

Memorandum of Agreement
SoWashCo Online High School
UTSWC and District 833

When working for the SoWashCo Online High School the following language applies.

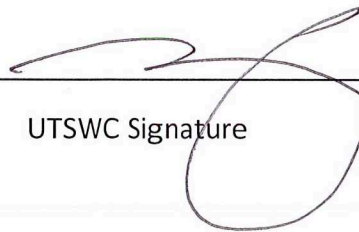
1. SoWashCo Online employees will be provided with the option to work remotely. SoWashCo Online employees are expected to be available in the event there is an unexpected event in which the employee must report to the work on-site. Employees must be able to report to the work site within 48 hours of this request. In addition, the provision to work remotely may be adjusted at any time with no fewer than five work days notice.
2. Teachers must live within a 100 mile radius of SoWashCo Online High School's home site, Woodbury Central Park, 8595 Central Park Place, Woodbury, MN 55125.
3. If for any reason you are unable to perform duties remotely at your home location (e.g internet and/or power issues) you will contact your supervisor to arrange an on site location for work.
4. SoWashCo Online High School is considered a separate building/site. Teachers who are cross-overs with SoWashCo Online High School and another site(s) will not retain the right to thirty minutes of travel time. These cross-over teachers will be excluded from the contractual requirement of thirty (30) minutes of supervision per teacher's basic day.
5. If for any reason you are unable to perform duties remotely at your home location (e.g. internet and/or power issues) you will contact your supervisor to arrange an on site location for work.
6. Any in-person meetings with students, staff, parents, etc. shall occur at a District 833 site. Space will be provided and requests for in-person meeting space should be made in advance.
7. Teachers shall be required to use PAL when unable to work during their scheduled hours. For example, if a teacher's duty day is 7:30-11:30 and then 4:00-8:00, the teacher will need to use PAL time if they cannot work during those hours. Teachers shall request a substitute teacher when required by their supervisor.
8. Teachers are expected to use their district-issued devices while working remotely.
9. District 833, at its discretion, may provide additional equipment and materials to an employee to perform their duties while working from home, beyond standard hardware, curricular materials, email, voicemail, software and other equipment. The use of equipment is limited to authorized users and for purposes related to work.
10. The district does not assume responsibility for loss, damage, or wear of the teacher's personal equipment nor for the maintenance and repair of their personal equipment.

11. Costs incurred by a teacher to create a home office space are at the teacher's expense and are not reimbursable.
12. Injuries sustained by a teacher in the course and scope of their regular work duties may be covered by District 833 worker's compensation policies. Teachers are responsible for notifying the district in writing (email is allowed) of such injuries as soon as possible.
13. Teachers shall notify an administrator if a student is removed from class or if a student engages in severe or harassing conduct.
14. Teachers working remotely continue to be mandated reporters.

This MOA expires on June 30, 2023



District 833 Signature



UTSWC Signature