AGREEMENT

between

MARTIN COUNTY WEST ISD #2448

and

INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 70

OFFICE PERSONNEL

July 1, 2018 through June 30, 2020
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ARTICLE 1 – PREAMBLE

Section 1. Parties and Duration. This agreement is made and entered into this 1st day of July, 2018 by and between Martin County West Independent School District #2448, hereinafter referred to as the Employer, and Local 70 of the International Union of Operating Engineers, hereinafter referred to as the Union.

Section 2. Purpose. The Employer and the Union recognize the need to promote orderly and constructive relationships and that unresolved disputes between the Employer and its employees are injurious to the public as well as the parties involved – therefore, this Agreement has as its purpose the promotion of harmonious relationships between the parties; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work and other conditions of employment.

ARTICLE 2 – RECOGNITION

Section 1. Recognition. The Employer recognizes the Union as the exclusive bargaining representative for all office personnel employees within the appropriate bargaining unit.

Section 2. Appropriate Unit. The Union shall represent all office personnel employees employed by the Employer who are employed fourteen (14) hours per week or thirty-five percent (35%) of the normal work week in the classification of the unit. Supervisory employees as determined by the Bureau of Mediation Services shall be excluded from the unit.

Section 3. Unit Clarification. Disputes which may occur over the inclusion or exclusion of new or changed job positions or classifications shall be referred to the State Bureau of Mediation Services for expedient resolution. The decision of the State Bureau of Mediation Services shall prevail during or pending any appeal(s) from such decision.

Section 4. Exclusivity. The Employer shall not meet and negotiate or meet and confer with any employee or group of employees who are at the time designated as a member or part of the unit except through the certified Union.
ARTICLE 3 – 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 includes, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection, direction and number of personnel.

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 the students of the School District.

Section 3. Effect of Laws, Rules and Regulations. The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and by School Board rules, regulations, directive and others, issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of the Agreement and recognizes that the School Board, all employees covered by the Agreement and all provisions of the Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

Section 4. Reservation of Managerial Rights. The foregoing enumeration of board rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly delegated in this Agreement are reserved to the School Board.
ARTICLE 4 – EXCLUSIVE REPRESENTATIVE RIGHTS

Section 1. Paramount Importance. The parties mutually recognize that their first obligation is to the public and that the right of students and residents of the School District to the continuous and uninterrupted operation of the school is of paramount importance.

Section 2. Job Descriptions. The School District will promulgate job descriptions for each classification, and prior to modification, will meet and confer with the exclusive representative.

Section 3. Right to Views. Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or his/her representative to the expression or communication of a view, grievance complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative; nor shall it be construed to require any public employee to perform labor or service against his/her will.

Section 4. Right to Join. Employees shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the School District.

Section 5. Union Stewards. The exclusive representative, upon written notification to the Employer, may designate employees within a bargaining unit to serve as steward.

Section 6. Visitation Rights. The exclusive representative may be permitted to come on the premises of the employer but shall not hold unit meetings during the normal working hours of the employee without prior approval of the employer or his representative. The exclusive representative will notify the employer’s representative when he/she enters the premises.
Section 7. Employee List. The Employer shall advise the Union office in writing of the names, addresses, telephone number, social security numbers, classifications, starting dates, birth dates and insurance coverage (single or dependent) of all employees added to this bargaining unit. The Union office shall be notified in writing upon the effective date of termination. The list will be transmitted no later than one (1) week following the payroll period in which the change occurs.

Section 8. Dues Check off. The Employer shall deduct monthly membership dues from the earnings of those employees who authorize such deduction in writing. The Union shall submit such authorizations and certify the amounts to be deducted at least seven (7) days prior to the end of the payroll period for which the deductions are to be effective and the deductions shall continue in effect until canceled in writing by the employee. The aggregate deductions of all employees, together with a list of the names of the employees from whom deductions were made, shall be remitted to the Union office within ten (10) days after such deductions are made. Employees who work less than twelve (12) months per year shall have twelve (12) months dues deducted in equal amounts during the months for which they appear on the payroll. Deductions for initiation fees, dues and assessments shall commence thirty-one (31) days from the date of employment.

Section 9. Indemnity. The Union agrees to indemnify and hold the employer harmless against any and all claims, suits, orders, or judgments brought or issued against the employer as a result of any action taken or not taken as a result of a request of the Union under the provisions of Section 8 of this Article.

