transferred at their own request or reinstated after resigning in the Professional Employees unit. In the case of a one (1) year probation, the employee's progress report shall be submitted to the Human Resources Director at the end of the fourth (4th) and eighth (8th) month of employment.

Unless the head of the department where the employee is employed at the end of his/her probationary period shall, during the last month of the employee's probation, certify that the services of such probationer during the probationary period were unsatisfactory, the employment of such probationer shall continue, and the probationer shall be deemed to have satisfactorily completed the probationary period. If the probationer's service has been certified as unsatisfactory by the head of the department in which the employee is employed, the employment of such probationer shall terminate at the end of the probationary period. If the probationer is entitled to veteran's preference in accordance with the Veterans' Preference Act of the State of Minnesota, he/she shall be entitled to a hearing as required by said Act and in accordance with Section 16 of Civil Service Rules.

- 6.2 Time served on probation, whether continuous or not, shall be charged to the period of probation.
- 6.3 If any probationer on fair test shall be found incompetent or unqualified to perform the duties of the position to which he/she has been certified or transferred, the appointing officer shall report such fact in writing to the Human Resources Office and may, for reasons specifically stated in writing and filed with the Human Resources Office, discharge, reduce, or in the case of a transferee, return to the former position of said probationer at any time during the probationary period; except that if the probationer is entitled to veterans' preference in accordance with the Veterans' Preference Act of the State of Minnesota, he/she shall be entitled to a hearing as required by said Act and in accordance with Section 16 of the Civil Service Rules.
- 6.4 If a promotional or a transferee probationer is found unsatisfactory because he/she is incompetent or unqualified to perform the duties of the certified or transferred position, the probationer shall be reinstated to his/her former position or to a position to which the employee might have been transferred prior to such promotion; except that if the probationer is entitled to veterans' preference in accordance with the Veterans' Preference Act of the State of Minnesota, he/she shall be entitled to a hearing as required by said Act and in accordance with Section 18 of the Civil Service Rules.

ARTICLE 7. SENIORITY

- 7.1 Seniority, for the purpose 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 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. Before layoffs are implemented the Employer agrees to seek voluntary layoffs, provided the remaining less senior employee(s) are qualified to perform the work otherwise assigned to the individual electing voluntary layoff. Human Resources will determine whether or not the less senior employee is qualified to perform the work. Exercising this option does not disqualify the separated employee from an unemployment insurance benefit claim. **Employees shall receive a written notice of layoff that shall include notification of voluntary layoff attempts for classifications with more than one incumbent. The District will provide the Union a copy of the written notification at the same time.**
- 7.4 In cases where there are promotional series, such as Accountant I, II, III, etc., when the number of employees in the higher titles is to be reduced, employees will be offered reductions to the highest title to which class seniority would keep them from being laid off, before layoffs are made by any class title in any department. When staff reductions occur, an employee does not have to have held a lower level position within a series to be eligible to bump a less senior employee within that series or to be eligible for a lower level vacancy with that series.
- 7.5 Recall from layoff shall be in inverse order of layoff, except that recall rights shall expire after two (2) years of layoff. It is understood that such employees will pick up their former seniority date in any class of positions that the employee previously held.
- 7.6 To the extent possible, vacation period 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. WORKING OUT OF CLASSIFICATION

- 8.1 Employer shall avoid, whenever possible, working an employee on an out-of-class assignment for a prolonged period of time. Any employee working an out-of-class assignment for a period in excess of fifteen (15) consecutive working days shall receive the rate of pay for the out-of-class assignment in a higher classification not later than the sixteenth (16th) day of such assignment. For purposes of this Article, an out-of-class assignment is defined as an assignment of an employee to perform, on a full-time basis, all of the significant duties and responsibilities of a position different from the employee's regular 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 9. WAGES

- 9.1 The wage schedule for the purpose of this contract shall be Appendices A and C.
- 9.2 Salary Step Eligibility. Employees must meet the following conditions in order to be eligible for salary step advancement.
- 9.2.1 An employee must have received an overall rating of "satisfactory" on his/her most recent performance evaluation to receive any salary step advancement.
- 9.2.2 An employee must have been paid a minimum of 1,040 hours in the previous (12) twelve months (minimum hours requirement is prorated for part-time employees) to receive any salary step advancement.
- 9.3 Salary Step Progression.
- 9.3.1 An employee who meets the eligibility requirements in 9.2 of this Section will advance one salary step at the beginning of the pay period nearest to January 1 each year up to Step 10 (nine-year step).
- 9.3.2 An employee who meets the eligibility requirements in 9.2 of this Section and who has completed fifteen (15) or more calendar years of service in the District will advance one (1) salary step at the beginning of the pay period nearest to January 1 each year, not to exceed Step 11 (fifteen-year step).
- 9.3.3 An employee who meets the eligibility requirements in 9.2 of this Section and who has completed twenty (20) or more calendar years of service in the District will advance one (1) salary step at the beginning of the pay period nearest to January 1 each year, not to exceed Step 12 (twenty-year step).
- 9.3.4 Years of classified service in the District and the City of St. Paul will be recognized in step placement and step advancement.
- 9.4 Correction of Compensation Errors. Employees should routinely review their bi-weekly 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.
- 9.4.1 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.
- 9.4.2 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 10. PROFESSIONAL GROWTH

SECTION 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, membership dues in professional organizations directly related to the employee's current position, and community activities are examples of the kinds of involvement expected of professional employees and encouraged by the Board of Education.

SECTION 2. For fiscal year 2002 and thereafter, an amount of \$500 per fiscal year shall be provided for each employee for an employee's professional growth. These funds may be applied to pay the costs for attendance at national or regional conventions, workshops, clinics or other professional meetings, and memberships in professional organizations 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, books and materials, food and travel. Expenses to be reimbursed shall be properly documented upon the appropriate voucher form in accordance with District regulations and procedures. The District has informed and trained supervisors and Human Resources of the mutual benefit and importance of professional development. If an employee is denied application of this benefit the individual is encouraged to bring the denial to the attention of the Association in a timely manner to address the issue through the appropriate process.

SECTION 3. An employee may carry over from one fiscal year to the next the full allowance or part of the fiscal year's allowance which remains unused. The carryover allowance will be added to the allowance available in the following fiscal year. The maximum individual allowance available in any fiscal year, including carryover, cannot exceed \$1,500.

SECTION 4. This professional growth allowance is intended to replace tuition reimbursement previously provided for in the Saint Paul Salary Plan and Rates of Compensation. It 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.

SECTION 5. Effective with the contract year 2021, with approved certifications as listed in Appendix D, employees shall be eligible for a one-time certification full step advancement under the PEA labor agreement. Any future advancements will follow step progression provided in Article 9.

Eligibility for Certification Full Step Advancement. In order to be advanced one (1) full step on the pay schedule, an employee must meet the following requirements:

- A. Be an active employee for not less than one (1) year as a full-time employee or the number of equivalent hours based on FTE in 12 months for a part-time employee.
- B. For the initial placement of individuals currently with certifications desiring to be effective January 1, 2021, copies of certifications must be submitted to Human Resources by close of business November 2, 2020.
- C. After the initial placement of employees January 1, 2021, employees must submit a copy of the completed certification to HR.
- D. Human Resources will implement the step change within 2 full pay periods of receiving a copy of the certification from the employee.
- E. Article 9 section 2 of this agreement shall be waived for the purposes of initial step placement and the one-time step advancement purpose. Once a step advancement under Article 10, Section 5 has taken place, Article 9, section 2 shall be followed.
- F. If an employee is on an improvement plan, the employee must be on track with the components of the plan in order to receive a step increase. If not on track the employee may resubmit in the next contract year.
- G. Either party to this contract can initiate an addition to the approved certifications as listed in Appendix D during the term of the contract through the Labor Management Cooperation Committee.

