

MEMORANDUM AGREEMENT
Personal and Compensatory Time Payout

This Memorandum of Understanding is entered into between Independent School District No. 2687, Howard Lake-Waverly-Winsted Public Schools (hereafter "School District") and Education Minnesota Howard Lake-Waverly-Winsted (hereafter "Union").

WHEREAS, the School District and the Union **are** parties to an agreed upon Master Agreement, effective July 1, 2023 through June 30, 2025, this memorandum is confirmation that both parties agree to modify language which describes the process used for carryover and payout of unused personal and compensatory time, at the end of each school year.

Section 1. Issue Acknowledgement: Beit that the master agreement does have language outlining the process and procedure for submitting a request for personal and compensatory time to be paid out at year end, and that the date of June 1 is outlined as the due date for which the submission request for leave payout must be sent, and that there are teachers who may accumulate compensatory time after June 1 thus affecting their decision on payout, alternative language has been agreed upon by both parties as stated below.

Section 2. Entire Agreement: This is the full and complete agreement of the parties on this issue. There are no other oral or implied agreements.

Section 3. No Precedent: This agreement does not set any precedent for any future contracts, or *for* the ability to open the contract. The agreement shall sunset at the end of the 2024-25 school year.

Section 4. New Language: "At the end of each school year the Payroll Clerk will automatically process payments to teachers (on the next available payroll), for any **accumulated** personal or compensatory time, as follows:

Personal Time - Any time LESS than or equal to the allowable maximum of two days (16 hours), will automatically be carried over to the following school year.

Any personal time OVER the allowable maximum of two days (16 hours), will automatically be paid out to the employee at a rate of \$125 per day or the annual sub rate (whichever is greater), or a prorated amount dependent upon the amount of time accumulated.

Compensatory Time - Any time LESS than or equal to the allowable maximum of one day (16 hours), will automatically be carried over to the following school year.

Any compensatory time OVER the allowable maximum of one day (16 hours), will automatically be paid out to the employee at the appropriate rate as established in Schedule F.

Any teacher who wishes to alter the carry-over/payout process, must contact the Payroll Office by the last date of in-person employment (last teacher workday), to request any changes. **If a teacher does not contact the Payroll Office, the accumulated time will be carried over/paid out automatically, using the process outlined here.**"

Education Minnesota
Howard Lake-Waverly-Winsted

Howard Lake-Waverly-Winsted Schools
District No. 2687

EMHLWW President

Board Chair

EMHLWW Chief Negotiator

Clerk

EMHLWW Negotiator

ISD 2687 Board Negotiator

Dated this ____ day of _____ 2024

Dated this ____ day of _____ 2024