ARTICLE 5 – HOURS OF WORK

Section 1. Basic Work Week/Year. The parties acknowledge that the majority of employees work a nontraditional duty week and year. Accordingly, the duty week and duty year shall be as prescribed by the School District based upon the needs of the School District.

Section 2. Overtime. All work performed in excess of the forty (40) hours per week shall be computed at the regular time and one-half rate. No overtime will be paid unless it has been specifically preapproved, except in cases when
preapproval is not practical, by one of the school administrators.

Section 3. Compensatory Time. Employees will be allowed to accumulate up to sixteen (16) hours compensatory time. An employee will earn compensatory time at 1½ hours for each hour worked, time to be taken or paid by June 30th each year. The employee must obtain written preapproval from one of the school administrators prior to earning compensatory time.

Section 4. Part-time Employees and Substitutes. Part-time and substitute office personnel employees may work when their services are needed at the discretion of and with administration approval. Part-time office personnel employees may decline additional hours.

Section 5. Working Hours. Working hours shall be determined by the school administration.

Section 6. Restriction. No employee shall work or perform services for any other business or employer during his/her regular work hours.

Section 7. Double Time. Double time for non-school activity shall be paid with the amount of time assigned by the Superintendent.

Section 8. Call Back Pay. One and one-half (1 1/2) times the hourly rate shall be paid for callback with a minimum of one hour.

ARTICLE 6 – WAGES

Section 1. Wage Schedule.

Subd. 1. 2018 – 2019 Contract Year

A. The basic wages and salaries shall be as set forth in Schedule A, attached hereto and made a part of this Agreement, for the period July 1, 2018 through June 30, 2020. A new wage schedule was developed for July 1, 2018 through June 30, 2019 [Schedule A]. On the new Schedule A, all employees advanced one step. This advancement includes those employees with red circled status.
Subd. 2. 2019 – 2020 Contract Year.

A. A new wage schedule was developed for July 1, 2019 through June 30, 2020 [Schedule B]. On the new Schedule B, all employees advance one step, this advancement includes those employees with red circled status.

Subd. 3. Initial Placement. New employees will be placed on the salary schedule as agreed between the employee and the School District.

Subd. 4. Pay Changes. An employee changing positions and thereby going from a higher grade to a lower grade, shall be placed on the new grade at the same step as occupied in the previous grade. An employee going to a higher grade will be placed on the new grade at the lowest step providing a pay rate higher than the previous grade.

Subd. 5. When an employee is assigned in writing by the Superintendent, or the Superintendent’s designee, to a higher classification for more than five (5) continuous work days, such employee will be paid the higher rate retroactive to the first day in such higher classification.

Section 2. Successor Agreement. In the event a successor agreement is not entered into prior to July 1, 2020, an employee shall remain at the same step as compensated for during the 2019 – 2020 contract year until a successor agreement is reached. The School District reserves the right to withhold a salary increase in individual cases for just cause.

Section 3. Snow Days. Any scheduled school day when school is canceled due to snow, employees will be paid and do not need to report to work. When school is dismissed early, employees will be paid and may leave after school is closed and after checking with the Superintendent. However, in the event that any lost days for the academic year are made up by the School District, employees will perform services without further compensation to the extent that they received pay for the canceled time.

Any scheduled days when school is canceled due to snow and employees report to work before being notified, employees will be able to bank any hours
worked up to eight (8) hours. Banked hours must be used by end of fiscal year.

Section 4. Jury Service. An employee who serves on jury duty shall be granted the day or days as stipulated by the court to discharge this responsibility without any salary deduction or benefit loss. An employee summoned to serve as a juror or called for prospective jury service shall receive their daily rate of pay less the amount provided as compensation for service as a juror. Copies of jury duty payments shall be submitted to the Business Office at the end of the jury duty service period.

Section 5. Worker’s Compensation. An employee injured on the job and collecting Worker’s Compensation insurance, may draw sick leave and receive full salary from the District. The salary to be reduced by an amount equal to the Insurance payments and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

ARTICLE 7 – INSURANCE

Section 1. Selection of Carrier. The selection of the insurance carrier and policy shall be made by the School District.

Section 2. Medical-Hospitalization Insurance.

Subd. 1. Single Coverage. The School District’s contribution for medical-hospitalization insurance for the 2018 – 2019 and 2019 – 2020 contract years shall be a sum not to exceed $6,400.00 per year ($533.34 per month) toward the cost of the premium for the medical-hospitalization plan for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group medical-hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deductions.

