MASTER AGREEMENT

between

Independent School District No. 550

and

Underwood Education Association

2025-2026 and 2026-2027

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ARTICLE I. PURPOSE:

This Agreement is entered into between Independent School District No. 550, Underwood, Minnesota, hereinafter referred to as the District and the Underwood Education Association, hereinafter referred to as the Association, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as PELRA, to provide the terms and conditions of employment for teachers during the duration of this Agreement.

ARTICLE II. DEFINITIONS:

For the purpose of this Agreement, the following definitions shall prevail:

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, 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. The term is subject to the provisions of P.E.L.R.A.

Section 2. Teacher: "Teacher" shall mean all persons in the appropriate unit employed by the District in a position for which the person must be licensed by the State of Minnesota; but shall not include superintendents, principals and assistant principals who devote more than 50% of their time to administrative or supervisory duties, confidential employees, supervisory employees, essential employees, and such other employees excluded by law.

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

Section 4. Other terms: Terms not defined by this Agreement shall have those meanings as defined by P.E.L.R.A.

Section 5. Immediate Family: defined as father, mother, brother, sister, spouse, children, grandparents, grandchildren, father-in-law, mother-in-law, other relatives living in the same household as the teacher, and any others with administrative approval.

Section 6. School Family: defined as any current student or their parent, present/past teacher, or school employee.

Section 7. Active(ly) Teaching: Active Teaching shall be defined as meeting the assigned duties and responsibilities of the contract. Approved medical leaves of less than one contract year shall be considered active teaching. Long-term leaves shall not be considered active teaching.

ARTICLE III. RECOGNITION OF EXCLUSIVE REPRESENTATIVE:

Section 1. Recognition: In accordance with P.E.L.R.A., the District recognizes the Association as the exclusive representative of teachers employed by the District, which exclusive representative shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in this Agreement.

Section 2. Appropriate Unit: The exclusive representative shall represent all the teachers of the District as defined in this Agreement and in said Act.

ARTICLE IV. DISTRICT RIGHTS:

Section 1. Inherent Managerial Rights: The Association recognizes that the District is not

required to meet and negotiate on matters of inherent managerial policy that include, but are not limited to, such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure, selection of personnel, and direction and the number of personnel. Refer to P.E.L.R.A.,specifically MS 179A.07 subd.1.

Section 2. Management Responsibilities: The Association recognizes the right and obligation of the District to efficiently manage and conduct the operation of the District within its legal limitations and with the primary obligation to provide educational opportunities for the students of the District.

Section 3. General Provisions: The District and the Association mutually recognize and agree to abide by the laws of the State of Minnesota, Federal laws, rules and regulations of the State Board of Education, and valid rules, regulations and orders of state and federal governmental agencies. The Association recognizes the right, obligation and duty of the District and its duly designated officials to promulgate rules, regulations, orders and policies from time to time as deemed necessary for the operation of the school district, so long as said rules, regulations, orders and policies are not inconsistent with the terms of this Agreement.

Section 4: Reservation of Managerial Rights: This Master Agreement of rights and duties shall not be considered to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

ARTICLE V. TEACHER'S RIGHTS:

Section 1. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any teacher or his/her representative to the expression or communication of a view or opinion so long as the same does not interfere with the duties of employment or circumvent the rights of the Association.

Section 2. Right to Join: Teachers shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Teachers in the appropriate unit shall have the right by secret ballot to determine an exclusive representative for the purpose of negotiating grievance procedures and terms and conditions of employment for such teachers with the District.

Section 3. Personnel Files: Each teacher, upon written request, shall have the right to review the contents of all files maintained by the District on the teacher during regular business hours. At the teacher's request, a representative may accompany him/her in this review. Each teacher's personnel file shall contain the following minimum items of information: required medical information, all teacher evaluation reports, copy of annual contracts, teacher certification, transcripts of academic records, and tenure recommendation. No material may be placed in the file without allowing the teacher an opportunity to file his/her response thereto, and said responses shall become a part of the file. The District may destroy the files as provided by law and shall expunge from the teacher's file any material found to be false or inaccurate through the grievance procedure as provided in M.S. 122A.40 Subd. 19. The teacher shall have the right to reproduce any contents of his/her files at the teacher's expense.

Section 4. Right to Request Dues Check-off: Association members shall be allowed dues checkoff for Association unified dues, provided that dues check-off and the proceeds thereof shall not be allowed in the event that the Association loses its right to dues check-off pursuant to P.E.L.R.A. Upon receipt of a properly authorized and executed authorization card from the teacher involved, the District will deduct from the teacher's paycheck the dues that the teacher has agreed to pay to the Association during the period provided in said authorization and pay over the same to the Treasurer of the Association within ten days after this deduction.

ARTICLE VI. RIGHTS OF THE ASSOCIATION:

Section 1. Facilities: The Association shall have the right to use District facilities for local Association meetings and District equipment for Association business at times when such equipment is not otherwise in use. Prior written permission for such use is required.

Section 2. Communications: The Association shall have the right to use teacher bulletin boards, mailboxes, and E-mail for purposes of communications to teachers.

Section 3. Meet and Confer: A committee of the Association shall have the right to meet and confer with the District as requested by the Association three times annually for the purpose of establishing continuous communication between the teachers and the District. Each side may call for one (1) additional meeting if agreed to by each side. With respect to the above, no meetings need to be held if all parties agree there is no immediate need for such meetings.

Section 4. Financial Information: The Association shall be granted information pertaining to the District's budget, both present and proposed, revenues and other financing information.

Section 5. Agreement: Upon ratification, each individual teacher shall be entitled to receive a copy of the Agreement from the superintendent upon request of the same.

ARTICLE VII. GRIEVANCE PROCEDURE:

Section 1. Definitions: For the purpose of this article, the following definitions shall prevail:

Subd. 1a. Grievance: “Grievance” means a claim by a teacher or by the Association that a violation, misinterpretation or misapplication of any of the provisions of this Agreement, or any rule, order, or regulation of the District has occurred.

Subd. 1b. Small Group of Teachers: “Small group of teachers” shall mean a group of teachers consisting of 3 or fewer.

Subd. 1c. Large Group of Teachers: “Large group of teachers” shall mean a group of teachers consisting of 4 or more.

Subd. 1d. Reduced to Writing: “Reduced to writing” shall mean a concise statement outlining the nature of the grievance and the relief requested.

