

# OSSEO AREA SCHOOLS

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## **Agreement on Terms and Conditions of Employment**

**Between**

**Independent School District 279- Osseo Area Schools  
Maple Grove, Minnesota**

**and**

**School Executives Association**

**Effective Date: July 1, 2023 – June 30, 2025**

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## ARTICLE I PURPOSE

**Section 1. Parties.** This Agreement is entered into between the School Board of Independent School District 279, hereinafter referred to as the School Board, and the School Executives Association hereinafter referred to as the School Executives, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the PELRA, to provide the terms and conditions of employment for members of the School Executives Association bargaining unit, hereinafter referred to as the School Executives Association, during the term of this Agreement.

## ARTICLE II RECOGNITION

**Section 1. Recognition:** In accordance with the PELRA, the School Board recognizes the School Executives Association as the representative of the School Executives employed by the School Board of Independent School District 279. The School Executives Association shall have those rights and duties as prescribed by the PELRA and as described in this Agreement.

**Section 2. Appropriate Unit:** The School Executives Association shall represent all School Executives of the School District as defined in this Agreement and in the PELRA.

**Section 3. Meet and Confer:** The representatives of the School Board shall meet with the School Executives Association as needed for the mutual exchange of ideas and to discuss matters that are not terms and conditions of employment.

## ARTICLE III DEFINITIONS

**Section 1. Terms and Conditions of Employment:** "Terms and conditions of employment" means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits, other than employer payment of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the School Board's personnel policies affecting working conditions of School Executives. In the case of School Executives, "terms and conditions of employment" does not mean educational policies of the School Board. "Terms and conditions of employment" is subject to the provisions of the PELRA.

**Section 2. School Executive:** Shall mean any person employed by the School Board in an executive management position. The term "School Executive" as used herein shall not include Superintendent, Principals, Assistant Principals, "supervisory employees", or "essential employees", part-time or temporary employees whose services do not exceed the lesser of thirty-five percent (35%) of the normal work week within the bargaining unit or fourteen (14) hours per week, or employees who hold a position that is basically temporary or seasonal in character and is not for more than sixty-seven (67) working days in any calendar year, and emergency employees.

**Section 3. Other Terms:** Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

## ARTICLE IV SCHOOL DISTRICT RIGHTS

**Section 1. Inherent Managerial Rights:** The School Executives recognize that the School Board is not required to meet and negotiate on matters of inherent managerial policy which include, but are not limited to, such areas of discretion or policy as the functions and programs of the School Board, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

**Section 2. Management Responsibilities:** The School Executives 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 School Executives recognize that all employees covered by this Agreement shall perform the services prescribed by the School District and shall be governed by School Board policies, rules, regulations, directives and orders which are not inconsistent with the terms and conditions of employment set forth in this Agreement and which are issued by properly designated officials of the School District. Any provision of this Agreement found in violation of any law, rule or regulation there under, shall be without force or effect.

**Section 4. Reservation of Managerial Rights:** The foregoing enumeration of School Board rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressed in this Agreement are reserved to the School Board.

## **ARTICLE V EMPLOYEE RIGHTS**

**Section 1. Right to Views:** Pursuant to PELRA, nothing contained in this Agreement shall be construed to limit, impair, or affect the right of any employee or their 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 designated to, and does not interfere with, the full faithful and proper performance of the duties of employment. Nor shall it be construed to require any employee to perform labor or services against their will.

**Section 2. 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 not join such organizations. Employees in the unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such employees with the School Board, as prescribed by the PELRA.

### **Section 3. Personnel Files:**

**Subd. 1. Right to Review/Frequency:** Upon request by an employee, the School District will provide the employee with an opportunity to review their own personnel file. The School District will not be required to provide an employee with an opportunity to review their personnel file if they have reviewed the personnel file during the previous six months; except that, upon separation from employment, an employee may review their own personnel file only once at any time within one year after separation.

**Subd. 2. Review:** A request will be made to Human Resources. Human Resources will comply with a request pursuant to Subd. 1 of this Section no later than seven (7) working days after receipt of the

request and will schedule an appointment for the employee to review their own personnel file and will notify the employee of such appointment. All such reviews will take place in Human Resources during its normal hours of operation.

Subd. 3. Documentation of Contents: The employee and a Human Resources representative will document the personnel file’s contents before the employee is given the personnel file to review. The employee and Human Resources representative will document the contents of the personnel file at the termination of the review.

Subd. 4. Right to Copy: After the review and upon the employee’s request, the School District will provide the employee with a copy of the requested record. The School District may not charge a fee for the copy. With respect to employees who are separated from employment, upon the employee’s request, the School District will provide a copy of the personnel file to the employee. Providing a copy of the separated employee’s personnel file to the employee satisfies the School District’s responsibility to allow review as stated in Subd. 1 of this Section.

Subd. 5. Right to Response: The employee may submit for inclusion in their personnel file a written response to any material contained in such file.

Subd. 6. Destruction/Expungement: The School District may destroy or expunge such files as provided or required by law.

**ARTICLE VI  
COMPENSATION AND CONDITIONS**

**Section 1. Compensation**

Subd. 1. Salary Ranges: The following salary ranges shall be created for each classification listed below:

<b>Class</b>	<b>Title</b>	<b>Workdays</b>	<b>Minimum/Maximum Effective July 1, 2023</b>
B-1	Assistant Superintendents*	260/261	\$167,053 / \$189,602
C-1	Executive Directors of Finance and Operations and Human Resources	260/261	\$167,053 / \$189,602
C-1a	Executive Directors of Technology, Community Relations, and Community Engagement	260/261	\$160,475 / \$183,023

\*Effective July 1, 2015, \$10,000 annual differential paid to Assistant Superintendents serving as acting superintendent with related added responsibilities.

