

DIETARY AND FOOD SERVICE
EMPLOYMENT AGREEMENT



**Independent School District #152
Moorhead, Minnesota**

June 1, 2023- June 30, 2025

Represented by

**THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES
AFL-CIO UNION NO. 1450**

TABLE OF CONTENTS

<u>ARTICLE</u>		<u>PAGE</u>
	SECTION I: GENERAL AGREEMENT	
1	<u>PARTIES AND PURPOSE</u>	3
2	<u>EXCLUSIVE REPRESENTATIVE</u>	3
3	<u>DEFINITIONS</u>	3
4	<u>SCHOOL BOARD RIGHTS</u>	4
5	<u>EMPLOYEE RIGHTS</u>	4
6	<u>RATES OF PAY</u>	5
7	<u>EMPLOYEE DESIGNATION</u>	9
8	<u>HOLIDAYS</u>	9
9	<u>LEAVE PROVISIONS</u>	10
10	<u>GROUP INSURANCE</u>	16
11	<u>TERMINATION OF SERVICES</u>	18
12	<u>SENIORITY, VACANCIES AND LAYOFF</u>	18
13	<u>MISCELLANEOUS</u>	20
14	<u>GRIEVANCE PROCEDURE</u>	22
15	<u>DURATION</u>	27
	<u>AGREEMENT SIGNATURE PAGE</u>	28
	APPENDICES	
Appendix A:	<u>PAY SCALES BY BAND AND GRADE</u>	29
Appendix B:	<u>2023-2024 SALARY SCHEDULE</u>	29
Appendix C:	<u>2024-2025 SALARY SCHEDULE</u>	30

ARTICLE 1
PARTIES AND PURPOSE

Section 1. Parties

The parties to this Agreement are the School Board of Independent School District #152, Moorhead, Minnesota (hereinafter referred to as the School Board or School District) and the Local Union No. 1450, Minnesota Council 65, of the American Federation of State, County and Municipal Employees, AFL-CIO (hereinafter referred to as the Exclusive Representative or the Union).

Section 2. Purpose

The parties enter this Agreement to establish the terms and conditions of employment for Food Service employees 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)

ARTICLE 2
EXCLUSIVE REPRESENTATIVE

Section 1. Recognition

In accordance with the P.E.L.R.A, the School Board recognizes the Union as the Exclusive Representative for Food Service workers employed by the School Board of Independent School District No. 152. This Exclusive Representative shall have those rights and duties prescribed by the P.E.L.R.A and described in the provisions of this Agreement.

Section 2. Appropriate Unit

The Exclusive Representative shall represent all Food Service employees of the District who are members of the appropriate unit as defined in Article 3, Section 2, of this Agreement, in the P.E.L.R.A., and in the certification document of November 27, 1974, or other directives issued by the Director of the Bureau of Mediation Services.

ARTICLE 3
DEFINITIONS

Section 1. Terms and Conditions of Employment

Terms and conditions of Employment means the hours of employment, the compensation therefore, including fringe benefits except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees

Section 2. Description of Appropriate Unit

For purposes of this Agreement, the appropriate unit shall mean all Food Service workers employed by the School District excluding the following:

- a. Supervisory and confidential employees

- b. Part-time whose services do not exceed fourteen (14) hours per week or thirty-five percent (35%) of the normal workweek.
- c. Employees who hold positions of a temporary nature for a period of less than 67 work days in any calendar year.
- d. Emergency employees

Section 3. School Board or School District

Any reference to the School Board or School District in this Agreement shall mean the School Board or its designated officials or representatives.

Section 4. Other Terms

Terms not defined in this Agreement shall have those meanings ascribed to them by the P.E.L.R.A.

ARTICLE 4
SCHOOL BOARD RIGHTS

Section 1. Inherent Managerial Rights.

The Exclusive Representative recognizes that the School Board 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. All management functions not expressly delegated in the Agreement are reserved to the School Board.

Section 2. Management Responsibilities

The Exclusive Representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for students of the School District.

Section 3. Rules, Regulations and Policies

The parties recognize that all employees covered by this Agreement shall perform the services and duties prescribed by the School Board and its rules, regulations, directives and orders issued by properly designated officials of the School District, which are not inconsistent with the terms of this Agreement.

ARTICLE 5
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 employee's representative with respect to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation for public employment or their betterment, so long as such expression 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

The School Board recognizes the right of employees to form and join labor or employee organizations.

Section 3. Dues Check-Off

Pursuant to P.E.L.R.A, employees who are members of the Union shall have the right to request and be allowed dues check-off. Upon receipt of a properly executed authorization card from such an employee, the School District shall deduct from their paycheck the dues, which the employee has agreed to pay to the Union during the period provided in said authorization. These deductions, together with a list of the names of employees from whom deductions were made, shall be transmitted each month to the Union. If the employee Union loses its right to dues check-off, the School District shall discontinue making deductions for dues and discontinue forwarding the proceeds to the Union.

Section 4. Personnel Files

Members of the Union, upon written request to the Human Resource Department have the right to review the content of their own personnel file and evaluations. Members of the union shall have the right to reproduce any of the contents of their own file.

Each member of the union shall have the right to submit for inclusion in their file written information in response to any material in the file, and such information shall become part of the file.

ARTICLE 6
RATES OF PAY

Section 1. Effective Date

The rates of pay reflected in Appendix A shall be part of this Agreement and shall be effective as provided herein for a period as provided in the Duration Clause of this Agreement (Article 15).

Section 2. Increase Status

Subd. 1.

Except in the circumstances noted in this Article, all employees shall advance in salary on July 1 of the Agreement year.

Section 3. Salary Schedule Placement of Promoted or Demoted Employees

Subd. 1. **Promotions** –

In the event that an employee is promoted to a job classification with a higher “band, grade, and subgrade,” the employee shall be moved to that lane and step on the schedule representing an increase in pay plus one (1) additional step.

Subd. 2 Demotions –

If a reduction in force requires an employee to transfer to a job with a lower “band, grade, and subgrade,” the employee shall be frozen at the employee’s rate of pay prior to the reduction in force until the employee’s schedule placement catches up. However, said employee must bid on all subsequent openings in higher “band, grade, and subgrade,” positions. Failure to bid on such positions will result in the employee being compensated at such employee’s current “band, grade and subgrade” position.

Subd. 3 Trial Period –

Current employees who voluntarily move to a new position as a promotion within the contract will be given a two calendar week period during which they may voluntarily return to their previous position for any reason and the employer may return them to their previous position if they are not suitable to the new position during that same two week period.

