

MASTER AGREEMENT

between

ISD 2310, SIBLEY EAST PUBLIC SCHOOLS

and

SERVICE

EMPLOYEES INTERNATIONAL UNION LOCAL 284

Covering all Paraprofessional Employees

July 1, 2026 through June 30, 2028

Table of Contents

Article I - Purpose	Page 3
Article II - Recognition of Exclusive Representative	Page 3
Article III - Definitions	Page 3
Article IV - School District Rights	Page 4
Article V - Employee Rights	Page 4
Article VI - Rates of Pay	Page 5
Article VII - Insurance Benefits	Page 6
Article VIII - Leaves of Absence	Page 7
Article IX - Hours of Service and Duty Year	Page 10
Article X - Other Benefits	Page 11
Article XI - Holidays	Page 11
Article XII - Probation and Discipline	Page 11
Article XIII - Vacancies, Seniority, Layoffs, Recall	Page 12
Article XIV - Grievance Procedure	Page 13
Article XV - Duration	Page 15
Schedule A - Salary Schedule	Page 17
Schedule C - Personal Care Plan Stipend	Page 18
Memorandum of Agreement	Page 19

ARTICLE I PURPOSE

Section 1. Parties: THIS AGREEMENT is entered into between Sibley East School District #2310, Minnesota ("School District"), and Service Employees International Union Local 284 ("Exclusive Representative"), pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended ("PELRA"), to provide the terms and conditions of employment.

ARTICLE II RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with the PELRA, the School District recognizes Service Employees International Union Local 284 as the Exclusive Representative for the paraprofessional personnel employed by the School District, which Exclusive Representative shall have those rights and duties as prescribed by the PELRA and as described in the provisions of this Agreement.

Section 2. Appropriate Unit: The Exclusive Representative shall represent all such employees of the School District contained in the appropriate unit as defined in Article III, Section 2. of this Agreement and the PELRA and in certification by the Commissioner of Mediation Services, if any.

ARTICLE III DEFINITIONS

Section 1. Terms and Conditions of Employment: The term, "terms and conditions of employment," means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits other than employer payment of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the employer's personnel policies affecting the working conditions of the employees. "Terms and conditions of employment" is subject to the provisions of the PELRA.

Section 2. Description of Appropriate Unit: The "appropriate unit" shall mean all individuals employed by the School District in the paraprofessional classifications excluding the following: confidential employees, supervisory employees, essential employees, part-time employees whose services do not exceed the lesser of fourteen (14) hours per week or thirty-five (35) percent of the normal work week in the employees bargaining unit, emergency employees, and full time students under the age of 22 as further defined in Minn. Stat. §179A.03.

Section 3. School District: For purposes of administering this Agreement, the term, "School District," shall mean the School Board or its designated representative.

Section 4. Employee: For purposes of administering this Agreement, the term, "Employee," shall mean a member of the exclusive recognized bargaining unit as defined in this Agreement.

Section 5. Exclusive Representative: The term, "Exclusive Representative" or "Union" shall mean the Service Employees International Union Local 284.

Section 6. Definition of Day: For the purposes of this Agreement, a day shall be defined as any week day, Monday through Friday, excluding any day defined as a holiday by this Agreement or by Minnesota law and excluding Saturdays and Sundays.

Section 7. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

ARTICLE IV SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: The Exclusive Representative recognizes that the School District 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, the organization structure and selection and direction and number of personnel.

Section 2. Effect of Laws, Rules and Regulations: The Exclusive Representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School Board and shall be governed by the laws of the State of Minnesota and by School Board rules, regulations, directives, and orders, issued by properly designated officials of the school district. The Exclusive Representative also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement and recognizes that the School Board, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State. Any provision of this Agreement found to be in violation of such laws, rules, regulations, directives or orders shall be null and void without force and effect.

ARTICLE V EMPLOYEE RIGHTS

Section 1. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or representative 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 designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the Exclusive Representative.

Section 2. Right to Join: Pursuant to the PELRA, employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees 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 employees of such unit with the School District.

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 the PELRA. Upon receipt of notice from the Exclusive Representative that an employee has authorized dues check off, the School District will deduct from the employee's paycheck the dues that the employee has agreed to pay to the employee organization in monthly installments based on the employee's work year.

Section 4. Union Steward/s and Representatives: The Exclusive Representative may designate certain employees from the bargaining unit to act as building representatives. The membership of the Exclusive Representative will elect a union steward/s, the Exclusive Representative will notify the School District of the name of the duly elected union steward/s.