Subd. 2. Family Coverage. The School District’s contribution for medical-hospitalization insurance for the 2018 – 2019 contract year shall be a sum not to exceed $12,600.00 per year ($1,050.00 per month).
Effective July 1, 2019, the School District will contribute a sum not to exceed $12,800.00 per year ($1,066.67 per month) toward the cost of the premium for the medical-hospitalization plan for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in a School District group medical-hospitalization plan.

Subd. 3. Consumer Directed Health Plan (CDHP). The School District will offer a CDHP effective September 1, 2012. Employees enrolled in the CDHP with the Employer contribution specified in Article 7, Section 2, Subdivisions 1 and 2, will be eligible to contribute to an HSA plan. The HSA plan will be at no cost to the District.

Section 3. Duration of Insurance Contribution. An employee is eligible for District contributions as provided in this Article, as long as the person is employed by the District. Upon termination of employment, all board participation shall cease effective on the last working day unless otherwise stipulated in this Agreement. Persons who are on leave without pay must bear the full cost of any group insurance that they have elected to carry.

Section 4. Early Retirement. Effective July 1, 1992, a bargaining unit member who retires, is at least 55 years of age, and has at least fifteen (15) years of employment with the District, shall be eligible to remain in the existing group health and hospitalization insurance program. Such employees will be eligible for single and/or family coverage at the employee’s expense. Eligibility shall commence upon early retirement and request from the former employee and continue until the end of the month in which the employee receives Medicare.

Section 5. Eligibility. To be eligible for School District contributions for family coverage and contribution, an employee must be full-time, defined as working twelve (12) months per year and forty (40) hours per week. A part-time employee, employed at least nine months per year (academic year) and a minimum of twenty-five (25) hours per week or 1,300 hours per year, shall be eligible for School District contribution for individual coverage only, but may purchase family coverage, at the employee’s own expense, through payroll deduction. Employees employed less than twenty-five (25) hours per week are not eligible for the benefits of this article.
Section 6. Exception. Any exceptions based upon past practice will be considered in a separate Letter of Understanding.

Section 7. 12-Month Full-time Employee. Since the vast majority of employees covered by this agreement are less than full-time employee (2,080 hours per year), no provision is made for dependent coverage. However, an employee in the unit regularly employed full-time, 12 months per year and forty (40) hours per week (2,080 hours per year) shall be eligible for dependent coverage, the same as is provided for such employees in the agreement between the School District and the custodial employees.

ARTICLE 8 – 403(B) MATCH PLAN

Section 1. 403 (b) Match Plan: Effective July 1, 2008, all employees employed by the District are eligible to participate in a 403(b) match tax sheltered annuity plan as allowed under Minnesota Statute 356.24.

Subd. 1. Employees must meet the following criteria to be eligible for a pro-rated 403(b) match. The employee must have worked at least one (1) year in the District. Such employee shall only be eligible to participate in the district’s 403(b) tax sheltered annuity-matching program and the District shall make matching contributions to such a program in the maximum amount set forth in subdivision 2. below.

Subd. 2. Employees Match: Employees must elect to participate in the 403(b) annuity-matching program pursuant to the plan of his/her choice at the beginning of the plan year. The Districts matching contribution to employees participating in the plan shall be $550.00 per year.

This 403(b) Matching Funds have been a negotiated benefit, costed out of the combined Food Service, Custodian and Office Personnel bargaining units at four thousand dollars ($4,000.00).
ARTICLE 9 – LEAVES OF ABSENCE

Section 1. Sick Leave.

Subd. 1. Sick leave for eligible employees shall accumulate at the rate of ten (10) days per year with a maximum of one hundred thirty-five (135) days overall. Sick leave may be used in half-day or full-day increments.

Subd. 2. In the event an employee works twelve (12) months per year and forty (40) hours per week (2,080 hours per year), such employee will accrue sick leave at the rate of fifteen (15) days per year with a maximum accumulation of one hundred thirty-five (135) days overall.

Subd. 3. Any employee who is injured while employed by another employer or doing contract work for pay will not be entitled to any accident or sick leave benefits for such injury as provided for in this Article.

Subd. 4. When any employee is absent on sick leave which will be compensated for by Worker’s Compensation supplied by the School District, then the employee’s pay, for sick leave days used as provided in this Article will supplement the Worker’s Compensation pay only to the extent of the employee’s regular daily wage.

Subd. 5. The School Board, through its designated representatives, may require a doctor’s certification of illness for absence. In the event the School District requires a doctor’s certificate, the employee will be notified promptly not later than the same day of the absence.