ARTICLE 11. HOLIDAYS

11.1 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.

11.2 Eligibility Requirements. To be eligible for holiday pay, employees must be active on the payroll the day of the holiday. Ten (10) month employees shall receive holidays that fall within their work year, provided they meet the eligibility requirements of this section.

11.3 If Martin Luther King Jr. Day or Presidents' Day falls on a day when school is in session, the employees shall work that day at straight time and another day shall be designated as the holiday. This designated holiday shall be a day determined by agreement between the employee and the supervisor.

ARTICLE 12. VACATION

12.1 In each calendar year, each full-time employee shall be granted vacation according to the following schedule:

<u>Years of Service</u>	<u>Hours of Vacation Earned Per Hour on Payroll</u>	<u>Annual Hours Earned</u>	<u>Annual Days Earned</u>
1 st through 4 th year	.0769	160	20
5 th through 10 th year	.0962	200	25
11 th year and thereafter	.1154	240	30

Calculations are based on 2,080 hours and shall be rounded to the nearest hour. "Years of Service" means calendar years of service.

12.2 An employee may carry over into the following year up to one hundred eighty-four (184) hours of vacation. If the employee is going to lose any 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.

12.2.1 An employee who has more than one hundred eighty four (184) 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 eighty four (184) hours prior to the end of the calendar year: or
- (b) be compensated for hours in excess of one hundred eighty four (184) 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.

12.2.1.1 Selection of option (c) in 12.2.1 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.

12.3 Upon separation of service, if employee has provided ten (10) calendar days notice to the Employer, any unused, accrued vacation shall be paid at the employee's current rate of pay. If an employee has been granted more vacation than the employee has earned up to the time of separation from service, the employee shall reimburse the District for such unearned vacation at the employee's current rate of pay. If an employee is separated from service by reason of discharge, retirement or death, the employee shall be paid for any unused, accrued vacation earned up to the time of such separation. Employees who retire with unused vacation and who are eligible for severance pay will receive pay for unused vacation in the form of a contribution to the School District No. 625 403(b) Tax-Deferred Retirement Plan for Sheltering Severance Pay and Vacation.

12.4 Sick Leave Conversion. If an employee has an accumulation of sick leave credits in excess of one hundred and sixty-four (164) days, he/she may convert any part of such excess to vacation at the rate of one-half (1/2) day's 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.

ARTICLE 13. COMPENSATORY LEAVES OF ABSENCE

13.1 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 (1) hour past his/her regular scheduled starting time. The granting of sick leave shall be subject to the terms and provisions of this Agreement. A "day" for this purpose shall be equivalent to the regularly assigned work day of the employee and such leave shall be deducted from accumulated sick leave. Any employee who has accumulated sick leave as provided above shall be granted leave with pay, for such period of time as the head of the department deems necessary for the following specified allowable uses:

13.1.1 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.

ARTICLE 13. COMPENSATORY LEAVES OF ABSENCE (continued)

- 13.1.2 Family Illness: Employees may use accumulated sick leave for hours off due to injury, sickness or disability of a parent, adult child, spouse, sibling, mother-in-law, father-in-law, grandchild, grandparent, stepparent, or a member of his/her household or to make arrangements for the care of such injured, sick or disabled persons. Up to one hundred sixty (160) hours of accumulated sick leave may be used in a twelve month period starting January 1st of each year to allow the employee to care for and attend to the serious or critical illness as noted above unless otherwise in accordance with Minnesota Statute § 181.9413. These hours when used are deducted from sick leave.
- 13.1.3 Sick Child Care Leave. Sick leave to care for a sick child 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.
- 13.1.4 Adoption Leave and Father with Newborn Child. Up to thirty (30) days of accumulated sick leave may be used in a contract year to attend to adoption procedures or care for a newly-adopted child or for a father with a newborn child. Use of these thirty (30) days does not need to occur consecutively. The thirty (30) days of sick leave for fathers of newborns must be used within six (6) weeks surrounding the birth of the child. For adoption the thirty (30) days of sick leave may be used for adoption processes or up to six (6) weeks following the adoption. Upon completion of the adoption process additional sick leave may be allowed for the care of a sick child as required by M. S. §18.9413.

13.2 Bereavement Leave.

- 13.2.1 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.
- 13.2.2 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.

13.3 Court Duty Leave.

- 13.3.1 Court Cases. Any employee who is duly subpoenaed as a witness in any case in court shall be entitled to leave with pay for that purpose provided that the employee is not a party in the case, and provided that the case is not the result of litigation undertaken by the employee or the union against the District. In cases where the Board is a party in the litigation, the employee shall be entitled to pay while attending as a witness at the request of the Board or as a co-defendant in the case.
- 13.3.2 Required Jury Duty. Any employee who is required to serve as a juror shall be granted leave with pay while serving on jury duty contingent upon the employee paying to the Board any fees received, minus travel allowance, for such jury service. The employee may seek to be excused from jury duty.

ARTICLE 13. COMPENSATORY LEAVES OF ABSENCE (continued)

- 13.4 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.
- 13.5. Quarantine/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.
- 13.6 Eligibility for Sick Leave. To be eligible for sick leave, the employee must meet the specified uses in 13.1 and report the need for time off to his/her supervisor no later than one (1) hour past his/her regular scheduled starting time.
- 13.7 The granting of sick leave is subject to additional provisions as provided in Civil Service Rules.

ARTICLE 14. PARENTAL/MATERNITY LEAVE

- 14.1 Maternity 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.
- 14.2 Parental leave shall be granted to employees for the birth or adoption of a child in accordance with applicable state and federal laws.

ARTICLE 15. EMPLOYEE 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 days are eligible on the first day of the month following 30 days of continuous regular benefit eligible service for District contribution to premium cost for health and life insurance provided herein.
- 1.3 Full-Time Status. For the purpose of this Section, 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 Section, 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: Full-Time Employees. Effective January 1, 2017, for each eligible employee covered by this Agreement who is employed full-time and who selects employee insurance coverage, the Employer agrees to contribute the cost of such coverage or \$653 per month, whichever is less. For each eligible full-time employee who selects family coverage, the Employer will contribute the cost of such family coverage or \$1,285 per month, whichever is less.
 - 1.5.1 Effective January 1, 2018, for each eligible employee covered by this Agreement who is employed full time and who selects employee insurance coverage, the Employer agrees to contribute the cost of such coverage or \$653 per month, whichever is less. For each eligible full-time employee who selects family coverage, the Employer will contribute the cost of such family coverage or \$1,330 per month, whichever is less.
 - 1.5.2 Effective January 1, 2019, for each eligible employee covered by this Agreement who is employed full time and who selects employee insurance coverage, the Employer agrees to contribute the cost of such coverage or \$653 per month, whichever is less. For each eligible full-time employee who selects family coverage, the Employer will contribute the cost of such family coverage or \$1,375 per month, whichever is less.
- 1.6 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 for the insurance coverages in 1.5, 1.7, 1.8 and 1.9 of this Article.
- 1.7 Employer Contribution Amount: Active 10 Month Employees. The District agrees to continue contributions for benefits during months that 10 month employees are not actively at work.
- 1.8 Employer Contribution Amount: Married Couples. Employees who are married to another District employee and who are covered under their spouse's health plan may waive the single or family contribution to health insurance and receive up to \$200 per month toward their spouse's family premium. The combination of District contributions cannot exceed the full cost of family coverage and cannot be applied in cases where the spouse is receiving health insurance through the District's cafeteria benefits plan.

