

# **MASTER AGREEMENT**

2019-2020 and 2020-2021

between

**MEEKER AND WRIGHT SPECIAL EDUCATION  
COOPERATIVE**

JOINT POWERS BOARD #938

and

**EDUCATION MINNESOTA-MAWSECO**

Effective

July 1, 2019 through June 30, 2021

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MEEKER AND WRIGHT SPECIAL EDUCATION COOPERATIVE  
JOINT POWERS DISTRICT NO. 938  
Howard Lake, Minnesota

**AGREEMENT**  
**2019-2021**

**ARTICLE I**

**PURPOSE**

THIS AGREEMENT is entered into between Joint Powers Board No. 938, Meeker and Wright Special Education Cooperative (hereinafter referred to as the Cooperative) and the Meeker and Wright Special Education Cooperative Education Association (hereinafter referred to as the Education Minnesota-MAWSECO), pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions of employment for Cooperative licensed teachers hereinafter referred to as teacher during the term of this Agreement.

**ARTICLE II**

**RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

Section 1. RECOGNITION: In accordance with the P.E.L.R.A., the Cooperative recognizes the Education Minnesota-MAWSECO as the exclusive representative of licensed teachers employed by the Cooperative. This Education Minnesota-MAWSECO shall have those rights and duties as prescribed by P.E.L.R.A. and as described in the provisions of this Agreement.

Section 2. APPROPRIATE UNIT: The Education Minnesota-MAWSECO shall represent all licensed teachers acting in a consultative capacity and licensed direct service teachers as defined in this Agreement and in said Act.

## **ARTICLE III**

### **DEFINITIONS**

Section 1. TERMS AND CONDITIONS OF EMPLOYMENT: Shall mean the hours of employment, the compensation therefore and economic aspects relating to employment, but does not mean educational policies of the Cooperative. Terms and condition of employment are subject to the provisions of P.E.L.R.A.

Section 2. TEACHER: The term "teacher" shall mean all persons in the appropriate unit, employed in a position (by the Cooperative) for which the person must be licensed by the State of Minnesota.

Section 3. JOINT POWERS BOARD: For the purpose of administering this Agreement the term "Joint Powers Board" shall mean the Board composed of the designated representatives for the school boards of each of the member school districts.

Section 4. OTHER TERMS: Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

## **ARTICLE IV**

### **DURATION OF AGREEMENT**

Section 1. TERM AND REOPENING NEGOTIATIONS: This Agreement shall remain in full force and effect for a period commencing on July 1, 2019 through June 30, 2021 and thereafter until modifications are made, pursuant to the P.E.L.R.A. If either party desires to modify this Agreement for the succeeding agreement period commencing on July 1, 2021, it shall give written notice of such intent not later than May 1, 2021. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) calendar days prior to June 30, 2021.

Section 2. EFFECT: This agreement constitutes the full and complete Agreement between the Cooperative and Education Minnesota-MAWSECO representing the teachers of the Cooperative. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, Cooperative policies, rules, or regulations concerning terms and conditions of employment inconsistent with these provisions. Nothing in this Agreement shall be construed to obligate the Cooperative to continue or discontinue existing or past practices or prohibit the Cooperative from exercising all management rights and prerogatives, except insofar as this exercise would be in express violation of any term or terms of this Agreement.

Section 3. FINALITY: Any matters relating to the current agreement term, whether or not referred to in this Agreement shall not be open for negotiations during the term of this Agreement.

Section 4. SEVERABILITY: The provisions of this Agreement shall be severable and if any provision thereof or the application of any such provision under any circumstances is held illegal, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

Section 5. NUMBER OF OFFICIAL AGREEMENTS: There shall be three (3) signed copies of this Agreement for the purpose of record. One (1) retained by the Cooperative, one (1) by the Education Minnesota-MAWSECO, and one (1) by the Director of the Bureau of Mediation Services.

## ARTICLE V

### COOPERATIVE RIGHTS

Section 1. INHERENT MANAGERIAL RIGHTS: The Education Minnesota-MAWSECO recognizes that the Cooperative 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 Cooperative, its overall budget, utilization of technology, the organizational structure and selecting and direction and number of teacher.

Section 2. MANAGEMENT RESPONSIBILITIES: The Education Minnesota-MAWSECO recognizes the right and obligation of the Cooperative to efficiently manage and conduct the operation of the Cooperative within the legal limitations and with its primary obligation to provide educational opportunity for the students of this cooperative.

Section 3. EFFECT OF LAWS, RULES, AND REGULATIONS: The exclusive representative recognizes that all teachers covered by this Agreement shall perform the teaching and non-teaching services prescribed by the Cooperative and shall be governed by the laws of the State of Minnesota, and by Cooperative rules, regulations, directives and orders issued by properly designated officials of the Joint Powers Board. The exclusive representative also recognizes the right, obligation, and duty of the Joint Powers Board and its duly designated officials to promulgate rules, regulations, directives, and orders from time to time as deemed necessary by the Cooperative insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement. Any provision of this Agreement found to be in violation of any such laws, rules and regulations, directives or orders shall be null and void without force and effect.

Section 4. RESERVATION OF MANAGERIAL RIGHTS: The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the Cooperative.

## ARTICLE VI

### TEACHER RIGHTS

Section 1. RIGHT TO VIEWS: Pursuant to P.E.L.R.A, nothing contained in this Agreement shall be construed to limit, impair or affect the right of any teacher to the expression or communication of a view, grievance, complaint, or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designated to and does not interfere with the full faithful and proper performance of the duties of employment.

Section 2. RIGHT TO JOIN: Pursuant to P.E.L.R.A teachers shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Teachers in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such teachers.

Section 3. REQUEST FOR DUES CHECK OFF: The exclusive representative shall be allowed dues check off for its members, provided that dues check off and the proceeds thereof shall not be allowed to any exclusive representative that has lost its right to dues check off pursuant to M.S. 179A.06, Subd. 6 Upon receipt of a properly executed authorization card of the person involved, the Cooperative will deduct from the person's paycheck the dues that the person has agreed to pay to the organization.

Section 4. COPY, PATENT AND RESIDUAL RIGHTS: All teachers covered under this Agreement who produce tapes, publications, or other educational material shall retain full copy, patent and residual rights to such material, provided this material is produced on the teachers' own time without use of Cooperative equipment or materials.

