LETTER OF AGREEMENT

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

The parties agree to the following:

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

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

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

At PSE’s request, the District will meet with PSE to discuss impacts if a classified staff member is functioning as an emergency certified teacher more than an average of three full days per month over any two-month span.

This Memorandum of Understanding shall become effective upon signature, and shall remain in effect until August 31, 2023 and shall be attached to the Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON/SEIU LOCAL 1948
MONROE CHAPTER #1117

BY: [Signature]
Carey Estes, Chapter President

DATE: 2/16/23

MONROE SCHOOL DISTRICT #103

BY: [Signature]
Dan Johnston, Executive Director of HR

DATE: 2/6/23