ARTICLE 15. EMPLOYEE BENEFITS, Section 1. (continued)

- 1.9 Life Insurance. Effective January 1, 1996, the District agrees to provide term life insurance in the amount of \$50,000 for each eligible employee. This amount of life insurance shall be reduced to \$5,000 upon early retirement and shall continue until the early retiree reaches age sixty-five (65), at which time the Employer paid life insurance shall be terminated.
- 1.10 Dental Insurance. The Employer will contribute for each eligible employee covered by this Agreement who is employed full-time toward participation in a dental care plan offered by the Employer up to \$40 per month for employee coverage. Employees who enroll in family dental coverage may pay the difference between the cost of family coverage and the district's \$40 monthly contribution to single coverage.
- 1.11 Long-Term Disability Insurance. Effective January 1, 2003, the Employer will provide long-term disability coverage for each eligible full-time employee.
- 1.12 Flexible Spending Account. The Employer shall maintain during the term of this Agreement a plan for medical and child care expense accounts to be available to employees in this bargaining unit who are eligible for Employer-paid premium contribution for health insurance for such expenses, within the established legal regulations and Internal Revenue Service (IRS) requirements for such accounts.
- 1.13 The contributions indicated in this Article 15 shall be paid to the Employer's group health and welfare plan.
- 1.14 Any cost of any premium for any Employer-offered employee or family insurance coverage in excess of the dollar amounts stated in this Article 15 shall be paid by the employee through payroll deduction.

SECTION 2. RETIREMENT HEALTH INSURANCE AND TRANSITIONAL BENEFIT

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 the District prior to retirement in a benefit eligible position in order to be eligible for any payment of any insurance premium contribution by the District after retirement:
 - A. Be receiving 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 the District;
 - 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 the District 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 in a benefit eligible position with the District. Time with the City of Saint Paul will not be counted toward this twenty (20) year requirement.

ARTICLE 15. EMPLOYEE BENEFITS, Section 2. (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 a District retiree or a District employee and eligible for and is enrolled in the District 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 terminated for cause will not be eligible for employer contributions toward insurance premiums for pre-age 65 or post-age 65 coverage. At the Employer's discretion, the Employer may consider an employee's voluntary resignation in lieu of termination. The termination of an employee, if contested, must be upheld by a neutral third party.
- 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. 1.1 or Subd. 1.2 of this Article 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.
- 3.2 Employees hired into the District before January 1, 1996, who retire at age 65 or older must have completed the service eligibility requirements in Subd. 1 above to receive District contributions toward post-age-65 health insurance premiums.

ARTICLE 15. EMPLOYEE BENEFITS, Section 2. (continued)

- 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 January 1, 1996, shall be eligible for only early retirement insurance premium contributions as provided in Subd. 2 and Deferred Compensation match in Subd. 5.
- 3.4 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.
- 3.5 Employees terminated for cause will not be eligible for employer contributions toward insurance premiums for pre-age 65 or post-age 65 coverage. At the Employer's discretion, the Employer may consider an employee's voluntary resignation in lieu of termination. The termination of an employee, if contested, must be upheld by a neutral third party.

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

- 4.1 Employees hired into the District before January 1, 1996, who retire on or after January 1, 1998, 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 \$1,000 per year of consecutive active service. Effective January 1, 2017, the District will match up to \$1,250 per year of consecutive service. Part-time employees working half-time or more 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 Plan 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.

- 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 16. SEVERANCE PAY

Pursuant to appropriate Minnesota statutes, laws, and City ordinances, the following are provided:

16.1. Severance Pay. The District shall provide a separate severance pay program as set forth in this Section. 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 Subd. shall be made to the District 403(b) Tax-Deferred Retirement Plan for Sheltering Severance Pay and Vacation, hereinafter referred to as the "Severance Plan," **excluding 16.3.2.4**.

16.2. Eligibility. To be eligible for the Severance Plan, an employee must meet the following requirements:

16.2.1 The employee must be eligible upon separation of service to receive pension under provisions of the St. Paul Teachers Retirement Fund, the Public Employees Retirement Association (PERA) or other public employee pension program, see also Article 15. Section 2. Subd. 1.

16.2.2 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, incompetence or any other disciplinary reason are not eligible for this severance pay program.

16.2.3 For the purpose of this Severance Plan, a death of an employee shall be considered as separation of employment and, if the employee would have met all of the requirements set forth in this Section at the time of his or her death, contributions to the Severance Plan shall be made to the employee's estate.

16.3. Severance Pay

16.3.1 Early Notification Incentive. Employees who meet eligibility requirements of 16.2 of this Article and who complete, sign and submit a Resignation Notice form to the Director of Human Resources three (3) months prior to retirement will receive a District contribution of \$2,500 to the Severance Plan.

16.3.2 Pay for Unused Sick Leave

16.3.2.1 If an employee notifies the Human Resource Department three (3) months in advance of the date of retirement and requests severance pay and if the employee meets the eligibility requirements set forth in 16.2 above, he or she will receive a District contribution to the Severance Plan in an amount equal to \$125 for each day of accrued, unused sick leave, up to 164 days. In this instance, the maximum amount of severance pay will not exceed \$20,500.

16.3.2.2 If an employee notifies the Human Resource Department in less than three (3) months in advance of the date of retirement and requests severance pay and if the employee meets the eligibility requirement set forth above, he or she will receive a District contribution to the Severance Plan in an amount equal to \$100 pay for each day of accrued, unused sick leave up to 150 days. In this instance, the maximum amount of severance pay will not exceed \$15,000.

16.3.2.3 If exigent circumstances exist, 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, he or she will receive a District contribution to the Severance Plan in an amount equal to \$125 pay for each day of accrued, unused sick leave up to 164 days.

16.3.2.4

ARTICLE 16. SEVERANCE PAY (continued)

16.3.2.4 Members of this unit who have at least 10 years of benefit eligible employment immediately prior to involuntarily separation may elect to receive a severance payment as calculated above in Article 16.3.2.3. Individuals who elect a voluntary layoff under Article 7.2 will not be eligible for this severance payment. The severance payment will be processed as a onetime payment to the employee in accordance with normal district payroll practices and not as a payment to the 403b or 457. If the severance benefit is elected, the severance benefit may not be exercised a second time within this collective bargaining agreement under any other circumstances including voluntary separation or retirement. Receipt of the severance will require a waiver of any future eligibility to severance. In this instance, the maximum amount of severance pay will not exceed \$15,000.

16.3.3 Maximum Severance Pay. The maximum amount of severance pay that any employee may obtain through this Severance Plan, excluding pay for earned, unused vacation, is \$23,000.

16.4 Pay for Earned, Unused Vacation. Employees who meet the eligibility requirements of 16.2 of this Article, who qualify for severance pay per 16.3 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. Nothing in this Article precludes an employee from receiving direct compensation for earned, unused vacation if he or she does not meet the severance pay eligibility requirements herein.

ARTICLE 17. LEGAL SERVICES

17.1 Except in cases of malfeasance in office or willful or wanton neglect of duty, Employer shall defend, save harmless and indemnify employee against any tort claim or demand, whether groundless or otherwise, arising out of alleged acts or omission occurring in the performance or scope of employee's duties.

17.2 Notwithstanding (17.1), 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 18. DISCIPLINE

- 18.1 The Employer will discipline employees for just cause only. Discipline will be in the form of:
- 18.1.1 Written reprimand;
 - 18.1.2 Suspension;
 - 18.1.3 Reduction;
 - 18.1.4 Discharge.
- 18.2 Suspensions, reductions, and discharges will be in written form.
- 18.3 Employees and the Association will receive copies of written reprimands and notices of suspension and discharge.
- 18.4 Employees may examine all information in their Employer personnel files that concerns work evaluations, commendations and/or disciplinary actions. Files may be examined at reasonable times under the direct supervision of the Employer.
- 18.5 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 and/or union will be given the opportunity to respond in writing.
- 18.6 An employee to be questioned concerning an investigation of disciplinary action shall have the right to request that an Association Representative be present.
- 18.7 A grievance relating to this Article shall be processed in accordance with the grievance procedure of this Agreement in Article 19 and M.S. § 179A.20, Subd. 4. This provision is not intended to abrogate rights of veterans pursuant to statute.

