

MEMORANDUM OF UNDERSTANDING

WHEREAS, the River Bend Education Minnesota Local No. 4860 (“Union”) represents Teachers at the beginning of the 2025-27 school year in the River Bend Education District (“District”); and

WHEREAS, the District and the Union have entered into a collective bargaining agreement effective July 1, 2025, through June 30, 2026 (“Master Agreement”); and

WHEREAS, the Master Agreement does not superficially address staff missing punching in and out for their shifts in time tracker. The issue is staff are repeatedly not punching in or out and when late they are not punching in or taking PTO time for missed work.

WHEREAS, there needs to a written agreement on what occurs for repeated missed punching in or out.

WHEREAS, the parties wish to enter into this Memorandum of Understanding (“MOU”) to clarify their understanding of the application of the Master Agreement with respect to missing clocking in and out procedures.

NOW, THEREFORE, the parties stipulate and agree as follows:

1. Anyone employees who are required to punch in or out and who miss three punch in or out combined in a 30 calendar day time period is subject to progressive discipline. (verbal warning, written warning, termination of employment) The steps of progressive discipline will be followed as agreed on in the master agreement language.
2. Anyone punching in late or leaving early for work will be required to submit at least 15 minutes (.25 hrs) of PTO into the system within 2 (two) working days.

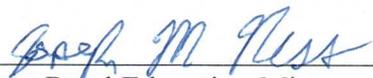
IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed this 28 day of October 2025.



River Bend Education District Executive Director

10/28/2025

Date



River Bend Education Minnesota Local No. 4860
President

10/28/2025

Date