Subd. 1e. 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 state or school holidays.

Section 2. Clarifications:
Subd. 2a. Participation: The processing of all grievance(s) may be during regularly scheduled working hours, and teachers shall not lose wages due to their necessary participation. Upon an agreement by both parties, the processing of all grievances may be held after regularly scheduled working hours.

Subd. 2b. Extension: Failure to adhere to the time limits will result in a forfeit of the grievance. Forfeiture of the grievance will result in the imposition of the remedy. The parties, by mutual agreement, may waive any step and extend the time limits of any step in the grievance procedure.

Section 3. Disciplinary Actions: All disciplinary actions shall be subject to the grievance procedure as provided in P.E.L.R.A..

Section 4. Order of Procedure:

Subd. 4a. STEP I: Whenever any aggrieved teacher or small group of teachers has a grievance, he/she/they shall meet on an informal basis with the supervisory principal(s) in an attempt to resolve the matter within 10 days after becoming aware of the incident giving rise to the grievance. If the parties are unable to resolve the dispute, the grievance shall be reduced to writing by the Association and submitted to the Superintendent (see STEP II) within 10 days following the STEP I meeting.

If the grievance involves a matter, which substantially affects a large number of teachers, the grievance shall be reduced to writing by the Association and submitted to the Superintendent within 20 days after becoming aware of the grievance.

Subd. 4b. STEP II: The Superintendent shall meet with a designee(s) of the Association within10 days after the receipt of grievance and attempt to mutually resolve the dispute. The parties shall be required to meet in good faith in an attempt to resolve the grievance. The terms of the agreement shall be reduced to writing and signed by both parties. If no agreement is reached, the Superintendent shall, within 10 days, submit to the Association his/her written answer. If the Association decides to appeal the Superintendent's decision, it must submit the unresolved grievance to the School Board within 10 days after the receipt of the Superintendent's written answer.

Subd. 4c. STEP III: The School Board or its designee(s) shall meet with the designated official(s) of the Association within 10 days after the receipt of the grievance to attempt to resolve the dispute. Upon resolution, both parties shall sign the memorandum stating the resolution of the grievance. If the parties are unable to reach agreement within 10 days after the Step III meeting, either party may request by written notice to the other party that the grievance be submitted to final and binding arbitration.

Subd. 4d. STEP IV: Arbitration: The District's and the Association's representatives shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the parties are unable to agree on an arbitrator, they shall request from the Commissioner of the Bureau of Mediation Services, a list of 5 names. The list maintained by the Commissioner of the Bureau of Mediation Services shall be made up of qualified arbitrators.

The parties shall alternately strike names from the list of 5 arbitrators until only 1 name remains. The remaining arbitrator shall hear and decide the grievance. If the parties are unable to agree who shall strike the first name, the question shall be decided by a flip of the coin. Each party shall be responsible for equally compensating the arbitrator for his/her fee and necessary expenses, and for their own respective expenses with respect to the grievance processing and arbitration. The arbitrator shall not have any power to add to, subtract from, or modify in any way the terms of the existing Agreement. The decision of the arbitrator, shall be final and binding upon the parties. The decision shall be issued to the parties by the arbitrator and a copy shall be filed with the Bureau of Mediation Services.

The processing of all grievances shall be during regularly scheduled working hours and the teachers shall not lose wages due to their necessary participation.

ARTICLE VIII. HOURS OF SERVICE:

Section 1. Basic Day: The basic teacher's day shall be 8:00 A.M. to 3:40 P.M. During the school year, a maximum of 24 days shall have the basic teacher's day from 7:45 A.M. to 3:25 P.M.

Section 2. Additional Assignments: Assignments in addition to the basic teaching assignments, including but not limited to extra-curricular activities, driver's education and summer school (if any) shall be offered to teachers on a year-to-year basis. Teachers agree to accept such extra-curricular

and co-curricular assignments as are offered by the District and are subject to the established compensation set forth herein under Appendix A, entitled "Extra-Curricular Schedule", with the provision that teachers shall not be required to accept more than two activities or assignments which carry a compensation level of $400 per year or more, each, on the schedule for extra-curricular. Once any assignment is accepted, it shall be for the full year, but shall not become part of the continuing contract rights of the teacher. Teachers shall not be required to do custodial work. However, teachers have the responsibility to clean up classrooms at the end of the day. Establishing good habits and setting good examples for students.

Section 3. Preparation Time: Section 3. Preparation Time: All full-time shall be allowed a minimum of 5 class periods per week as preparation time during which no classes shall be assigned to them. This time shall be apportioned as individual schedules permit and, as such, may vary in length from day to day. All preparation time shall not be broken into more than 2 blocks of time and set aside specifically for the teachers use in preparing for class activities, etc. For the purposes of this section, the term, week, shall mean five successive days of classes. Application of the above shall be insofar as possible with regard to elementary scheduling; however, Elementary Teachers preparation time shall constitute an equivalent number of minutes as a High School Teacher's preparation time. Part-time teacher's preparation time will be prorated.

Teachers subbing during preparation time for absent teachers shall be compensated at $50 per classroom period.

Section 4. Duty Free Lunch: Three-fourths to full-time teachers will be granted a 30 minute, duty free lunch period daily.

ARTICLE IX. SCHOOL CALENDAR, SCHOOL YEAR:

Section 1. Days: The school calendar shall make provision for 179 scheduled days per year. These 179 days may include up to 8 teacher in-service days.

Section 2. Determination: The school calendar shall be determined by the District, commensurate with Section 1. above.

Section 3. Modification: In the event that school days are lost because of emergency closings, such days shall be made up on a date mutually agreed to by the Association and the District. Each party will notify the other within 72 hours after the initial meeting on this issue of its decisions.

ARTICLE X. LEAVES:

Section 1. Sick Leave and Emergency Leave: Teachers shall be granted sick leave and emergency leave on the basis of twelve (12) days per year to be added to the accumulated total at the beginning of each school year. Maximum accumulation shall be 95 days, however, should an illness reduce the accumulated leave to less than 95 days, their number of days necessary to bring the accumulated leave back up to 95 days may be taken from that District year's allotted twelve (12) days. After the accumulation of 95 sick leave days has been attained, the teacher shall receive $120.00 a day for the unused sick leave days of the allotted twelve (12). Appendix C will be used for these payments. The District reserves the right to request a doctor's certification of illness.