ARTICLE 19. GRIEVANCE PROCEDURE

- 19.1 The Employer shall recognize stewards selected in accordance with Association rules and regulations as the grievance representatives of the bargaining unit. The Association shall notify the Employer in writing of the names of the stewards and of their successors when so named.
- 19.2 It is recognized and accepted by the Employer and the Association 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 only when consistent with such employee duties and responsibilities. The steward involved and a grieving employee shall suffer no loss in pay when a grievance is processed during working hours, provided the steward and the employee have notified and received the approval of their supervisor to be absent to process a grievance and that such absence would not be detrimental to the work programs of the Employer.
- 19.3 The procedure established by this Article shall be the sole and exclusive procedure for the processing of grievances, which are defined as an alleged violation of the terms and conditions of this Agreement.
- 19.4 Grievances shall be resolved in conformance with the following procedure:
- Step 1. Upon the occurrence of an alleged violation of this Agreement, the employee involved with or without the steward shall attempt to resolve the matter on an informal basis with the employee's supervisor. If the matter is not resolved to the employee's satisfaction by the informal discussion, it may be reduced to writing and referred to Step 2 by the Association. The written grievance shall set forth the nature of the grievance, the facts on which it is based, the alleged section(s) of the Agreement violated, and relief requested. Any alleged violation of the Agreement not reduced to writing by the Association within ten (10) workdays of the first occurrence of the event giving rise to the grievance, shall be considered waived.
- Step 2. Within ten (10) workdays after receiving the written grievance, a designated Employer supervisor shall meet with the Association steward and attempt to resolve the grievance. If, as a result of this meeting, the grievance remains unresolved, the Employer shall reply in writing to the Association within five (5) workdays following this meeting. The Association may refer the grievance in writing to Step 3 within ten (10) workdays following receipt of the Employer's written answer. Any grievance not referred in writing by the Association within ten (10) workdays following receipt of the Employer's answer shall be considered waived.

ARTICLE 19. GRIEVANCE PROCEDURE (continued)

Step 3. Within ten (10) workdays following receipt of a grievance referred from Step 2, a designated Employer supervisor shall meet with the Association's representative or his designated representative, the Employee, and the Steward, and attempt to resolve the grievance. Within ten (10) workdays following this meeting, the Employer shall reply in writing to the Association stating the Employer's answer concerning the grievance. If, as a result of the written response, the grievance remains unresolved, the Association may refer the grievance to Step 4. Any grievance not referred in writing by the Association to grievance mediation or Step 4 within ten (10) workdays following receipt of the Employer's answer shall be considered waived. The Employer within ten (10) working days of receipt of the request for review at Step 4 may refer the grievance to grievance mediation or allow the grievance to proceed to Step 4.

Step 4. If the grievance remains unresolved after the Step 3 response and/or grievance mediation, the Association may within ten (10) workdays after the response of the Employer or conclusion of mediation, request arbitration of the grievance. The arbitration proceedings shall be conducted by an arbitrator to be selected by mutual agreement of the Employer and the Association within ten (10) workdays after notice has been given. If the parties fail to mutually agree upon an arbitrator within the said ten (10)-day period, either party may request the Bureau of Mediation Services to submit a panel of five (5) arbitrators. Both the Employer and the Association shall have the right to strike two (2) names from the panel. The order of striking will be determined by the flip of a coin. The process will be repeated and the remaining person shall be the arbitrator.

- 19.5 The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the specific issue submitted in writing by the Employer and the Association, 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 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 based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented. The decision of the arbitrator shall be final and binding on the Employer, the Association, and the employees.
- 19.6 The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Association, 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.
- 19.7 The time limits in each step of this procedure may be extended by mutual agreement of the Employer and the Association.
- 19.8 It is understood by the Association and the Employer that if an issue is determined by this grievance procedure, it shall not again be submitted for determination in another forum. If an issue is determined by any other forum, it shall not again be submitted for arbitration under this grievance procedure.

ARTICLE 20. NON-DISCRIMINATION

- 20.1 The terms and conditions of this Agreement will be applied to employees equally without regard to or discrimination for or against any individual because of race, color, creed, sex, age, or because of membership or non-membership in the Association. The Association recognizes its responsibility as bargaining agent and agrees fairly to represent all employees in the bargaining unit. Notwithstanding this obligation, if fair share fees under PELRA (M.S. §179A) are prohibited under law, the Employer recognizes the right of the Association to charge nonmembers of the Association a reasonable service fee for representation in grievances, appeals and hearings. The Association assumes full responsibility for the collection of this fee.
- 20.2 Employees will perform their duties and responsibilities in a non-discriminatory manner as such duties and responsibilities involve other employees and the general public.

ARTICLE 21. WORK STOPPAGE

- 21.1 The Association and the Employer agree that there shall be no strikes, work stoppages, slow-downs, sit-down, stay-in or other concerted interference with the Employer's business or affairs by any of said Association and/or members thereof, and there shall be no bannering during existence of this Agreement without first using all possible means of peaceful settlement of any controversy which may arise. Employees engaging in same shall be liable for disciplinary action.

ARTICLE 22. MILEAGE

SECTION 1. MILEAGE ALLOWANCE. 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 established by the Board of Education. The mileage reimbursement rate shall be indexed periodically to reflect the rate established by the IRS.

SECTION 2. REIMBURSEMENT PROCEDURES. 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 23. SAVING CLAUSE

- 23.1 This Agreement is subject to the laws of the United States, the State of Minnesota. In the event any provisions 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 provisions 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 24. DURATION AND EFFECTIVE DATE

- 24.1 Except as herein provided, this Agreement shall be effective as of January 1, 2020, and shall continue in full force and effect through December 31, 2021, 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 so as to comply with the provisions of the Public Employment Labor Relations Act of 1971, as amended.
- 24.2 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 Board of Education of Independent School District No. 625 and is also subject to ratification by the Association.

WITNESSES:

INDEPENDENT SCHOOL DISTRICT NO. 625



Chair, Board of Education



Executive Director of Human Resources
Assistant

10/22/2020

Date

THE CITY OF SAINT PAUL PROFESSIONAL
EMPLOYEES ASSOCIATION



President, P.E.A.



Legal Counsel, P.E.A.