Subd. 6. Sick Leave with pay shall be allowed by the District whenever an employee’s absence is found to have been due to illness which prevented his/her attendance at school and performance of duty on that day or days. An employee may use accumulated sick leave on the same terms for eligible relatives shown below and listed on MN Statute 181.9413.
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<thead>
<tr>
<th>Eligible Relatives</th>
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<tbody>
<tr>
<td><strong>Employee’s</strong></td>
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<tr>
<td>Spouse</td>
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<tr>
<td>Children</td>
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<tr>
<td>Parents</td>
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<tr>
<td>Son/Daughter in Law</td>
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<tr>
<td>Grandchildren</td>
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<tr>
<td>Grandparents</td>
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<tr>
<td>Siblings and their Spouses</td>
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<tr>
<td><strong>Employee’s Spouse’s</strong></td>
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<td>Spouse</td>
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<tr>
<td>Children</td>
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<td>Parents</td>
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<td>Grandchildren</td>
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<tr>
<td>Grandparents</td>
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<tr>
<td>Siblings and their Spouses</td>
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</tbody>
</table>

Section 2. Family Emergency Leave.

Subd. 1. Up to five (5) days, not deductible from sick leave and non-cumulative, with full salary may be granted to all bargaining unit members, in case of absence due to adoptive leave, or serious illness, injury or death in the immediate family. For definition of immediate family, see chart on page 13 of this Agreement. The doctor shall define the definition of a serious illness or injury.

Subd. 2. An additional ten (10) days or the number of accumulated sick leave days, whichever is the lessor, deductible from sick leave may be taken with full salary.

Subd. 3. Days of leave granted for absence other than sick leave shall be non-cumulative.

Subd. 4. Application for emergency leave shall be submitted on the electronic leave request system to the Superintendent at least two (2) days in advance, if practical, as determined by the School District. The application shall state the family relationship and reason for the leave.

Subd. 5. If the Superintendent’s ruling is disputed, the applying employee may request that the written application and the ruling be reviewed by the School Board.
Section 3. Personal Leave.

Subd. 1. Each employee will be allowed up to two (2) days of personal leave without loss of regular pay to use for personal business which cannot be handled outside of working hours.

Subd. 2. Request for personal leave must be submitted on the electronic leave request system at least three (3) days in advance, except in the event of emergencies.

Subd. 3. One hundred percent (100%) of personal leave not taken may be carried over from year to year to a maximum of three (3) days. Personal leave days should not be used to extend weekends, holidays and vacation, unless authorized by the Superintendent.

Subd. 4. An employee who works between five (5) hours and less than eight (8) hours a day shall be paid at seventy dollars ($70.00), and an employee who works eight (8) hours a day shall be paid at a rate of ninety dollars ($90.00) for not using any of these allotted yearly personal leave days. This additional pay will be paid on June 20th of the corresponding year.

Section 4. Eligibility. To be eligible for the benefits of this article, an employee must be employed at least nine months per year (academic year) and at least 25 hours per week. Employees employed less than 25 hours per week or less than nine months per year are not eligible for the benefits of this section. For part-time employees, the accrual of days shall be proportionate to their regular work day, i.e., an employee regularly employed five (5) hours per day would receive sick leave, emergency leave, or family leave at the number of days proportionate to their regular working day.

ARTICLE 10 – HOLIDAYS AND VACATIONS

Section 1. Holidays. Recognizing that employees covered by this agreement are essentially part-time employees, no provision is made for holidays and vacations. However, any employee who is regularly employed full-time, defined as regularly working 12 months per year and forty (40) hours per
week shall receive the same holidays and vacation as is provided in the agreement between the School District and the office personnel employees as follows:

**Subd. 1.** The following holidays are observed as days off with pay for eligible office personnel employees:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>New Year's Day</td>
<td>Thanksgiving</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday after Thanksgiving</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Christmas Eve Day</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>Labor Day</td>
<td>President's Day*</td>
</tr>
</tbody>
</table>

*Will be observed as a holiday unless it is a scheduled student or teacher work day. If school is in session, this holiday shall become a floating holiday to be taken at a time mutually agreed to by the employee and the District.

**Subd. 2.** If one of the above falls on either Saturday or Sunday, that day will be a holiday and the preceding Friday or Monday may be granted as a day off if school is not in session.