Section 5. TEACHER FILES: Pursuant to P.E.L.R.A., as amended, all teacher evaluations and files will be made available to each individual. The individual shall have the right to reproduce any of the contents of the files and to submit for inclusion in the files written information in response to any material contained therein.

Section 6. PUBLICATION OF THE AGREEMENT: Copies of this Agreement titled Master Agreement between the Cooperative and the Education Minnesota-MAWSECO shall be printed at the expense of the Cooperative within thirty (30) days after the Agreement is signed and presented to all teachers who are employed and thereafter employed.

Section 7. MILEAGE REIMBURSEMENT: The mileage reimbursement rate as established by the Internal Revenue Service for a given calendar year will be the mileage rate used by the Cooperative for reimbursement to teachers.

## ARTICLE VII

### GROUP INSURANCE

Section 1. SELECTION: The selection of all insurance carriers and policies shall be made by the Cooperative. A committee will be formed to review insurance policies and will include staff as necessary for life and long term disability insurance.

Section 2. CLAIMS AGAINST THE COOPERATIVE: It is understood that the Cooperative's only obligation is to purchase insurance policies and pay such amounts as agreed to herein and no claim shall be made against the Cooperative as a result of a denial of insurance benefits by an insurance carrier.

Section 3. DURATION OF INSURANCE CONTRIBUTION: A teacher is eligible for Cooperative contribution as provided in this Article as long as the teacher is employed by the Cooperative. Upon termination of employment, all Cooperative contributions shall cease except that a teacher who has completed a full school year or more shall be eligible through August 31st of that year.

Section 4. ELIGIBILITY: Full benefits provided in this article are designed for full-time teachers, defined for the purpose of this master agreement as the following: Persons employed at least employed at one thousand ninety-two (1,092) hours per year shall receive full benefits described above. Persons employed at least seven hundred twenty-eight (728) hours per year shall be eligible for partial benefits proportional to the extent of their employment. This stipulation may be subject to some insurance carrier's limitations. An exception to the above would be long term disability which requires 600 hours of employment per contract year.

Section 5. MAJOR MEDICAL AND HOSPITALIZATION INSURANCE: The Cooperative shall contribute toward family health insurance or toward single health insurance benefits annually for each eligible staff person employed by the Cooperative who qualifies for and is enrolled in the Cooperative group health insurance and hospitalization plan. (See Articles XIV for description.)

Section 6. LIFE INSURANCE: The Cooperative will provide a group term life insurance program for teachers as described in Articles XIV.

Section 7. LONG TERM DISABILITY INSURANCE: The Cooperative shall provide long term disability insurance for teachers as described in Articles XIV.

Section 8. DENTAL INSURANCE: The Cooperative shall provide dental insurance for teachers as described in Articles XIV.

Section 9. DISTRIBUTION OF POLICIES: Upon completion of Master Agreement, teachers will receive a copy of all insurance policies.

## **ARTICLE VIII**

### **LEAVES OF ABSENCE**

Section 1. SICK LEAVE: Sick leave shall be allowed by the Cooperative whenever an employee's absence has been found to be due to personal illness or illness of a child which prevents his/her attendance at the office/school and performance of duties on that day or days in accordance with M.S. 181.9413.

Subd. 1. All full-time teachers shall earn compensated sick leave time at the rate of fifteen (15) "sick" days for each year of service while in the employ of the Cooperative, accumulative to 120 days. Part-time teachers shall accumulate on a pro-rate basis.

Subd. 2. Sick leave shall be compensated by deducting the time from the accrued sick leave days earned by the employee. Paid sick leave shall be requested and approved in the manner determined by cooperative procedure. Sick leave with pay shall be provided for those days on which the individual was scheduled to work as specified in the applicable work calendar.

Subd. 3. Medical Certification. The Cooperative, upon recommendation of the Director, may require an employee to furnish a medical certificate from a qualified physician as evidence of illness for future absences, indicating such absence was due to illness, in order to qualify for continued use of sick leave. A pregnant employee will provide, at the time of the leave application, a statement from her physician indicating the expected date of delivery.

Subd. 4. Staff Notification. Employee leave balance and usage information is available on the electronic payroll system. The employee must address any discrepancy in leave balance and usage prior to July 15<sup>th</sup> of the current year.

Subd. 5. Accumulated Days. All days accumulated while under previous Cooperative contract will be credited to the individual.

Section 2. FAMILY ILLNESS LEAVE: Will be governed according to MN Statute.

Section 3. BEREAVEMENT LEAVE: A total of five (5) days bereavement leave per year are granted for death in the immediate family for full-time teachers. Part-time teachers shall be on pro-rate basis. Additional bereavement leave may be granted subject to the approval of the Director. Such leave shall be deducted from accrued sick

leave. Immediate family shall mean the teacher's spouse, child, parent or guardian, the parent or guardian of the teacher's spouse, or the grandparent, grandchild, brother or sister of the employee. No payroll deduction will be made for bereavement leave granted for the death in the immediate family. One (1) day of bereavement leave for other relatives and close personal friends may be granted and will be deducted from accrued sick leave.

#### Section 4. CHILD CARE LEAVE:

Subd. 1. Use. A child care leave may be granted by the Cooperative subject to the provisions of this section, to one (1) teacher-parent of a natural or adopted child, 18 years of age or younger provided such teacher-parent is caring for the child on a full-time basis.

Subd. 2. Request. A teacher making application for child care leave shall inform the Director in writing of the intention to take the leave at least three (3) calendar months before commencement of the intended leave but that requirement may be waived in the event of a medical emergency as certified by the teacher's physician.

Subd. 3. Pregnancy. If the reason for the child care leave is occasioned by pregnancy, a teacher may utilize sick leave pursuant to the sick leave provisions of the Agreement during the period of physical disability. However, a teacher shall not be eligible for sick leave during the period of time covered by a child care leave. A pregnant teacher will also provide, at the time of the leave application, a statement from her physician indicating the expected date of delivery.

Subd. 4. Date of Leave. The Cooperative may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year – i.e., winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like. The availability of a substitute teacher may also be considered by the Cooperative in the granting of a child care leave or the duration thereof.

Subd. 5. Duration. In making a determination concerning the commencement and duration of a child care leave, the Cooperative will not be required to:

- (1) Grant any leave for more than twelve (12) months in duration.
- (2) Permit the teacher to return to employment prior to the date designated in the request for child care leave.