A Union Steward/s or a building representative of the Exclusive Representative has the right to meet with employees so long as the meeting does not interfere with the job responsibilities of any employee. It is understood that whenever possible these meetings will be held before work, after work, or during a designated break in the employee's workday.

Section 5. Mediation and Arbitration Leave: The School District shall allow leave, without loss of pay, for SEIU Local 284 representatives to participate in the mediation or arbitration process in which the Exclusive Representative is involved.

Section 6. Union Access to Information: Upon request from the Exclusive Representative, the School District shall provide the following information for each employee: name, home address, home phone number, home email, job classification/ title, work location, work phone number, work email address, number of hours normally scheduled to work per day, number of days contracted to work, base hourly rate of pay, and any differentials received by the employee (including but not limited to shift differential, longevity differential, etc.).

Section 7. Union Orientation. The School District will notify the Union steward of all newly hired employees within two calendar weeks of the new employee's first day of work. This notice will include the employee's name, work location, work phone number and work email address. The School District shall permit a Union representative to meet with a newly hired employee to provide a union orientation for not less than fifteen minutes within the first thirty calendar days of the employee's first day of work. Both the steward and the employee will be in pay status during this union orientation.

Section 8. Request for Political Fund Deduction. An employee may request and be allowed payroll deduction for the Exclusive Representative's political fund that is registered pursuant to Minn. Stat. §IOA.12. The School District will commence this payroll deduction upon receipt of notice from the Exclusive Representative that an employee has authorized a political fund deduction. Political fund deductions will be remitted to the Exclusive Representative at the same time as the remittance of dues deductions.

Section 9. Exclusive Representative's use of District's Email System. The District will permit the Exclusive Representative to communicate with bargaining unit members using their employer-issued email addresses regarding collective bargaining, the administration of the collective bargaining agreement, the investigation of grievances, other workplace-related complaints and issues, and internal matters involving the governance or business of the Union, consistent with the District's generally applicable technology use policies.

Section 10. Exclusive Representative's Use of District Facilities. The District will allow the Exclusive Representative to meet with bargaining unit members in District facilities (at no cost to the Exclusive Representative) regarding collective bargaining, the administration of the collective bargaining agreement, grievances and other workplace-related complaints and issues, and internal matters involving the governance or business of the Union, provided such use does not interfere with the District's business operations.

ARTICLE VI RATES OF PAY

Section 1. Rates of Pay:

Subd. 1. The wages and salaries reflected in Salary Schedule A attached hereto, shall be a part of the Agreement for the period commencing July 1, 2026 to June 30, 2028.

Subd. 2. In the event a successor Agreement is not entered into prior to the expiration of the Agreement, an employee shall be compensated according to the current rate until a successor Agreement is entered into.

Subd. 3. Wage increases will be paid retroactive to July 1, 2026, if retroactive payment is indicated in Schedule A of this Agreement.

Subd. 4. Step Placement: 2026 - 2027 Contract Year. Effective July 1, 2026 employees hired prior to January 1, 2026 will advance one numerical step on the wage scale. Employees hired on or after January 1, 2026 will remain on the same numerical step of the wage scale.

Subd. 5. Step Placement: 2027 - 2028 Contract Year. Effective July 1, 2027, employees hired prior to January 1, 2027 will advance one numerical step on the wage scale. Employees hired on or after January 1, 2027 will remain on the same numerical step of the wage scale.

Section 2. New Employees: A new employee shall be placed on the salary schedule at Step 1. Contingent upon starting their position, paraprofessionals must meet state and federal qualifications. State and federal qualifications include: 1) having at least two years of college credit (usually 60 credits in Minnesota) through an accredited institution of higher education; 2) an Associate's Degree; or 3) obtaining a passing score set by Minnesota on the parapro test or paraeducator test.

Section 3. Overtime and Additional Compensation: Overtime of time and one-half will be paid on all working hours exceeding 40 hours in one week.

Section 4. Mileage: All employees who drive their own vehicle for any District business shall record their mileage, submit it to the School District Office as per the payroll schedule, and they will be reimbursed at the federal mileage allowance.

Section 5: Pay Schedule: Pay periods will be bi monthly on or about the 15th and the 30th, with a built-in lag time. Example: Day 1-15 are paid on the 30th.

Section 6. Holiday Pay. An employee will be paid at one and one-half (1.5) times their normal rate of pay for all hours worked on Memorial Day.

