

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
OSSEO SCHOOL NUTRITION ASSOCIATION**

TOPIC: Nutrition Managers Month of August Work Expectations

EFFECTIVE DATES: Effective Upon Signing

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD (“District”) and Osseo School Nutrition Association regarding work expectations during the month of August.

PURPOSE:

The purpose of this MOU is to clarify expectations for school nutrition managers working in the month of August.

CONDITIONS:

The District and Association agree to the following schedule, expectations, and parameters for compensation:

Week 1

- Managers are to check their emails, voicemails, and text messages once daily (Monday – Friday) and are expected to respond to any district communications within a 24-hour period.
 - Managers will be compensated for 2 hours of work for the week.

Week 2

- Managers are to check their emails, voicemails, and text messages once daily (Monday – Friday) and are expected to respond to any district communications within a 24-hour period.
 - Managers will be compensated for 2 hours of work for the week.

Week 3

- Managers are to check their emails, voicemails, and text messages once daily (Monday – Friday) and are expected to respond to any district communications within a 24-hour period.
- Managers will attend the back-to-school manager meeting (*generally 3 hours or less*) as well as spend time completing any necessary tasks to be ready for the first day of school.
 - Managers will be compensated for 8 hours of work for the week.

Week 4

- Managers are to check their emails, voicemails, and text messages once daily (Monday – Friday) and are expected to respond to any district communications within a 24-hour period.
- Managers are to conduct their site back to school meeting with their staff as well as spend time completing any necessary tasks to be ready for the first day of school.
 - Managers will be compensated for 12 hours of work for the week.

If a manager is working a nutrition summer program during week 1 - 2 above, they will not receive the 2 hours of pay in addition to the summer pay because the expectation to respond to district emails is already in place due to the nature of their job.

In the event that a manager has a vacation planned or will be unavailable due to internet connectivity to check their voicemails, texts, and emails daily as outlined in this MOU, the manager should connect with their immediate supervisor to make other arrangements as necessary.

The back-to-school manager meeting date will be communicated by the end of the school year for planning purposes.

If a manager ends up needing more than the time allotted in week 1 - 4, they should contact their direct supervisor. We will grant extra time as agreed upon.

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.

DocuSigned by:
Brenda Braaten
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School Nutrition Association President

DocuSigned by:
Lisa Chang
BA074B5406074AE...

Osseo Area Schools, ISD 279:
Director, Human Resources

5/17/2023

Date

5/17/2023

Date