



MEMORANDUM OF UNDERSTANDING

Between

School Service Employees Local No. 284

Representing: Maintenance

And

Independent School District 885

St. Michael-Albertville

WHEREAS, the parties have a Master Agreement effective for July 1, 2022 to June 30, 2024;

WHEREAS, the parties have a shared interest in encouraging new employees to consider maintenance as a career path;

WHEREAS, the district continues to face an attenuated shortage in maintenance staffing;

THEREFORE, the parties agree that the district may offer a \$1,000.00 hiring stipend to new full-time maintenance employees subject to the following terms and conditions:

1. The employee must agree to work full time (40 hours per week) in the maintenance department;
2. The employee must not have been previously employed by the school district;
3. The employee will be paid \$500.00 within two payroll cycles following his or her six month anniversary from the start of employment; and
4. The employee will be paid an additional \$500.00 within two payroll cycles following the successful completion of the probationary period following the employee's one-year anniversary.
5. The employee must work a minimum of 90% of their work schedule during the initial year of employment to be eligible inclusive of use of any accrued vacation.
6. In the event the employee is paid a partial stipend and does not complete their one-year anniversary, the district may recover the stipend from the employee.
7. The employee becomes fully vested in the stipend upon completion of their one-year anniversary and meeting the 90% work threshold.

In addition, each new employee hired under this program will be assigned a mentor who will be eligible to receive a \$1000 mentoring stipend as follows:

1. The mentor must have been permanently employed full-time for more than three (3) years;
2. Mentorship will be assigned in order of department seniority;
3. A eligible mentor may decline the mentorship opportunity with verbal notice to the Director of Buildings and Grounds;
4. Mentors will be available to assigned new hires to help answer questions and to act as a resource



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in helping the new hire succeed. Any time spent on mentorship will be paid in accordance with the employee's regular hourly rate and based on actual hours worked.

5. The mentor will be paid \$500.00 after the designated new hire completes six months of service and performs satisfactorily. These funds will be paid within two payroll periods following the six-month anniversary. Funds distributed to a mentor who meets the eligibility criteria will not be recoverable by the district after distribution.
6. The mentor will be paid an additional \$500.00 after the designated new hire completes a one-year of service and passes the probationary period. These funds will be paid within two payroll periods following the one-year anniversary.
7. Mentorship opportunities will be offered on the basis of seniority and to everyone who is otherwise eligible before a second opportunity will be offered.

The parties agree that the maximum number of employees who can be administratively assigned to this pilot program is ten (10). It is at the district's discretion whether to designate a new hire for this program.

This MOU will expire in its entirety upon expiration of the Master Contract on June 30, 2024.

**By: For School Service Employees Local No. 284
Representing School Service Employees**

9-15-23

Date

By: For Independent School District 885

09-18-2023

Date