

MEMORANDUM OF UNDERSTANDING
between
OSSEO AREA SCHOOLS, ISD 279
and
CONFIDENTIAL SUPPORT SPECIALISTS

DATE: Effective Immediately

TOPIC: Salary Range of Confidential Support Specialists - REVISED

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279 (the District), and Confidential Support Specialists, relating to the salary range for the classifications in Article 6 Basic Schedules and Rates of Pay, Section 2, Salary Ranges the table of salary ranges in the 2022-2024 contract.

PURPOSE:

The purpose of this MOU is to revise the salary ranges for the classifications within the 2022-2024 Confidential Support Specialists contract, effective immediately.

CONDITIONS:

The District and Confidential Support Specialists (CSS) agree to the following:

1. Following an independent compensation and classification study, a new proposed pay plan was developed for nine contract groups. The pay plan includes the CSS classifications listed in Article 6, Section 2, subdivision 2 of the contract.
2. The above-referenced classifications were integrated into the proposed pay plan for 9 contract groups including CSS.
3. The pay grades and pay ranges for CSS are attached as **Exhibit A**.
4. The CSS salary ranges in Exhibit A are effective on May 5, 2025.
5. Human Resources will conduct an equity review of current employees in the CSS group before July 1, 2025.
6. The Lead Leave Specialist and Lead Human Resources Specialist positions will be reviewed and an MOU will be created after the grading is completed and by July 1, 2025.

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

Confidential Support Specialists

Osseo Area Schools, ISD 279

DocuSigned by:

79C801410018411...
 Representative

DocuSigned by:

BA974B5406974AE...
 Director, Labor Relations

5/13/2025

 Date

5/13/2025

 Date

Confidential Support Specialists Pay Ranges (Exhibit A)

Grade	Pay ranges (hourly rate)		
	Minimum	Midpoint	Maximum
103	\$ 22.58	\$ 28.08	\$ 33.58
105	\$ 25.49	\$ 31.70	\$ 37.91
106	\$ 27.08	\$ 33.68	\$ 40.28
107	\$ 28.77	\$ 35.79	\$ 42.80
110	\$ 34.51	\$ 42.93	\$ 51.34

Grade	Hiring Range* (Posted)	
	Minimum	Midpoint
103	\$ 22.58	\$ 28.08
105	\$ 25.49	\$ 31.70
106	\$ 27.08	\$ 33.68
107	\$ 28.77	\$ 35.79
110	\$ 34.51	\$ 42.93

*Difference in dollars and percentage from the previous range to the new salary range

These ranges are copied from the Osseo Evergreen Pay Plan for 9 contract groups. To the extent there is a conflict between the two documents, the Osseo Evergreen Pay Plan controls.

Salary ranges will be benchmarked again in 2028. Hard-to-fill positions will be benchmarked more often. The maximum represents growth and subject matter expertise in the position/job class.

*Exceptions to the hiring range will be made if justified by data demonstrating the position is hard-to-fill.

Confidential Support Specialists Pay Grades

Classification	Department	Pay Plan	CurrentPay Gr	PayGradeComl	New Pay Grade
SPEC HR	ESC HUMAN RESOURCES	CSS	3	CSS2	103
SPEC HR ATTENDANCE	ESC HUMAN RESOURCES	CSS	2	CSS2	103
SPEC PAYROLL	ESC PAYROLL	CSS	2	CSS2	105
EXEC SPEC ED SERV	ESC HR GROUP 2	CSS	3	CSS3	106
SPEC LABOR RELATIONS	ESC LABOR RELATIONS	CSS	3	CSS3	107
EXEC SPEC TO HR EXEC	ESC HUMAN RESOURCES	CSS	3	CSS3	107
HR GENERALIST	ESC HUMAN RESOURCES	CSS	5	CSS5	107
EXEC SPEC SUPT OFFICE	ESC HUMAN RESOURCES	CSS	5	CSS5	110
LEAVE SPECIALIST	ESC HUMAN RESOURCES	CSS			107
LEAD LEAVE SPECIALIST	ESC HUMAN RESOURCES	CSS			TBD
LEAD SPEC HR	ESC HUMAN RESOURCES	CSS			TBD

Retaining this classification due to restructure.