

**MEMORANDUM OF UNDERSTANDING**  
**between**  
**OSSEO AREA SCHOOLS, ISD 279**  
**and**  
**DIRECTORS AND CONFIDENTIAL MANAGERS**

TOPIC: 2021-2022 Duty Day Change

EFFECTIVE DATE: December 1, 2021 – June 30, 2022

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279 (“District”), and Directors and Confidential Managers.

PURPOSE:

The purpose of this MOU is to outline the agreement regarding the change of the number of required workdays for the 2021-2022 school year based on the Board approved school year calendar change.

The District and the Director and Confidential Managers agree to the following:

1. **Reduction of Duty Days & Extension of Winter Break:** The District will reduce Director & Confidential Manager duty days by 3 (three) days for the 2021-2022 school year.
  - This reduction will be accomplished by changing the 2021-2022 school year calendar on December 20, 21, 22 from student contact days to non-instructional, non-workdays for non-essential employees.
  - Staff who have entered paid time off for December 20, 21, or 22 will remove these days from the Absence Management System and will receive their regular pay for these days.
2. **Essential Work & District Leave Time:** Some key operations of the district will still need to function on December 20, 21 and 22, and some staff may be required to work.
  - Any staff member required to work on December 20, 21 and/or 22 as an essential employee as determined by their supervisor, will be granted District Leave Time in the amount of the hours and/or days they are required to work.
  - Staff must use their District Leave Time prior to June 30, 2022. Staff are required to submit their request for District Leave Time at least three (3) days in advance by entering the time into the Absence Management System, and by communicating the request to their immediate supervisor via email.
  - Supervisors must acknowledge receipt of the staff member’s request and communicate approval or denial within a reasonable amount time after receiving the request.

3. **Leaves of Absence:** The following will apply to staff currently on or scheduled to be on a leave of absence for the district on December 20, 21 and/or 22:
  - Staff who are using their accrued sick leave to be paid while on a leave of absence will not experience a sick leave deduction from their accrued leave bucket for these three days.
  - Staff who are on an unpaid leave of absence will not be paid for these three days.
4. This MOU shall set no precedent between the parties. Any conflicts regarding this agreement will be handled through the grievance process in the collective bargaining agreement.

The parties agree with the above conditions as evidenced by their signatures below.

Directors and Confidential Managers

DocuSigned by:

*Kelly Benusa*

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Negotiations Representative

11/22/2021

Date

Osseo Area Schools, ISD 279

DocuSigned by:

*Joel Miltner*

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Director, Labor Relations

11/22/2021

Date