Subd. 6. Reinstatement. An employee who returns from child care leave within the provisions of this section shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave. The employee shall not accrue additional experience credit for pay purposes or leave time during the period of absence

for child care leave. A teacher returning from child care leave shall be reinstated in a position for which licensed and qualified unless previously discharged or placed on unrequested leave of absence.

Subd. 7. Performance Appraisal. The parties agree that the applicable periods of probation for teacher as set forth in Minnesota statutes are intended to be periods of actual service enabling the Cooperative to have opportunity to evaluate an employee's performance. The parties agree, therefore, that periods of time for which the employee is on child care leave shall not be counted in determining the completion of the probationary period.

Subd. 8. Failure to Return. Failure of a teacher to return pursuant to the date determined under this section shall constitute grounds for termination unless the Cooperative and the teacher mutually agree in writing to an extension in the leave.

Subd. 9. Salary and Fringe Benefits. Leave under this section shall be without pay or fringe benefits. An employee on child care leave is eligible to participate in group insurance program if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the employee wishes to retain, commencing with the beginning of the child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the Cooperative pursuant to this section.

#### Section 5. FAMILY AND MEDICAL LEAVE:

Subd. 1. Purpose. Pursuant to the Family and Medical Leave Act, 29 U.S.C. 2601 et.seq., an eligible teacher shall be granted, upon written request, up to a total of twelve (12) weeks of unpaid leave per year in connection with:

- (1) the birth and first-year care of a child;
- (2) the adoption or foster placement of a child;
- (3) the serious health condition of a teacher's spouse, child, or parent, and
- (4) the teacher's own serious health condition.

Subd. 2. Salary and Fringe Benefits. Such leave shall be unpaid, except an eligible teacher, during such leave, shall be eligible for regular Cooperative health insurance contributions as provided in this agreement for the period of the leave, but not to exceed twelve (12) weeks per year, notwithstanding any other provisions of this Agreement.

Subd. 3. Eligibility. To be eligible for the benefits of this section and insurance contribution, a teacher must have been employed by the Cooperative for the previous twelve (12) months and must have been employed for at least 1,250 hours during such twelve-month period.

Subd. 4. Paid Leave Under Contract. While FMLA leaves, except for eligible insurance contributions as provided in Subd. 2. hereof, are unpaid, nothing herein shall preclude a teacher from utilizing paid leave otherwise provided in this Agreement, provided the teacher qualifies for the paid leave; i.e., sick leave or personal leave, pursuant to the provisions of this Agreement governing such leaves. Moreover, nothing herein, or any other provision of this Agreement, shall be construed to require the Cooperative to combine leaves for a period of time that exceeds the leave provided by this section or the period of time for leaves provided in other sections of this Agreement.

Subd. 5. Notification. The teacher will provide at least thirty (30) days of written notice of request for leave when the reason for the leave is foreseeable. The teacher shall further make reasonable efforts to schedule any treatment so as to minimize disruption of the work of the Cooperative.

Section 6. PERSONAL LEAVE AND UNPAID TIME: The Cooperative will grant two (2) days per year of personal leave for full-time employees and are accumulative to five (5) days. Part-time teachers shall be on pro-rate basis. Three days prior notification to the Director necessary except in emergency. Personal leave during the first and last week of student days are at the discretion of the Director.

Subd. 1. Unpaid Time. Any unpaid time must be approved by the Director after exhausting any and all eligible leave.

Section 7. JURY SERVICE: A teacher who serves on jury duty or has been subpoenaed to appear in court shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the Cooperative. Travel and meal expenses receive in connection with jury service shall remain with the individual.

Section 8. MILITARY LEAVE: Military leave shall be granted pursuant to applicable law and the rights and responsibilities of the parties under this contract shall not be abridged by such duty.

Section 9. GENERAL LEAVES OF ABSENCE:

Subd. 1. Application. Teachers with a minimum of five (5) years of experience in the Cooperative may apply in writing for an unpaid leave of absence subject to the provisions of this section. The granting of such leave shall be at the sole discretion of the Cooperative.

Subd. 2. Purpose. Such leave may be granted by the Cooperative for overseas teacher, Peace Corps, Vista, National Teacher Corps, extended illness of the teacher, extended illness of the teacher's family, civic activities, alternative occupational experiences, teacher organization activity, service in public office, or other reasons deemed appropriate by the Cooperative.

Subd. 3. Notification. A teacher on such leave shall notify the Cooperative in writing no later than March 1 of the final leave year of the teacher's intention to return at the conclusion of the leave or to request an extension of the leave. The granting of an extension shall be at the sole discretion of the Cooperative. The Cooperative may also, at its sole discretion, waive the March 1 notice date if the Cooperative determines there are special circumstances involved.

Section 10. WORKERS' COMPENSATION: Pursuant to M.S. Chapter 176, a teacher injured on the job in the service of the Cooperative and collecting workers' compensation insurance may draw sick leave and receive full salary from the Cooperative, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 11. EDUCATION MINNESOTA-MAWSECO ACTIVITIES LEAVE: At the beginning of every school year the Association shall be credited with four (4) days of leave to be used by teachers who are officers or agents of the Association. Such leave shall be used as authorized by the Association President. Documentation of the days utilized shall be completed and submitted to the Association executive committee and the District in January and June of each school term. The cost of substitute teachers, if required, is paid by Education Minnesota-MAWSECO.

The Education Minnesota-MAWSECO agrees to notify the Director at least 48 hours prior to the date for the intended use of such leave. It is understood and agreed that unless otherwise approved by the Director, no more than two staff persons shall be eligible to take such leaves at the same time.

Section 12. MEDICAL LEAVE:

Subd. 1. Eligibility. A continuing contract teacher who is unable to teach because of illness or injury and who has exhausted all sick leave credit available or has become eligible for long-term disability compensation shall, upon written request, be granted a medical leave of absence, without pay, up to one year. The Cooperative may, in its discretion, renew such a leave upon request.

Subd. 2. Request: A request for leave of absence or renewal thereof under this section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the teacher is expected to be able to assume normal responsibilities.