Section 4. New Employees

The past experience of a new employee will be evaluated by the Food Services Director who will recommend to the Human Resource Department an appropriate step on the salary schedule for the new employees. A new employee shall be eligible for advancement on July 1 if employed prior to January 1 of the same year. An employee hired after January 1 shall not be eligible for an increase in their starting salary until one (1) year from the following July 1.

Employees who have separated their employment from the Dietary/Food Service unit and are rehired to the same classification within six (6) months from their last date of employment will be placed at the same pay level as they were when they left employment.

Section 5. Certification

Subd. 1

Head cooks will receive a one (1) step increase upon completion of the Level 3 School Nutrition Association certificate program upon presentation of certification to Food Service Director within four (4) years from the date of employment. Attendance time for certification will occur during regularly scheduled time unless approved by the Director of Food and Nutrition Services. The SNA membership is owned by the school district and will be paid annually. Head Cooks will be required to maintain the Level 3 certification by attending 10 hours of required training annually.

Subd. 2.

Other courses that are required by the Food Service Director will receive paid time to attend, paid tuition and travel expenses, if any. Training time offered in the district will be on paid time.

Subd. 3.

All head cooks must have a State of Minnesota “Food Manager Certificate” within 90 days of being employed by the District as a head cook. The District will reimburse the

employee for the application and the subsequent renewal fee for the certification upon submission of the certificate to the Food Service Director.

Subd. 4.

All employees must complete the Food Service Department Orientation Program within six months of hire.

Subd. 5.

Continued employment is dependent upon successful completion of the requirements of Subds. 1 and 3.

Subd. 6.

Employees who are certified after July 1, 1986, will be moved an additional STEP on the salary schedule. Employees certified prior to this date had a certification stipend added to their hourly rate prior to placement on the composite schedule in 1986.

Subd. 7.

School Nutrition Association fees for both State and National Association membership will be paid for employees as approved by the Food Service Director.

Section 6. Hours of Work

The regular workday for all dietary and food service employees included in this Agreement shall be posted in each place of employment.

Section 7. Overtime Pay

Subd. 1. **School Activities** –

Any Employee who works more than forty (40) hours in any work week shall be paid overtime, or have comp time, at a “time and one-half” (1 and 1/2) rate. Arrangements may be made for compensatory time, in lieu of overtime pay.

Subd. 2. **Non-School Activities** –

Any employee who works more than their regular scheduled hours shall be paid overtime, or have comp time, at a “time and one-half (1 and 1/2) rate.

Subd. 3.

All hours of work performed in excess of the regular work schedule must be authorized by the Food Services Director

Section 8. Minimum Pay

Employees who present themselves for work as per the posted schedule, and are subsequently excused from work, shall receive pay for two (2) hours. This clause shall only apply to employees commencing their work shift prior to 9:00 a.m. daily, with all other payments to be made on the basis of hours worked.

Employees who receive prior approval by the Food Service Director or designee to work on their day off shall receive a minimum of two (2) hours of pay or actual hours worked, whichever is greater.

Section 9. Work Year

The work year shall consist of those days when students are in classes plus scheduled days prior to the opening of the schools and scheduled days after the close of the school year. A schedule shall be designated by the department of Human Resources and will be provided by August 1 of each calendar year.

Summer school hours will be considered in addition to the identified work year and will be voluntary. Summer school hours will be paid according to the employee's placement on the salary scheduled.

Sunday Work

All hours worked between 12:01 a.m. Sunday and 12:01 a.m. Monday shall be compensated at a "double time" (2 times) rate.

Section 10. Substituting and Higher Classification

When an employee works temporarily in a higher paid classification, the employee shall be paid at the higher classification retroactive to day one (1) of temporary assignment when assigned by a supervisor to cover that higher pay classification for a full shift if the absence is expected to be three or more days. The Director of Food and Nutrition Services may approve a temporary change in classification for any period of time based on need or individual building situation

Section 11. Basic Salary Schedule

The salary schedule for the Dietary and Food Service group, as noted in Appendix B and C is part of this Agreement.

Section 12. Inclement Weather or Building Closures

If school is canceled by the Superintendent or their designee after the employees report for duty, employees shall be paid at their regular rate of pay for that day. Employees will be expected to stay on shift until released by the Head Cook or the Director of Food and Nutrition Services. Whenever possible, employees will be released early after completing daily requirements for meal service.

In the case of a late start, employees are expected to report within two (2) hours of their expected start time or when able.

If school has a late start or early release due to weather and/or other needs, employees will be paid for their entire work shift.

If school is closed for a full day, due to inclement weather, an employee missing work under this section will be given the opportunity to:

- a. Complete training as assigned if the day is identified as an e-learning day.
- b. Make up the time by working additional hours;
- b. Use scheduled vacation or sick and safe time if available; or

- c. Take a salary deduction.

In the case that a snow day results in the need for a student contact day to be made up, the employee will be required to make up the day in lieu of the canceled day.

ARTICLE 7

EMPLOYEE DESIGNATION

All food service employees shall be designated as follows:

Section 1. Full-Time Employees

A “full-time employee” is an employee who works six (6) hours or more per day, five (5) days per week.

Section 2. Regular Part-Time Employee

A “regular part-time employee” is an employee who works three (3) hours or more, but less than six (6) hours per day, five (5) days per week.

Section 3. Part-Time Employee

A “part-time employee” is any employee who works less than three (3) hours per day, five (5) days per week.

Section 4. Casual Employee

Subd. 1.

A “casual employee” is any employee who is not required to work a regular schedule for five (5) days per week.

Subd. 2.

Where regular scheduled employees are absent from their assignment, other regular scheduled employees may be moved to work the vacated assignment. The casual employees may receive the assignment with fewer hours.

ARTICLE 8

HOLIDAYS

Section 1. Paid Holidays

All employees working three (3) hours a day, for five (5) days a week. shall receive the following paid holidays:

1. Labor Day
2. Thanksgiving Day
3. Christmas Day
4. New Year’s Day
5. Good Friday
6. Memorial Day
7. President’s Day (Provided students and teachers are not in the building)

When an employee is required to work on President's Day, they shall be granted a different day in lieu thereof, on a date determined by the Superintendent or designee.

Section 2. Changing Holiday Dates

Subd. 1.

The School District reserves the right, if school is in session, to change the above Holiday and establish another holiday in lieu thereof.