Sick leave is intended to cover absences which are due to a teacher's individual illness, injury, or disability, or to the serious illness, injury or disability, of a member of a teacher's immediate family which is of such a nature as to necessitate that teacher's absence from employment.

A record of sick days used by each teacher throughout the year, together with a record of the total accumulated days remaining to each teacher at the end of each year, shall be maintained by the District.

This record should be checked by the teacher at least once a year for accuracy. Corrections of errors will be made only if these are brought to the attention of the District within one year of their occurrence.

The provisions of sick leave shall be deemed to cover only such periods of actual physical disability occasioned by pregnancy and childbirth which prevent the teacher's attendance at school and performance of duties on a given day or days. A doctor's certification of disability may be required.

Subd. 1a. Sick Leave Sharing: The District may allow Sick Leave Sharing, with Administrative approval, under which employees will be able to donate sick leave from their earned account to another employee of the District. Donations of up to four days per school year per employee.

To be eligible to receive donated leave sharing, an employee must:

(a) have a serious personal or immediate family health condition and

(b) request, in written form, to the District and the Association, a letter stating the number of days needed and the rationale for the request.

(c) use all previous accumulated sick leave and personal leave .

(d) If an employee expects to be absent for more than one week beyond their available leave balance, or experiences an emergency that results in such an absence (for themselves or an immediate family member), they must obtain approval from the administration. Employees who knowingly take leave that extends beyond their available sick leave balance are subject to five (5) days of unpaid leave at the beginning of the approved absence. In cases where the extended absence is unplanned or unavoidable, the five (5) days of unpaid leave requirement may be waived at the discretion of the administration.

Donated leave will be used only as needed, by personal choice of the donator, and used as per order of donation.

Section 2. Personal Leave: Full-time teachers shall be granted personal leave on the basis of three (3) days per year with a maximum accumulation of five (5) days, to be used for personal reasons where sick leave policy does not apply. Five days advance written notice to the District shall be required, except in the event of unforeseen emergencies. No more than three teachers shall be allowed personal leave on the same day except for emergency situations or situations where classroom substitutes are not available to work. A teacher not using his/her personal days beyond the five (5) days accumulated for will be compensated at substitute pay for those days not used during the year. Appendix C will be used for these payments.

Personal days are not allowed during the last two (2) weeks of the school year unless it is an emergency or prior written approval is granted for the absence.

Section 3. Professional Leave: Two professional growth days may be granted per year to each individual teacher with prior written approval of the District and upon five (5) days written notice.

Section 4. Jury Duty or Subpoena: A teacher called for jury duty shall be compensated for the difference between his/her contractual salary as computed on a daily basis and the pay received (if any) for the performance of such obligation.

Section 5. Child Care Leave:

Subd. 5a. A child care leave may be granted without pay or fringe benefits by the District, subject to the provisions of this section, to one(1) parent of an infant child, provided such parent is caring for the child on a full-time basis.

Subd. 5b. If the reason for requesting a child care leave is due to pregnancy or adoption, the leave

shall be granted by the District.

Subd. 5c. A teacher making application for child care leave shall inform the superintendent in writing of intention to take the leave at least three (3) calendar months before the commencement of the intended leave. At the discretion of the superintendent, this timeline may be waived.

Subd. 5d. If the reason for the child care leave is occasioned by a pregnancy, a teacher may utilize sick leave pursuant to the sick leave provisions of the Agreement during a period of physical disability. However, a teacher shall not be eligible for sick leave during the period of time covered by child care leave. The teacher will also provide, at the time of the leave application, a statement from the physician indicating the expected date of delivery.

Subd. 5e. The District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave coincide with some natural break in the school year, or the like. The availability of a substitute teacher may also be considered by the District in the granting of a child care leave or the duration thereof.

Subd. 5f. In making a determination concerning the commencement and duration of a child care leave, the District shall not, in any event, be required to:

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

Subd. 5g. A teacher returning from child care leave shall be reemployed in a position for which licensed unless previously discharged or placed on unrequested leave.

Subd. 5h. Failure of the teacher to return pursuant to the date determined under this section shall constitute grounds for termination unless the District and the teacher mutually agree to an extension in the leave.

Section 6. Leave for Study: A leave of absence of up to one year without pay or fringe benefits may be granted to any teacher, upon written application, for the purpose of engaging in study at an accredited college or university related to his/her professional responsibilities, foreign or military teaching programs, Peace Corps, Vista or Job Corps as a full time participant in such programs, or a cultural or work program related to his/her professional position. Upon return from such leave, the teacher shall be placed at the same position on the salary schedule and shall maintain the same fringe benefits as s/he would have accrued had s/he taught in the district during such period.

Section 7. Leave for Public Office: A leave of absence without pay or fringe benefits not to exceed two years shall be granted any teacher, upon written application, for the purpose of campaigning for or serving in a public office. Upon return from such leave, the teacher shall be placed at the same position on the same salary schedule and shall maintain the same fringe benefits as s/he would have accrued had s/he taught in the District during such period.

Section 8. Association Leave: A leave of absence without pay or fringe benefits of up to one year shall be granted to any Association member, upon application, for the purpose of serving as an officer or employee of the Association or its parent organizations. Upon return from such leave, the teacher shall be placed at the same position on the salary schedule and shall maintain the fringe benefits s/he would have accrued had s/he taught in the District during such period.

Section 9. Association Business: A total five (5) days, non-cumulative, shall be available to elected and appointed officials of the Association for the purpose of conducting the duties and business of the exclusive representative should the need arise during the school day. This is five days total per year and not to be construed as five days per teacher. This leave shall be with pay but the Association representing the teachers taking such leave shall be obliged to pay the cost of providing a substitute teacher to cover

for them in their absence. The District shall be notified of the teacher's intent to take such time off at least two (2) days in advance whenever possible.

Section 10. Other Leaves: Other leaves of absence may be granted by the District for good reason. Teachers on leave may choose to remain on the group health insurance plan provided they pay all premiums and other expenses.

Section 11. Leaves of Less Than One Day: Teachers shall be permitted to leave the building during non-teaching hours for up to one period upon receiving permission from their principal.

Section 12. Time Period of Leaves: Time granted for leaves of absence, except maternity leave, shall be absolute and may not be lengthened or shortened without the permission of the District.

Section 13. Unexcused Absence Penalty: Teachers who have an unexcused absence shall forfeit 1/179 of their annual salary for each day so absent.