Section 13. INSURANCE APPLICATION: A teacher on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The teacher shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the Cooperative the monthly payment one month in advance as it becomes due, except as otherwise provided

in Section 5. of this article. In the event the teacher is on paid leave from the Cooperative under Section 1. of this article or supplemented by sick leave pursuant to Section 11. of this article, the Cooperative will continue insurance contributions as provided herein until sick leave is exhausted. Thereafter, the teacher must pay the entire premium for any insurance retained after the exhaustion of sick leave.

Section 14. CREDIT: A teacher who returns from unpaid leave shall retain experience credit for pay purposes and other benefits which had accrued at the time the leave began. No credit shall accrue for the period of time that a teacher was on unpaid leave.

Section 15. ELIGIBILITY: Full leave benefits provided in this article shall apply only to full-time teachers as defined in ARTICLE VII, Section 4. Persons employed at least employed at one thousand ninety-two (1,092) hours per year shall receive full benefits described above. Persons employed at least seven hundred twenty-eight (728) hours per year shall be eligible for partial benefits proportional to the extent of their employment. This stipulation may be subject to some insurance carrier's limitations.

**ARTICLE IX**  
**UNREQUESTED LEAVE OF ABSENCE AND SENIORITY**

Section 1: PURPOSE. This Article governs the placement of teachers on unrequested leave of absence (“ULA”).

Section 2: GROUNDS FOR ULA. The Cooperative may place on ULA, without pay or fringe benefits, as many teachers as the Cooperative determines necessary because of discontinuance of position, lack of pupils, financial limitations, merger of programs, or for any other reason the Cooperative deems necessary.

Section 3: PLACEMENT ON ULA. Teachers who have acquired continuing contract rights shall be placed on unrequested leave of absence in the inverse order of seniority in fields in which they are licensed. A teacher who has acquired continuing contract rights must not be placed on ULA while a probationary teacher is retained in a position for which the continuing contract teacher is licensed.

Subd. 1: Seniority. For purposes of this Article, “seniority” means the first day of actual service in the Cooperative. A teacher will retain seniority while on an approved leave of absence. In the case of equal seniority, the selection of the teacher for purposes of discontinuance shall be at the discretion of the Cooperative based upon criteria including: performance, training, experience, skills in special assignments, and other relevant factors.

Subd. 2: License. In any year in which the Cooperative is placing teachers on ULA, only those teaching licenses actually received by the Director’s office as of January 1 of that year are considered for purposes of determining ULA within areas of licensure. A license filed after January 1 will be considered for purposes of reinstatement, but not for ULA.

Subd. 3: No Realignment Required. The Cooperative is not required to realign positions, transfer teachers, or reassign a more senior teacher to a different position in order to accommodate the seniority claim of a teacher who is being placed on ULA or is asserting a right of reinstatement. If staff reduction based on seniority would result in the discontinuance of programs or services, the Cooperative may determine that the employee employed therein shall not be placed on leave and the next senior person shall be placed on such leave.

Section 4: NO DROPPING OF LICENSE. A teacher may not drop a license in the subject matter in which the teacher is currently assigned by the Cooperative. If a teacher drops the license which qualified the teacher for the teacher’s current assignment, the Cooperative may place the teacher on ULA, and the teacher will have no bumping or reinstatement rights.

Section 5: NOTICE OF PLACEMENT ON ULA. The Cooperative will provide written notice to all teachers who are being placed on ULA. The notice will state the

applicable ground(s) for the action and will notify the teacher(s) of the right to request a hearing within ten (10) calendar days from the receipt of the notice. If timely requested, the hearing will be held before an independent hearing officer selected by the Cooperative. The only issue at hearing is whether the Cooperative placed the teacher on ULA in the inverse order of seniority in the field(s) in which the teacher is licensed. The failure to request a hearing within fourteen (14) calendar days will be deemed to be acquiescence to the Cooperative's action.

Section 6: RIGHTS DURING LEAVE. Any teacher placed on ULA may engage in teaching or any other occupation while on ULA and may receive unemployment compensation if otherwise eligible for such compensation under the law. The placement of a teacher on ULA will not result in a loss of seniority in the event the teacher is later reinstated.

Section 7: REINSTATEMENT RIGHTS. For a period of five (5) calendar years after being placed on ULA, teachers have a right to be reinstated in the inverse order in which they were placed on ULA, to the positions from which they were placed on ULA or, if not available, to vacant positions for which they are licensed. All reinstatement rights will automatically terminate after five (5) calendar years. The Cooperative may not employ a new teacher in a vacant position for which a teacher with reinstatement rights is qualified by licensure and experience.

Section 8: NOTIFICATION OF REINSTATEMENT. If a position becomes available for a teacher with reinstatement rights, the Cooperative will notify the teacher by United States mail or email using the last mailing address or email address the teacher provided to the Cooperative. The teacher will have ten (10) calendar days (as evidenced by the postmark or email) to notify the Cooperative, in writing, that the teacher is accepting or rejecting the offer of reinstatement. If written acceptance or rejection is not received by the Cooperative within ten (10) calendar days (as evidenced by the postmark or email), the teacher will be deemed to have waived the right to reinstatement and will forfeit any further reinstatement rights.

Section 9: TEACHER RESPONSIBILITIES ON ULA. Teachers on ULA are responsible for notifying the Cooperative of any change of mailing or email address. In addition, teachers on ULA are responsible for notifying the Cooperative by April 1 of each year if the teacher is requesting reinstatement for the following school year. Any right to reinstatement will automatically terminate if a teacher on ULA fails to provide such notice by April 1.

Section 10: SENIORITY LIST. On or before December 1st of each school year, the Cooperative will post a seniority list (by name, date of employment, and position title) in an official place in each school building in the central office. Any teacher who disagrees with his or her placement on the seniority list will have ten (10) calendar days from the date of posting to file a written objection and supply written documentation or other reliable evidence to the Director's Office establishing that the seniority list is inaccurate. Within ten (10) calendar days after publishing the initial seniority list, the Cooperative will

evaluate any written objections to the seniority list and will make any changes the Cooperative deems warranted. The Cooperative will then publish a final seniority list, which will be conclusive and binding unless the objecting teacher timely files a grievance and establishes through arbitration that his or her placement on the list is inaccurate. Each year thereafter the Cooperative shall cause such seniority lists to be updated to reflect any addition or deletion of teacher caused by retirement, death, resignation, other cessation of services, or new teacher. Such yearly revised lists shall govern the application of the unrequested leave.