**Subd. 3.** Holidays shall be considered hours worked for the computation of overtime.

**Section 2. Vacations.**

**Subd. 1.** All eligible regular and probationary employees covered by this Agreement shall be entitled to vacations with regular pay each year in accordance with the provisions of this section.

**Subd. 2.** Eligible employees shall accrue vacation as follows:

A. During the first two (2) years of employment, 0.5 of a day per month (6 days per year).

B. During the third through the ninth year of employment, 1 day per month (12 days per year).
C. During the tenth through the fifteenth years of employment, 1.5 days per month (18 days per year).

D. During the sixteenth year of employment and thereafter, 2 days per month (24 days per year).

**Subd. 3.** Employees may be given preference as to vacation days in accordance with their seniority status. Vacation schedules are to be set up by June 1 of any year. Vacation time may be taken as arranged with and approved by the Superintendent or school administrator.

**Subd. 4.** First year employees shall accrue vacation, and may be able to use vacation days as they accrue.

**Subd. 5.** Vacation earned in one contract year (July 1 through June 30) should be used by May 31st of the following year. Employees who leave employment of the District shall have their resignation date extended by the number of unused vacation days accrued.

**Section 3. Eligibility.** To be eligible for vacation or holiday pay, an employee must be full-time, regularly working twelve (12) months per year and forty (40) hours per week.

**ARTICLE 11 – VACANCIES AND TRANSFERS**

**Section 1. Assignment and Transfer.** The school system reserves the prerogative to rotate or assign employees to various work stations within the same shift when it serves the best of the office personnel employees and educational mission.

**Section 2. Posting of Vacancies.** All permanent vacancies in full-time positions will be posted internally for a ten (10) day period. A permanent vacancy is defined as one anticipated to last more than twelve (12) calendar months. A temporary vacancy is defined as one anticipated to last less than twelve (12) calendar months. A position may be filled temporarily pending completion of posting and application procedures.
Section 3. Bulletin Board. Job openings will be posted on a bulletin board located at each of the work sites in the work areas. A copy will also be sent to the Union.

Section 4. Application for Vacancies. All employees under this Agreement may submit application in writing for any vacancy, which is posted pursuant to this Article.

Section 5. Frequency of Movement. Any employee successfully bidding on and subsequently serving in an opening, must remain in that position for the remainder of the school year in which the movement took place, unless an exception is made by the School District.

Section 6. Application of Seniority. Seniority will apply in the filling of vacancies provided an employee has the abilities and qualifications to perform the duties and responsibilities of the position except in those positions involving a promotion which shall be filled as provided in Section 7 herein. For purposes of this Section, a promotion is defined as any position involving a higher pay grade than other positions covered by this Agreement or involving new or different skills than required in the employee's previous assignment.

Section 7. Promotion Positions.

Subd. 1. In filling positions involving a promotion as defined in Section 6 above, the position shall be filled by the School District with the best qualified candidate as determined by the School District. In making its determination the School District shall consider the employee's qualifications and skills for the position as well as the length of service with the School District along with other relevant factors.

Subd. 2. If, in review of application, the School District is going to recommend that the job be awarded to a junior employee, the exclusive representative’s agent shall be notified in advance of awarding the job and shall have the opportunity to discuss the matter with the responsible administrator. The decision of the responsible administrator may be appealed to the Superintendent within the provisions of the grievance procedure and a review may be sought with
the School Board. However, if there is no agreement, the decision of the Superintendent or the School Board shall be final and binding and the parties agree that such decision shall not be subject to the arbitration clause.

Section 8. Outside Applicants. The School District reserves the right to fill any position with an outside applicant if no internal candidates apply or if internal candidates do not have the needed qualifications as described in the posting or skills for the position, after expiration of the posting period as provided in Section 2 hereof.

Section 9. Administrative Transfers. The School District reserves the right to transfer personnel as conditions may require. Seniority and posting shall not apply in an administrative transfer involving two permanent employees. Transfers of this nature will be discussed with the exclusive representative's agent prior to final disposition.

ARTICLE 12 – LAY OFFS, RECALL, SENIORITY

Section 1. Lay Off. Employees may be laid off at any time upon the recommendation of the Superintendent of Schools, or at the discretion of the Board of Education.

Section 2. Seniority. For the purpose of this Article, all office personnel shall have seniority commensurate with their first employment date involving continuous service in the School District. In the event more than one employee was hired on the same date, the tie will be broken by the toss of a coin. The tie breaker shall be witnessed by the School District and the Union.