Section 14. Funeral Leave: Leave will be granted to the extent of five (5) sick leave days for death in the immediate family or one (1) sick day for school family.

ARTICLE XI. GROUP HEALTH, HOSPITALIZATION, & DISABILITY INSURANCE:

Section 1. Health and Hospitalization Coverage:

Subd. 1a. **District Contribution:** The District agrees to provide health and hospitalization insurance coverage of up to $700/month for single/family coverage for the duration of this contract. This coverage will be provided on a twelve month basis to all teachers desiring it, providing said teachers qualify for and are enrolled in the District's group health and hospitalization plan. Any additional cost of the premium shall be borne by the teacher and paid by payroll deduction. The District’s contribution to teachers teaching less than full-time shall be pro-rated. Teachers married to one another or to other School District employees eligible for a School District contribution towards the premium of the group health and hospitalization insurance plan may combine the School District’s single coverage contribution toward one family premium if allowed by the insurance carrier.

Subd. 1b. Claims against the School District: It is understood that the District's only obligation is to purchase an insurance policy and to pay such amounts as agreed to herein and no claim shall be made against the District as a result of denial of insurance benefits by an insurance carrier.

Subd. 1c. Timely Payment of Premiums: The District agrees that payment of insurance premiums shall be made so as to insure uninterrupted coverage and participation.

Subd. 1d. Part-time Teachers: All teachers hired one-half time or more shall be prorated for fringe benefits under this Agreement.

Section 2. Disability Coverage:

Subd. 2a. Employee Contribution: The premium of the coordinated disability insurance coverage shall be paid by the teacher.

Section 3. Life Insurance:

Subd. 3a. The District shall contribute an amount necessary for all full time teachers and part time teachers with 20 hours or more per week to have a $50,000 group life insurance policy. An additional amount of life insurance may be purchased. The cost of the additional amount of the life insurance premium shall be paid by the teachers through payroll deduction. When an employee turns 65 years old, the insurance policy reduces to 65% ($32,500). At age 70 the insurance policy reduces to 50%

($25,000).

ARTICLE XII. SALARY CLASSIFICATIONS, LANES, CREDITS, & PLACEMENTS:

Section 1. Lane Classification: The following language shall be used to determine the salary classification of teachers according to the various lanes on the salary scales (Appendices A & B).

Subd. 1a. B.A. Degree: Any teacher holding a bachelor's degree from an accredited college or university with special preparation in the field of teaching and holding the proper Minnesota certificate to teach shall be paid according to the B.A. lane scale.

Subd. 1b. B.A. Degree + 10: Any teacher who has completed 10 semester hours of credit in a specific licensure area as listed on the teacher's Minnesota license shall be paid on the B.A. +10 lane.

Subd. 1c. B.A. Degree + 20: Any teacher who has completed 20 semester hours of credit in a specific licensure area as listed on the teacher's Minnesota license shall be paid on the B.A. +20 lane.

Subd. 1d. 5 Year Degree or B.A. Degree + 30: Any teacher who has completed a Five Year Degree Program and holds a degree for the same from any accredited college or university or who has completed not less than 30 semester hours of credit in a specific licensure area as listed on the teacher's Minnesota license shall be paid according to the Five Year Degree Lane.

Subd. 1e. B.A. Degree +60: Any teacher who has completed not less than 60 hours of credit in a specific licensure area as listed on the teacher's Minnesota license shall be paid according to the B.A. +60 lane.

Subd. 1f. M.A. Degree: Any teacher who holds a M.A. or M.S. degree in a specific licensure area as listed on the teacher's Minnesota license shall be paid according to the M.A. lane scale.

Subd. 1g. M.A. + 10: Any teacher who holds 10 semester credits beyond the M.A. degree in a specific licensure area as listed on the teacher's Minnesota license shall be paid on the M.A. +10 lane.

Subd. 1h. M.A. + 20: Any teacher who holds 20 semester credits beyond a M.A. degree in a specific licensure area as listed on the teacher's Minnesota license shall be paid on the M.A. + 20 lane.

Section 2. Lane Changes: Individual teaching contracts will be modified twice a year to reflect qualified lane changes, provided that a transcript of qualified credits is submitted to the Superintendent's office prior to September 5 and January 5.

September 5: Lane change credits submitted prior to September 5 will be for the full amount of the lane change as indicated on the salary schedule.

January 5: Lane change credits submitted prior to January 5 will be prorated at 50% of the lane change as indicated on the salary schedule for the school year in which the credits were submitted and will be for the full amount for the next school year.

Credits submitted by transcript after the above mentioned deadlines, even though otherwise qualifying, shall not be considered until the next available lane change deadline. If a teacher fails to turn in credits after one year from the date of completion of the course, these credits will not be eligible for a lane change.

Section 3. Lane Placement on Salary Schedule: The following rules shall be applicable in determining the placement of a teacher on the appropriate salary schedule.

Subd. 1: Germane: Credits to be considered for application on any lane of the salary schedule must

be in the specific licensure area as listed on the teacher's Minnesota license.

Subd. 2: Grade and Credits: To apply on the salary schedule, all credits beyond the bachelor's degree must be graduate credits and carry a grade equivalent of B or higher which includes a passing grade in a pass/fail class.

Subd. 3: Prior Approval: All credits, in order to be considered for application on the salary schedule, must be approved by the Superintendent in writing prior to taking of the course.

Section 4. National Board Certification: The District would like to see teachers working towards the National Board Certification. A sum of $1,000 will be paid to a teacher once the completion of the National Board Certification is verified.

Section 5. Newly Hired Teachers: New teachers hired to the district may be placed on the salary schedule up to their years of experience. A teacher with fewer than five years of experience, may be granted up to an additional two steps above their experience but the additional steps granted cannot place them above step 6.

Section 6. Credits Earned Beyond MA+20

The district at its sole discretion may compensate a teacher for credits beyond MA+20 if the following apply:

1) The Teacher has been requested by the district to teach college level courses and in order to teach these courses additional education is required.
2) The credits necessary to teach these college level courses are preapproved by the Superintendent.
3) The credits necessary to teach a college level course are beyond the MA+20 lane.

Credits earned under this provision will be compensated at $150 dollars per credit in addition to where the teacher is placed on the salary schedule. The formula for salary compensation will be their current salary plus $150 multiplied by the number of credits beyond MA+20.