\*\*The salary range is used as a guide for initial placement. Employees’ salaries may move above the top of the range with salary enhancements and/or salary advancements.

Subd. 2. Initial Salary Placement: New employees shall be placed within the respective salary range based on experience as it relates to the requirements of the job and at the discretion of the District. Internal employees hired into the unit and/or current employees promoting within the unit shall be placed at the discretion of Human Resources based on qualifications/experience and may be placed above the top of the range.

Subd. 3. Pay for Performance Stipend: Pay for performance will be based on performance measures relating to job performance and leadership. Pay for performance will be paid as a stipend during the next school year and will be paid in a lump sum payment.

- Employees who work less than 120 days of paid service do not qualify for the pay for performance stipend.
- Employees who complete at least 120 days of paid service, but less than their contracted year, will receive a prorated pay for performance stipend.
- Employees who complete their contracted year (including FMLA and/or ADA qualified leaves) will receive the full pay for performance stipend.
- The pay for performance stipend will be calculated after Salary Enhancements are applied.
- Performance evaluations must be completed and turned into Human Resources by June 15<sup>th</sup> in order for the stipend to be paid on the July 20<sup>th</sup> paycheck. If completed after June 15<sup>th</sup> the stipend payout will be within 3 pay periods.

Pay for Performance amounts awarded for performance levels:

Exemplary Performance	2.3%
Accomplished Performance	1.4%
Developing Performance	0.7%
Unsatisfactory	No stipend

Subd. 4. Salary Enhancement: A 5.0% increase to School Executive employees' base salaries shall be effective July 1, 2023, and a 3.0% increase to School Executive employees' base salaries shall be effective July 1, 2024.

Subd. 5. Alternative Pay for Performance Amounts: The School Board shall set financial parameters for contract negotiations with all employee groups with the same contract term as School Executives. These financial parameters relating to salary shall be used to determine the amount of pay for performance if it is to be less than the amounts specified in Subd. 3 above.

Based on these parameters set by the School Board, salary advancement will be as follows:

Exemplary performance:	An amount equal to 0-2.3%
Accomplished performance:	An amount equal to 0-1.4%
Developing performance:	An amount equal to 0-0.7%
Unsatisfactory:	No stipend

Subd. 6. Reschedule Work Year: Any School Executive who is in their last year of work, prior to retirement, may elect to reschedule up to fifteen (15) days of their work year, or may reduce their work year by up to fifteen (15) days so that their last day of work will be completed by June 15.

Upon submitting a letter of resignation, School Executives shall request to reschedule or reduce their work year to the Superintendent. Reduction in the work year will result in a pro-rata salary reduction based on the School Executive's daily rate of pay.

Subd. 7. Holidays: Employees will have 12 paid holidays as determined by the School Board prior to July 1<sup>st</sup>, yearly. Any of the holidays that fall within a 12-month employee's vacation period will not count as a vacation day. School Executives may schedule the following as workdays: Labor Day, Friday after Thanksgiving, Martin Luther King, Jr. Day (if it is an established District holiday for

that school year), President's Day (if it is an established District holiday for that school year), Spring Holiday, Memorial Day, and Juneteenth, subject to supervisor approval.

**Subd. 8. Probation and Regular Status:** New School Executives will be considered probationary for a period of one (1) year from their hire date as a School Executive. During this time, they shall have no seniority privileges and may be transferred, discharged, or laid off. Upon completion of the probationary period an employee will establish regular employee status unless otherwise notified in writing by the employer prior to the end of the probationary period.

## **Section 2. Retirement Incentive Pay:**

**Subd. 1. Exclusion:** This section shall apply only to School Executives whose service, in any capacity with the School District, has been full-time and has had no break in service as defined by this Agreement and whose service began prior to July 1, 1998. For School Executives whose employment began after this date, the provisions of this section will not be applicable.

**Subd. 2. Eligibility:** School Executives who have completed at least ten (10) years of continuous service, in any capacity with the School District, and who are at least fifty (50) years of age shall be eligible for retirement incentive pay pursuant to the provisions of this section upon submission of a written resignation accepted by the School Board, provided that such notice is given no later than thirty (30) days prior to the effective date of the resignation.

**Subd. 3. Calculation of Benefit:** Eligible School Executives, upon retirement, shall receive as retirement incentive pay an amount representing one hundred percent (100%) of the unused number of sick-leave days, no greater than one hundred ninety-two and one half (192.5) days times the daily rate of pay.

For the purpose of calculating this benefit, the calculation will be based on the employee's annual rate of pay divided by 225 days.

**Subd. 4. Determination of Daily Rate:** In applying these provisions, daily rate of pay for School Executives shall be based upon the employee's total annual compensation at the time of retirement.

**Subd. 5. Payment Schedule 50-54:** A School Executive who retires at age fifty to fifty-four (50-54) will receive the retirement incentive pay on July 20th if the employee's birth date is between January 1st and June 30th in the year they reach age fifty-five (55). If the employee's birth date is between July 1st and December 31st, they will receive their retirement incentive pay on January 20th of the following year.

**Subd. 6. Payment Schedule 55 & Over:** Retirement incentive pay for those age fifty-five (55) or older shall be paid by the School District according to the following schedule. School Executives who retire between January 1st and June 30th shall receive their retirement incentive pay July 20th of that year. School Executives who retire between July 1st and December 31st shall receive their retirement incentive pay on January 20th of the following year. In the event of a School Executive's death after having retired from the School District, the remaining amount of retirement incentive pay shall be paid to the employee's estate.