Section 3. Order of Layoff. Employees shall be laid off within classification in inverse order of seniority (last hired, first laid off).

Section 4. Order of Recall. Employees will be recalled in inverse order in which laid off within classification (last laid off, first recalled).

Section 5. Termination of Seniority. Seniority rights shall terminate upon resignation or termination of an employee pursuant to this Agreement or after
sixteen (16) consecutive months of lay off.

Section 6. Seniority List. The School District will publish a seniority list and post it at all work locations, at least annually, and furnish a copy to the Union. Any employee challenging their seniority date may file a grievance within the time periods as provided within the grievance procedure, Article 15. The seniority date as published by the School District shall be deemed final and conclusive unless the employee files and processes a timely grievance after publication of the seniority list.

Section 7. Other Applications of Seniority. Seniority shall also apply within classification in vacation preference, shift preference, or work location unless special qualifications are needed.

Section 8. Lay Off. In the event of layoff, an employee in a higher classification may bump the most junior employee in a lower classification. However, a lower classification employee may not exercise bumping rights into a higher classification.

ARTICLE 13 – EDUCATIONAL PARTICIPATION

Section 1. The District agrees to encourage bargaining unit members to obtain training in areas related to the duties of this bargaining unit. When the District sponsors and/or offers educational and/or training opportunities all bargaining unit members will be notified and given the opportunity to be considered for participating. The District shall have the sole right to determine the number of bargaining unit members to be released from scheduled work time for in-service.

Section 2. Car Expense and Career Development.

Subd. 1. When possible, the District will provide a school vehicle to meetings and activities. If a vehicle is not available, the District shall reimburse the employee for mileage at accepted District rates.

Subd. 2. The District agrees to provide upon application by the employee and advance acceptance by the Superintendent, the necessary funds for attendance at meetings or training related to the individual's
position.

Subd. 3. Meal Costs. The District agrees to reimburse meal costs up to ten dollars ($10.00) per meal, with receipt, for support personnel attending meetings, workshops, or events relating to the individual’s position or assignment.

ARTICLE 14 – DISCIPLINE AND DISCHARGE

Section 1. Probationary Period. An employee under the provisions of this Agreement shall serve a probationary period of twelve (12) calendar months, commencing the first day of work, during which time the School District shall have the unqualified right to suspend without pay or discharge; and during this probationary period, the employee shall have no recourse to the grievance procedure, however, a probationary employee shall have the right to bring a grievance on any other provision of the contract alleged to have been violated.

Section 2. Hearing Rights. In the event of discharge of a permanent employee, he/she will be given two (2) weeks’ notice by the School District, except in cases where due cause may justify immediate separation. The employee or his/her representative shall be entitled to a hearing before the School Board. The employee shall give the School District at least two (2) weeks’ notice before he/she terminates his/her job.

Section 3. Forms of Discipline. All employees who work in excess of one (1) year shall be regarded as permanent employees and may be disciplined for just cause only:

Discipline will be in the form of:

A. Oral reprimand
B. Written reprimand
C. Suspension without pay
D. Discharge
The parties agree with the concept of progressive discipline, but any of the above forms of discipline may be used with any problem deemed serious enough.

ARTICLE 15 – GRIEVANCE PROCEDURE

Section 1. Grievance Definition. A "Grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the School Board as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Agreement.

Section 2. Representative. The employee, administrator or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in his/her behalf.

Section 3. Definitions and Interpretations.

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

Subd. 2. Days. Referenced 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, a Sunday or a legal holiday.

Subd. 4. Filing and Postmark. The filing or service of any notice or document herein shall be timely if it bears a dated postmark of the United States mail within the time period.
Section 4. Time Limitation and Waiver. Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School Board’s designee, 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. Failure to file any grievance from one level to another within time periods hereinafter 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 School Board's designee.

Section 5. Adjustment of Grievance. The School Board and the employee shall attempt to adjust all grievances, which may arise during the course of employment of any employee within the School District in the following manner:

**Subd. 1. Level 1.** If the grievance is not resolved through informal discussion, the School Board designee shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

**Subd. 2. Level 2.** In the event the grievance is not resolved in Level 1, the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing ten (10) days after receipt of the decision in Level 1. If a grievance is properly appealed to the Superintendent, the Superintendent or his designee shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after meeting, the Superintendent or his designee shall issue a decision in writing to the parties involved.

