

Aug 2019

Memorandum of Understanding regarding Extended Year for Instructional Facilitators

The purpose of this memorandum is to commemorate in writing the agreement between the Tacoma School District ("District") and the Tacoma Education Association ("Union").

Per the negotiated agreement certificated staff are issued supplemental Professional Responsibility Stipend (PRS) contracts to provide additional services outside of their base contract and school day. The district has identified a need for specially assigned teachers to complete work for start-up and closing of the school year. In addition, a need has been identified for additional work for training, planning, and professional development beyond the PRS contract, during the school year, outside of the school day and during summer break.

Specially assigned teachers are defined as K-12 certificated teachers not assigned to a specific school and deployed out of the Central Administration building and across departments. They include Instructional Facilitators, Program Specialists and other teachers on special assignment.

Beginning at signing of this Memorandum, the District and the Union agree to the following:

- Specially assigned teachers will work an extended school year in the amount of up to fifteen (15) supplemental days outside of the student calendar. They will be paid the appropriate rate of per diem pay based on his/her placement on the combined salary schedule (base+personal responsibility stipend).
- Specially assigned teachers will also work up to the equivalent of five (5) supplemental days of work during the school year. They will be paid the appropriate rate of per diem pay based on his/her placement on the combined salary schedule.(base+personal responsibility stipend) The hours of work will be pre-approved or identified by the Assistant Superintendent or designee who oversees the department throughout the school year. Additional opportunities for extra work may be offered.

- In the event that a sudden, emergent need is demonstrated by the employee, the appropriate Assistant Superintendent or designee may on a case by case basis, reschedule an individual teacher's additional days or hours. Leave benefits will not apply to supplemental days or hours.
- If a specially assigned teacher is unable to fulfill the requirements of this Memorandum, he/she may opt to displace themselves no later than April 10th for each year this Memorandum is in effect. The teacher will apply for open positions available.
- Within ten (10) days of signing of this memorandum, a calendar will be developed and communicated to the teachers that will address days of work for summer of 2017. Thereafter, the calendar for extended summer work will be communicated to IFs no later than April 1st.


This Memorandum of Understanding will be in effect until August 31, 2019.

For the District:

Forrest Griek
Director, Labor and Relations
and Whole Educator Support

Date

For the Association:



Angela Morton
President, Tacoma Education Association



Date