**Subd. 7.** Retirement incentive pay shall not be granted to any employee who is discharged by the School District.

**Section 3. Retirement Savings Plans:** In accordance with Section 403(b) of the Internal Revenue Code, the School Board will match the contribution of an eligible employee according to the following schedules towards an approved 403(b) retirement savings plan. The plan must meet the school district’s guidelines for approval.

**Subd. 1. District Annual Match** – Effective July 1, 2024: The School District’s maximum annual match of an eligible employee’s contribution will be \$4,000.00. Employees may choose to defer more than the District annual match amount. Federal law determines the maximum amount an individual can contribute annually. The matching amount will be approximately \$166.67 per pay period.

**ARTICLE VII  
GROUP INSURANCE**

**Section 1. Eligibility:** Qualifications shall include those established by the School Board and the carrier of the coverage.

**Section 2. Enrollment:** All employees qualifying shall enroll for such coverages in accordance with the procedures established by the School Board.

Employees will be allowed to waive health coverage in the District’s health plan upon sufficient proof that the employee has obtained group health coverage through another source (e.g. spouse). The Human Resources department shall determine the basis for sufficient documentation of group coverage from another source. The School District retains the right to re-examine waiver of health coverage on a year-to year basis.

**Section 3. Selection:** The School Board will make the selection of insurance carriers and policies. The School Executives will have representation on the School District Insurance Advisory Committee.

**Subd. 1. District Contribution: Basic Group Health and Hospitalization Plans:**

- a. The District will contribute up to the following amounts monthly, towards the District’s Group Health Insurance premiums for full-time employees. Any portion of the premium that exceeds the District contribution will be paid by the employee and paid by payroll deduction.

<b>Effective July 1, 2023</b>			
	Single	Employee +1	Family
High*	\$621.58	\$966.64	\$1,548.73
Value	\$652.66	\$1,014.97	\$1,626.17
HSA Plan	\$509.34	\$1,020.85	\$1,634.36

<b>Effective July 1, 2024</b>			
	Single	Employee +1	Family
High*	\$621.58	\$966.64	\$1,548.73
Value	\$685.29	\$1,065.72	\$1,707.48
HSA Plan	\$570.46	\$1,082.10	\$1,732.42

\* The High Plan is no longer available for new enrollment. All existing members on the High Plan will continue to receive the district contribution to the High Plan health insurance as indicated in the table above. Those eligible to have district paid insurance until Medicare eligibility may opt into the High Plan upon retirement from ISD 279 at no cost to the employee.

Subd. 2. High Deductible Health Plan (HSA Plan) - Contributions to Health Savings Accounts

As recommended by the School District Insurance Advisory Committee, those employees participating in the HSA compatible health plan shall receive the following contributions to a qualifying Health Savings Account (HSA). Contributions will only be made to District approved HSA depository.

- Single HSA Coverage: \$200 per month
- Employee+1 Coverage: \$400 per month
- Family Coverage: \$400 per month

District contributions to the HSA trust account will be made each month. Contributions for July and August will be made at the same time as the September contribution. In the event of hardship, the parties agree to meet and confer to discuss alternatives to the contribution timelines.

The school district will pay all administrative fees associated with the plan.

Subd. 3. Continuation of Coverage Upon Retirement: For employees hired prior to July 2, 2006, the School Board shall provide and pay for hospital and medical insurance in the School Board's group health and hospitalization plan for any employee who retires after reaching the age of fifty-five (55) until the employee reaches age sixty-five (65) or accepts another hospital and medical insurance program. This provision shall apply to single and dependent coverage, if applicable.

For employees hired on or after July 2, 2006, the School Board shall provide and pay for hospital and medical insurance in the School Board's group health and hospitalization plan for any employee with three (3) or more years of continuous employment in the district in any capacity who retires after reaching the age of fifty-five (55) until the employee reaches age sixty-five (65) or accepts another hospital and medical insurance program. This provision shall apply to single and dependent coverage, if applicable.

Effective beginning August 1, 2014, an employee hired into this contract group who has not received this benefit while serving in another ISD 279 management group will not be eligible to receive this benefit.

A retired employee who is eligible for this benefit and accepts another hospital and medical insurance plan between age fifty-five (55) and age sixty-five (65), shall be allowed to re-enter the School Board's group health and hospitalization plan one time only, with no penalty.

An employee who is eligible for this benefit and retires before age fifty-five (55) as provided for in Article VI, Section 2 of this Agreement, shall also be eligible for this provision, upon reaching age fifty-five (55), provided that the employee has enrolled in and maintained hospital and medical insurance from the age of retirement to June 30th of the year after they reach the age of fifty-five (55).

Subd. 4. Insurance Program Eligibility After Age 65: Selected insurance coverage will continue beyond the employee's 65<sup>th</sup> birthday as permitted by law. The retiree will pay the premium as determined by the insurance carrier.

**Section 4. Section 125 Flexible Spending Plan.** The district shall provide a Section 125 Flexible Spending Plan under the Internal Revenue code for all School Executives.

Subd. 1. Description: The Section 125 Plan (Flexible Spending Plan) offered by the District is a plan established to provide a way to save money on costs for medical and dependent care expenses. The three accounts allow payment for health insurance premiums, certain out-of-pocket health care expenses, and dependent care expenses with pre-tax dollars. It is a salary reduction plan permitting the participant to choose among more than one benefit. It is classified as a “Cafeteria Plan” for federal income tax purposes. The plan year will commence July 1<sup>st</sup> through June 30<sup>th</sup> of each year. There are three (3) components to the plan:

- a. District-provided health insurance premium deduction with pre-tax dollars.
- b. Dependent care reimbursement account.
- c. Medical expense reimbursement account.