Section 7. Extracurricular Pay/ Field Trip. An employee who is scheduled to provide services for a student at an extracurricular event that occurs outside the normal school day, will receive sixty (60) minutes pay if the scheduled assignment is cancelled after the end of the school day on which the event is to occur. Pay will be at the employee's normal hourly rate of pay and these sixty (60) minutes will not be used in the calculation of overtime eligibility. An employee will not be required to perform work with a student outside the employee's normally scheduled hours of work.

ARTICLE VII INSURANCE BENEFITS

Section 1 Definition: For the purposes of this article, The full district contribution shall apply to employees who work at least 30 hours per week and at least 170 days per year. Employees working less than 30 hours per week but at least 20 hours per week will qualify for a prorated amount of insurance, based on full equivalency at 30 hours (i.e., 20 hours would receive .66 contribution)

Section Z. Health Insurance:

The School District will provide health and hospitalization Insurance on the following basis.

Subd. 1. Employees will qualify for coverage as outlined as follows:

For those employees hired prior to July 1, 2007, the school district will provide 9/12 of the cost of a single plan (75%).

Employees hired after July 1, 2007 whose work week averages thirty hours per week or more, the school district will provide 9/12 of the cost of a single plan (75%).

Subd. 2. Effective July 1, 2026, the maximum district contribution towards the premium costs of insurance shall be \$9,594.00 per year. Effective July 1, 2027, the maximum district contribution towards the premium costs of insurance shall be \$10,695.

Subd. 3. If an employee chooses a high deductible/health savings account (HSA) insurance plan, the District shall pay \$2,400.00 (prorated to 9/12 (75%) or \$1,800.00) of \$3,400.00 for single plan deductible. This amount shall be pro-rated accordingly for employees who are less than 30 hours/170 days per year. The amounts listed in this subdivision shall not count towards premium totals noted in cap listed in Subd. 2.

Section 3. Claims Against the School District: It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 4. Duration of Insurance Contribution: An employee is eligible for School District contribution as provided in this Article as long as the employee is employed by the School District. Upon termination of employment, all District contributions shall cease.

Section 5. Life Insurance: The School District will provide a \$50,000 Term Life Insurance policy for all non-certified employees. The school will provide a maximum benefit of \$50,000 and will pay the full premium.

Section 6 Long Term Disability. Income Protection: Long-term disability insurance (LTD) is an insurance policy that protects an employee from loss of income in the event that they are unable to work due to illness, injury, or accident for a long period of time. The district pays this insurance premium for employees averaging 20 hours per week or more. The employee becomes eligible at 60 consecutive calendar days or the end of accumulated sick pay, whichever is greater.

Section 7 Workers Compensation: This policy is carried for all employees and meets the requirements as prescribed by law. An employee shall notify the School District within 24 hours of a job-related injury when possible, and shall file a first report of injury claim. The School District shall compensate an employee at their normal rate of pay for any missed hours of work on the day of injury.

ARTICLE VIII LEAVES OF ABSENCE

Section 1 Paid Time Off: Current yearly sick leaves and personal leaves shall be rolled into one account entitled Paid Time and may be used within the following guidelines:

Subd. 1. Earned: Years 0-4: Earn 10 days
 Years 5 and over: Earn 11 days

Sybd. 2. An individual hired after the start of the school year shall accrue sick leave and personal leave, (Paid time Off), per the State of Minnesota laws governing ESST for the remainder of that school year.

Subd. 3. Storage: All current sick leave stored may only be used as sick leaves under the application rules listed below. During each year unused PTO days may be rolled to the sick leave storage bank and upon rollover would only be available as sick leave.

Subd. 4. Use of PTO: Paid Time Off may be used at the employee's discretion, as sick leave or for personal reasons (no need to disclose). Employees must give at least a weeks' notice to use PTO, with the exceptions of an emergency matter or unforeseen occurrence, or illness.

Subd. 5. PTO on In-Service/Professional Development Days will not be approved with pay for reasons other than illness, bereavement, emergency situations, or significant family events that arise which cannot be done outside of the duty hours and that require the employees attention. The employee will notify their direct supervisor as soon as reasonably possible for approval.