## **ARTICLE X**

### **DIRECT SERVICE TEACHER HOURS AND DAYS OF SERVICE**

Section 1. CONTRACT PERIOD: The salary schedule shall be based on a contract period of 182 work days. Staff work days will be based on the average member district calendar work day. Direct service staff members asked to work additional days shall be reimbursed on the basis of per diem rate of the person's annual salary.

Section 2. WORK SCHEDULE: A calendar of working days will be agreed upon between the Director and each individual person under this Agreement. Such a calendar should provide for the maximum student contact days practicable.

Section 3. DAILY SCHEDULE: The basic work day shall be eight hours inclusive of a duty free lunch period and preparation time. An employee's individual schedule shall approximate the hours of the assigned work site(s). The Cooperative has approved an administrative procedure addressing scheduled work assignments outside normal school hours.

Section 4. PAYROLL SCHEDULE: Direct service teacher shall be paid on a semi-monthly basis on the 15th and 30th or the full banking date closest to the respective date. September 15th will be the initial payroll date for direct service teacher.

## ARTICLE XI

### GRIEVANCE PROCEDURE

#### Section 1. DEFINITIONS

Subd. 1. Scope. For the purposes of this article the words defined in this section have the meanings given them.

Subd. 2. Bureau. "Bureau" means the Bureau of Mediation Services.

Subd. 3. Days. "Days" means work days.

Subd. 4. Employee. "Employee" means any public employee who is employed in a position that is covered by this agreement.

Subd. 5. Grievance. A grievance shall mean a disagreement by a teacher resulting in a dispute or disagreement between the teacher and the Cooperative as to the interpretation or application of the terms and conditions of this Agreement.

Subd. 6. Non-probationary. "Non-probationary" means an employee who has completed an initial probationary period required as a part of the public employer's employment process.

Subd. 7. Party. "Party" means either the exclusive representative and its authorized agent or the employer and its authorized representative.

Subd. 8. Service. "Service" means personal hand delivery or service by the United State Postal Service postage prepaid and addressed to the individual or organization at the last known mailing address.

Section 2. COMPUTATION OF TIME. In computing any period of time prescribed or allowed by this article, the day or act or event upon which a period of time begins to run shall not be included. The last day of the time period shall be included unless it is a holiday.

Section 3. STEP ONE. When an employee or group of employees represented by an exclusive representative presents a written grievance, the employee or an agent of the exclusive representative shall attempt to resolve the matter with the employee's immediate supervisor and hold a face-to-face meeting within 15 days after the employee, through the use of reasonable diligence, should have had knowledge of the first event or act giving rise to the grievance. The supervisor shall then attempt to resolve the matter and shall respond in writing to the grievant and the agent of the exclusive representative within five days after the grievance is presented. The Grievance form is found in Appendix E.

Section 4. STEP TWO. If the supervisor has not been able to resolve the grievance or has not responded in writing within the time period provided in Section 3 (Step One), a written grievance may be served on the Director by the exclusive representative. The written grievance shall provide a concise statement outlining the nature of the grievance, the provisions of the contract of the just cause situation in dispute, and a statement of the relief or remedy requested. The written grievance must be served on the Director within 15 days after the immediate supervisor's response was due under Section 3 (Step One). The Director shall meet with the agent of the exclusive representative within five days after service of the written grievance and both parties shall attempt to resolve the grievance. The Director shall serve a written response to the grievance on the agent of the exclusive representative within five days of the meeting. The response shall contain a concise statement of the employer's position on the grievance and the remedy or relief the employer is willing to provide, if any.

Section 5. STEP THREE. If the grievance is not resolved under Section 4 (Step Two), the exclusive representative may serve the written grievance upon the Joint Powers Board or its designated representative within ten (10) days after the written response required by Section 4 (Step Two) was due. An agent of the exclusive representative shall meet with the Joint Powers Board within 20 days of the service of the written grievance and they shall attempt to resolve the matter. The Joint Powers Board or its designee shall serve a written response to the grievance on the agent of the exclusive representative within five days of the meeting.

Section 6. ARBITRATION PROCEDURES.

Subd. 1. Referral to arbitration. If the response of the Cooperative or its designee is not received within the period provided in Section 5 (Step Three) is denied, the exclusive representative may serve written notice on the Cooperative of its intent to refer the case to arbitration within ten days after the response required by Section 5 (Step Three) is due. No grievance shall be considered by the arbitrator which has not first been duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 2. Selection of arbitrator. Within ten days of the service of written notice of intent to arbitrate, the Cooperative shall consult with the agent of the exclusive representative and endeavor to mutually agree upon an arbitrator to hear and decide the grievance

Subd. 3. Arbitrator's authority. The arbitrator shall have no authority to amend, modify, add to, or subtract from the terms of an existing contract. The decision and award of the arbitrator shall be final and binding upon both parties.

Subd. 4. Arbitration expenses. The employer and the exclusive representative shall share equally the arbitrator's fees and necessary expenses. Cancellation fees shall be paid by the party requesting the cancellation and any fees incurred as the result of a request for clarification shall be paid by the party requesting the

clarification. Each party shall be responsible for compensating its own representatives and witnesses except to the extent provided by Section 7, Subd. 1.

Subd. 5. Transcripts and briefs. Because arbitration is intended to provide a simple, speedy alternative to litigation processes, the use of transcripts and briefs should be considered only in exceptional circumstances. If a verbatim record is required, it may be prepared providing the party desiring the record pays the cost and makes a copy available to the other party and the arbitrator without charge. The arbitrator may maintain written notes of the hearing and may use an electronic recording device to supplement the note taking.

## Section 7. PROCESSING OF GRIEVANCE.

Subd. 1. Release time. To the fullest extent feasible, the processing of grievances under this article shall be conducted during the normal business hours of the employer. Employees designated by the exclusive representative shall be released from work without loss of regular non-overtime earnings as a result of their necessary participation in meetings or hearing held pursuant to this article whenever such release is consistent with the ability of the employer to conduct safe and reasonable operations. No more than three employees shall be entitled to compensation for participation in a single meeting or hearing with respect to any one grievance.

Subd. 2. Waiver of steps. The parties may by written mutual agreement waive participation in the grievance steps in Sections 3, 4, and 5 and may similarly agree to extend the time limits established by Sections 3, 4, 5 and 6.

