

**Memorandum of Understanding**  
**Student Teaching Leave**

Effective July 1, 2022

The purpose of this Memorandum of Understanding (MOU) between Red Wing Public Schools (School District) and Red Wing Education Support Personnel Association (Association) is to provide Student Teaching Leave on a trial basis to support personnel who desire to complete a student teaching practicum, internship, or similar field experience within the School District for up to twelve (12) months that leads to licensure as a teacher in Minnesota.

1. The effective date of this MOU is July 1, 2022
2. To be eligible for Student Teaching Leave, employees must be on paid status and must have completed their probationary period.
3. Employees will earn their current rate of pay for up to forty-five (45) days. Any additional time will be unpaid. Benefits will continue throughout the entirety of the leave.
4. Employees will maintain their seniority status, personal leave, and sick leave during the paid or unpaid leave.
5. Employees, School District, and institution of higher education overseeing the assignment must agree to the location and supervising teacher.
6. Upon successful completion of the leave, employees return to their current position if able to perform job duties. If that particular position is not available, the employee will be assigned to a different position in the School District with comparable hours and pay.
7. Employees must commit to completing licensure as a teacher in Minnesota and to continue working in the School District for at least two years after completion of the leave. If either criteria is not met, employees must reimburse the School District for any salary and benefits earned while completing the leave.
8. Employees may take leave under this MOU only one time during their career in the School District.
9. A request form to request leave (see attached) must be submitted to the School District at least two months prior to the beginning of the leave unless the Superintendent waives the deadline due to extenuating circumstances.
10. This MOU expires on June 30, 2023 and will not be considered to be part of the Agreement between the School District and Association.

FOR THE ASSOCIATION:

FOR THE SCHOOL DISTRICT:

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent

Dated this \_\_\_\_ day of

Dated this \_\_\_\_ day of

\_\_\_\_\_, 2022.

\_\_\_\_\_, 2022.