Section 3. Eligibility

In order to be eligible for holiday pay, an employee must have worked their regular workday before and after the holiday, unless they are on an excused illness or leave under provisions of this Agreement.

**ARTICLE 9
LEAVE PROVISIONS**

Section 1. Sick Leave

Subd. 1.

Effective July 1, 2004 full-time and regular part-time employees as defined in Article 7, shall earn one sick day per month worked cumulative to a sixty (60) day maximum.

Subd. 2.

A sick day will be defined as the employee's regular workday.

Subd. 3.

Once a full-time employee reaches sixty (60) days accumulated sick leave, the full sixty (60) days shall be restored August 15th of each year regardless of usage the previous year, as long as the employee has actively returned to work. This subdivision will not apply to any employee hired after July 1, 2009 (i.e. new hires will not have used sick days restored to the 60-day bank annually once they reach this maximum)

Subd. 4.

Sick leave with pay shall be allowed by the School District whenever an employee's absence is found to have been due to illness, which prevented attendance and performance of duties on that day or days as defined by Minnesota Statute Section 181-9413 and/or federal law, provided the employee has unused sick leave available at the time of absence. Sick leave with pay shall also be allowed by the District in the case of injury or illness to the employee's minor children; in the situation where both mother and father are employed by the school district, only one individual can use such leave unless there exists an emergency, which requires prior approval.

Subd. 5.

The School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay:

- a. as evidence of injury or illness,
- b. for sick leave taken in conjunction with days off, weekends and holidays,
- c. in cases where abuse of sick leave privileges are suspected or,
- d. after notice of the employee's resignation has been given.
- e. After an illness requiring four (4) consecutive days off, or anytime a pattern of usage indicates possible abuse of sick leave.

An employee is responsible for the appropriate use of sick leave. Sick leave abuse occurs when an employee uses sick leave for unauthorized purposes or misrepresents the actual reason for charging an absence to sick leave. Abuse may also occur when an employee establishes a pattern of sick leave usage over a period of time such as the day before or after a holiday, on Mondays and Fridays, after paydays, any specific day, half-days, or continued patterns of maintaining zero leave balances. Abuse of sick leave by an employee may result in discipline, including and/or up to termination from employment.

Subd. 6.

Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee. At the time the employee becomes eligible for long-term disability as provided in this Agreement, such employee will continue on long-term disability under the terms of the district's LTD plan.

Subd. 7.

Employees are required to give adequate notice to their Supervisors when sick leave is to be taken in order to allow time to obtain replacements. Sick leave pay shall be approved only upon entry of absence into the Substitute Employee Management System by telephone or computer access.

Sub. 8

Non-emergency doctor and dental appointments are to be scheduled after the workday to the extent possible. Paid sick leave for appointments scheduled during the workday is limited to the time of the appointment and travel time to and from the appointment. Employees are expected to work before and/or after appointments scheduled during the workday and are to schedule appointments to cause as little disruption as possible to the workday.

Section 2. Child Care/Parenting Leave

Subd. 1.

A child care/parenting leave may be granted by the School District to an eligible employee to provide parental care to the employee's child, including birth and adoption.

Subd. 2.

An "employee," for purposes of this Section, means a person who performs services for at least twelve (12) consecutive months preceding the request for a leave under this Section, and for an average of twenty (20) or more hours per week during those twelve (12) months.

Subd. 3.

A “child” for purpose of this Section, means an individual under eighteen (18) years of age, or an individual under age twenty (20), who is still attending secondary school.

Subd. 4.

An employee making application for child care/parenting leave shall inform the Director of Human Resources in writing of the intention to take the leave at least three (3) calendar months before commencement of the intended leave, except in emergency circumstances.

Subd. 5.

The employee and the School District shall discuss the appropriate timing for a child care/parenting leave considering the availability of substitutes, the duration of the leave and other matters as may be pertinent to the leave. Unless there is a conflict caused by the use of sick leave as set forth in Subd. 6 below, the School District may adjust the proposed beginning and/or ending dates of the child care/parenting leave so that the dates of the leave are coincident with a natural break in the school year (i.e., winter vacation, spring vacation, semester or quarter break, end of grading period, end of the school year, or the like). In any case, such child care/parenting leave shall be no longer than six (6) weeks unless specified by a medical doctor.

Subd. 6.

An employee who elects a child care/parenting leave for reasons of pregnancy may, in addition, elect to use sick leave pursuant to the provisions of Section 1 of this Article to cover the period of disability incident to the pregnancy. After the birth of a child, a certificate of disability from the employee’s physician is required indicating the duration of the period of disability. In the event that child care/parenting leave is elected, the period of child care/parenting leave must immediately follow the use of such sick leave and may not exceed six (6) weeks in duration.

Subd. 7.

In making a determination concerning the commencement and duration of a child care/parenting leave, the School District shall not, in any event, be required to:

- a. Grant any leave more than six (6) weeks in duration unless specified by a medical doctor; or
- b. Permit the employee to return to their employment prior to the date designated in the request for child care/parenting leave.

Subd. 8.

An employee returning from child care/parenting leave shall be reinstated in the employee’s former position, or in a position of comparable duties, number of hours and pay unless previously terminated. An employee is not entitled to reinstatement if, during the period of leave, the School District experiences a layoff and the employee taking the leave would have been laid off had the employee not been on such a leave.

The employee retains all rights regarding layoff and recall as may otherwise be set forth in this Agreement.

Subd. 9.

Failure of the employee to return pursuant to the date determined under this Section shall constitute grounds for termination unless the School District and the employee mutually agree in writing to an extension of the leave.

Subd. 10.

The parties agree that the applicable periods of probation for employees as set forth in this Agreement are intended to be periods of actual service enabling the School District to have the opportunity to evaluate performance. The parties agree, therefore, that the period of time for which the employee is on child care/parenting leave shall not be counted in determining the completion of the probationary period.

Subd. 11.

An employee who returns from child care/parenting leave within the provisions of this Section shall retain all previous experience credit 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 or leave time during the period of absence for child care/parenting leave.

Subd. 12.

An employee on child care/parenting leave is eligible to participate in group insurance programs 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/parenting leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the District pursuant to this Section.

Subd. 13.

Leave under this Section shall be without pay or fringe benefits other than sick leave allowed as indicated in previous subdivisions.

Section 3. Family and Medical Leave

The District will comply with the Family and Medical Leave Act of 1993 and relevant Minnesota State Statute. Each building in the District has employee rights under the Family and Medical Leave Act posted.

