



ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

MEMORANDUM OF UNDERSTANDING

Between

**Service Employees International Union
Representing Custodial Maintenance**

And

**Independent School District 885
St. Michael-Albertville**

WHEREAS, the school district is facing an uncertain labor environment at the start of the 2023-2024 school year is making it especially challenging to fill open maintenance staff positions;

WHEREAS, our existing permanent maintenance staff have consistently been a helpful source of referrals in promoting employment opportunities with the school district;

THEREFORE, the parties agree it is in the best interest of the parties to pilot a referral incentive program for the duration of the Master Contract subject to the following terms and conditions.

1. Permanent maintenance staff, employed for 20 or more hours per week, would be eligible for a \$750.00 referral incentive through June 30, 2024;
2. Eligible maintenance staff may only receive one referral incentive pursuant to the terms of this MOU;
3. The person referred to the district must be employed in a permanent maintenance staff position at a 0.75 FTE or higher and have completed their probationary period. The referral incentive would be paid to the eligible maintenance staff member within 30 calendar days following the newly hired maintenance employee's completion of the probationary period.
4. The permanent staff member requesting the referral incentive must notify Human Resources in writing that they are making a referral at or before the referred employee's hire date.
5. Notice for the referral program submitted after an individual has already started employment are not eligible for the referral incentive.
6. The permanent staff member requesting the referral must be employed by the school district at the time of the distribution to be eligible.
7. In the event that two or more staff members refer the same employee, the district will award the referral to the written notice that is received first. Only one (1) referral bonus may be paid per employee.
8. The maximum number of referrals that can be authorized pursuant to this agreement are five (5) and the district will expend no more than \$3750.00 for this program per collective bargaining contract.
9. This pilot program and Memorandum of Understanding will sunset, in its entirety, on June 30, 2024.
10. Eligible referrals made prior to the sunset date will be honored after this date pursuant to the terms of this agreement.



ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

The undersigned acknowledge this document represents the complete agreement between the parties on this issue and there are no other agreements or oral representations with respect to this issue.

[Signature]
By: For SEIU

11-7-23
Date

[Signature]
By: For Independent School District 885

11.06.2023
Date

[Signature]
By: For SEIU

11-7-23
Date

[Signature]
By: For Independent School District 885

11.06.2023
Date