**Section 5. Dental Insurance:**

- a. Single Coverage: The School District will pay up to \$28.00 per month for individual coverage for each full-time employee who qualifies for and enrolls in the School District’s group dental insurance plan.
- b. Family Coverage: The premium cost of the family/dependent coverage for each full-time employee who qualifies for and enrolls in the School District’s group dental insurance plan and who qualifies for family/dependent coverage will be paid in total by the employee and paid by payroll deduction minus the School District’s contribution for single coverage. Whether the School District offers family/dependent coverage is subject to the conditions as established by the carrier(s).

**Section 6. Group Term Life Insurance:** The School District will pay the full premium for group term life insurance for all School Executives who qualify for and enroll in the School District’s group term life insurance plan. Employees who qualify and enroll will be covered by group term life insurance at a flat amount of \$300,000.

**Section 7. Supplemental Group Term Life Insurance:** Full-time School Executives will have the option, subject to the conditions established by the School Board's carrier for group term life insurance as provided in Section 6 of this Article, to purchase supplemental group term life insurance with AD&D in the amounts of \$50,000, \$75,000, \$100,000, \$125,000, \$150,000, \$200,000, \$300,000 or \$400,000, not to exceed 4x annual salary. In the event of early retirement, an employee may continue to purchase this policy until they reach the age of 65. The cost of the supplemental coverage will be borne by the employee and paid by payroll deduction.

**Section 8. Long-Term Disability Income Protection:** The School Board shall pay the full premium in the existing long-term disability income protection plan of the School Board for all School Executives who qualify for and enroll in such coverage.

This coverage shall apply to total annual salary. School Executives who have qualified for long term disability insurance and who previously qualified for the School District's health and hospitalization insurance benefits shall have these benefits maintained for a period of one (1) year from the date of disability. Thereafter, these benefits will be available to the School Executive at

their own expense. See MOU Long-Term Disability Coverage for Mental Health & Chemical Dependency.

**Section 9. Claims Against the School District:** It is understood that the School Board's obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School Board as a result of a denial of insurance benefits by an insurance carrier.

**Section 10. Married Couples in District with Family Coverage:** When a School Executive and their spouse are both employed by the School District and are eligible for the School District's group health and hospitalization plan, and both employees enroll in the same hospitalization plan, the full premium will be paid by the School District.

## ARTICLE VIII LEAVES OF ABSENCE

### **Section 1. Vacation:**

**Subd. 1. Vacation Allowance:** Beginning July 1, 2024, employees shall receive 25 days of annual vacation.

**Subd. 2. Accumulation:** It is expected that vacation time earned as of June 30<sup>th</sup> in the fiscal year will be used prior to July 1<sup>st</sup> of the following year. The maximum amount of vacation time an employee may carryover is 10 days per year. The maximum amount of vacation an employee may have as a balance as of June 30<sup>th</sup> of any year will be 25 days.

**Subd. 3. Use of Vacation:** Vacation must be scheduled and approved in advance with the employee's supervisor. Vacation may be used in ½ day increments. Vacation used during a fiscal year should normally be limited to twenty-five (25) days. Provided there are vacation days available, an employee may use more than twenty-five (25) days in a year, with supervisor and Human Resources approval.

**Subd. 4.** In the case of voluntary separation or removal for cause of an employee to whom vacation has been advanced in excess of that accumulated, the employee is required to refund the amount paid for the period of such excess.

**Subd. 5. Termination/Resignation/Retirement:** If an employee is terminated because of a layoff or reduction in staff, resigns, or retires the employee shall be entitled to a pro rata share of vacation earned. In case of death, the employee's spouse or estate will be entitled to a pro rata share of vacation earned. The maximum payout of vacation time will be twenty-five (25) days. Payout of vacation shall be calculated based on a 260-day calendar.

### **Section 2. Sick Leave:**

**Subd. 1.** School Executives shall be eligible for sick leave under one of the following conditions:

- a. **Earn & Accumulation:** Full-time School Executives shall accrue sick leave at the rate of twelve (12) days per year (one day per month) and accrual for unused sick leave shall be unlimited. Employees working less than a full year will have their sick leave days pro rated.

- b. Use-Pregnancy: An employee may utilize available sick leave, subject to the provisions of this section and Section 7 of this Article, for periods of disability relating to pregnancy, miscarriage, abortion or childbirth.

Such an employee shall notify Human Resources in writing no later than the end of the sixth month of pregnancy indicating their intention to utilize sick leave, and also at such time shall provide a medical provider's statement indicating the estimated date of delivery of the child and estimated time of confinement. A licensed medical provider will determine the definition of disability.

1. A School Executive (other than the pregnant parent) may utilize up to ten (10) days of sick leave in connection with the birth of their child. Such leave will be deducted from accrued Sick Leave subject to Section 3 of this Article, Family Illness Leave.
2. A School Executive may utilize up to thirty (30) days of sick leave for the adoption of a child, subject to the provisions of this Section and Section 7 of the Article.

Subd. 2. Use: Sick leave with pay shall be allowed by the School Board whenever an employee's absence is found to have been due to an illness which prevented their attendance at work and performance of duties on that day or days.

Subd. 3. Medical Verification: The District may require the employee to furnish a medical certificate from a licensed medical provider as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the Superintendent.

Subd. 4. Medical Request: In the event that a medical certificate will be required, the employee will be so advised.

Subd. 5. Approval: Sick leave pay shall be approved only upon submission of an authorized sick leave pay request submitted through the process provided by Human Resources.