9.29.2020

Date

APPENDIX A

TITLES AND SALARIES

	Year	1	2	3	4	5	6	7	8	9	10	11	12
Step	1	2	3	4	5	6	7	8	9	10	11	12	
Grade 3													
Fund Development Assistant													
Public Information Specialist 1													
1-4-20	\$42,876	\$45,043	\$47,255	\$49,676	\$52,133	\$54,794	\$57,453	\$59,411	\$60,110	\$63,420	\$66,748	\$67,251	
1-2-21	\$43,734	\$45,944	\$48,200	\$50,670	\$53,176	\$55,890	\$58,602	\$60,599	\$61,312	\$64,688	\$68,083	\$68,596	
Grade 5													
Graphic Artist 1													
Grants Assistant													
Management Assistant 1													
Technical Training Assistant													
1-4-20	\$45,461	\$47,837	\$50,173	\$52,675	\$55,265	\$58,071	\$60,923	\$62,999	\$63,741	\$67,250	\$70,579	\$71,080	
1-2-21	\$46,370	\$48,794	\$51,176	\$53,729	\$56,370	\$59,232	\$62,141	\$64,259	\$65,016	\$68,595	\$71,991	\$72,502	
Grade 6													
Environmental Assistant													
1-4-20	\$46,881	\$49,258	\$51,718	\$54,264	\$56,930	\$59,857	\$62,788	\$64,928	\$65,691	\$69,309	\$72,641	\$73,141	
1-2-21	\$47,819	\$50,243	\$52,752	\$55,349	\$58,069	\$61,054	\$64,044	\$66,227	\$67,005	\$70,695	\$74,094	\$74,604	
Grade 7													
Accountant I													
Librarian I													
Public Information Specialist 2													
Research Analyst I													
1-4-20	\$48,298	\$50,674	\$53,261	\$55,931	\$58,682	\$61,643	\$64,699	\$66,902	\$67,689	\$71,420	\$74,750	\$75,251	
1-2-21	\$49,264	\$51,687	\$54,326	\$57,050	\$59,856	\$62,876	\$65,993	\$68,240	\$69,043	\$72,848	\$76,245	\$76,756	
Grade 8													
Workforce Management 1													
1-4-20	\$49,755	\$52,219	\$54,762	\$57,559	\$60,432	\$63,516	\$66,652	\$68,920	\$69,733	\$73,574	\$76,906	\$77,406	
1-2-21	\$50,750	\$53,263	\$55,857	\$58,710	\$61,641	\$64,786	\$67,985	\$70,298	\$71,128	\$75,045	\$78,444	\$78,954	

APPENDIX A (continued)

TITLES AND SALARIES

	Year	1	2	3	4	5	6	7	8	9	10	11	12
Step	0												
Grade 9													
Environmental Specialist 1													
Facilities Department Assistant													
Management Assistant 2													
Nutrition Specialist													
Security & Emergency Management Department Assistant													
1-4-20	\$51,218	\$53,764	\$56,471	\$59,309	\$62,270	\$65,345	\$68,602	\$70,939	\$71,777	\$75,729	\$79,057	\$79,561	
1-2-21	\$52,242	\$54,839	\$57,600	\$60,495	\$63,515	\$66,652	\$69,974	\$72,358	\$73,213	\$77,244	\$80,638	\$81,152	
Grade 10													
Accountability Assistant													
Contract Coordinator													
Energy Efficiency Coordinator													
Furniture and Move Coordinator													
Graphic Artist 2													
Human Resource Coordinator													
Research Analyst 2													
Security & Emergency Management Project Coordinator													
Student Information System Support Specialist													
Training Specialist													
1-4-20	\$52,675	\$55,344	\$58,138	\$61,058	\$64,064	\$67,343	\$70,729	\$73,140	\$73,999	\$78,077	\$81,407	\$81,908	
1-2-21	\$53,729	\$56,451	\$59,301	\$62,279	\$65,345	\$68,690	\$72,144	\$74,603	\$75,479	\$79,639	\$83,035	\$83,546	
Grade 11													
Accountant 2													
Architect 1													
Energy & Sustainability Coordinator													
1-4-20	\$54,343	\$57,056	\$59,892	\$62,938	\$66,023	\$69,215	\$72,858	\$75,341	\$76,227	\$80,424	\$83,752	\$84,255	
1-2-21	\$55,430	\$58,197	\$61,090	\$64,197	\$67,343	\$70,599	\$74,315	\$76,848	\$77,752	\$82,032	\$85,427	\$85,940	

APPENDIX A (continued)

TITLES AND SALARIES

	Year	1	2	3	4	5	6	7	8	9	10	11	12
Step	0	1	2	3	4	5	6	7	8	9	10	11	12
Grade 12													
Benefits Specialist 2													
Digital Editor													
Facilities Program Controls Specialist (Effective: 12-13-2016)													
Human Rights Investigator													
Nutrition and Custodial Services Purchasing Analyst													
Safety Specialist													
Systems Analyst 1													
Technology Construction Project Coordinator													
Value Analyst 1													
Workforce Management Specialist 2													
1-4-20	\$55,972	\$58,728	\$61,686	\$64,771	\$67,984	\$71,511	\$75,028	\$77,582	\$78,497	\$82,821	\$86,150	\$86,651	\$86,651
1-2-21	\$57,091	\$59,903	\$62,920	\$66,066	\$69,344	\$72,941	\$76,529	\$79,134	\$80,067	\$84,477	\$87,873	\$88,384	\$88,384
Grade 13													
Environmental Specialist 2													
Fund Development Specialist													
Management Assistant 3													
Marketing Communications Senior Associate													
Senior Marketing and Development Specialist													
1-4-20	\$57,644	\$60,560	\$63,478	\$66,692	\$70,109	\$73,598	\$77,195	\$79,825	\$80,766	\$85,213	\$88,543	\$89,045	\$89,045
1-2-21	\$58,797	\$61,771	\$64,748	\$68,026	\$71,511	\$75,070	\$78,739	\$81,422	\$82,381	\$86,917	\$90,314	\$90,826	\$90,826
Grade 14													
Ombudsperson													
Research Analyst 3													
Recruitment and Diversity Specialist													
Safety Program Specialist													
Workforce Design Specialist													
Workforce Management Specialist 3													
1-4-20	\$59,349	\$62,313	\$65,480	\$68,692	\$72,156	\$75,767	\$79,582	\$82,296	\$83,266	\$87,849	\$91,178	\$91,680	\$91,680
1-2-21	\$60,536	\$63,559	\$66,790	\$70,066	\$73,599	\$77,282	\$81,174	\$83,942	\$84,931	\$89,606	\$93,002	\$93,514	\$93,514

APPENDIX A (continued)

TITLES AND SALARIES

	Year	1	2	3	4	5	6	7	8	9	10	11	15	20
Step	0													

Grade 15

Accountant 3
Architect 2

Construction Project Manager (Effective: 11-15-2016)

Facilities Maintenance Planner
Maintenance and Capital Improvement Planner

1-4-20	\$61,144	\$64,148	\$67,401	\$70,737	\$74,281	\$78,106	\$82,012	\$84,808	\$85,804	\$90,532	\$93,861	\$93,861	\$93,861	\$94,365
1-2-21	\$62,367	\$65,431	\$68,749	\$72,152	\$75,767	\$79,668	\$83,652	\$86,504	\$87,520	\$92,343	\$95,738	\$95,738	\$95,738	\$96,252

Grade 16

Business Analyst

Commissioning Coordinator (Effective: 12-13-2016)

Environmental Specialist 3
Facilities Data Coordinator
Human Resource Consultant
Human Resource Information Management Analyst
Information Technology Purchasing Analyst
Management Information Systems Analyst/Applications Support
Paralegal (Effective: 6/19/2020)

Network Specialist
PeopleSoft Information Management Analyst
Systems Analyst 2
Systems Support Specialist 3
Transportation Data Coordinator
Value Analyst 2

1-4-20	\$62,980	\$66,152	\$69,443	\$72,902	\$76,576	\$80,403	\$84,397	\$87,274	\$88,302	\$93,167	\$96,497	\$96,497	\$96,497	\$96,997
1-2-21	\$64,240	\$67,475	\$70,832	\$74,360	\$78,108	\$82,011	\$86,085	\$89,019	\$90,068	\$95,030	\$98,427	\$98,427	\$98,427	\$98,937

Grade 17

Business Operations & Systems Coordinator
Emergency Preparedness Coordinator
Operations Performance Enhancement Specialist

1-4-20	\$64,896	\$68,067	\$71,448	\$75,072	\$78,829	\$82,872	\$87,048	\$90,012	\$91,074	\$96,088	\$99,419	\$99,419	\$99,419	\$99,919
1-2-21	\$66,194	\$69,428	\$72,877	\$76,573	\$80,406	\$84,529	\$88,789	\$91,812	\$92,895	\$98,010	\$101,407	\$101,407	\$101,407	\$101,917

APPENDIX A (continued)