Section 4. Emergency Leave

Employees will be entitled to a maximum of seven and one-half (7 and 1/2) days of emergency leave of absence with full pay each work year in addition to sick leave. This will not be cumulative. Such leaves will be granted for the following:

Subd. 1 Extended Family Illness

Up to seven and one-half (7 and 1/2) days of paid leave may be used for the emergency or serious illness requiring bedside or household attention by the employee of the employee's spouse, child, son-in-law, daughter-in-law, parents, father-in-law, mother-in-law, sibling, or member of the immediate household.

Subd. 2 Emergency Leave

Up to two (2) days of paid time off may be used for emergencies. An emergency will be defined as a crisis over which the individual has no control, and cannot be attended to during non-school hours. The employee will be required to state the reason for the leave. The Superintendent or their designee will decide whether or not the leave is approved. The decision will not be subject to the grievance process.

Subd. 3 Bereavement Leave

Up to seven and one-half (7 and 1/2) days of paid leave may be used for the death of an employee's spouse, child, son-in-law, daughter-in-law, parents, father-in-law, mother-in-law, sibling, or member of the immediate household.

Up to three (3) days of paid leave may be used in the event of death of an employee's grandfather, grandmother, grandchild, brother-in-law, sister-in-law, aunt, uncle, niece, or nephew.

One (1) day of paid leave may be used for the funeral of a friend

Section 5. Personal Leave

The School District will grant three (3) personal leave days per year to be taken at the discretion of the employee. Requests for leave shall be made to the immediate Supervisor no later than three days prior to the requested leave, except in cases of emergency. This leave may accumulate up to five (5) days. In cases of conflict, the most senior employee's request shall prevail.

Section 6. Medical Leave

Subd. 1.

- a. Employees who are unable to perform their duties because of personal illness or disability and have who exhausted all accumulated sick leave, or have become eligible for long-term disability compensation, may receive a leave of absence without pay for the duration of such illness or disability up to one (1) year from the beginning date of the leave as approved by the School Board.
- b. If the leave is for six (6) months or less, the employee shall return to the same position. If the leave is for more than six (6) months, the employee shall return to a comparable position.

Subd. 2.

In accordance with state law, the employee while on medical leave of absence shall be permitted to continue with the School District's insurance program by paying the full premium.

Subd. 3.

Unless precluded by law, at the expiration of the leave, if the disability still exists the employee will resign or the employee's employment will be terminated.

Subd. 4.

An employee returning from medical leave shall be reemployed in a position for which the employee is qualified.

Subd. 5.

All rights in this Section will be terminated if the person is previously discharged or the position is discontinued in accordance with the Agreement.

Subd. 6.

An employee who returns from medical 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 leave. The employee shall not accrue additional experience credit for pay purposes or leave time during the period of absence for medical leave.

Section 7. Other Leave

The School District may allow leaves of absence up to one year for reasons other than those noted in this Article.

Section 8. Jury Duty

An employee called for jury duty shall be paid the regular salary during the period of jury duty or jury service. The employee shall report to work on days when the employee is excused from jury duty. Compensation recovered for jury duty shall be retained by the employee. The employee will notify Human Resources upon return to work after being excused from Jury Duty.

Section 9. Deduct

Absences not covered by leave provisions will result in a salary deduction at the employee's regular daily compensation rate.

Section 10 Summer Benefits

Food and Nutrition Staff who are scheduled to work during the summer food program and who are eligible for benefits as defined by the Food and Nutrition Services Master Agreement (Regular and Full-time employees) will receive the following additional benefits:

Subd. 1 Sick Leave

- a. The language in this section will be applied to the summer months worked to include one day accrued per month worked not to exceed a total of 12 sick days annually.
- b. The employee must work a minimum of 60 hours in the month of accrual.

Subd. 2 Personal Leave

- a. One additional personal leave day
- b. The employee must work an average of 8 hours per week during the summer food program in order to qualify for the additional day.

Subd. 3 Holidays

- a. Eligible employees will be provided the additional paid holidays of Juneteenth and Independence Day based on the daily scheduled summer hours.
- b. In line with Article 8, Section 3 of the Master Agreement, in order to be eligible for holiday pay, an employee must have worked their regularly scheduled

workday before and after the holiday, unless they are on an excused illness or leave under provisions of this Agreement.

Subd. 4. Emergency Leave

Eligible employees will be able to use up to two (2) days of emergency leave based on the previous years allotment of emergency leave. Employees who have exhausted the previous year's allotment of emergency leave will not be able to utilize additional leave during the summer food program.

Subd. 5

Eligible employees may use up to three (3) sick leave days, two (2) emergency leave days, and one (1) personal leave day during the period of time during the summer food program that falls outside of the regular school year. A day is defined as the number of hours worked daily during the regular school year.

ARTICLE 10

GROUP INSURANCE

Section 1. Selection of Carriers

The selection of the insurance carriers and policies shall be made by the School District.

Section 2. Claims Against the School District

The parties agree that any description of insurance benefits contained in this Article are intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District. It is further understood that the School District's only obligation is to provide an insurance policy as agreed to herein, and no claim shall be made against the School District as a result of a denial of insurance benefits by any insurance carrier.

Section 3. Eligibility

Full-time employees, as defined in Article 7, shall be eligible for group insurance as set forth in this Article.

Section 4. Duration of Insurance Participation

An employee is eligible for District insurance contributions and payroll deductions as provided in this Article as long as the unit member is employed by Independent School District No. 152. When employment is terminated, group insurance benefits may be continued at the employee's option and expense consistent with State and Federal law.

Section 5. Medical-Hospitalization Insurance

The District agrees to make available health-related insurance for each eligible employee. Such employee may elect to purchase either single or family health-related coverage. The District contribution for district sponsored health, dental or vision (if available) insurance coverage will be \$500 per month. Effective July 1, 2024, this amount will be \$550 per month.

The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction.

Eligible employees choosing not to participate in medical-hospitalization insurance will be given a sum of \$225 per month effective July 1, 2023 and \$250 per month effective July 1, 2024 in to a district sponsored Health Reimbursement Account to spend on approved medical expenses in accordance with IRS rules, which include, but are not limited to:

1. An employee must be actively employed and enrolled in a group insurance plan to receive employer funds in an VEBA.
2. If you are not enrolled in a group insurance plan, the district will continue to provide the benefit, but you will not be able to access the funds until you meet the following conditions
 - a. No longer employed with the school district or retirement.
 - b. You obtain insurance under a group insurance plan. Medicare is not considered a group insurance plan.