Subd. 6. Use: Absences Covered by Workers' Compensation and/or Long-Term Disability (LTD):

- a. A School Executive who is absent from work as a result of a compensable injury in the service of the School Board under the provisions of the Workers' Compensation Act and/or an absence covered by the School Board's long-term disability insurance, the School Board will pay the difference between the compensation received pursuant to the Workers' Compensation Act and/or LTD by the employee and the employee's base rate of pay or the extent of the employee's earned accrual of sick leave, if said employee is on an accrued sick leave basis.
- b. An employee who is on an accrued sick leave basis shall have a deduction made from the employee's accrued sick leave according to the pro rata portion of days or sick leave which is used to supplement Workers' Compensation and/or LTD payments.
- c. Such payment shall be paid by the School Board to the employee only during the period of disability.

- d. In no event shall the additional compensation paid to the employee by virtue of sick leave pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the base compensation of the employee.
- e. An employee who is absent from work as a result of an injury compensable under the Workers' Compensation Act and/or an absence qualifying the employee for LTD payments shall submit their Workers' Compensation check and/or LTD payment, endorsed to the School Board prior to receiving payment from the School District for this absence.
- f. A School Executive who is unable to perform their duties and responsibilities due to a physical assault resulting in an injury which occurs while on duty as a result of a work-related incident will be entitled to compensation without use of sick leave for the first three (3) days of absence per incident. Thereafter, the compensation will be paid per Subd. 6. a. through d. of this Article.
- g. If a School Executive incurs an injury as described in Subd. 6. e. of this Article, and such injury causes the employee to work less than full-time, the School District will continue its share of the cost of the health and hospitalization insurance plan in which the employee is enrolled.

Subd. 7. Extenuating Family Circumstances: A School Executive who has exhausted their sick leave and experiences an extenuating family circumstance may work with the Superintendent to modify the employee's work year calendar and work location.

**Section 3. Family Illness:**

Subd. 1. Use: Employees will be granted up to a minimum of ten (10) days absence upon approval of the Superintendent for illness in the employee's or spouse's immediate family that may or may not otherwise be covered under the Family and Medical Leave Act (FMLA) and/or state statute. The immediate family will include parent, sister, brother, spouse, son, daughter, son-in-law, daughter-in-law, grandparent, grandchildren, guardian and any other relative or non-relative who stands in the same relationship with the employee. Absences will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, there will be a salary deduction equal to the pro-rated daily rate of pay.

**Section 4. Bereavement Leave:**

Subd. 1. Use-Immediate Family: School Executives will be granted five (5) days per occurrence for absence due to death of each member of the employee's or spouse's immediate family. The immediate family will include parent, sister, brother, spouse, son, daughter, son-in-law, daughter-in-law, grandparent, grandchildren, guardian and any other relative or non-relative who stands in the same relationship with the employee. Absences will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, there will be a salary deduction equal to the pro-rated daily rate of pay.

Subd. 2. Use-Not Immediate Family: Absence due to the death of a person, not listed in Subd. 1. of this Section shall be limited to one (1) day per year.

**Section 5. Jury Duty:** A School Executive summoned to jury duty will be granted time off with pay.

Subd. 1. Notice to District: School Executives who receive a summons are to call and/or email the Human Resources Attendance Specialist and their supervisor immediately to notify them of the proposed dates of service.

Subd. 2. Remittance of Stipend: School Executives who receive a stipend for jury duty are to reimburse the School District for the amount received, minus the mileage allowance if they were on jury duty during the workday.

Subd. 3. Commencement of Leave: Employees on-call for jury duty will need to report to work until they are summoned to appear for jury duty. Failure to do so will result in a deduction of pay for the days of work missed.

Subd. 4. Pay: School Executives will have no loss of pay as a result of jury duty if the provisions of Subdivisions 1. through 3. are met.

**Section 6. Court Appearances:**

Subd. 1. Request of School Board: When the School Board is a party in a litigation, and a School Executive of the School District appears at the request of the School Board or as codefendant in a case against the School Board, the School Executive will be entitled to their pay and no deduction of any leave provision will be charged to the School Executive.

Subd. 2. Other Requests: If a School Executive receives a notice to supply information or testify in a civil or criminal court proceeding, as a result of their employment, they must notify the Superintendent. If the School Executive must appear at the proceeding, the School Executive will be entitled to their pay and no deductions of any leave provisions will be charged to the School Executive. If the matter is a result of actions for which the School Executive has been found to have acted improperly and thus disciplined by the School District, the day(s) absent will be deducted from personal leave or short-term leave referenced in this article.

Subd. 3. Action Against School Board: If the matter is a result of actions by a School Executive against the school Board/District, the day(s) absent will be deducted from personal leave or short-term leave. Additional short-term leave will be granted if necessary.

**Section 7. Child Care/Adoption Leave:**

Subd. 1. Purpose: An employee, upon request, may be granted a leave for the purpose of childcare of a newborn child or for the adoption of a child. The employee will be required to concurrently take a leave pursuant to the Family/Medical Leave Act (FMLA). This leave will be granted to one (1) parent of a newborn or adopted child provided such parent is caring for the child. Employees may be granted partial leaves of absence appropriate to the job assignment.

Subd. 2. Request: An employee making application for childcare leave will inform the Superintendent in writing of the intention to take the leave at least three (3) calendar months before commencement of the intended leave. For an adoption leave, the employee will inform the Superintendent in writing at the earliest opportunity of the intention to take the leave.