TITLES AND SALARIES

Year	1	2	3	4	5	6	7	8	9	10	11	12
Step 0												
Step 1												

Grade 18

Fund Development Coordinator
 Human Resource Information Management Specialist
 Information Systems Management Specialist
 Information Technology Service Management Specialist
 Marketing and Media Relations Coordinator
 PeopleSoft/ Oracle Information Systems Specialist
 Public Relations Coordinator
 Senior Budget Analyst

Senior Human Resource Consultant (Effective: June 20, 2017)

Senior Ombudsperson
 Student Information System Support Analyst

1-4-20	\$66,774	\$70,191	\$73,657	\$77,409	\$81,247	\$85,381	\$89,517	\$92,569	\$93,656	\$98,818	\$102,148	\$102,649
1-2-21	\$68,109	\$71,595	\$75,130	\$78,957	\$82,872	\$87,089	\$91,307	\$94,420	\$95,529	\$100,794	\$104,191	\$104,702

Grade 20

Architect III
 Assessment Specialist

Construction Senior Project Manager (Effective: 11-15-2016)

Indoor Air Quality Coordinator
 Mechanical Engineer 3
 Systems Analyst 3

1-4-20	\$70,904	\$74,448	\$78,158	\$82,082	\$86,169	\$90,485	\$95,030	\$98,266	\$99,423	\$104,903	\$108,232	\$108,733
1-2-21	\$72,322	\$75,937	\$79,721	\$83,724	\$87,892	\$92,295	\$96,931	\$100,231	\$101,411	\$107,001	\$110,397	\$110,908

Grade 22

Human Resource Project Consultant
 Program Evaluator

1-4-20	\$75,198	\$78,952	\$82,913	\$87,043	\$91,379	\$96,016	\$100,800	\$104,235	\$105,460	\$111,270	\$114,600	\$115,102
1-2-21	\$76,702	\$80,531	\$84,571	\$88,784	\$93,207	\$97,936	\$102,816	\$106,320	\$107,569	\$113,495	\$116,892	\$117,404

APPENDIX A (continued)

TITLES AND SALARIES

	Year	1	2	3	4	5	6	7	8	9	10	11	15	20
Step	0													
	1													
	2													
	3													
	4													
	5													
	6													
	7													
	8													
	9													
	10													
	11													
	12													

Grade 25

Business Intelligence Developer/ Administrator
People Soft Administrator

1-4-20	\$82,207	\$86,293	\$90,546	\$95,095	\$99,850	\$104,949	\$110,132	\$113,884	\$115,223	\$121,574	\$124,903	\$125,405
1-2-21	\$83,851	\$88,019	\$92,357	\$96,997	\$101,847	\$107,048	\$112,335	\$116,162	\$117,527	\$124,005	\$127,401	\$127,913

Grade 29

Database Administrator

1-4-20	\$92,507	\$97,095	\$101,932	\$107,103	\$112,444	\$118,096	\$123,972	\$128,193	\$129,702	\$136,848	\$140,177	\$140,679
1-2-21	\$94,357	\$99,037	\$103,971	\$109,245	\$114,693	\$120,458	\$126,451	\$130,757	\$132,296	\$139,585	\$142,981	\$143,493

Grade 30

Network/Information Systems Administrator

1-4-20	\$95,301	\$100,016	\$104,977	\$110,277	\$115,781	\$121,543	\$127,747	\$132,100	\$133,654	\$141,017	\$144,348	\$144,849
1-2-21	\$97,207	\$102,016	\$107,077	\$112,483	\$118,097	\$123,974	\$130,302	\$134,742	\$136,327	\$143,837	\$147,235	\$147,746

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

APPENDIX B

TITLES AND GRADES
PROFESSIONAL EMPLOYEES' ASSOCIATION

<u>Grades</u>	<u>Classified Titles</u>
Grade 7	Accountant 1
Grade 11	Accountant 2
Grade 15	Accountant 3
Grade 11	Architect 1
Grade 15	Architect 2
Grade 20	Architect 3
Grade 16	Business Analyst
Grade 25	Business Intelligence Developer/Administrator
Grade 16	Commissioning Coordinator
Grade 15	Construction Project Manager
Grade 20	Construction Senior Project Manager
Grade 12	Facilities Program Controls Specialist
Grade 6	Environmental Assistant
Grade 9	Environmental Specialist 1
Grade 13	Environmental Specialist 2
Grade 16	Environmental Specialist 3
Grade 5	Graphic Artist 1
Grade 10	Graphic Artist 2
Grade 20	Indoor Air Quality Coordinator
Grade 16	Information Technology Purchasing Analyst
Grade 18	Information Technology Service Management Specialist
Grade 15	Maintenance and Capital Improvement Planner
Grade 5	Management Assistant 1
Grade 9	Management Assistant 2
Grade 13	Management Assistant 3
Grade 20	Mechanical Engineer 3
Grade 12	Multimedia Specialist
Grade 16	Paralegal (Effective June 16, 2020)
Grade 16	Network Specialist
Grade 12	Nutrition and Custodial Services Purchasing Analyst
Grade 25	PeopleSoft Administrator
Grade 3	Public Information Specialist 1
Grade 7	Public Information Specialist 2
Grade 7	Research Analyst 1
Grade 10	Research Analyst 2
Grade 14	Research Analyst 3
Grade 12	Safety Specialist
Grade 9	Security & Emergency Management Department Assistant
Grade 18	Senior Budget Analyst
Grade 12	Systems Analyst 1
Grade 16	Systems Analyst 2
Grade 20	Systems Analyst 3
Grade 10	Training Specialist
Grade 12	Value Analyst 1
Grade 16	Value Analyst 2

Appendix B (continued)

**TITLES AND GRADES
PROFESSIONAL EMPLOYEES' ASSOCIATION**

<u>Grades</u>	<u>Unclassified Titles</u>
Grade 9	Accountability Assistant
Grade 20	Assessment Specialist
Grade 12	Benefits Specialist 2
Grade 17	Business Operations and Systems Coordinator
Grade 12	Communications Specialist
Grade 10	Contract Coordinator
Grade 29	Database Administrator
Grade 12	Digital Editor
Grade 17	Emergency Preparedness Coordinator
Grade 10	Energy Efficiency Coordinator
Grade 11	Energy & Sustainability Coordinator
Grade 16	Facilities Data Coordinator
Grade 9	Facilities Department Assistant
Grade 15	Facilities Maintenance Planner
Grade 3	Fund Development Assistant
Grade 18	Fund Development Coordinator
Grade 13	Fund Development Specialist
Grade 10	Furniture and Move Coordinator
Grade 16	Human Resource Consultant
Grade 10	Human Resource Coordinator
Grade 16	Human Resource Information Management Analyst
Grade 18	Human Resource Information Management Systems Specialist
Grade 22	Human Resources Project Consultant
Grade 14	Human Resource Specialist
Grade 12	Human Rights Investigator
Grade 18	Marketing and Media Relations Coordinator
Grade 13	Marketing Communications Senior Associate
Grade 16	MIS Analyst/Application Support
Grade 30	Network/Information Systems Administrator
Grade 9	Nutrition Specialist
Grade 14	Ombudsperson
Grade 17	Operations Performance Enhancement Specialist
Grade 16	PeopleSoft Information Management Analyst
Grade 18	PeopleSoft/ Oracle Information Systems Specialist
Grade 22	Program Evaluator
Grade 18	Public Relations Coordinator
Grade 14	Recruitment and Diversity Specialist
Grade 14	Safety Program Specialist
Grade 10	Security and Emergency Management Project Coordinator
Grade 13	Senior Marketing and Development Specialist
Grade 18	Senior Human Resource Consultant (Effective 6/20/2017)
Grade 18	Senior Ombudsperson
Grade 18	Student Information System Support Analyst
Grade 10	Student Information System Support Specialist
Grade 16	Systems Support Specialist 3
Grade 5	Technical Training Assistant
Grade 12	Technology Construction Project Coordinator
Grade 16	Transportation Data Coordinator