Section 6. Long-Term Disability Insurance

The School District shall pay the premium for long-term disability insurance. The income plan shall include the following provisions:

1. Benefits begin after sixty (60) workdays of total disability.
2. The monthly income benefits will be sixty percent (60%) of the basic monthly earnings.
3. Benefits will be paid for disability due to the accident or illness as long as the employee remains totally disabled up to age sixty-five (65), and thereafter as required under option (b) of Age Discrimination and Employment Act, and
4. During the period an employee is receiving long-term disability compensation as provided in this Agreement, such employee shall not be eligible for sick leave.

Section 7. Life Insurance

The District agrees to furnish each employee working full-time, as defined in Article 7, with a Life Insurance policy, total of \$75,000 as is presently carried, and with all expenses to borne by the District. The entire \$75,000 of this amount shall contain an accidental death and dismemberment clause (standard double indemnity and dismemberment - AD & D), which will pay an additional \$50,000 in case of accidental death and stated varying sums for dismemberment.

Section 8. Additional Life Insurance

Eligible employees may purchase an additional \$12,500 or \$25,000 of life insurance with AD & D at their own expense. Employees will have options to purchase dependent life insurance as provided by the carrier upon carrier approval.

Section 9. Workers' Compensation

In case of a compensable injury or sickness incurred while on the job, that is eligible for Workers' Compensation Benefits, an employee may elect to use as much pro-rated sick leave as necessary, and available, to equal the normal pay. Any such injury or sickness must be reported immediately to the Human Resources Department.

ARTICLE 11
TERMINATION OF SERVICES

Section 1. Early Retirement

When an employee is eligible to retire under either P.E.R.A. or Social Security and chooses to retire, the District will provide severance pay for unused accumulated sick leave at the rate of pay for the last full year of employment of the employee.

Only those Food Service employees who are allowed to accumulate sixty (60) days of sick leave are entitled to this severance provision.

Section 2. Retiree Health Insurance

An employee retiring prior to age sixty-five (65), but over age sixty (60), shall have the option to continue group hospitalization insurance for single or dependent coverage under the group policy offered by the District. The employee shall bear the cost of coverage.

ARTICLE 12
SENIORITY, VACANCIES & LAYOFF

Section 1. Seniority

Subd. 1.

Seniority standing shall be granted to a full-time, regular part-time and part-time employees as defined in Article 7. This standing is to be determined on the basis of total length of continuous employment with the School District in this unit.

Subd. 2.

An employee shall lose their seniority standing upon voluntary resignation from employment or upon discharge for cause. An employee's seniority shall not be terminated because of absence due to illness, authorized leave of absence or temporary layoff.

Subd. 3. Tie in Seniority

Employees hired at the same time will have their respective ranking determined by:

- a. The person who has earned the most credits for certification.
- b. The person who has the most accumulated experience in food service work.

Subd. 4.

In all matters subject to seniority application, a Union Steward will have the opportunity to review the procedures used.

Section 2. Probationary Period

New employees shall undergo a six (6) month probationary period. The probationary period may be extended for a period of up to ninety (90) days with the written consent of the employee, the union, and the School District.

Subd. 1.

New employees serving probation may be discharged without cause during the probationary period.

Section 3. Job Posting

Subd. 1.

All vacancies or new jobs shall be posted on the district web site for a period of five (5) working days.

Subd. 2.

Any present employee shall be eligible to apply for said vacancy or new job.

Subd. 3.

In filling the position, qualifications and job performance will be the basis for an appointment. If there is more than one candidate for the position, and if qualifications and job performance are equal, the most senior candidate will be offered the position.

Subd. 4.

The final decision regarding employment shall be made by the District. Senior employees not selected will be provided the reason(s) in a conference with the responsible administrator. The employee may bring a representative of the Union to this conference, if desired.

Section 4. Staff Reduction

Subd. 1.

In the event conditions necessitate a reduction of staff, voluntary separation, if any, will be accepted.

Subd. 2.

- a. In the event of layoff, employees shall be laid off according to seniority in the inverse order of seniority by band, grade and subgrade. Bumping shall be allowed into the next one lower band, grade and subgrade on a voluntary basis if the employee is deemed to be qualified for the new position by the Director of Food Service. The employee shall have three (3) working days to exercise bumping rights in writing to the Human Resource Department. A voluntary bump into the one next lower band, grade, and subgrade will include acceptance of the lower wage rate on the same step held by the employee in the higher band, grade and subgrade and shall include acceptance of the work hours of the position. The least senior employee in the band, grade and subgrade affected by this procedure will be the one subject to bumping. If an employee chooses not to exercise bumping rights, they will be laid off.
- b. In the event of recall, employees who have been laid off will be returned within band, grade and subgrade according to seniority in the inverse order of layoffs.

- c. Eligible employees, as defined in Section 1 of this Article, who are laid off shall be put on a recall list for two (2) calendar years. The administration will post all positions within the building. Those on the recall list shall have the same rights as current employees to be considered for jobs posted.

Subd. 3.

Employees who wish to receive postings should furnish self-addressed envelopes to the Human Resource Department or they may check the district web site for current postings.

Section 5. Outside Applicants

The School District reserves the right to fill any position with an outside applicant if internal candidates do not have the needed qualifications for the position, or if no internal candidates apply.

Section 6. Administrative Transfers

Seniority and posting shall not apply in an administrative transfer involving two (2) permanent employees. Although the district has the right of assignment, transfers of this nature will be discussed with the Union prior to final disposition.

Section 7. Bargaining Unit Information

Bargaining unit information will be provided to the exclusive representation in accordance with [Minnesota Statute 179A.07, Section 16, subd. 8](#)

ARTICLE 13
MISCELLANEOUS

Section 1. Uninterrupted Services

The parties recognize that their first obligation during the term of this Agreement is to see that the students of the District receive a continuous and uninterrupted delivery of instructional services.

Section 2. Communication

The Union shall be permitted the use of school bulletin boards and email communication on school property regarding matters of interest to its members at reasonable times, provided that this shall not interfere with or interrupt normal school operations.

Section 3. Access to Premises

Representatives of the American Federation of State, County and Municipal Employees, AFL-CIO shall have access to the premises of the employer at reasonable times and subject to reasonable rules, to investigate grievances and other problems with which they are concerned, provided permission is requested, and approval granted, by the respective building principals.