Longevity of salary increase: The salary increase will be in place regardless of whether or not the teacher is assigned this college level course. If however, the teacher refused to teach a college level course that was requested this increase in compensation would be terminated.

Section 7. Career and Technical Education (CTE)

A teacher holding a career and technical education (CTE) license is eligible for compensation of $1,000 annually, plus $500 for any additional germane license(s). The teacher must maintain the license, teach at least one CTE class (or one semester credit), maintain proper state program eligibility, hold annual advisory meetings, and participate in CTE trainings and workshops. If Perkins funding is eliminated, the stipend will no longer be provided. The teacher will be responsible to make every attempt possible to secure additional funding.

ARTICLE XIII. SALARY SCHEDULE AND INCREMENTS:

Section 1. Salary Schedules: The following shall be a part of this Agreement:

Appendix A – Extra-Curricular Salary Schedule.

Appendix B - Underwood Certified Salary Schedule.

Section 2. Increments: All teachers shall be granted increments as indicated on the schedules set forth herein, except in the case where the District is dissatisfied with a teacher's performance, it may withhold that teacher's increment for the next year upon giving said teacher written notice of its intent to do so prior to February 1st of each year with the following provisions attached:

A. The notice shall state in writing what conditions are considered unsatisfactory.
B. The District shall provide the period from February 1st to March 20th to enable the teacher to correct the deficiency.
C. Meetings between the teacher and his or her principal and the superintendent shall be held bi-weekly on school time for the purposes of discussing progress being made and for providing suggestions. If, at the end of this time period, the teacher has, in the opinion of the District, corrected the situation, then his or her right to receive increment shall be reinstated.

ARTICLE XIV. TEACHER ASSIGNMENTS:

Section 1. Assigned Duties: Teachers shall not be assigned duties outside the scope of their teaching certificates except temporarily and for good causes and with the written agreement of the teacher. Temporarily shall be defined as not to extend beyond the current school year.

Section 2. Schedules: All teachers shall be given written notice of their schedules for the forthcoming year insofar as possible and no later than the last calendar day of the current school year.

In the event that changes in such schedules are proposed, all teachers affected shall be notified promptly and consulted. In no event will changes in teacher's schedules be made later than the 15th day of August preceding the commencement of the school year, unless an emergency situation requires the same.

ARTICLE XV. TEACHER SENIORITY AND DISMISSAL: UNREQUESTED LEAVE:

Section 1. Purpose: The purpose of this article is to implement the provisions of M.S. 122A.40, Subd. 10. This article shall constitute the required plan for ULA because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of school districts.

Section 2. Definitions: For purposes of this article, the terms defined shall have the meanings respectively ascribed to them.

Subd. 1. Teacher: "Teacher" shall mean those members of the unit as defined by PELRA and this Agreement, except the provisions of this article shall not be applicable to any other bargaining unit member who is not a teacher as defined by M.S. 122A.40, Subd.1.

Subd. 2. Qualified: "Qualified" shall mean a teacher who, in addition to the state license, has a major in the subject matter or field taught and, as solely determined by the District, has successfully had teaching experience in such subject matter or field within the past five (5) years.

Subd. 3. Seniority: "Seniority" applies only to Tier 3 and Tier 4 qualified teachers and commences with the first day of continuous teaching service in the District. For seniority purposes, teachers employed as District-wide coordinators and consultants will be considered as part of the subject matter area most closely related to the teacher's current assignment as determined by the District.

Section 3. Unrequested Leave of Absence -- ULA:

Subd. 1. Terms: The District may place on ULA such teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes. Such leave of

absence shall continue for a period of five (5) years, after which the right to reinstatement shall terminate; provided the teacher's right to reinstatement shall also terminate if the teacher fails to file with the District Superintendent, by April 1st of each year, a written statement requesting reinstatement. Such leave shall be effective no later than the close of the school year or at such earlier time as mutually agreed upon by the teacher and the District.

Subd. 2. Notice: Teachers placed on such leave shall receive initial notice by June 1st, and final notice by July 1st of the school year prior to the commencement of such leave with reasons for said placement.

Subd. 3. Placement: Teachers shall be placed on ULA in inverse order of seniority in the field and subject matter employed with the following exceptions:

A Teacher who has acquired continuing contract rights must not be placed on ULA while Tier 1 – licensed, or Tier 2 – licensed, or probationary teachers are retained in positions for which the teacher who has acquired continuing contact rights is licensed. Tier 3 and Tier 4 continuing contract teachers shall be placed on unrequested leave of absence in inverse order of seniority, as calculated in the initial date of service as a licensed teacher.

Subd. 4. Tie-Breaker: In case of equal seniority, the following steps will be followed in order until the tie is broken

1. A full-time teacher is a senior to a part-time teacher
2. Years of service as a qualified teacher. Preference given to years of qualified service within the district.
3. Special or advanced certification in subject matter
4. Total graduate credits beyond master's degree in content area
5. Total graduated credits beyond bachelor's degree in content area
6. Employment history of coaching/advising of any curricular, extracurricular or co-curricular programs, preference given to active coaches/directors/advisors.

Subd. 5. Years of Service: Any teacher placed on such leave may engage in teaching or any other occupation during such period and may be eligible for re-employment insurance if otherwise eligible for such compensation under that law, and such leave will not result in a loss of credit for years of service in the School District earned prior to the commencement of such leave.

Section 4. Realignment: For purposes of placement on ULA or recall from ULA, nothing in this article, shall require the District to reassign a senior teacher to a different position for which he/she is not qualified, as defined in "Section 2." above, to accommodate the seniority claims of a junior teacher.

Section 5. Dropping of License: A teacher shall not be permitted to exercise seniority to displace another teacher in a different licensure area by dropping the license in the subject matter in which the teacher is currently assigned by the District in order to acquire a different assignment through the ULA process. If a teacher drops the license, which qualifies the teacher for the teacher's current assignment, the District may place the teacher on ULA, and the teacher shall have no bumping rights nor realignment rights in another licensure area.

Section 6. Reinstatement:

Subd. 1. Process: No new teacher shall be employed by the District while any qualified teacher is on ULA in the same field and subject matter. Teachers placed on ULA shall be reinstated to the positions from which they have been given leave or any other available positions in the School District in the fields

in which they are qualified as such positions become available. The order of reinstatement shall be in inverse order in which teachers were placed on ULA.