Section. 2 Sick Leave Storage Bank Conditions:

Subd. 1. Beginning on July 1, 2025, if an employee has available PTO, the employee must use PTO on the first two (2) days of absence due to medical or family leave. The employee may then utilize stored sick leave beginning on the third day of absence due to medical or family leave. If the absence extends beyond three days, the District may require an employee to provide medical verification of the need to utilize PTO and/ or sick leave bank hours. If an employee does not have available PTO, the employee may utilize stored sick leave bank hours beginning on the first day of absence.

Subd. 2. Sick leave with pay shall be granted whenever an employee's absence is found to have been due to illness which prevented attendance at school that day or on subsequent days.

Subd. 3. All employees covered under this agreement shall follow a procedure that requires them to report into a system that enters their absence. Subsequently when on the clock they must enter their absence on the time clock system. No worker under this agreement will be required to find their own substitute when out on sick leave.

Subd. 4. Application: Sick leave shall be allowed as per MN Statute 181.9413, Sick Leave Benefits, Care of Relatives, for their own need or:

(a) An employee may use personal sick leave benefits provided by the employer for absences due to an illness of or injury to the employee's child, as defined in section 181.940. subdivision 4. adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury. This section applies only to personal sick leave benefits payable to the employee from the employer's general assets.

(b) An employee may use sick leave as allowed under this section for safety leave, whether or not the employee's employer allows use of sick leave for that purpose for such reasonable periods of time as may be necessary. Safety leave may be used for assistance to the employee or assistance to the relatives described in paragraph (a). For the purpose of this section, "safety leave" is leave for the purpose of providing or receiving assistance because of sexual assault, domestic abuse, or harassment or stalking. For the purpose of this paragraph:

(1) "domestic abuse" has the meaning given in section 518B.01:

(2) "sexual assault" means an act that constitutes a violation under sections 609.342 to 609.3453 or 609.352: and

(3) "harass" and "stalking" have the meanings given in section 609.749.

(c) An employer may limit the use of safety leave as described in paragraph (b) or personal sick leave benefits provided by the employer for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent to no less than 160 hours in any 12-month period. This paragraph does not apply to absences due to the illness or injury of a child, as defined in section 181.940, subdivision 4.

(d) For purposes of this section, "personal sick leave benefits" means time accrued and available to an employee to be used as a result of absence from work due to personal illness or injury, but does not include short-term or long-term disability or other salary continuation benefits.

(e) For the purpose of this section, "child" includes a stepchild and a biological, adopted, and foster child.

(f) For the purpose of this section, "grandchild" includes a step-grandchild, and a biological, adopted, and foster grandchild.

(g) This section does not prevent an employer from providing greater sick leave benefits than are provided for under this section.

(h) An employer shall not retaliate against an employee for requesting or obtaining a leave of absence under this section.

Subd. 5. Sick leave may accumulate up to 90 days.

Section 3: Bereavement Leave: Bereavement will be granted according to the following chart:

- a. Spouse, Child, Parent and corresponding in laws: Up to 5 days
- b. Sibling, Grandparent or corresponding in law relations: Up to 3 days
- c. Aunts, Uncles or corresponding in law relations: Up to 1 day
- d. Other: Up to 1 day. One time per year no deduction from personal or sick leave shall be made. Subsequent need will be deducted from sick or personal leave.
- e. Additional days may be granted by the School District, days to be deducted from sick or personal leave.

Section 4 Parental and Pregnancy Leave: All parental and pregnancy leaves shall follow State and Federal law. In addition to any statutory requirements, an employee (or whose spouse) has given birth will be granted a parenting leave of absence of up to one year. The duration will be at the employee's discretion. An employee on parental leave will maintain their original date of hire and seniority, and will continue to accrue seniority during the leave. While on parental or pregnancy leave, the employee will not accrue years of service toward longevity pay. The actual return date will be determined by mutual consent of the employee and the School District. Upon return from the leave, the employee will be placed in the same or similar position as the employee occupied when the leave commenced.

Section 5. Unpaid Medical Leave. An employee who has completed their initial probationary period who is unable to work because of illness or injury and who has exhausted all Paid Time Off and Sick Leave benefits, or has become eligible for long-term disability compensation, will, upon request, be granted a medical leave of absence, without pay, for up to one year. A request for leave of absence under this section must be accompanied by a doctor's (or other qualified health professional) written statement outlining the condition of health and estimated time at which the employee is expected to be able to assume normal work responsibilities.

The School District may renew such a leave (with renewal being at the District's sole discretion). Any request for renewal must also be accompanied by a doctor's (or other qualified health professional's) written statement. The actual return date will be determined by mutual consent of the employee and the School District. An employee

on a medical leave under this section will maintain their original seniority date and will accrue seniority during this leave. While on medical leave, the employee will not accrue years of service toward longevity pay.