Subd. 3. Time limits. A failure to raise a grievance within the time limits specified in Section 3, or to initiate action at the next step of the procedure in Sections 3, 4, 5 and 6 within the time limits in these sections shall result in forfeiture by the exclusive representative of the right to pursue the grievance. A failure of an employer representative to comply with the time periods and procedures in Sections 3, 4, 5 and 6 shall constitute automatic progression to the subsequent step of the grievance process.

## **ARTICLE XII**

### **PUBLIC OBLIGATION**

Section 1. CONTINUOUS DELIVERY OF SERVICES: The parties mutually recognize that their first obligation is to the public and that the right of students and residents of the Cooperative to the continuous and uninterrupted delivery of services is of paramount importance.

Section 2. LABOR PRACTICES: The exclusive representative agrees, therefore, that during the term of this Agreement, neither the exclusive representative nor any individual employee shall engage in any strike or unfair labor practice.

**ARTICLE XIII  
OTHER BENEFITS**

Section 1. 403b: The Joint Powers Board implemented a 403b plan effective July 1, 1998 as outlined in Board Policy and the 403b Administration Plan.

Subd 1. Eligibility. Eligible employees may participate in the 403b plan upon attaining tenure with the Cooperative. To be eligible for the maximum contribution, persons must be employed the full year at one thousand ninety-two (1,092) hours per year. Persons employed at least seven hundred twenty-eight (728) hours per year for the full year shall be eligible for partial benefits proportional to the extent of their employment.

Subd. 2. Board and Employee Match. Employees will receive matching contributions from the Cooperative, according to the following schedule. The Cooperative policy and administrative plan for 403b outlines the required procedures. The maximum benefit for a part-time employee shall be multiplied by the FTE as defined by Section 1.

*Years of Service	2019-2021	
	District Contribution	Teacher Contribution
1-4	\$700.00	\$700.00
5-7	\$1,000.00	\$1,000.00
8-11	\$1,255.00	\$1,255.00
12-15	\$1,600.00	\$1,600.00
16-19	\$2,220.00	\$2,220.00
20+	\$2,900.00	\$2,900.00

\*Years of service are defined as years of service to the Cooperative.

Section 2. Post-Retirement Health Care Savings Plan:

Subd 1. Eligibility. All full-time teachers beginning in their second year or greater of teaching AND achieving tenure are eligible for a district contribution to their post-retirement health care savings plan (HCSP). Part time teachers will receive a prorated contribution determine in the same method as 403(b) contribution as Article XIII, Section 1, Sub 1.

Subd 2. Contribution. Upon tenure, contribution starts at the beginning of the 2<sup>nd</sup> full year in the cooperative, increases at the beginning of the 5<sup>th</sup> full year in the cooperative and increases in the 10<sup>th</sup> full year in the cooperative. The benefit shall be paid by MAWSECO to the teacher’s HCSP no later than June 30<sup>th</sup>. Upon an employee’s

death, contributions owed but not yet paid to the HCSP will be paid in case to the employee's beneficiary.

**2019-2021**

<b>Years of service</b>	<b>Contribution</b>
Probationary or Non-tenure	\$0
2-4 years	\$250
5-9 years	\$500
10+ years	\$1000

**ARTICLE XIV**

**DIRECT SERVICE TEACHER COMPENSATION**

Section 1. SALARY SCHEDULES: The wages and salaries reflected in Direct Service Teacher Schedule Appendix A, attached hereto, shall be part of this Agreement for the period from July 1, 2019 through June 30, 2020, and the wages and salaries reflected in Direct Service Teacher Schedule Appendix B, attached hereto, shall be part of this Agreement for the period from July 1, 2020 through June 30, 2021.

Subd. 1. Extra Compensation

A. Service Career Increment. The Service Career Increment Schedule, Appendix C attached hereto, shall be part of this Agreement for the period from July 1, 2019 to June 30, 2021. Full time staff will receive an annual Service Career Increment based on their years of experience with the Cooperative as follows:

- After 15 years of service
- After 20 years of service
- After 25 years of service
- After 30 years of service

The Service Career Increment amounts shall not be cumulative and once granted it will remain in effect until modified by the next Service Career Increment.

Section 2. STATUS OF SALARY SCHEDULE: The salary schedules are not to be construed as a part of an employee's continuing individual contract and the Joint Powers Board reserves the right to withhold increment and advancements, lane changes or any other salary increase as the Board shall determine. The Joint Powers Board shall give written notice of just cause for such action.

Subd. 1. Salary Advancement. If a successor agreement is not executed prior to commencement of the 2021-2022 school year, direct service staff shall be

compensated according to the last individual contract executed between the individual and the Cooperative until such time as a successor agreement is executed.

Subd. 2. Placement on Salary Schedule. The Cooperative reserves the right to determine years of credit for past experience for new or incoming teacher and for previously employed part-time teacher.

Subd. 3. Lane Change Credit. To be eligible for lane change, credit courses must meet all of the following criteria:

A. Credits must be offered through a recognized, accredited, four (4) year college/university, or an accredited graduate program.

B. Credits must be offered by the college/university as a credit course regardless of the mode of presentation.

C. Credits must be germane to the employee's assignment, part of an approved program in special education or courses approved by the Cooperative.

D. Credits must be for courses in which a letter grade of "B" or better was earned. A "pass" grade will be accepted only with written verification that letter grades were not awarded.

E. Credits must have been gained within the last ten (10) years to be applied toward lane change credit. Each qualifying semester unit shall be deemed equal to 1.5 quarter credits.

F. Credits to be applied toward the Masters plus 60 lane must be identified on a written course of study leading to an additional advanced degree or licensure germane to the employee's present or potential assignment. The course of study must be formally approved by the college/university and received by the Director.

G. In addition to allowable college credits, teachers may earn up to a maximum of 3 credits per lane change up to a Masters level by attending workshops, seminars, conferences and other classes approved by the Director. Such credits shall be approved in writing prior to enrollment of the sessions. When approved, these credits shall be granted on the basis of one credit for each 12 hours of workshop. Approval of workshop credits shall be granted whenever the following conditions are met:

- 1). Attendance at workshops shall be at times other than during the staff person's work day and is at the staff person's expense.
- 2) The workshop shall be designed to improve the quality of teaching in the teacher's assigned field.

