

MEMORANDUM OF UNDERSTANDING

WHEREAS, Independent School District No. 256, Red Wing (“School District” and ”) and the Red Wing Education Support Personnel Association (“Union”) are in the process of negotiating the July 1, 2023 - June 30, 2025 collective bargaining agreement for support personnel employees, which includes secretarial staff; and

WHEREAS, Article VII, Section 7.8, Subd 1, of the current July 1, 2021-June 30, 2023 support personnel/secretarial collective bargaining agreement (“Agreement”) establishes the dates upon which the School District will provide vacation to full-time secretarial staff who work five (5) days per week for eleven (11) or twelve (12) months per year; and

WHEREAS, School District recognizes the need to modify the existing vacation accrual and usage language to better align with the needs and expectations of new employees represented by the Union and the recruitment and retention needs of the District.

WHEREAS, the School District and the Union have agreed to adjust the vacation accrual rates during the 2023-24 school year for newly hired full-time secretaries as defined above:

NOW, THEREFORE, the School District and Union agree as follows:

1. Effective at the start of the 2023-2024 school year, notwithstanding the language contained in Article VII, Section 7.8, Subdivision 1- Paid Vacation, of the Agreement, all full-time 11 and 12 month employees are eligible for and shall accrue vacation time according to the following schedule:

Years of Employment as a Secretary	Eleven (11)- Month Employees	Twelve (12)- Month Employees
0-7 years	9 days/year	10 days/year
8-15 years	14 days/year	15 days/year
After 15 years	19 days/year	20 days/year

Secretaries shall retain any previously accrued vacation leave based on the previous accrual rate. However, they may begin using their accrued vacation on or after July 1, 2023.

2. This Memorandum of Understanding will remain be in effect only for the 2023-2024 school year. During the 2023-2024 school year, the parties agree to review the impact of these changes to assess their effectiveness and make any necessary adjustments.
3. The parties agree that this Memorandum of Understanding shall not be considered precedent setting, constitute a past practice or be used as evidence in any arbitration involving the School District and the Union.
4. This Memorandum of Understanding constitutes the entire agreement between the parties relating to the designation of vacation. No party has relied upon any oral statements or promises that are not set forth in this document. No changes to this Agreement will be valid unless they are in writing and signed by the parties.

By signing below, each party acknowledges that it has read, understands, and acknowledges their commitment to the changes outlined herein. This MOU does not alter the terms and conditions of employment for employees covered by the Union in any other way, except as explicitly specified within this document.

RED WING EDUCATION SUPPORT PERSONNEL ASSOCIATION

Date: _____

By: _____

Its: _____

**INDEPENDENT SCHOOL DISTRICT NO. 256,
RED WING**

Date: _____

By: _____

School Board Chair

Date: _____

By: _____

School Board Clerk