Section 6. Jury Duty: A. An employee who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of leave allowance. The compensation received for the jury service during school days and hours shall be remitted to the school district.

Section 7. Minnesota Paid Leave: The employer shall pay 50% and the employee shall pay 50% of the total premium for insurance under the Minnesota Paid Leave law. An employee will be permitted to utilize PTO and sick leave to account for any difference in the benefit received under the Minnesota Paid Leave law and the employee's normal pay. At no time will an employee receive more than 100% of their normal pay.

ARTICLE IX HOURS OF SERVICE AND DUTY YEAR

Section 1. Basic Work Week: The basic work week shall consist of five consecutive workdays, Monday through Friday, for the school calendar year, except where modified by the school calendar. Summer work shall be considered in addition to the regular work year and will be paid at an employee's regular rate of pay.

Section 2. Basic Work Year: The basic work year will be defined as the student calendar plus any additional negotiated days, such as holidays, in-service days, or make up days. All paraprofessionals will have the same number of working days per year for their assigned school year position, regardless of the building assignment. Employees will be scheduled for five (5) in-service/professional development days with the schedule to be established and communicated by the School District.

Section 3. Full Time Definition: For the purposes of this agreement, full time shall be considered as working at least thirty (30) hours per week.

Section 4. Shifts and Starting Time: All employees will be assigned starting time and shifts as determined by the School District.

Section 5. Lunch Period: Employees shall be provided a duty-free lunch period of at least thirty (30) minutes.

Section 6. Breaks: All employees will receive a fifteen (15) minute rest break for every four (4) hours of work.

Section 7. Snow Days and E-Learning Days:

Subsection 1. Paras will work on e-learning days. The district may request you to work from home.

Subsection 2. Any employee may submit either a PTO or sick day for pay (at the employee's discretion) when they lose a work day to an unscheduled full day school closing (example-snow day), if they have the time available to use.

Subsection 3. All employees covered under this agreement shall be paid a full day's pay for any scheduled day that starts late or dismisses early due to weather or unforeseen events.

ARTICLE X OTHER BENEFITS

Section 1- Training: Any required training will be offered on paid time and all fees associated with said training will be paid by the employer.

Section 2- Passes: All non-probationary employees shall receive a free family athletic/fine art pass upon request.

Section 3: Equipment: Equipment for paraprofessionals on e-learning or other days; All paraprofessionals shall have the necessary electronic equipment provided to them to be able to work including a computer/Chromebook.

ARTICLE XI HOLIDAYS

Section 1. Paid Holidays: Paraprofessionals will receive the following paid holidays based upon hours regularly scheduled to work in a week:

Subd. 1. An employee regularly scheduled to work at least 20 hours per week will receive the following three (3) paid holidays: Thanksgiving Day, Christmas Day, and New Years Day.

Subd. 2. An employee regularly scheduled to work at least 30 hours per week will receive the following six (6) paid holidays: Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Years Eve, New Years Day.

Section 2 Additional Days-SO: Purchased Holidays/Non-Student Contact Days (SO): Employees with 50 or more stored sick leave days, including rollover days, at the start of the school year have the ability to trade up to five (5) sick days for five (S) non-student contact days during the school year.

Section 3 Additional Days- 25: Purchased Holidays/Non-Student Contact Days (25): Employees with 25 or more stored sick leave days, including rollover days, at the start of the school year have the ability to trade up to two (2) sick days for two (2) non-student contact days during the school year.

Section 4. Weekends□ Holidays that fall on weekends will be observed on a day established by the School District.

ARTICLE XII PROBATION AND DISCIPLINE

Section 1. Probationary Period: Until an employee has worked a probationary period of 120 working days the right to discipline, discharge, or rehire shall be vested solely in the school district and such employee shall not have access to the grievance procedure for such actions. However, a probationary employee shall have the right to file a grievance on any other provisions of the contract alleged to have been violated.

If a non- probationary staff member is released from employment and rehired within the same unit, within the calendar year, their probationary period is reduced by the number of work days from their initial hire date. If the full 120 work days were completed, the probationary period is complete for the individual.

Section 2. Discipline for non-probationary employees: All employees who have completed probation shall be disciplined only for just cause. The parties recognize the steps of progressive discipline.