**Subd. 3. Level 3.** In the event the grievance is not resolved in Level 2, the decision rendered may be appealed to the School Board, provided such appeal is made in writing ten (10) days after receipt of the decision in Level 2. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or
representative(s) of the Board may be designated by the Board to hear the appeal at this level and report its findings and recommendations to the School Board. The School Board shall then render it's decision.

Section 6. School Board Review. The School Board reserves the right to review any decision issued under Level 1 or Level 2 of this procedure provided the School Board or it's representative notify the parties of its intention to review within ten (10) days after the decision has been rendered. In the event the School Board reviews a grievance under this Section, the School Board reserves the right to reverse or modify such decision.

Section 7. Denial of Grievance. Failure by the School Board or it's representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

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

Subd. 1. Request. A request to submit a grievance to arbitration must be in writing signed by the aggrieved party and such request must be filed in the office of the Superintendent within thirty (30) days following the decision in Level 3 of the grievance procedure.

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

Subd. 3. Selection of Arbitrator. Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after 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 Director, Bureau of Mediation Services (BMS), State of Minnesota, to furnish a list of five (5) prospective arbitrators, provided such request is made within twenty (20) days after request for arbitration. The request shall ask that the appointment be made within thirty (30) days after the receipt of said request. From
this list, each party shall, in turn, strike one (1) name until one (1) name remains, and the last remaining individual shall be designated as the arbitrator. The grieving party shall strike first. Failure to agree upon an arbitrator or the failure to request an arbitrator from the BMS within the time periods provided herein shall constitute a waiver of grievance.

**Subd. 4. Submission of Grievance Information.**

A. Upon appointment of the arbitrator, the appealing party shall within five (5) days after notice of appointment forward to the arbitrator, with a copy to the School Board, the submission of the grievance which shall include the following:

1. The issues involved.
2. Statement of the facts.
3. Position of the grievant.
4. The written documents relating to Section 5, Article 15 of the grievance procedure.

B. The School Board 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 person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral 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 within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided in the P.E.L.R.A. of 1971.
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 parties shall share equally food and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expense which the parties mutually agree are necessary for the conduct of the arbitration.

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, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public School Boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operation.

ARTICLE 16 - NON-DISCRIMINATION

Section 1. Employer. The Employer agrees that the provisions of this Agreement shall be applied equally to all employees in each bargaining unit without discrimination as to age, sex, marital status, race, color, creed, disability, national origin or political affiliation. The Employer agrees not to interfere with the rights of employees to become members of the Union and there shall be no discrimination, interference, restraint or coercion by the
Employer or an Employer representative against any employee because of Union membership or non-membership or because of any employee activity in an official capacity on behalf of the Union, which is in accordance with the provisions of this Agreement.

Section 2. Union. The Union agrees that the provisions of this Agreement shall be applied equally to all employees in each bargaining unit without discrimination as to age, sex, marital status, race, color, creed, disability, national origin or political affiliation. The Union accepts its responsibility as exclusive bargaining representative and agrees to represent all employees in the unit without discrimination, interference, restraint or coercion because of membership or non-membership in the Union.

ARTICLE 17 – UNFAIR LABOR PRACTICES

Section 1. Unfair Labor Practice. The Employer and the Union recognize that the Minnesota Public Employees Labor Relations Act (P.E.L.R.A.) in 179.68 list specific activities that the Employer and the Union may not engage in. The Employer and the Union in the interest of serving the public agree not to encourage or participate in any activities, which are listed in 179.68 as Unfair Labor Practices.

Section 2. Complaint. The parties recognize that unfair labor practices jurisdiction is vested in the court pursuant to Minn. Stat. § 179A.13. Therefore, any alleged violation shall be within the jurisdiction as provided by Minnesota law and shall not be subject to the grievance procedure of this Agreement.

ARTICLE 18 – SAVINGS CLAUSE

The Union and Employer recognize that all provisions of this Agreement are subject to laws of the State of Minnesota. Should any Article, Section or portion thereof of this Agreement be held unlawful and unenforceable, such decision shall apply only to the specific Article, Section or portion thereof directly specified in the decision and all other valid provisions shall remain in full force and effect.
ARTICLE 19 – LENGTH OF AGREEMENT

Section 1. Duration. The terms and provisions of this Agreement shall take effect for the work year beginning July 1, 2018 through June 30, 2020, and shall continue from the latter date, and year to year thereafter unless terminated as follows: Either party may terminate this Agreement or request amendments thereto by giving the other party sixty (60) days written notice prior to termination of this contract.