Appendix B (continued)

**TITLES AND GRADES
PROFESSIONAL EMPLOYEES' ASSOCIATION**

<u>Grades</u>	<u>Unclassified Titles</u>
Grade 14	Workforce Design Specialist
Grade 8	Workforce Management Specialist 1
Grade 12	Workforce Management Specialist 2
Grade 14	Workforce Management Specialist 3

APPENDIX C

STANDARD RANGES, January 4, 2020
PROFESSIONAL EMPLOYEES' ASSOCIATION

Years	Start	1	2	3	4	5	6	7	8	9	15	20
Step	1	2	3	4	5	6	7	8	9	10	15	20
Grade 1	40,458	42,416	44,545	46,839	49,088	51,645	54,154	55,999	56,657	59,777	63,107	63,610
2	41,667	43,710	45,922	48,173	50,634	53,180	55,848	57,749	58,431	61,648	64,976	65,479
3	42,876	45,043	47,255	49,676	52,133	54,794	57,453	59,411	60,110	63,420	66,748	67,251
4	44,169	46,335	48,717	51,174	53,720	56,366	59,230	61,247	61,970	65,383	68,713	69,216
5	45,461	47,837	50,173	52,675	55,265	58,071	60,923	62,999	63,741	67,250	70,579	71,080
6	46,881	49,258	51,718	54,264	56,930	59,857	62,788	64,928	65,691	69,309	72,641	73,141
7	48,298	50,674	53,261	55,931	58,682	61,643	64,699	66,902	67,689	71,420	74,750	75,251
8	49,755	52,219	54,762	57,559	60,432	63,516	66,652	68,920	69,733	73,574	76,906	77,406
9	51,218	53,764	56,471	59,309	62,270	65,345	68,602	70,939	71,777	75,729	79,057	79,561
10	52,675	55,344	58,138	61,058	64,064	67,343	70,729	73,140	73,999	78,077	81,407	81,908
11	54,343	57,056	59,892	62,938	66,023	69,215	72,858	75,341	76,227	80,424	83,752	84,255
12	55,972	58,728	61,686	64,771	67,984	71,511	75,028	77,582	78,497	82,821	86,150	86,651
13	57,644	60,560	63,478	66,692	70,109	73,598	77,195	79,825	80,766	85,213	88,543	89,045
14	59,349	62,313	65,480	68,692	72,156	75,767	79,582	82,296	83,266	87,849	91,178	91,680
15	61,144	64,148	67,401	70,737	74,281	78,106	82,012	84,808	85,804	90,532	93,861	94,365
16	62,980	66,152	69,443	72,902	76,576	80,403	84,397	87,274	88,302	93,167	96,497	96,997
17	64,896	68,067	71,448	75,072	78,829	82,872	87,048	90,012	91,074	96,088	99,419	99,919
18	66,774	70,191	73,657	77,409	81,247	85,381	89,517	92,569	93,656	98,818	102,148	102,649
19	68,776	72,237	75,864	79,663	83,707	87,805	92,252	95,396	96,516	101,832	105,162	105,664
20	70,904	74,448	78,158	82,082	86,169	90,485	95,030	98,266	99,423	104,903	108,232	108,733
21	72,988	76,661	80,498	84,584	88,712	93,206	97,893	101,230	102,419	108,062	111,391	111,894
22	75,198	78,952	82,913	87,043	91,379	96,016	100,800	104,235	105,460	111,270	114,600	115,102
23	77,505	81,331	85,348	89,713	94,135	98,953	103,882	107,419	108,686	114,672	118,002	118,503
24	79,748	83,791	87,962	92,341	97,015	101,844	106,877	110,518	111,816	117,978	121,307	121,810
25	82,207	86,293	90,546	95,095	99,850	104,949	110,132	113,884	115,223	121,574	124,903	125,405
26	84,707	88,795	93,342	98,012	102,893	108,098	113,427	117,292	118,673	125,210	128,540	129,042
27	87,168	91,547	96,094	100,931	105,977	111,289	116,857	120,840	122,258	128,991	132,321	132,823
28	89,796	94,304	99,058	103,895	109,106	114,691	120,371	124,471	125,935	132,876	136,205	136,706
29	92,507	97,095	101,932	107,103	112,444	118,096	123,972	128,193	129,702	136,848	140,177	140,679
30	95,301	100,016	104,977	110,277	115,781	121,543	127,747	132,100	133,654	141,017	144,348	144,849
31	98,139	103,060	108,189	113,571	119,242	125,286	131,504	135,984	137,584	145,162	148,493	148,994
32	101,017	106,147	111,442	117,033	122,830	129,072	135,427	140,044	141,690	149,495	152,826	153,329
33	104,061	109,316	114,778	120,577	126,542	132,943	139,550	144,305	146,002	154,042	157,375	157,876
34	107,189	112,610	118,238	124,125	130,336	136,903	143,804	148,702	150,452	158,739	162,072	162,573
35	110,439	116,033	121,745	127,836	134,215	141,071	148,057	153,099	154,901	163,433	166,766	167,266
36	113,737	119,412	125,416	131,715	138,261	145,238	152,437	157,631	159,485	168,273	171,602	172,105
37	117,155	122,995	129,128	135,632	142,391	149,621	157,036	162,388	164,299	173,349	176,679	177,181
38	120,703	126,710	133,048	139,679	146,686	154,128	161,723	167,231	169,203	178,520	181,849	182,352
39	124,293	130,504	137,012	143,934	151,107	158,680	166,628	172,302	174,333	183,936	187,266	187,766
40	128,044	134,469	141,181	148,145	155,652	163,790	171,618	177,464	179,552	189,445	192,774	193,276
41	131,838	138,467	145,350	152,604	160,240	168,636	176,694	182,714	184,863	195,048	198,377	198,881
42	135,842	142,557	149,688	157,154	165,035	173,698	182,033	188,233	190,452	200,939	204,268	204,769
43	139,849	146,895	154,196	161,909	170,044	178,931	187,500	193,889	196,168	206,975	210,305	210,807
44	144,057	151,272	158,863	166,834	175,131	184,289	193,140	199,720	202,070	213,203	216,531	217,032
45	148,440	155,818	163,578	171,740	180,344	189,778	198,914	205,690	208,107	219,572	222,902	223,404

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)