ARTICLE XIII
VACANCIES, SENIORITY, LAYOFF, RECALL

Section 1. Vacancies: New positions or vacancies of more than thirty (30) days duration will be posted in common work spaces for a period of five (5) days. All qualified internal applicants, who are covered under this agreement shall have the right to submit an application and shall be interviewed. "First consideration" will be given to current, qualified unit members on the basis of seniority. Most senior qualified applicant would have first right of refusal. Applicants for posted positions must submit their bid to the proper office in writing or by electronic submission.

Section 2. Seniority: The employer recognizes that the purpose of seniority is to provide a declared policy as to the order of layoff and recall, advancement, and promotion of employees. For the purpose of this article, all employees shall have seniority based on their total years of service in the School District. If two employees were hired on the same date, seniority ranking, if needing to be applied, shall be by coin toss. An employee who resigns, or otherwise ends employment within the bargaining unit, will retain their seniority if they resume employment within the bargaining unit within three months of resigning or leaving a position within the unit.

Section 3. Order of Layoff: If a job is eliminated, or an employee's hours are reduced, employees shall be laid off within their classification (paraprofessional). Employees with the least seniority will be laid off first (last hired, first to be laid off). If an employee's position is eliminated, the employee shall have the right to displace the least senior employee with matching hours within their own classification, or to accept the layoff themselves. Under no circumstances shall a laid off employee have the right to displace another employee with more seniority.

a. Multiple Position Reduction Option: If there is to be multiple reductions at any given time the following conditions will apply:

-First by building: Any worker whose job is eliminated shall have the right to bump the least senior individual in their building that keeps them whole, or also has the right to accept the layoff themselves.

-All workers within one building have the same rights as described above until the displaced employees represent the least senior employees in the building.

-These least senior employees shall then have the right to bump into another building if there is someone less senior who keeps them whole, or they also have the right to accept the layoff themselves.

Section 4. Order of Recall: Employees will be recalled in order of seniority, for any open positions within their classification, with the exception of jobs with unique qualifications, such as Health Para or Interpreter. Employees on layoff shall retain recall rights for a period of eighteen (18) months from the date of layoff.

Section 5. New Hires: Under no circumstances can the School District hire a new employee in a position for which a laid off employee is qualified.

Section 6. Seniority List: The School District shall publish a seniority list and post it in the administrative office in each building, at least annually, by October 30, with a copy to the Exclusive Representative. Any employee challenging their seniority date must do so in writing to the District Office within 20 working days of the published date.

ARTICLE XIV GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the School District as to the interpretation or application of terms and conditions contained in this Agreement.

Section 2. Definitions and Interpretation:

Subd. 1. Extension: Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays, Monday through Friday, not designated as holidays by state law.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served, served by email or fax, or if it bears a certified postmark of the United States Postal Service within the time period.

Section 3. Time Limitation and Waiver: A grievance shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty (20) days after the date of the first knowledge that an alleged violation occurred. An effort shall first be made to adjust a grievance informally between the employee and the School District's designee.

Section 4. Adjustments of Grievance: The Parties shall attempt to adjust all grievances which may arise during the course of employment of any employee within the School District in the following manner:

Subd. 1. Level I: If the grievance is not resolved through informal discussions, the Human Resources Director or designee shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent, provided such appeal is made in writing within ten (10) days after receipt of the decision in Level I.

Subd. 3. Level III: If the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within ten (10) days after receipt of the decision in Level II.

The School Board shall set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within ten (10) days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the Board may be designated by the Board to hear the appeal at this level, and report its findings and recommendations to the School Board. The School Board shall then render its decision.

Section 5. School Board Review: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representative notifies the parties of the intention to review within ten (10) days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.

Section 6. Denial of a Grievance: Failure by the School District to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

Section 7. Mediation: Upon mutual agreement, the parties may petition the Bureau of Mediation Services for assistance in the resolution of any grievance prior to arbitration. If the parties so agree, the timelines for such review and appeal to arbitration shall be adjusted by mutual agreement between the parties.

Section 8. Arbitration Procedures: In the event that the employee and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing, and such request must be filed in the office of the Superintendent within ten (10) days following the decision in Level II of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provision.

Subd. 3. Selection of Arbitrator: Within twenty days of giving notice of appeal to arbitration, the Party appealing to arbitration shall request that the Bureau of Mediation Services provide a panel of seven arbitrators to the parties. Failure to request this panel of arbitrators within the twenty-day period shall constitute a waiver of the grievance. Within ten (10) days after receipt of the panel, the parties shall alternately strike names, and the remaining name shall be the arbitrator to hear the grievance. The order of striking shall be determined by coin flip.