Subd. 4. Prior Approval. All credits, to be considered for application on the salary schedule, shall be approved prior to taking the course by the Director. Up to

15 credits outside the employee's present or potential area of assignment may be applied to lane changes from BA to MA+30.

In the event that the Director does not approve the credits for application on the salary schedule, the matter may be referred to an Appeal Committee, consisting of the Director, a Joint Powers Board member or representative of the Board, and a member representing the Education Minnesota-MAWSECO. These credits will be reviewed by the committee and a recommendation will be made.

In the case of new employees who request credit toward lane change for courses taken prior to employment, the request must be made and verbal approval given before signing the contract for employment, followed by written request and receipt of verification of course or courses taken within thirty (30) calendar days from the date of beginning employment.

Subd. 5. Effective Date. Individual contracts will be modified to reflect qualified lane changes twice every year providing a transcript of qualified credits is submitted to the central office no later than September 15 and/or January 15 of each year. Credits submitted by transcript after September 15 and January 15, even though otherwise qualifying, shall not be considered until the next effective date. Credits submitted prior to January 15 shall entitle the staff member to one-half of the applicable lane increment.

Subd. 6. Experience Credit. An employee must have been under contract for at least 110 days during an academic year in order to receive credit for one (1) full year of experience credit.

### Section 3. FRINGE BENEFITS:

Life Insurance - \$75,000 coverage in group term life insurance to eligible staff members.

Long Term Disability Insurance - Cooperative contribution of 100% of the cost for eligible staff members.

Health Insurance- The District will contribute up to one thousand two hundred five dollars and twenty-three cents (\$1,205.23) per month toward the cost of monthly premium for family coverage or up to six hundred fifty dollars and seventy-four cents (\$650.74) per month toward the cost of monthly premium for single coverage under a group health insurance plan selected by the District for the 19-20 school year. The District will contribute up to one thousand two hundred ninety-five dollars and sixty-three cents (\$1,295.63) per month toward the cost of monthly premium for family coverage or up to six hundred ninety-nine dollars and fifty-five cents (\$699.55) per month toward the cost of monthly premium for single coverage under a group health insurance plan selected by the District for the 20-21 school year. To the extent that the

cost of the monthly premium exceeds the amount of the District's contribution, Employees must pay the remaining amount of the monthly premium through payroll deduction.

Any School District contribution not used specifically for the teacher's portion of premium cost for a single policy must be used in one or more of the following two ways:

- 1). 403b
- 2). HSA Account

In order to be eligible for one of the two options as listed above, a one time, written notification must be submitted, in accordance with the carrier policies, to the Central Office indicating the teacher's choice of option. This choice will remain in effect until a new notification is submitted in writing by the teacher.

Dental Insurance- The District will contribute up to sixty-four dollars and twenty-three cents (\$64.23) monthly toward the cost of monthly premium for family coverage or up to fifty-four dollars and seventy-eight cents (\$54.78) monthly toward the cost of single coverage under the District determined dental policy during the 19-20 school year. The District will contribute up to sixty-seven dollars and forty-four cents (\$67.44) monthly toward the cost of monthly premium for family coverage or up to fifty-seven dollars and fifty-one cents (\$57.51) monthly toward the cost of single coverage under the District determined dental policy during the 20-21 school year. To the extent that the cost of the monthly premium exceeds the amount of the District's contribution, Employees must pay the remaining amount of the monthly premium through payroll deduction.

## ARTICLE XV

### 12-MONTH CONTRACT FOR STAFF

Section 1. The 12-month contract for staff will be from July 1 to June 30 during the years of the current master agreement. The Joint Powers Board will review the arrangement and will make recommendations for continuing this contract option beyond this time period. Existing agency staff will be considered for this contract upon their written request. The Board and administration must agree with the request before the arrangement is approved. The following are additional provisions of this contract arrangement:

Subd. 1. Existing employees must submit a written request to initiate this contract option or to be removed from this 12-month option by March 15 of each year of this master agreement period.

Subd. 2. Individual assignments and work calendar will be established by June 15 of each year of this master agreement period by the administration with input from the staff member.

Subd. 3. A flexible 8-hour day may be agreed upon by the Board and administration and the employee.

Subd. 4. Staff with a reduced FTE during the 12-month period will qualify for-benefits if eligible as defined in the master agreement per Article VII Section 4.

Subd. 5. If there is greater student need throughout the year, an increase in contract may be arranged by mutual agreement between administration and the staff person. If the need extends beyond 182 days and 1.0 FTE, an extended contract will be developed based on the present hourly rate of the staff member.

Subd. 6. Seniority, salary changes, insurance, sick leave, resignation dates and payroll will operate on a 12-month basis.

Subd. 7. Salary shall be paid on a 12 month semimonthly basis on the 15<sup>th</sup> and 30<sup>th</sup> or the full banking date closest to each respective date. July 15<sup>th</sup> will be the initial payroll date.

Subd. 8. No other changes in contract language or procedure will go into effect during this period.

Subd. 9. The Board reserves the right to require a 12-month contract upon hiring new Birth-Three staff.

## **ARTICLE XVI**

### **MEET AND CONFER**

The Cooperative shall meet and confer with the Education MN MAWSECO, or its designated representative, pursuant to the P.E.L.R.A. The meeting will be scheduled two times per year, once per semester, and may be cancelled by mutual agreement. Non contracted related items for discussion will be submitted to the Cooperative one week prior to the meeting for distribution.

## **ARTICLE XVII**

### **MEDICAL EMERGENCY POOL**

Section 1: CREATION OF MEDICAL EMERGENCY POOL (“MEP”). The District and Union hereby create a MEP for teachers who are experiencing a medical emergency.

Section 2: DEFINITION OF MEDICAL EMERGENCY. A “medical emergency” means a medical condition that will require more than ten consecutive days of absence from duty and will result in a substantial loss of income to the employee because the employee has exhausted all forms of paid leave other than leave taken under the MEP. The medical condition must be recognized by the mainstream medical community and certified by a physician.

Section 3: FUNDING OF MEP. The MEP will be established by voluntary donations from members of the teachers’ bargaining unit. In order to join the MEP for a four-year period, a teacher must contribute one day of sick leave before September 30<sup>th</sup> of the school year. All donations are confidential and nonrefundable. Once a teacher donates a day of sick leave to the MEP the teacher cannot rescind or retract the donated sick leave for any reason. If at any point the pool is not self-sustaining, the District and Union may mutually agree to provide members of the bargaining unit an opportunity to donate additional days of accumulated sick leave.