Subd. 3. Use of Sick Leave for Pregnancy: If the reason for the leave is occasioned by pregnancy, an employee may utilize sick leave pursuant to the sick leave provisions of this Article during a period of physical disability. A pregnant employee will also provide, at the time of the leave application, a statement from a licensed medical provider indicating the expected date of delivery.

Subd. 4. Use of Sick Leave for Adoption: An employee may request to use up to thirty (30) days of accumulated sick leave for adoption to assist in preparation and legal reasons of the adoption, as well as necessary travel and initial adjustment of the child. These days need not be taken consecutively.

Subd. 5. Date of Leave: The effective beginning date of a childcare/adoption leave, and its duration, will be determined by mutual consent between the employee and the Superintendent.

In determining the date of the commencement and duration of the leave, the Superintendent will review each case on its individual merits taking into consideration the following:

- a. The request of the employee.
- b. The specific employment duties of the employee involved.
- c. The health and welfare of the employee, unborn child or adopted child.
- d. The recommendation of the employee's licensed medical provider.

Subd. 6. Duration: In making a determination concerning the commencement and duration of a childcare/adoption leave, the School Board will not in any event be required to:

- a. Grant any leave of more than twelve (12) months in duration.
- b. Permit the employee to return to their employment prior to the date designated in the request for the leave, unless by mutual agreement of the employee and the Superintendent.

Subd. 7. Approval of Leave: If the employee complies with all provisions of this Section and a leave is granted by the School Board, the employee will be notified in writing.

Subd. 8. Termination of Leave: Interruption of pregnancy will terminate the leave. Human Resources may require in such cases forty-five (45) days' notice to return.

Subd. 9. Reinstatement: An employee returning from childcare/adoption leave will be re-employed in the position occupied prior to the leave, subject to the following conditions:

- a. The position has not been abolished.
- b. The employee is not physically or mentally disabled from performing the essential duties of such position.

Subd. 10. Failure to Return: Failure of the employee to return pursuant to the date determined in this Section will constitute grounds for termination by the School District unless the School District and the employee mutually agree to an extension of the leave.

Subd. 11. Accumulated Leave: An employee who returns from childcare/adoption leave within the provisions of this Section will retain any unused leave time accumulated under the provisions of this

Article at the commencement of the leave. The employee will not accrue additional leave time during the period of absence.

Subd. 12. Salary: Any childcare/adoption leave of absence granted under this Section will be a leave without pay except as provided in Section 2 of this Article.

Subd. 13. Insurance: An employee on childcare/adoption leave of absence is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but will pay the entire premium for such programs as the employee wishes to retain, following FMLA.

Subd. 14. Notification to Return: An employee on childcare/adoption leave of absence will be sent a letter of assignment from Human Resources at least sixty (60) days prior to the specified return date of said leave. The employee will lose all re-employment rights if the employee refuses or fails to return the letter of assignment within ten (10) days.

**Section 8. Long-Term Leave:**

Subd. 1. Eligibility: School Executives with a minimum of three (3) years of experience in the School District may apply for an unpaid leave of absence once during their district employment. Additional leaves may be granted at the discretion of the Superintendent.

Subd. 2. Duration: Leave may be granted for a period of time not to exceed one (1) year.

Subd. 3. Insurance: An employee on an approved long-term leave is eligible to participate, at their own expense, in the health and hospitalization program of the School District. This participation will be subject to the conditions prescribed by the insurance carrier.

Subd. 4. Benefit Accrual: An employee on approved long-term leave shall retain their accrued benefits as of the beginning date of the leave. No benefits will accrue during the period the employee is on leave.

Subd. 5. Purpose: Consideration for granting long-term leaves will be given for:

- |                 |   |
|-----------------|---|
| Education       | Election to Political Office  |
| Health          | Family Reasons (Issues)   |
| Approved Travel | Retraining or Career Change (not including employment in another school district) |

Subd. 6. Requests: Requests for long-term leaves must be made at least thirty (30) days in advance, except in emergencies, and submitted to the Superintendent for recommendation. Final approval will be made by the School Board. The number of School Executives on approved leave in any school year shall not normally exceed one (1) person.

Subd. 7. Notification to Return: A School Executive on long-term leave will be sent a notice from Human Resources according to the following schedule:

- a. When the return date of said leave is intended to coincide with the opening of school, notification shall be given by March 1 of the preceding school year.

- b. At least (60) days prior to the specified return of said leave when such date falls at any other time during the school year.

**Subd. 8. Reinstatement:** An employee returning from long term leave for education, approved travel, family reasons, retraining or career change reasons shall be re-employed in the position occupied prior to the leave, subject to the following conditions:

- a. The position is vacant.
- b. That the position has not been abolished
- c. That the employee is not physically or mentally disabled from performing the essential duties of such position.

An employee returning from long-term leave for health or election to political office reasons will be re-employed in the position occupied prior to the leave, subject to the following conditions:

- a. That the position has not been abolished.
- b. That the employee is not physically or mentally disabled from performing the essential duties of such position.

**Subd. 9. Failure to Return Notice:** The School Executive shall lose all re-employment rights if the employee refuses or fails to return the notice within ten (10) days.

**Section 9. Short-Term Leave:** School Executives may apply for a short-term leave of absence.

**Subd. 1. Salary:** Short-term leave shall be without pay.

**Subd. 2. Duration:** Short-term leave may be granted for not more than ten (10) working days.

**Subd. 3. Requests:** Requests for short-term leave shall be made five (5) days in advance except in the case of emergencies. The request shall be on a Leave of Absence Request (PF 22) and shall clearly state the reason for such request.

Any special conditions or arrangements established by the supervisor for a short-term leave shall be in writing to the individual requesting the leave. All conditions established must be met to be eligible for the leave.