Subd. 4. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 5. Decision: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before the arbitrator shall be final and binding upon the parties' subject, however, to the limitations of arbitration decisions as provided in the PELRA. The arbitrator shall issue a written decision and order including findings of fact which shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

Subd. 6. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording of the hearing shall be made at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if mutually requested by both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Subd. 7. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the

arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall 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, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, the arbitrator's order shall give due consideration to the statutory rights and obligations of the School District to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

ARTICLE XV RETIREMENT, RESIGNATION

Section 1. Notice: Two weeks' notice must be given prior to retiring or leaving school district employment. Retirement pay shall be granted under the following conditions:

Subd. 1. The employee is at least 55 years of age.

Subd. 2. The employee has had fifteen (15) years of continuous service to the school district.

Section 2. Retirement payout: Employees who have worked 35 hours per week either during the last year or the majority of their employment shall be granted 2 full day's pay at their current rate of pay for each of the first ten years of service, and 3 full days for each year beyond ten years of service, at their current rate of pay. Retirement pay will be prorated for those working less than full time, prorated 9/12 (75%) based on 260 days annually of employment.

ARTICLE XVI DURATION

Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, 2026 through June 30, 2028 and thereafter pursuant to the PELRA. If either party desires to modify or amend this Agreement at its expiration, it shall give written notice of such intent no later than May 1, 2028.

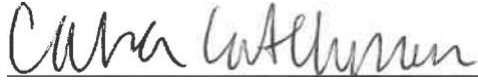
Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School District and the Exclusive Representative representing the employees. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, District policies, rules, regulations concerning terms and conditions of employment inconsistent with those provisions.

Section 3. Severability: The provisions of this Agreement shall be severable, and if any provisions thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

For SEIU Local 284



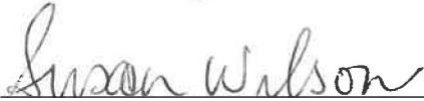
Contract Organizer



Union Steward



Union Bargaining Team Member



Union Bargaining Team Member

Date: May 26, 2026

For Sibley East Public School District #2310

Sc ☐



School



Lead Negotiator

Date: June 15, 2026

Schedule A

Step	2026-2027	2027-2028
1	\$16.75	\$17.00
2	\$17.75	\$18.00
3	\$18.75	\$19.00
4	\$19.75	\$20.00
5	\$20.75	\$21.00

Employees will be placed on the above steps as follows:

Step as of June 30, 2024 or date of hire if after June 30, 2024	Step Placement Effective July 1, 2024 or date of hire is after July 1, 2024
StePs 1- 3	Step 1
Steps 4-5	Step 2
Steps 6-7	Step 3
Off Schedule 1 (\$17.65)	Step 4
Off Schedule 2 - 4 (\$18.90, \$19.15 \$20.15)	Step 5

Longevity: Employees shall receive the following hourly wage differential based upon years of completed continuous service in the school district:

Years of Completed Continuous Service	Effective July 1, 2026	Effective July 1, 2027
	Longevity Differential	Longevity Differential
0-6 years	\$0.00	\$0.00
7-12 years	\$0.75	\$1.00
13-17 years	\$1.00	\$1.25
18 plus years	\$1.25	\$1.50

Substitute Pay: An individual employed as a substitute who is "highly qualified" will receive pay at \$16.50 per hour. An individual employed as a substitute who is not "highly qualified" will receive pay of \$15.00 per hour.

Schedule C

Personal Care Plan Stipend

An additional stipend of \$650 will be provided for those paraprofessionals working with students that meet the following criteria:

- The student must (a) either have a severe/profound diagnosis or be part of an ECSE classroom, and (b) the student must have a Personal Care Plan.
- Unique situations that are not covered by the above will be evaluated by district administration on an individual basis to determine whether the employee qualifies for the stipend or not. The building principal and the student's teacher will be consulted as part of the evaluation. A paraprofessional, building principal or the student's teacher may request this evaluation, submitted in writing to the Superintendent.

In order to receive the stipend, the paraprofessional must inform the business office they are working with a student that meets the above criteria.