STANDARD RANGES, January 2, 2021
PROFESSIONAL EMPLOYEES ASSOCIATION

Years	Start	1	2	3	4	5	6	7	8	9	15	20
Step	1	2	3	4	5	6	7	8	9	10	15	20
Grade 1	41,267	43,264	45,436	47,776	50,070	52,678	55,237	57,119	57,790	60,973	64,369	64,882
2	42,500	44,584	46,840	49,136	51,647	54,244	56,965	58,904	59,600	62,881	66,276	66,789
3	43,734	45,944	48,200	50,670	53,176	55,890	58,602	60,599	61,312	64,688	68,083	68,596
4	45,052	47,262	49,691	52,197	54,794	57,493	60,415	62,472	63,209	66,691	70,087	70,600
5	46,370	48,794	51,176	53,729	56,370	59,232	62,141	64,259	65,016	68,595	71,991	72,502
6	47,819	50,243	52,752	55,349	58,069	61,054	64,044	66,227	67,005	70,695	74,094	74,604
7	49,264	51,687	54,326	57,050	59,856	62,876	65,993	68,240	69,043	72,848	76,245	76,756
8	50,750	53,263	55,857	58,710	61,641	64,786	67,985	70,298	71,128	75,045	78,444	78,954
9	52,242	54,839	57,600	60,495	63,515	66,652	69,974	72,358	73,213	77,244	80,638	81,152
10	53,729	56,451	59,301	62,279	65,345	68,690	72,144	74,603	75,479	79,639	83,035	83,546
11	55,430	58,197	61,090	64,197	67,343	70,599	74,315	76,848	77,752	82,032	85,427	85,940
12	57,091	59,903	62,920	66,066	69,344	72,941	76,529	79,134	80,067	84,477	87,873	88,384
13	58,797	61,771	64,748	68,026	71,511	75,070	78,739	81,422	82,381	86,917	90,314	90,826
14	60,536	63,559	66,790	70,066	73,599	77,282	81,174	83,942	84,931	89,606	93,002	93,514
15	62,367	65,431	68,749	72,152	75,767	79,668	83,652	86,504	87,520	92,343	95,738	96,252
16	64,240	67,475	70,832	74,360	78,108	82,011	86,085	89,019	90,068	95,030	98,427	98,937
17	66,194	69,428	72,877	76,573	80,406	84,529	88,789	91,812	92,895	98,010	101,407	101,917
18	68,109	71,595	75,130	78,957	82,872	87,089	91,307	94,420	95,529	100,794	104,191	104,702
19	70,152	73,682	77,381	81,256	85,381	89,561	94,097	97,304	98,446	103,869	107,265	107,777
20	72,322	75,937	79,721	83,724	87,892	92,295	96,931	100,231	101,411	107,001	110,397	110,908
21	74,448	78,194	82,108	86,276	90,486	95,070	99,851	103,255	104,467	110,223	113,619	114,132
22	76,702	80,531	84,571	88,784	93,207	97,936	102,816	106,320	107,569	113,495	116,892	117,404
23	79,055	82,958	87,055	91,507	96,018	100,932	105,960	109,567	110,860	116,965	120,362	120,873
24	81,343	85,467	89,721	94,188	98,955	103,881	109,015	112,728	114,052	120,338	123,733	124,246
25	83,851	88,019	92,357	96,997	101,847	107,048	112,335	116,162	117,527	124,005	127,401	127,913
26	86,401	90,571	95,209	99,972	104,951	110,260	115,696	119,638	121,046	127,714	131,111	131,623
27	88,911	93,378	98,016	102,950	108,097	113,515	119,194	123,257	124,703	131,571	134,967	135,479
28	91,592	96,190	101,039	105,973	111,288	116,985	122,778	126,960	128,454	135,534	138,929	139,440
29	94,357	99,037	103,971	109,245	114,693	120,458	126,451	130,757	132,296	139,585	142,981	143,493
30	97,207	102,016	107,077	112,483	118,097	123,974	130,302	134,742	136,327	143,837	147,235	147,746
31	100,102	105,121	110,353	115,842	121,627	127,792	134,134	138,704	140,336	148,065	151,463	151,974
32	103,037	108,270	113,671	119,374	125,287	131,653	138,136	142,845	144,524	152,485	155,883	156,396
33	106,142	111,502	117,074	122,989	129,073	135,602	142,341	147,191	148,922	157,123	160,523	161,034
34	109,333	114,862	120,603	126,608	132,943	139,641	146,680	151,676	153,461	161,914	165,313	165,824
35	112,648	118,354	124,180	130,393	136,899	143,892	151,018	156,161	157,999	166,702	170,101	170,611
36	116,012	121,800	127,924	134,349	141,026	148,143	155,486	160,784	162,675	171,638	175,034	175,547
37	119,498	125,455	131,711	138,345	145,239	152,613	160,177	165,636	167,585	176,816	180,213	180,725
38	123,117	129,244	135,709	142,473	149,620	157,211	164,957	170,576	172,587	182,090	185,486	185,999
39	126,779	133,114	139,752	146,813	154,129	161,854	169,961	175,748	177,820	187,615	191,011	191,521
40	130,605	137,158	144,005	151,108	158,765	167,066	175,050	181,013	183,143	193,234	196,629	197,142
41	134,475	141,236	148,257	155,656	163,445	172,009	180,228	186,368	188,560	198,949	202,345	202,859
42	138,559	145,408	152,682	160,297	168,336	177,172	185,674	191,998	194,261	204,958	208,353	208,864
43	142,646	149,833	157,280	165,147	173,445	182,510	191,250	197,767	200,091	211,115	214,511	215,023
44	146,938	154,297	162,040	170,171	178,634	187,975	197,003	203,714	206,111	217,467	220,862	221,373
45	151,409	158,934	166,850	175,175	183,951	193,574	202,892	209,804	212,269	223,963	227,360	227,872

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 D

Certifications List for Article 10. Professional Growth

ALEP	Accredited Learning Environment Planner
APM	Associate in Project Management
CCCA	Certified Construction Contract Administrator
CCIE	Cisco Certified Internetwork Expert
CCM	Certified Construction Manager
CCNP	Cisco Certified Network Professional
CCS	Certified Construction Specifier
CCSP	Certified Cloud Security Professional
CDT	Construction Documents Technologist
CEH	Certified Ethical Hacker
CHMM	Certified Hazardous Materials Manager
CISA	Certified Information Systems Auditor
CISSP	Certified Information System Security Professional
CLRP	Certified Labor Relations Professional
CPM	Certified Project Manager
CPP	Certified Payroll Professionals
CSP	Certified Safety Professional
GPC	Grants Professional Certification
FPC	Fundamental Payroll Certification
JAMF-200	JAMF Certified Technician
JAMF-300	JAMF Certified Administrator
LEED	Leadership in Energy & Environmental Design
MCSE	Microsoft Certified Solutions Expert
MN AELSLAGID, PA	Architect Registration
MN AELSLAGID, PE	Professional Engineer Registration
MN AELSLAGID, PLA	Landscape Architect Registration
MPM	Master Project Manager
PMP	Project Management Professional
Security+	CompTIA Security+
SHRM-SCP	Society for Human Resource Management Senior Certified Professional
SRM-CP	Society for Human Resource Management Certified Professional
SSCP	ISC2 Security Systems Certified Practitioner

ADDITIONAL INFORMATION

(Not a Part of the Negotiated Agreement)

LABOR MANAGEMENT COOPERATION

The District and Association agree that it is in the best interest of professional employees and the school district to meet and discuss areas of concern or ideas for ways to improve what we are already doing. Therefore, the Association and the District will work together, during the term of the **2020-2021** labor agreement, on a forum for these discussions. These discussions are intended to address issues quickly by bringing people relevant to the discussion together in a forum to talk. Either the Association or the District can initiate these discussions. Both parties understand that to limit disruptions at the various work sites, participation in these discussions should be limited to small groups of people. This forum does not replace negotiations of contractual issues.



**Human Resources Department
District 625**
360 Colborne Street 3rd Floor
Saint Paul, MN 55102

Independent School

An Affirmative Action/
Equal Opportunity Employer

Telephone: (651) 767-8200 • **Fax:** (651) 665-0269 • **Website.**

July 28, 2020

Mr. Mike Wilde
Attorney representing Professional Employees Association

Re: Letter of Understanding to review classifications listed within the PEA contract

Dear Mr. Wilde,

The purpose of this letter is to summarize and document the discussion and understanding from our recent labor contract negotiations. The Professional Employees Association and Saint Paul Public Schools have both agreed to meet and review the list of classifications as stated in the 2018-2019 labor agreement. The Parties desire to not only review those classifications, but to mutually agree to remove classifications which are obsolete or have not been utilized for a significant period of time. Additionally, any recent job classifications which are not listed in the referenced agreement would be added.

The parties have contemplated using a labor management process to accomplish the collaborative process mutually desired by both parties.

Respectfully,

Jim Vollmer
Assistant Director Employee/Labor Relations

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