Section 4. Union Stewards

The Union shall select three (3) stewards from their membership who will constitute the grievance and negotiating committees. The names of these members and their

successors shall be submitted in writing to the Human Resources Department by the Union by September 15th of each calendar year. The employer will pay three union negotiating committee members their regular hourly rate for their time at the table only. The Union has a practice of having five (5) in attendance. Three (3) shall be principal negotiators and two (2) alternates. Their status shall be presented to the employer at the first session of negotiations.

Section 5. Mileage Reimbursement

Employees whose work requires the use of their personal cars for transportation from one (1) building to another during their regular workday, shall be paid according to District mileage allowance. Mileage reports may be turned in for each pay period, or as frequently as practical. Out of district travel would require the use of a district provided transportation option.

Section 6. Resignation

A resignation should be turned in at least two (2) weeks in advance of leaving. Employees should write a signed and dated letter of resignation to the Director of Human Resources (copy to the Food Service Director stating the reasons for leaving).

Section 7. Job Assignment

An employee's duties shall be established or assigned by the immediate Supervisor

Section 8. Rights and Responsibility

Employees are responsible to their immediate Supervisor. Should a grievance arise, an employee has the right of appeal through the grievance procedure.

Section 9. Pay Periods

Subd. 1.

Pay periods for employees working on a schedule of five (5) days per week will be paid at the end of each month on the designated pay days.

Subd. 2.

- a. Employees shall be given the option of choosing to receive their annual salary in 10 or 12 equal payments.
- b. Employees must select a payment option prior to the start of their work year. Annual payment options selected shall remain in effect from year to year or until the employee informs the employer of the desire to change payment options for a subsequent year. In no event shall the payment option of a union member be changed after the start of the first day of the members work year.
- c. In the event an employee fails to inform the district of their desired payment option prior to the start of the work year, that employee shall be paid in twelve (12) equal payments.

Subd. 3.

An individual's time sheet will be turned in to the employee's immediate Supervisor according to the schedule sent to all Administrators and Supervisors by the payroll department.

Section 10. Discipline and Discharge

Discharge and discipline shall be made only for just cause. The following reasons shall be considered just cause for discipline or dismissal:

- a. Failure to perform duties assigned;
- b. Insubordination and lack of cooperation; and/or
- c. Use of intoxicating liquor or drugs, which are detected, by their supervisor, or anyone who comes in contact with employee while on duty;
- d. The commission of any criminal or other offense involving moral turpitude; and/or;
- e. Any other cause, which may be made grounds for dismissal by applicable statutes of the State of Minnesota or under the School Board policies of the district.

All employee discipline for just cause shall receive discipline that is progressive in nature, however, the district may proceed directly to termination dependent upon the nature of the offense or incident. Any employee liable to dismissal for just cause by the School Board shall be given a written notice of discharge that shall state the cause of dismissal.

Section 11. Uniforms

A standard uniform for Food Service personnel will be established by the District. All Food Service employees will be required to purchase and wear the specified uniform during working hours. Each Food Service employee will be provided five (5) uniform shirts upon hire and annually thereafter. Additional items required for the standard uniform may be reimbursed for the purchase after submission of a receipt to the Food Services Supervisor. The total reimbursement for each individual employee will be \$150.00 per year.

**ARTICLE 14
GRIEVANCE PROCEDURE**

Section 1. Grievance Definition

A “grievance” shall mean an allegation by an employee resulting in a dispute or disagreement as to the interpretation or application of any term or terms of this Agreement.

Section 2. Representative

The employee, or School District, may be represented during any step of the procedure by any person or agent designated by such party to act on their behalf.

Section 3. Definitions and Interpretations

Subd. 1 Extension –

Time limits specified in this Agreement may be extended by mutual written 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 week days 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, Sunday or 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, or if it bears a certified

Section 4. Adjustment of Grievance

The parties shall attempt to adjust all grievances, which may arise during the course of employment of any food service employee within the School District as noted below.

Subd. 1. Time Limitations –

Grievances shall not be valid for consideration unless the grievance is submitted in writing to the Food Services Director setting forth the facts and the specific provisions of the Agreement allegedly violated and the particular relief sought within twenty (20) days after the date the event giving rise to the grievance occurred.

Subd. 2. Waivers –

Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one (1) level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the Food Services Director or designee.

Subd. 3. Level 1 –

If the grievance is not resolved through informal discussions, the immediate Supervisor 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. 4. Level 2 –

In the event the grievance is not resolved in Level 1, the decision rendered may be appealed to the Director of Human Resources provided such appeal is made in writing within five (5) days after receipt of the decision in Level 1. If a grievance is properly appealed, the Director of Human Resources or designee shall set a time to meet, and shall issue a decision in writing to the parties involved within (10) days of the meeting.

Subd. 5.

Processing of all grievances through Step 2 shall be during the normal workday and employees shall not lose wages due to their necessary participation.

Section 5. Denial of Grievance

Failure by the Director of Human Resources or designee to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may carry the grievance to the next step.

Section 6. Arbitration Procedures

In the event that the employee and the School Administration 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, signed by the aggrieved party, and such request must be filed in the Office of the Superintendent within ten (10) days following the decision in Level 2.

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 provisions.

Subd. 3. Selection of Arbitrator –

Upon the prior submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days of the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services to appoint an arbitrator, pursuant to the P.E.L.R.A., providing such a request is made within twenty (20) days after the request for arbitration. The request shall ask that the appointment be made promptly after the receipt of said request.

Failure to agree upon an arbitrator appointed by the Bureau of Mediation Services within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4 Submission of Grievance Information

- a. Upon appointment of the arbitrator, the appealing party shall, within ten (10) days after notice of appointment, forward to the arbitrator, with a copy to the School District the submission of the grievance, which shall include the following:
 1. The issues involved;
 2. Statement of the facts;
 3. Position of the grievant; and
 4. The written documents relating to Section 4 of this grievance procedure.
- b. The School District may make a similar submission of information relating to the grievance either before or at the time of the hearing.

Subd. 5. Hearing –

The grievance shall be heard by a single arbitrator, and both parties may be represented by such persons as they may choose and designate. The 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. 6. Decision –

the decision by the arbitrator shall be rendered as soon as possible after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject however, to the limitations of arbitration decisions as provided by the P.E.L.R.A.

Subd. 7. 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 shall be made of the hearing at the request of either party. The party or parties shall share equal fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses, which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of the transcript shall pay for such copy.

Subd. 8. 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, and the organizational structure, and selection and direction and the number of personnel. In considering any issue in dispute, in their order, the arbitrator 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.