Subd. 2. Notices: When placed on ULA, a teacher must file his/her name and address, to which any notice of reinstatement or availability of position shall be mailed, with the School District personnel office. Proof of service by the person in the School District depositing such notice to the teacher at the last known address shall be sufficient, and the teacher on ULA shall be responsible to provide for forwarding of mail or for address changes. Failure of a notice to reach a teacher shall not be the responsibility of the School District if any notice has been mailed as provided in this article.

Subd. 3. Acceptance of Reemployment: If a position becomes available for a qualified teacher on ULA, the District shall mail the notice to such teacher who shall have ten (10) days from the date of such notice to accept the reemployment. Failure to accept, in writing, within such ten (10)-day period shall constitute a waiver on the part of the teacher to any further rights of employment or reinstatement, and that teacher shall forfeit any future reinstatement or employment rights.

Subd. 4. Reinstatement Rights: Reinstatement rights shall automatically cease five (5) years* from the date ULA was commenced, and no further rights to reinstatement shall exist unless extended by written mutual consent of the District and the qualified teacher.

Section 7. Establishment of Seniority List:

Subd. 1. Preparation: The District shall annually cause a seniority list (by name, date of employment, qualification, and subject matter or field) to be prepared from its records. The District shall thereupon cause such list to be posted in an official place in each school building of the School District.

Subd. 2. Request for Change: Any teacher whose name appears on such list and who may disagree with the order of seniority in said list shall have ten (10) days from the date of posting to supply written documentation, proof, and request for seniority change to the Superintendent.

Subd. 3. Final List: Within ten (10) days thereafter, the District shall evaluate any and all such written communications regarding the order of seniority contained in said list and may make such changes the District deems warranted. A final seniority list shall thereupon be prepared by the District, which list as revised shall be binding on the District and any teacher.

Section 8. Filing of Licenses: In any year in which a reduction of teaching positions is occurring and the District is placing teachers on ULA, only those licenses actually received in the Superintendent's office for filing as of January 15th of such year shall be considered for purposes of determining lay-off within areas of licensure for the following school year. A license filed after January 15th shall be considered for purposes of recall but not for the current reduction.

Section 9. Procedure: Any challenge by a teacher who is proposed for placement on ULA or recall therefrom shall be subject to the hearing and review procedures as provided in M.S. 122A.40 and, therefore, shall not be subject to the grievance procedure.

ARTICLE XVI. PAYROLL POLICIES:

Section 1. Payments: All teachers will be paid in twelve equal monthly installments, such installments to be paid on the 20th day of each month. In the event that the 20th day is a non-banking holiday, payment shall be made on the prior banking day.

Section 2. Payroll Deductions: Teachers shall be subject to payroll deductions as are required by law or as authorized by this Agreement.

Section 3. Extra-Curricular Payroll: In regard to extra-curricular payroll, teachers shall be paid during the months of duties pertaining to the extra-curricular assignment or by mutual agreement.

ARTICLE XVII. SEVERANCE PAY/RETIREMENT:

Section 1. Health Insurance: At the time of the teacher's severance/retirement, the teacher may choose to continue as part of the District's Group Health Insurance Plan at the teacher's expense in accordance with MS 471.61.

Section 2. Matching Contribution to 403(b) Tax Deferred Annuities:
All teachers beginning their fourth (4th) year of teaching in the District will be eligible to participate in the matching program at the beginning of the 1999 school year. Part-time teachers will receive a pro-rated match.

Subd. 1: Eligible teachers must use the matching program election during the eligible period, one (1) school year. Application for participation must be made by July 1st of each year of eligibility. Participation will continue at the same rate until the District Office is notified, in writing, of any change.

Subd 2: The District match shall be based on years of teaching in the district.

For 2025-2026 School Year:

Years	District Annual Match
0 to 3	$0
4 to 10	$1,300
11 to 14	$1,450
15 to 19	$1,700
20 & More	$2,000

For the 2026-2027 School Year:

Years	District Annual Match
0 to 3	$0
4 to 10	$1,400
11 to 14	$1,550
15 to 19	$1,800
20 & More	$2,100

Subd 3: A teacher employed in their first three years with the district and contributes up to 350 dollars annually into an eligible 403B plan will be entitled to a match of these dollars upon the teacher's fourth year of service to the district. This match will be limited to $1050 dollars. A request for this benefit must be submitted by the teacher in writing by October 1st of the teacher's fourth year of service to the district in order to receive this benefit. The district will contribute this deferred 403B benefit during the October payroll of the teacher's fourth year of service to the district.

Subd 4: Eligible teachers shall be entitled to a matching school district contribution to a board approved Minnesota 403(b) plan pursuant to MS 356.24. The district shall annually contribute an amount equal to the amount contributed by the employee, up to the maximum allowable match, unless the employee notifies the district in writing to contribute a lesser amount..

Subd 5: Teachers on unpaid leave may not participate in the matching program while on leave.

Subd 6: Authority: This deferred compensation plan is subject to the matching provisions as entitled under Minnesota Statute 356.24. Teachers may choose one of the product providers permitted by the State Board of Investors pursuant to Minnesota Statute 36.24, to which the School District will contribute to the employer's match.

Subd 7: Claims against the School District: The parties agree that any description of benefits contained in this article is intended to be informational only and the management of contributed funds is the responsibility of the provider selected by the Teacher. It is further understood that the District's only obligation is to make contributions as specified in this article and that no other claim shall be made against the District pursuant to this article.

Section 3. Severance: Teachers hired prior to September 1, 1999, who have completed at least 20 years of full time or equivalent teaching with the school district, are actively teaching in the district in the same year in which they resign, have completed the entire contracted year and have given a written notice to the school district on or before March 1 of the school year at the end of which the teacher wishes to retire shall be eligible for a payout of up to 95 days of their accumulated sick leave balance. The amount per day of sick leave payout will be $70 dollars per day with a maximum payout of $6,650. Appendix C will be used for these payments.

Section 4. **Retired Teacher Returning to Active Teaching Service:** Any teacher returning from retired status to active teaching will be placed on the salary schedule of BA/Step 1. Any previously accumulated benefits as an active teacher, prior to retirement, will not be carried forward once the teacher has returned to active teaching. The teacher returning to active teaching after retirement will also not accrue tenure and the District may choose to not employ the teacher for additional years.

Article XVIII: DURATION:

Section 1. Terms and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing upon the date of its execution through June 30, 2027, and thereafter as provided by P.E.L.R.A. If the exclusive representative desires to modify or amend this Agreement commencing on July 1, 2027, it shall give written notice of such intent no later than March 1, 2027.

