

1 LETTER OF AGREEMENT

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3 THE PURPOSE OF THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT
4 BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, MONROE #1117
5 AND THE MONROE SCHOOL DISTRICT #103. THIS AGREEMENT IS ENTERED INTO PURSUANT
6 TO ARTICLE XXI SECTION 21.3 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.
7

8 The parties agree to the following:
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10 **Classified Staff Cover Compensation for Certificated Emergency Substitute:**

11 In keeping with current practice and in accordance with current Collective Bargaining Agreements, Classified
12 staff members who hold an emergency substitute teaching certificate may elect to take leave from their regular
13 positions and perform as emergency substitute teachers when asked. When electing to fill these positions, they
14 will continue to be compensated according to the preferred substitute rate as previously approved by the Board
15 for the 22-23 schoolyear. In keeping with SEBB rules, it is understood that all current benefits stay intact.
16

17 As part of this agreement, the District agrees to wait until one hour prior to the start of the school day to ask
18 regular classified employees who are emergency certified teachers to fill vacant teaching positions. Exceptions
19 to this will be made for qualified classified staff members who typically and primarily work in the vacant
20 teachers' classrooms in situations like PBS and SLC classrooms. The District shall provide the Union a list of
21 regular classified employees that hold an emergency substitute teaching certificate.
22

23 Emergency certified classified employees who assume responsibility of a classroom due to a certificated
24 teacher absence of 30 or more consecutive minutes shall receive an hourly rate based on the preferred
25 certificated substitute rate (currently \$33.57) in lieu of their regular rate. In such situations when there is more
26 than one (1) qualified employee in the classroom, only the one employee with the most seniority shall receive
27 this pay.
28

29 At PSE's request, the District will meet with PSE to discuss impacts if a classified staff member is functioning
30 as an emergency certified teacher more than an average of three full days per month over any two-month span.
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32 This Memorandum of Understanding shall become effective upon signature, and shall remain in effect until
33 August 31, 2023 and shall be attached to the Collective Bargaining Agreement.
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36 PUBLIC SCHOOL EMPLOYEES OF
37 WASHINGTON/SEIU LOCAL 1948
38 MONROE CHAPTER #1117
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MONROE SCHOOL DISTRICT #103

40
41 BY: Carey
42 Carey Estes, Chapter President
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41 BY: Dan Johnston
42 Dan Johnston, Executive Director of HR
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45 DATE: 2/6/23
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45 DATE: 2/6/23
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