**Subd. 4. Approval:** Short-term leave shall be granted only in special circumstances and must be approved by the Superintendent.

**Subd. 5. Eligibility:** Short-term leave shall normally be available no more than once during this Agreement.

**Subd. 6. Limit-1:** The number of School Executives on short-term approved leave at any given time shall normally not exceed one (1) person.

**Section 10. Personal Leave:** A School Executive will be credited one (1) day each year, accumulative to five (5) days. Personal leave may be used for activities requiring the employee's personal attention not covered or requested under other provisions of this Agreement.

Subd. 1. Requests: Request for personal leave must be made in writing to the Superintendent at least three (3) days in advance, except in event of emergencies.

Subd. 2. Limit: At no time shall more than three (3) School Executives be granted personal leave.

Subd. 3. Exclusion: A personal leave day will be granted the first or the last day of the student school year; however, the leave will only be granted for special circumstances with written explanation by the employee and approval of the Superintendent.

Subd. 4. Sick Leave Deduction:

- a. Requests: An employee who has completed the probation period may request to convert up to two (2) sick days per year provided that all vacation days are used prior to the conversion of sick leave days.
- b. Use: Any converted sick leave days must be used in the school year in which they were converted and will not be allowed to be carried over into the next school year.

**Section 11. Religious Leave:** School Executives may be granted up to three (3) days of religious leave. School Executives must make application, including a brief summary of details of the request, to Human Resources at least three (3) days prior to the religious leave. Human Resources will notify the School Executive, to make the necessary arrangements allowing the School Executive to make up the days at some other prearranged time. However, the School Executive may utilize provisions outlined in Section 10., Personal Leave, or Section 2., Sick Leave, if so desired. If the School Executive chooses none of the options as outlined herein, leave may be granted with full loss of pay. At no time shall more than two (2) of the School Executives be granted religious leave on a given contract day.

**Section 12. Extended Leave of Absence:**

Subd. 1. Authority: Pursuant to Minnesota Statutes 122A.46 and 354.094, the School Board may grant an extended leave of absence of at least three (3) years but no more than five (5) years. However, the granting of extended leaves of absence is purely within the discretion of the School Board and the School Board reserves the right to refuse to grant any and all extended leaves if, in the judgment of the School Board, such leaves should not be granted.

Subd. 2. Conditions: The School Board will consider the granting of extended leaves only under the conditions as they are described in M.S. 122A.46, and 354.094.

Subd. 3. Eligibility: School Executives must have a minimum of seven (7) consecutive years of full-time teaching service in the district and at least ten (10) years of allowable service as defined in Section 354.05, Subdivision 13.

Subd. 4. Requests: Requests for extended leaves of absence must be submitted to the Superintendent by April 1, of the year preceding the school year for which the extended leave would commence.

Subd. 5. Reinstatement: School Executive returning from an extended leave of absence will be re-employed in the position occupied prior to the leave, subject to the following conditions:

- a. That the position has not been abolished; and
- b. That the School Executive is not physically or mentally disabled from performing the essential duties of such position.

Subd. 6. Failure to Return Contract: The School Executive shall lose all re-employment rights if the School Executive refuses or fails to return the contract within ten (10) days.

## **ARTICLE IX 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 Policy.

**Section 2. Representative:** The employee, administrator, or School Board may be represented during any step of the procedure by another member of the group chosen by the employee to act on their behalf.

### **Section 3. Definitions and Interpretations:**

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

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays 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 therein shall be timely if it bears a postmark of the United States mail within the time period.

Subd. 5. Decisions: All decisions rendered, with the exception of decisions rendered at Level I of this grievance procedure, shall be in writing setting forth the decision and will be transmitted to all parties of interest.

**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 policy allegedly violated, and the particular relief sought within twenty (20) days after the date the event giving rise to the grievance occurred. Such grievances must be filed in writing first with the supervisor and Human Resources.

Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the 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 grievances which may arise during the course of employment of any employee within the School District in the following manner:

**Subd. 1. Informal Discussion:** Before a written grievance is submitted, informal discussions shall take place between the aggrieved party and the supervisor. Through these discussions the parties shall attempt to resolve the problem.

**Subd. 2. Level I:** If the grievance is not resolved through informal discussions, the aggrieved party may submit the grievance in writing to the supervisor. A copy of such written grievance must simultaneously be filed with Human Resources. The immediate supervisor shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

**Subd. 3. Level II:** In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the superintendent of schools, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or their designee shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the Superintendent or their designee shall issue a decision in writing to the parties involved.

**Subd. 4. Level III:** In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five (5) days after receipt of the decision in Level II.

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 School Board may be designated by the School Board to hear the appeal at this level and report its findings and recommendations to the School Board. The School Board shall then render its decision.

**Section 6. School Board Review:** The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board, or its representative, notifies the parties of 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 its 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 ten (10) days following the decision in Level III 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 Bureau of Mediation Services (BMS) to appoint an arbitrator, pursuant to PELRA, providing 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.

Failure to agree upon an arbitrator or the failure to request an arbitrator from the Bureau of Mediation Services (BMS) within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information:

- a. Material Request: 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
- b. The School Board shall make a similar submission of information in accordance with Subd. 4a above.

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 or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 6. Decision: The decision by the arbitrator shall be rendered within a time schedule mutually agreed to. Decisions and awards by the arbitrator in cases properly brought before it shall be final and binding upon the parties, subject, however, to the limitations of the arbitration decisions as provided in the PELRA.

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, fees and expenses of the arbitrator and any other expenses which the parties mutually

agree are necessary for the conduct of the arbitration. The cost of a transcript or recording shall be borne by the party requesting it.