Section 7. Election of Remedies and Waiver

A party instituting any action, proceeding or complaint in a Federal or State court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum outlined herein, the employee shall waive the right to initiate a grievance pursuant to this Article or, if the grievance is pending in this grievance procedure, the right to pursue it further shall immediately be waived. This Section shall not apply to actions to compel arbitration as provided in this Agreement, or to enforce the award of an arbitrator.

GRIEVANCE REPORT FORM

Moorhead Area Public Schools
Independent School District No. 152

Grievance No:	
Name:	Building:
Date Grievance Occurred:	Employee Group:
Statement of Facts:	
Specific Provisions of the Agreement Allegedly Violated:	
Particular Relief Sought:	

Date

Signature of Grievant

Date

Signature of Chief Steward

Copies to: Human Resources
 Principal/Supervisor
 Exclusive Representative

ARTICLE 15

DURATION

Section 1. Terms and Reopening Negotiations

Subd. 1.

Except as otherwise provided herein, this Agreement shall remain in full force and effect for a period commencing on the first day of July 1, 2023 through June 30, 2025 and thereafter until modifications are made pursuant to the P.E.L.R.A. If either party desires to modify or amend this Agreement, commencing on July 1, 2025, it shall give written notice of such intent no later than May 1, 2025.

Section 2. Effect

This Agreement constitutes the full and complete Agreement between the School Board and the Exclusive Representative representing the Food Services employees of the District. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality

Any matters relating to the current Agreement terms, whether or not referred to in this Agreement, shall not be open for negotiation during the period of this Agreement, except if mutually agreed to by the parties.

Section 4. Severability

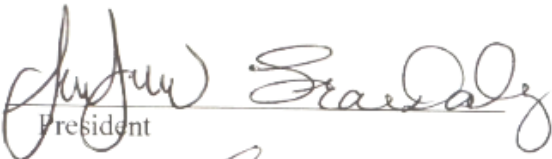
The provisions of this Agreement shall be severable by mutual agreement. If any provisions thereof, or the application of any provisions under any circumstances are held invalid by a court of competent jurisdiction, it shall not affect any other provision of this Agreement or the application of any provision thereof.

AGREEMENT SIGNATURE PAGE

IN WITNESS THEREOF, the parties have signed this Agreement on this 1st day of February 2024

AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES

INDEPENDENT SCHOOL DISTRICT
NO.152

By: 
President

By: 
Board Chair

By: 
Chief Negotiator
AFSCME Field Staff
Minnesota Council 65

By: 
Clerk of Board

By: 
Chief Negotiator

[MOU Exemplary Attendance](#) 23-25

Pay Scales by Band and Grade

1. F1/A11	Cook Helper
2. F2/A12	NONE
3. F3/A13	2nd Cook
4. F4/B21	NONE
5. F5/B22	NONE
6. F6/B23	NONE
7. F7/B24	NONE
8. F8/B31	NONE
9. F9/B32	NONE
10. F10/C41	NONE
11. F11/C42	Head Cook – Elementary. Middle School
12. F12/C43	Head Cook - High School

Appendix B

2023-2024 Salary Schedule

STEPS	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
0-2	<u>18.12</u>	<u>18.68</u>	<u>19.09</u>	<u>19.48</u>	<u>20.01</u>	<u>20.53</u>	<u>21.24</u>	<u>21.98</u>	<u>22.70</u>	<u>23.44</u>	<u>23.95</u>	<u>24.46</u>
3	<u>18.34</u>	<u>18.91</u>	<u>19.29</u>	<u>19.72</u>	<u>20.23</u>	<u>20.73</u>	<u>21.47</u>	<u>22.19</u>	<u>22.93</u>	<u>23.65</u>	<u>24.16</u>	<u>24.67</u>
4	<u>18.54</u>	<u>19.11</u>	<u>19.52</u>	<u>19.92</u>	<u>20.43</u>	<u>20.96</u>	<u>21.68</u>	<u>22.42</u>	<u>23.14</u>	<u>23.85</u>	<u>24.36</u>	<u>24.87</u>
5	<u>18.77</u>	<u>19.32</u>	<u>19.73</u>	<u>20.15</u>	<u>20.66</u>	<u>21.17</u>	<u>21.91</u>	<u>22.63</u>	<u>23.34</u>	<u>24.09</u>	<u>24.60</u>	<u>25.11</u>
6	<u>18.97</u>	<u>19.56</u>	<u>19.94</u>	<u>20.37</u>	<u>20.87</u>	<u>21.40</u>	<u>22.12</u>	<u>22.83</u>	<u>23.58</u>	<u>24.30</u>	<u>24.81</u>	<u>25.32</u>
7	<u>19.21</u>	<u>19.76</u>	<u>20.16</u>	<u>20.57</u>	<u>21.10</u>	<u>21.61</u>	<u>22.32</u>	<u>23.07</u>	<u>23.79</u>	<u>24.51</u>	<u>25.02</u>	<u>25.53</u>
8	<u>19.42</u>	<u>19.99</u>	<u>20.38</u>	<u>20.80</u>	<u>21.31</u>	<u>21.81</u>	<u>22.56</u>	<u>23.28</u>	<u>24.00</u>	<u>24.73</u>	<u>25.24</u>	<u>25.75</u>
9	<u>19.62</u>	<u>20.20</u>	<u>20.58</u>	<u>21.00</u>	<u>21.51</u>	<u>22.05</u>	<u>22.77</u>	<u>23.49</u>	<u>24.22</u>	<u>24.94</u>	<u>25.45</u>	<u>25.96</u>
10	<u>19.86</u>	<u>20.40</u>	<u>20.81</u>	<u>21.23</u>	<u>21.75</u>	<u>22.26</u>	<u>22.98</u>	<u>23.71</u>	<u>24.43</u>	<u>25.17</u>	<u>25.68</u>	<u>26.19</u>
11	<u>20.06</u>	<u>20.64</u>	<u>21.02</u>	<u>21.45</u>	<u>21.94</u>	<u>22.47</u>	<u>23.20</u>	<u>23.92</u>	<u>24.66</u>	<u>25.38</u>	<u>25.89</u>	<u>26.40</u>
12	<u>20.27</u>	<u>20.83</u>	<u>21.25</u>	<u>21.65</u>	<u>22.16</u>	<u>22.69</u>	<u>23.41</u>	<u>24.15</u>	<u>24.87</u>	<u>25.58</u>	<u>26.09</u>	<u>26.60</u>
13	<u>20.50</u>	<u>21.05</u>	<u>21.46</u>	<u>21.89</u>	<u>22.40</u>	<u>22.90</u>	<u>23.64</u>	<u>24.36</u>	<u>25.07</u>	<u>25.82</u>	<u>26.33</u>	<u>26.84</u>
14	<u>20.71</u>	<u>21.27</u>	<u>21.66</u>	<u>22.09</u>	<u>22.59</u>	<u>23.13</u>	<u>23.85</u>	<u>24.56</u>	<u>25.31</u>	<u>26.06</u>	<u>26.57</u>	<u>27.08</u>
15	<u>20.93</u>	<u>21.71</u>	<u>21.90</u>	<u>22.31</u>	<u>22.82</u>	<u>23.34</u>	<u>24.05</u>	<u>24.80</u>	<u>25.53</u>	<u>26.30</u>	<u>26.81</u>	<u>27.32</u>
16	<u>21.14</u>	<u>21.91</u>	<u>22.11</u>	<u>22.53</u>	<u>23.02</u>	<u>23.54</u>	<u>24.29</u>	<u>25.04</u>	<u>25.79</u>	<u>26.54</u>	<u>27.05</u>	<u>27.56</u>
17	<u>21.35</u>	<u>22.13</u>	<u>22.32</u>	<u>22.74</u>	<u>23.25</u>	<u>23.78</u>	<u>24.53</u>	<u>25.28</u>	<u>26.03</u>	<u>26.78</u>	<u>27.29</u>	<u>27.80</u>