The \$650 stipend will be provided in three levels:

- 81% - 100% of the time with a student with a Severe/Profound diagnosis or be part of the ECSE program working with students with PCP will receive a stipend rate of \$650.00.
- 51% - 80% of the time with a student with a Severe/Profound diagnosis or be part of the ECSE program working with students with PCP will receive a stipend rate of \$437.00
- 26% - 50% of the time with a student with a Severe/Profound diagnosis or be part of the ECSE program working with students with PCP will receive a stipend rate of \$325.00

The stipend amount will be pro-rated based on actual hours worked with the student throughout the school year. An employee's use of Paid Time Off will be considered as "actual hours worked". The stipend will be paid upon termination of employment (pro-rated if during a school year) or upon completion of the school year (but no later than June 30.)

Memorandum of Agreement
Between
SEIU Local 284 and Independent School District 2310, Sibley East Public Schools

Whereas, SEIU Local 284 ("Union") and Independent School District 2310 ("District") are Parties to a collective bargaining agreement with a duration of July 1, 2026, through June 30, 2028 ("Agreement"); and,

Whereas, employees hired prior to July 1, 2022 banked sick leave ("Reserve Sick Leave Bank" for purposes of this Memorandum of Agreement) prior to the first collective bargaining agreement between the Parties, which had a duration of July 1, 2022, through June 30, 2024 ("Previous Agreement");

Whereas, as of December 31, 2023, certain employees had accumulated Reserve Sick Leave Bank Days; and

Whereas, each employee utilized a portion of these days since December 31, 2023 and have the following amounts remaining in their respective Reserve Sick Leave Bank:

Employee	Reserved Sick Leave Bank Days as of June 30, 2026
Lisa Kloeckl	37.5 Days
Karla Heibel	58.25 Days
Susan Wilson	39.5 Days
Jessica Richardson	45.75 Days
Jennifer Durham	24.25 Days
Jeanette Onstad	19.25 Days
Nichole Rose	15.75 Days

Whereas, under the Previous Agreement, employees earned Paid Time Off, some of which could be converted to sick leave at the end of each school year; and

Whereas, the Previous Agreement required employees to use Paid Time Off prior to using banked sick leave; and

Whereas, Minnesota Statutes Sections 181.9445 to 181.9448 established earned sick and safe time in the state law effective January 1, 2024; and

Whereas Minnesota Statutes Section 181.9448 allows an employer to require an employee who uses sick leave accrued on or before December 31, 2023, to follow the written notice and documentation requirements in the employer's applicable policy or applicable collective bargaining agreement as of December 31, 2023, in lieu of the requirements of Minnesota Statutes Section 181.9447, only if the employer does not require the employee to use leave accrued on or after January 1, 2024, before using leave accrued prior to that date; and

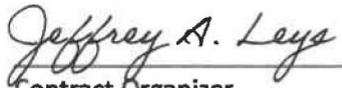
Whereas, the Parties agree that the District may require employees to follow the District's written notice and documentation policies in effect on December 31, 2023, when an employee uses sick leave accumulated prior to that date; and,

Therefore, Be It Resolved that the above named employees will be permitted to utilize the banked sick days accumulated as of December 31, 2023 as enumerated above, as sick leave prior to the exhaustion of their Paid Time Off.

Be It Further Resolved that employees utilizing sick leave days banked prior to December 31, 2023, shall be required to follow the District's written notice and documentation policies in effect on December 31, 2023.

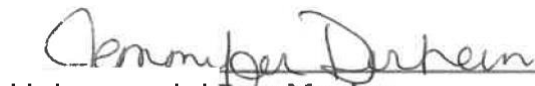
Be It Further Resolved, that this Memorandum of Agreement will continue in full force and effect until such time as the Parties mutually agree to modify or terminate it.

For SEIU Local 284


Contract Organizer

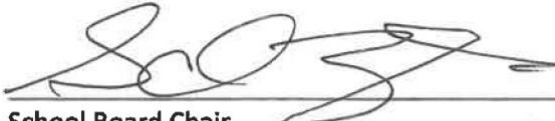

Union Steward

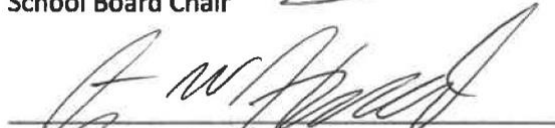
 IU 
Unionsargaining Team Member


Unionargaining Team Member

June 15, 2026
Date: _____

For Sibley East Public School District #2310


School Board Chair


School Board Clerk


Lead Negotiator

June 15, 2026
Date: 