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 policy; 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 operations within the legal limitations surrounding the financing of such operations.

### **Section 9. General:**

Subd. 1. Reprisals: No reprisals of any kind will be taken by the School Board or by any member of the administration against any aggrieved person, and representative of an aggrieved person, or any other participants in the grievance procedure by reason of such participation.

Subd. 2. Employee Rights: Nothing herein shall be construed to limit, impair or affect the rights of any employee, or group of employees, as provided in state statutes.

## **ARTICLE X DURATION**

**Section 1. Term and Reopening Negotiations:** This Agreement shall remain in full force and effect for a period commencing on July 1, 2023, through June 30, 2025. If either party desires to modify or amend this Agreement commencing on July 1, 2025, it shall give written notice of such intent no later than May 1, 2025. Unless otherwise mutually agreed, the parties shall not commence meet and confer more than ninety (90) days prior to the expiration of this Agreement.

**Section 2. Effect:** The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions. All matters not covered by this Agreement are hereby reserved to the School Board.

**Section 3. Finality:** Any matters relating to the current contract term whether or not referred to in this Agreement, shall not be open for discussion during the term of this Agreement.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
OSSEO AREA SCHOOLS (ISD 279)  
and  
SCHOOL EXECUTIVES PERSONNEL**

**TOPIC:** Retirement Incentive

**EFFECTIVE DATE:** July 1, 2015; Updated July 1, 2023

**PURPOSE:** The purpose of this MOU is to designate how funds will be disbursed for the Retirement Incentive, contained in Article VI, Section 2, of the Terms and Conditions of Employment.

For the purpose of calculating this benefit, the calculation will be based on the employee's annual rate of pay divided by 225 days.

**AGREEMENT:**

Subject to the limitations listed below, the school district will contribute severance pay to eligible School Executives Personnel into the following plans subject to state and federal maximum contribution limits:

- Post-Retirement Health Care Savings Plan – \$51,000  
School Executives who are exempted from participating in the Post-Retirement Health Care Savings Plan, as per IRS guidelines, must contribute 100% of severance into the Severance Pay Deferral Plan.
- Severance Pay Deferral Plan (403(b)) The balance of any remaining funds after the maximum contribution to the Post-Retirement Health Care Savings Plan is met.  
The district's annual contribution into the retiree's Severance Deferral Plan account must not exceed the IRS contribution limit during any given year. Any remaining balance will be paid into the Severance Deferral Plan in future consecutive fiscal years to the extent allowable by the IRS.

All school district payments will be made according to the timeline and payment schedule as provided in the Terms and Conditions of Employment.

Employees will agree to the amount distribution of severance in the Post-Retirement Health Care Savings plan and the related balance for the term of this contract. All employees retiring will be required to accept the distribution as defined that applicable year.

This is the full and complete agreement of the parties on this issue. There are no other oral or implied agreements.

This agreement does not set any precedent for any future issue. This MOU expires effective at the end of the above expiration period and benefits will not continue without mutual agreement.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
OSSEO AREA SCHOOLS (ISD 279)  
and  
SCHOOL EXECUTIVES PERSONNEL**

**TOPIC:** Limits to Long-Term Disability Insurance Coverage

**EFFECTIVE DATE:** Upon ratification

The plan design for long-term disability coverage for chemical dependency and mental health may be changed to a combined 24 months of coverage per claim. These changes will only go into effect contingent on the agreement of all other bargaining groups in the Osseo Area School District, approval of the Insurance Advisory Committee and approval by the School Board. If no agreement is reached among the groups, or if the Insurance Advisory Committee and/or School Board do not approve the design of the request for proposal (RFP) and/or the bid/proposal itself, this language will be null and void. In the interim follow Article VII, Section 8.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
OSSEO AREA SCHOOLS (ISD 279)  
and  
SCHOOL EXECUTIVES PERSONNEL**

**TOPIC:** Post-Employment Health Reimbursement Account

**EFFECTIVE DATE:** July 1, 2022 – June 30, 2025

**PURPOSE:** The District and School Executives agree to meet & confer for the purpose of engaging in the exploration and study of Health Reimbursement Accounts (HRAs).

Conditions:

1. The parties will meet and confer during the 2022-2023 and 2024-2025 school years to explore and discuss the potential of utilizing district OPEB money to fund the conversion of accrued sick leave into individual member HRAs.
2. Any recommendation from meet and confer to fund HRAs will be submitted to the school board during negotiation strategies for discussion.
3. The school board retains the authority to approve or deny any recommendation for use of district funding for purposes including, but not limited to the funding of individual employee HRAs.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
OSSEO AREA SCHOOLS (ISD 279)  
and  
SCHOOL EXECUTIVES PERSONNEL**

**TOPIC:** Carryover of Non-Workdays

**EFFECTIVE DATES:** July 1, 2024 – June 30, 2025

At the end of the 2023-2024 school year, employees who received supervisor approval were allowed to carryover up to 5 non-workdays into the 2024-2025 school year. These non-workdays must be used prior to using vacation days. These days do not have any monetary value (for example, upon resignation or termination) and will not carry over into another school year.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
OSSEO AREA SCHOOLS (ISD 279)  
and  
SCHOOL EXECUTIVES PERSONNEL**

**TOPIC:** 2024-2025 Retirement Match MOU

**EFFECTIVE DATE:** Upon ratification through June 30, 2025

Employees interested in receiving the entire district match of \$4,000 for the 2024-2025 school year, must work with Business Services to increase their contribution match. Starting July 1, 2025, per pay period amount will revert to \$166.67 unless changed in contract negotiations.