Unless otherwise mutually agreed, the parties shall not commence negotiations more than 120 days before the expiration of this Agreement.

Section 2. Status of Salary Schedule: In the event a successor Agreement is not entered into prior to the expiration date of this Agreement, a teacher shall be compensated according to the previous year's compensation until such time that a successor Agreement is executed.

Section 3. Effect: This Agreement constitutes the full and complete Agreement between the District and the exclusive representative representing teachers of the district. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, District policies, rules or regulations concerning terms and conditions of employment inconsistent with These provisions. Nothing in this Agreement shall be construed to obligate the District to continue or discontinue existing or past practices, or prohibit the District from exercising all management rights and prerogatives, except insofar as this exercise would be in express violation of any term or terms of this agreement.

Section 4. Finality: Any matters relating to the current contract term, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

Section 5. Application: The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provisions thereof.

ARTICLE XIX: PRESCHOOL TEACHERS

Section 1: Applicable Articles of the Master Agreement: Preschool teachers shall be covered by the following sections of the Master Agreement: Article I, Purpose; Article II, Definitions; Article III, Recognition of Exclusive Representative; Article IV, School District Rights; Article V. Teacher Rights;

Article VI, Rights of the Association; Article VII, Grievance Procedure; Article VIII, Hours of Service; Article X: Leaves; Article XI, Group Health, Hospitalization, and Disability Insurance; Article XIV, Teacher Assignments; Article XVI, Payroll Policies; Article XVII. Severance Pay/Retirement; Article XVIII Duration; and Article XX, Teacher Discipline. ECFE and Learning Readiness teachers shall not be eligible for the following Articles of the Master Agreement: Article IX, School Calendar, School Year; Article XII, Salary Classifications, Lanes, Credits, and Placements; Article XIII, Salary Schedule and Increments; Article XV, Teacher Seniority and Dismissal: Unrequested Leave; Basic Schedules and Rates of Pay.

Section 2. Rates of Pay:
Preschool teachers shall be paid according to Appendix B, attached hereto. Part time teachers will have pay and benefits prorated. This salary will be prorated based on the number of days that the Preschool Teacher is contracted for compared to the number of days contained in Article IX.

Section 3. Seniority Agreement:
Preschool teachers will have seniority only in relationship to other Preschool teachers. Any members listed on the teacher seniority list will not have bumping rights over any Preschool teacher.

ARTICLE XX: TEACHER DISCIPLINE:

Section 1. Teacher Discipline and Discharge: Disciplinary actions may be imposed on teachers for just cause and are subject to the grievance procedure established by this contract.

Section 2. Discipline shall include only the following, but not necessarily in this order:

1. oral reprimand
2. written reprimand
3. suspension
4. discharge

Section 3. The School District shall not meet with a teacher for the purpose of questioning the teacher during an investigation that may lead to discipline without first offering the teacher an opportunity for representation from the Association. If the teacher waives the right to such representation, he/she must do so in writing prior to the questioning. The teacher shall be advised of the nature of the allegations prior to the questioning.

Section 4. Oral reprimands shall be clearly identified as such at the time the disciplinary action is administered.

Section 5. A copy of a written reprimand shall be given to the teacher prior to having such reprimand placed in the personnel file

Section 6. The School District shall not discharge a permanent teacher without just cause.

Section 7. In order that no unwarranted disciplinary action will be taken against a teacher, the school district will make a full and comprehensive investigation of any alleged violation of this agreement, the district policies and regulations, and state and local laws. If preliminary investigation indicates there will be sufficient cause for possible disciplinary action, the involved teacher will be so informed that the investigation will continue and that the teacher may be involved in the investigation. The School District reserves the right to suspend any teacher with pay during an investigation.

ARTICLE XXI: AUTHORIZATION:

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

For the Underwood Education Association		For School District No. 550 Underwood, MN. 56586	
_____		_____	
Its President	(date)	Its Chair	(date)
_____		_____	
Its Chief Negotiator	(date)	Its Clerk	(date)

Extra-Curricular Schedule Appendix “A”

2025/26 Head Coach 100%= $6,100
2026/27 Head Coach 100%= $6,200
2025/26 General Coach, Director or Advisor 100%= $5,750
2026/27 General Coach, Director or Advisor 100%=-$5,850

HEAD COACHES	**2025-2027**
Head Football	100%
Head Volleyball	100%
Head Basketball	100%
Head Wrestling	100%
Head Golf	65%
Head Track	80%
Head Softball	80%
Head Baseball	80%

GENERAL COACHES	**2025-2027**
ATHLETICS:	
Asst. Football	80%
2nd Football Asst. (2)	60%
Jr. Football	50%
Asst. Cross Country	50%
Asst. Volleyball	80%
2nd Volleyball Asst.	60%
Jr. Volleyball	50%
Asst. Basketball	80%
Jr. Basketball	50%
Asst. Wrestling	80%
Asst. Golf	50%
Asst. Track	50%
Jr. Softball	50%
Asst. Baseball	60%
Jr. Baseball	50%
Weightlifting (Sept-May)	70%

ACTIVITIES:	**2025-2027**
Sr. Class Advisor (3)	10% each
Jr. Class Advisor (2)	10% each
Speech 10-12 (2)	80%

Speech 7-9	50%
Pep Band	35%
School Play	30%
One Act Play	30%
Musical	30%
Knowledge Bowl	30%
Student Council (2)	10% each
School Patrol	10%
National Honor Society	10%
Econ Challenge	5%
Envirothon	5%
Spanish Club	15%
Art Club	10%
BPA	30%
Show Band	40%
Show Choir	40%
Debate (2)	40%
Yearbook	30%
Band Evening/Weekend Concerts	10%
Choir Evening/Weekend Concerts	10%

Other items:

1) Extra-curricular activities not listed on the schedule will be negotiated by the Superintendent and the Coach/Director/Advisor.

2) Coaches that coach part of a season will be prorated according to the length of the regular season.