Section 2. Reopening. This Agreement may be reopened for the purpose of negotiating changes fifteen (15) days prior to July 1, 2020. The party requesting to open this Agreement under this provision may do so by requesting said opening in writing thirty (30) days prior to July 1, 2020.
IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

For: Martin County West ISD #2448

Allison Schmidt  
Superintendent

School Board Chair

Wendy Brooke  
School Board Clerk

For: International Union of Operating Engineers, Local 70

David Monsour  
David Monsour, Business Manager

Michael Dowdle, President

Linda Powers  
Linda Powers, Recording Secretary

Alicia Swanson  
Alicia Swanson, Union Steward

10-15-18  
Date:

9-26-2018  
Date:

DM/jcb/opeiu#12  
Contract/Martin Cnty West Office
LETTER OF AGREEMENT

Martin County West ISD #2448, hereinafter referred to as the Employer, and the International Union of Operating Engineers, Local 70, AFL-CIO, hereinafter referred to as the Union, agree to the following:

1. The parties have entered into collective bargaining agreements covering the period of July 1, 2018 through June 30, 2020, bearing the same dates as this Letter of Agreement for employees in the following three units: Custodial employees, Food Service employees and Office Personnel employees.

2. The parties have substantially defined, and in some cases modified eligibility standards for employees for insurance benefits based upon their hours of service, which eligibility standards shall define eligibility for all employees, except as otherwise excepted herein.

3. As a result of these redefined eligibility provisions, certain employees presently receiving health and hospitalization insurance coverage would no longer be eligible and the parties have agreed that notwithstanding lack of eligibility under the new collective bargaining agreements, the following employees will continue to receive School District contributions not to exceed the following amounts: Effective July 1, 2018, $6,400.00 per year, ($533.34 per month) for single and $12,600.00 per year, ($1,050.00 per month) for family; and effective July 1, 2019, single will remain $6,400.00 per year, ($533.34 per month) and increase to $12,800.00 per year ($1,066.67 per month) for family, during the term of the collective bargaining agreements (July 1, 2018 through June 30, 2020), as long as they remain employed by the School District. These employees are as follows:

   Peggy Godden          Sue Immens

4. It is further understood and agreed between the parties that members of the Food Service collective bargaining unit shall receive their noon lunch meal without charge, during their unpaid lunch period, on those days that they are employed by the School District.

5. This Letter of Agreement and the three collective bargaining agreements bearing the same dates as this Letter of Agreement constitute the full and complete agreement between the School District and the exclusive representative representing employees in the three bargaining units as defined herein. The parties agree that any previous Letters of Agreement or other agreements are rescinded and are of no further force and effect.
6. Except as otherwise expressly provided herein, all provisions of the 2018 – 2020 collective bargaining agreements bearing the same date as this Letter of Agreement shall govern terms and conditions of employment for all employees covered herein.

For: Martin County West ISD #2448

For: International Union of Operating Engineers, Local No. 70, AFL-CIO

Allison Schmidt
Superintendent

David Monsour
David Monsour, Business Manager

Steve Olsen
School Board Chair

Alicia Swanson
Alicia Swanson, Union Steward

Wendy Ringenberger
School Board Clerk

10-15-18
Date:

9/20/2018
Date:

DM/jcb/opeiu#12
LETTER OF AGREEMENT

Martin County West ISD #2448, hereinafter referred to as the Employer, and the Martin County West Classified Groups (Custodians, Food Service and Office Personnel) and the International Union of Operating Engineers, Local 70, AFL-CIO, hereinafter referred to as the Union, agree to the following:

1. The School District and the Union are parties to collective bargaining agreements covering the period July 1, 2018 through June 30, 2020.

2. The parties have agreed to the following for the time period of July 1, 2018 through June 30, 2020, at which time the agreed to sunsets. The School District will pay the flexible benefit amount of forty-eight dollars ($48.00) per year per employee during the existence of these collective bargaining agreements.

For: Martin County West ISD #2448
Allison Schmidt
Superintendent

For: International Union of Operating Engineers, Local No. 70, AFL-CIO
David Monsour
David Monsour, Business Manager

Steven Olson
School Board Chair

Alicia Swanson
Alicia Swanson, Union Steward

Wendy Buesenberger
School Board Clerk

10-15-18
Date:

9/20/2018
Date:

DM/jcb/opeiu#12
## Schedule A
### 2018 – 2019 Wage Schedule

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### Schedule B
#### 2019 – 2020 Wage Schedule

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