Section 4: ELIGIBILITY FOR MEP. Full-time teachers who are experiencing a medical emergency and have joined the MEP are eligible to receive up to thirty (30) days of paid sick leave from the MEP during any school year and a maximum of sixty (60) days during their career with the District. To obtain such leave, an eligible teacher must complete and submit a written application to draw paid sick leave from the MEP along with a medical certification from the teacher’s treating physician. The District may require additional information, as it deems necessary, to determine whether the teacher has a legitimate medical emergency. Teachers may not begin to draw paid sick leave from the MEP unless and until the District approves the written application.

Section 5: LOSS OF ELIGIBILITY FOR MEP. Teachers will immediately become ineligible to draw paid sick leave from the MEP if they become eligible to receive benefits from another source, such as long-term disability insurance or workers' compensation.

Appendix A  
 Meeker & Wright Special Education Cooperative, District #938  
 Direct Service Personnel  
**2019-2020 Salary Schedule**

	BA	BA+15	BA+30	BA+45	BA+60/MA	MA+15	MA+30	MA+45	MA+60/ Doctorate
1	41,634	42,656	43,728	44,845	46,678	48,226	49,765	51,316	52,873
2	43,116	44,139	45,212	46,327	48,160	49,709	51,248	52,798	54,355
3	44,600	45,623	46,693	47,810	49,642	51,191	52,730	54,281	55,838
4	46,083	47,105	48,176	49,294	51,124	52,674	54,213	55,764	57,319
5	47,565	48,587	49,658	50,775	52,608	54,155	55,695	57,246	58,802
6	49,047	50,069	51,141	52,258	54,091	55,638	57,177	58,730	60,285
7	50,529	51,552	52,624	53,740	55,573	57,121	58,660	60,211	61,767
8	52,012	53,035	54,106	55,223	57,056	58,603	60,142	61,694	63,250
9	52,428	54,517	55,588	56,706	58,539	60,086	61,625	63,177	64,733
10	52,847	54,953	56,033	58,188	60,020	61,569	63,108	64,659	66,215
11	53,271	55,392	56,481	59,670	61,503	63,050	64,589	66,142	67,697
12	53,271	55,836	56,933	61,152	62,985	64,533	66,073	67,625	69,179
13	53,271	55,836	56,933	62,635	64,468	66,015	67,556	69,107	70,663
14	53,271	55,836	56,933	62,635	65,951	67,499	69,038	70,589	72,146
15	53,271	55,836	56,933	62,635	67,433	68,982	70,521	72,071	73,628
16	53,271	55,836	56,933	62,635	68,915	70,464	72,003	73,554	75,111

Multiply semester credits by 1.5 to equal quarter credits

Appendix B  
 Meeker & Wright Special Education Cooperative, District #938  
 Direct Service Personnel  
**2020-2021 Salary Schedule**

	BA	BA+15	BA+30	BA+45	BA+60/MA	MA+15	MA+30	MA+45	MA+60/ Doctorate
1	42,467	43,510	44,603	45,742	47,612	49,190	50,760	52,343	53,930
2	43,979	45,022	46,116	47,254	49,124	50,703	52,273	53,854	55,442
3	45,491	46,535	47,626	48,767	50,635	52,215	53,785	55,367	56,955
4	47,004	48,047	49,139	50,279	52,147	53,727	55,297	56,880	58,465
5	48,516	49,558	50,651	51,790	53,660	55,238	56,809	58,391	59,978
6	50,028	51,070	52,164	53,303	55,172	56,751	58,321	59,904	61,491
7	51,539	52,583	53,676	54,815	56,684	58,263	59,833	61,415	63,002
8	53,052	54,096	55,188	56,327	58,197	59,775	61,345	62,928	64,515
9	53,477	55,607	56,700	57,840	59,710	61,288	62,858	64,440	66,028
10	53,904	56,052	57,153	59,352	61,220	62,801	64,371	65,952	67,540
11	54,336	56,500	57,611	60,863	62,733	64,311	65,881	67,465	69,051
12	54,336	56,953	58,072	62,375	64,245	65,824	67,394	68,977	70,563
13	54,336	56,953	58,072	63,888	65,757	67,336	68,907	70,489	72,076
14	54,336	56,953	58,072	63,888	67,270	68,848	70,418	72,001	73,589
15	54,336	56,953	58,072	63,888	68,782	70,361	71,931	73,513	75,100
16	54,336	56,953	58,072	63,888	70,294	71,873	73,443	75,025	76,613

Multiply semester credits by 1.5 to equal quarter credits

Appendix C  
Meeker and Wright Special Education Cooperative #938

**2019-2021 Service Career Increment Schedule**

After fifteen (15) years	\$1,496.00
After twenty (20) years	\$1,625.00
After twenty-five (25) years	\$1,753.00
After thirty (30) years	\$2,031.00

The service career increment amounts shall not be cumulative and once granted it will remain in effect until modified by the next service career increment.

Appendix D  
 Meeker and Wright Special Education Cooperative #938

**Board Contribution for Health and Dental Insurance**

	<u>2019-2020</u>	<u>2020-2021</u>
Health Insurance		
Single	\$ 7,808.90	\$ 8,394.57
Family	\$14,462.80	\$15,547.51
Dental Insurance		
Single	\$657.30	\$690.17
Family	\$770.70	\$809.24

Appendix E

GRIEVANCE REPORT FORM

Name(s) \_\_\_\_\_ Date \_\_\_\_\_

Building \_\_\_\_\_ Supervisor \_\_\_\_\_

Step \_\_\_\_\_

Statement of Facts:

Specific Provision(s) of Agreement Allegedly Violated:

Particular Relief Sought:

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature(s) of Grievant(s)

\_\_\_\_\_

IN WITNESS WHEREOF, The parties have executed this Agreement as follows:

FOR THE EDUCATION MINNESOTA-  
MAWSECO

FOR JOINT POWERS BOARD #938

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Chief Education Minnesota-MAWSECO  
Negotiator

\_\_\_\_\_  
Chief Cooperative Negotiator

Date this \_\_\_\_\_ day of  
\_\_\_\_\_, 2019

Dated this \_\_\_\_\_ day of  
\_\_\_\_\_, 2019