



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE SCHOOL DISTRICT OF POLK COUNTY, FLORIDA  
AND  
THE POLK EDUCATION ASSOCIATION, INC.**

**WORKFORCE EDUCATION SUMMER 2022  
CAREER ACADEMIES EDUCATOR EXTERNSHIP**

**WHEREAS**, the Polk Education Association, Inc. (PEA) is the certified bargaining agent for the School District of Polk County, Florida (D/B/A Polk County Public Schools) (**District**); and,

**WHEREAS**, the District is the employer and party to the Teacher Collective Bargaining Agreement (CBA) with PEA; and,

**WHEREAS**, the Workforce Education & Multiple Pathways Department offers a summer Educator Externship experience to ensure that Career and Technical Education (CTE) teachers and/or their cohort academy classroom teacher(s): are knowledgeable about current industry trends; maintain real-world relevancy; and have continuous learning and professional development opportunities during the summer.

CTE teachers and their cohort academic teachers have the opportunity to respond on a first-come first-served basis with their interest in participating in an externship relative to their academy/program content. Local business partners will be matched with the teachers for three (3) to five (5) days of job-shadowing and professional development. The specific business partners will be determined after teachers have expressed their interest in the program to Workforce Education & Multiple Pathways staff.

**NOW, THEREFORE**, the parties agree as follows:

1. Up to 15 teachers may voluntarily participate in the externship between June 6 and June 30, 2022. Additional participants may be eligible based on grant funding, length of externship arrangements, and the date the request is received.
2. The local business partner will communicate with Workforce Education & Multiple Pathways staff to determine a mutually agreeable duration for the June externship, which will be either three (3), four (4) or five (5) days.
3. The teacher and business representative will mutually agree on the daily schedule for reporting to the business (7.75 hours/day).
4. Externship participants will be paid at their regular hourly rate of pay.
5. Teachers should submit a *Special Activity Time Log* to Workforce Education & Multiple Pathways staff in a timely manner by July 15, 2022. If the *Special Activity Payroll Report* is submitted to the Payroll Department in a timely manner, payment will occur at the end of August 2022.
6. Teachers and host businesses will abide by all Centers for Disease Control and Prevention COVID-19 mitigation strategies in effect through the duration of this agreement.



**POLK COUNTY  
PUBLIC SCHOOLS**  
STUDENTS FIRST




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**This agreement will expire August 31, 2022.**

**POLK EDUCATION ASSOCIATION, INC.**

**POLK COUNTY SCHOOL DISTRICT**

By:   
**Stephanie Yocum**  
**President**  
**Polk Education Association**

By:   
**Frederick R. Heid**  
**Superintendent**  
**Polk County Public Schools**

5/24/22  
**Date**

5/25/22  
**Date**

c: Steven Cochran, Senior Director, Workforce Education & Multiple Pathways