3) Varsity Coaches/Directors/Advisors that advance to the State Tournament and coach on a day in which school has been called off and will be made up, will be paid $90 per day

Appendix B

25-26 Salary Schedule								
STEP	BA	BA+10	BA+20	BA+30	BA+60	MA	MA+10	MA+20
1	$ 50,477	$ 51,803	$ 53,127	$ 54,453	$ 56,070	$ 56,070	$ 57,692	$ 59,310
2	$ 51,066	$ 52,392	$ 53,717	$ 55,039	$ 56,661	$ 56,661	$ 58,279	$ 59,900
3	$ 51,801	$ 53,123	$ 54,450	$ 55,774	$ 57,393	$ 57,393	$ 59,012	$ 60,631
4	$ 52,537	$ 53,860	$ 55,185	$ 56,510	$ 58,129	$ 58,129	$ 59,749	$ 61,367
5	$ 53,271	$ 54,597	$ 55,921	$ 57,246	$ 58,865	$ 58,865	$ 60,484	$ 62,103
6	$ 54,440	$ 55,765	$ 57,089	$ 58,414	$ 60,033	$ 60,033	$ 61,653	$ 63,272
7	$ 55,616	$ 56,943	$ 58,268	$ 59,592	$ 61,212	$ 61,212	$ 62,831	$ 64,450
8	$ 56,795	$ 58,120	$ 59,446	$ 60,768	$ 62,390	$ 62,390	$ 64,007	$ 65,627
9	$ 58,261	$ 59,586	$ 60,910	$ 62,236	$ 63,854	$ 63,854	$ 65,476	$ 67,093
10	$ 59,733	$ 61,059	$ 62,382	$ 63,708	$ 65,326	$ 65,326	$ 66,947	$ 68,566
11	$ 61,204	$ 62,532	$ 63,854	$ 65,179	$ 66,798	$ 66,798	$ 68,420	$ 70,037
12	$ 62,966	$ 64,290	$ 65,617	$ 66,940	$ 68,560	$ 68,560	$ 70,178	$ 71,799
13	$ 64,732	$ 66,058	$ 67,381	$ 68,707	$ 70,327	$ 70,327	$ 71,945	$ 73,564
14	$ 66,497	$ 67,824	$ 69,148	$ 70,473	$ 72,092	$ 72,092	$ 73,713	$ 75,330
15	$ 68,698	$ 70,021	$ 71,347	$ 72,672	$ 74,291	$ 74,291	$ 75,910	$ 77,530
16	$ 70,906	$ 72,231	$ 73,555	$ 74,880	$ 76,501	$ 76,501	$ 78,117	$ 79,739
17	$ 73,267	$ 74,593	$ 75,917	$ 77,242	$ 78,710	$ 78,710	$ 80,326	$ 81,945
18						$ 81,073	$ 82,687	$ 84,308

26-27 Salary Schedule								
STEP	BA	BA+10	BA+20	BA+30	BA+60	MA	MA+10	MA+20
1	$ 51,699	$ 53,057	$ 54,412	$ 55,770	$ 57,427	$ 57,427	$ 59,088	$ 60,745
2	$ 52,302	$ 53,660	$ 55,016	$ 56,371	$ 58,032	$ 58,032	$ 59,689	$ 61,349
3	$ 53,055	$ 54,409	$ 55,768	$ 57,123	$ 58,782	$ 58,782	$ 60,440	$ 62,098
4	$ 53,808	$ 55,164	$ 56,521	$ 57,877	$ 59,536	$ 59,536	$ 61,195	$ 62,852
5	$ 54,560	$ 55,918	$ 57,274	$ 58,631	$ 60,290	$ 60,290	$ 61,947	$ 63,606
6	$ 55,757	$ 57,114	$ 58,471	$ 59,827	$ 61,486	$ 61,486	$ 63,145	$ 64,804
7	$ 56,962	$ 58,321	$ 59,678	$ 61,034	$ 62,693	$ 62,693	$ 64,352	$ 66,009
8	$ 58,170	$ 59,527	$ 60,885	$ 62,239	$ 63,900	$ 63,900	$ 65,556	$ 67,215
9	$ 59,671	$ 61,028	$ 62,384	$ 63,742	$ 65,399	$ 65,399	$ 67,061	$ 68,717
10	$ 61,178	$ 62,536	$ 63,892	$ 65,250	$ 66,907	$ 66,907	$ 68,567	$ 70,226
11	$ 62,685	$ 64,045	$ 65,399	$ 66,756	$ 68,415	$ 68,415	$ 70,076	$ 71,732
12	$ 64,490	$ 65,845	$ 67,204	$ 68,560	$ 70,219	$ 70,219	$ 71,876	$ 73,536
13	$ 66,298	$ 67,656	$ 69,012	$ 70,370	$ 72,028	$ 72,028	$ 73,686	$ 75,345
14	$ 68,106	$ 69,465	$ 70,822	$ 72,178	$ 73,837	$ 73,837	$ 75,497	$ 77,153
15	$ 70,360	$ 71,716	$ 73,074	$ 74,430	$ 76,089	$ 76,089	$ 77,747	$ 79,407
16	$ 72,622	$ 73,979	$ 75,335	$ 76,692	$ 78,352	$ 78,352	$ 80,007	$ 81,668
17	$ 75,040	$ 76,398	$ 77,754	$ 79,112	$ 80,615	$ 80,615	$ 82,270	$ 83,929
18						$ 83,035	$ 84,688	$ 86,348

Appendix C: Health Care Savings Plan

Underwood Education Association employees are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, Section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents. All funds collected by the employer on the behalf of the employee will be deposited into the employee's post-employment health care savings plan account.

Employee Contributions:
Employees have agreed to contribute to the Post Employment Health Care Savings Plan as described below:

(Part time employees will be prorated)

Employees with 0 to 3 years of service shall contribute $5 per pay period.
Employees with 4 to 10 years of service shall contribute $10 per pay period.
Employees with 11 to 14 years of service shall contribute $15 per pay period.
Employees with 15 to 19 years of service shall contribute $20 per pay period.
Employees with 20 or more years of service shall contribute $50 per pay period.

Severance Pay Outs:
All employees eligible for the severance payment outlined in ARTICLE XVII. Section 3. Subd 6. will contribute to the Post Employment Health Care Savings Plan as described below:

100% of employee severance to the HCSP.

Sick Leave Hour Conversion:
All employees who have accrued over 680.87 hours of sick time will have those hours converted into cash and deposited in the post-employment health care savings account. The conversion will take place once a year on June 30.

Personal Leave Hour Conversions:
All employees who have accrued over 35.84 hours of personal time will have those hours converted into cash and deposited in the post-employment health care savings account. The conversion will take place once a year on June 30.