Appendix C

2024-2025 Salary Schedule

STEPS	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
0-2	<u>18.77</u>	<u>19.33</u>	<u>19.74</u>	<u>20.13</u>	<u>20.66</u>	<u>21.18</u>	<u>21.89</u>	<u>22.63</u>	<u>23.35</u>	<u>24.09</u>	<u>24.60</u>	<u>25.11</u>
3	<u>18.99</u>	<u>19.56</u>	<u>19.94</u>	<u>20.37</u>	<u>20.88</u>	<u>21.38</u>	<u>22.12</u>	<u>22.84</u>	<u>23.58</u>	<u>24.30</u>	<u>24.81</u>	<u>25.32</u>
4	<u>19.19</u>	<u>19.76</u>	<u>20.17</u>	<u>20.57</u>	<u>21.08</u>	<u>21.61</u>	<u>22.33</u>	<u>23.07</u>	<u>23.79</u>	<u>24.50</u>	<u>25.01</u>	<u>25.52</u>
5	<u>19.42</u>	<u>19.97</u>	<u>20.38</u>	<u>20.80</u>	<u>21.31</u>	<u>21.82</u>	<u>22.56</u>	<u>23.28</u>	<u>23.99</u>	<u>24.74</u>	<u>25.25</u>	<u>25.76</u>
6	<u>19.62</u>	<u>20.21</u>	<u>20.59</u>	<u>21.02</u>	<u>21.52</u>	<u>22.05</u>	<u>22.77</u>	<u>23.48</u>	<u>24.23</u>	<u>24.95</u>	<u>25.46</u>	<u>25.97</u>
7	<u>19.86</u>	<u>20.41</u>	<u>20.81</u>	<u>21.22</u>	<u>21.75</u>	<u>22.26</u>	<u>22.97</u>	<u>23.72</u>	<u>24.44</u>	<u>25.16</u>	<u>25.67</u>	<u>26.18</u>
8	<u>20.07</u>	<u>20.64</u>	<u>21.03</u>	<u>21.45</u>	<u>21.96</u>	<u>22.46</u>	<u>23.21</u>	<u>23.93</u>	<u>24.65</u>	<u>25.38</u>	<u>25.89</u>	<u>26.40</u>
9	<u>20.27</u>	<u>20.85</u>	<u>21.23</u>	<u>21.65</u>	<u>22.16</u>	<u>22.70</u>	<u>23.42</u>	<u>24.14</u>	<u>24.87</u>	<u>25.59</u>	<u>26.10</u>	<u>26.61</u>
10	<u>20.51</u>	<u>21.05</u>	<u>21.46</u>	<u>21.88</u>	<u>22.40</u>	<u>22.91</u>	<u>23.63</u>	<u>24.36</u>	<u>25.08</u>	<u>25.82</u>	<u>26.33</u>	<u>26.84</u>
11	<u>20.71</u>	<u>21.29</u>	<u>21.67</u>	<u>22.10</u>	<u>22.59</u>	<u>23.12</u>	<u>23.85</u>	<u>24.57</u>	<u>25.31</u>	<u>26.03</u>	<u>26.54</u>	<u>27.05</u>
12	<u>20.92</u>	<u>21.48</u>	<u>21.90</u>	<u>22.30</u>	<u>22.81</u>	<u>23.34</u>	<u>24.06</u>	<u>24.80</u>	<u>25.52</u>	<u>26.23</u>	<u>26.74</u>	<u>27.25</u>
13	<u>21.15</u>	<u>21.70</u>	<u>22.11</u>	<u>22.54</u>	<u>23.05</u>	<u>23.55</u>	<u>24.29</u>	<u>25.01</u>	<u>25.72</u>	<u>26.47</u>	<u>26.98</u>	<u>27.49</u>
14	<u>21.36</u>	<u>21.92</u>	<u>22.31</u>	<u>22.74</u>	<u>23.24</u>	<u>23.78</u>	<u>24.50</u>	<u>25.21</u>	<u>25.96</u>	<u>26.71</u>	<u>27.22</u>	<u>27.73</u>
15	<u>21.58</u>	<u>22.36</u>	<u>22.55</u>	<u>22.96</u>	<u>23.47</u>	<u>23.99</u>	<u>24.70</u>	<u>25.45</u>	<u>26.18</u>	<u>26.95</u>	<u>27.46</u>	<u>27.97</u>
16	<u>21.79</u>	<u>22.56</u>	<u>22.76</u>	<u>23.18</u>	<u>23.67</u>	<u>24.19</u>	<u>24.94</u>	<u>25.69</u>	<u>26.44</u>	<u>27.19</u>	<u>27.70</u>	<u>28.21</u>
17	<u>22.00</u>	<u>22.78</u>	<u>22.97</u>	<u>23.39</u>	<u>23.90</u>	<u>24.43</u>	<u>25.18</u>	<u>25.93</u>	<u>26.68</u>	<u>27.43</u>	<u>27.94</u>	<u>28.45</u>