



**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SCHOOL DISTRICT OF POLK COUNTY, FLORIDA
AND
THE POLK EDUCATION ASSOCIATION, INC.
SECONDARY SCHOOL COUNSELOR
VOLUNTARY SUMMER SCHEDULE 2022**

The **SCHOOL DISTRICT OF POLK COUNTY, FLORIDA** (D/B/A Polk County Public Schools) (**District**) and the **POLK EDUCATION ASSOCIATION, INC. (PEA)** as evidenced by the respective signatures below, are parties hereto and agree to this Memorandum of Understanding (MOU) as more specifically set forth herein.

WHEREAS, the PEA is the certified bargaining agent for the District, and the District is the employer and a party to the Teacher Collective Bargaining Agreement (CBA);

To ensure that eleven-month (216 contract days) secondary school counselors may volunteer to work up to 20 days after the current contract year end date of Tuesday, June 14, 2022 and before the reporting date for the next school year, Wednesday, July 20, 2022, secondary counselors have the following choices:

- 1) Work traditional eleven-month 216-day contract dates,
- 2) Work flexible contract dates not to exceed the total number of contract days for a 216-day secondary counselor, or
- 3) Based on this Memo of Understanding (MOU) work the traditional 216 contracted work days and volunteer for a flexible summer schedule beyond the traditional number of contract days for an eleven-month counselor.

Only one counselor is essential in the school office beginning Wednesday, June 15, 2022 through Tuesday, July 19, 2022. The office hours must be adhered to so secondary schools can advertise the hours to serve parents and students.

Secondary counselors at schools with more than one counselor may collaboratively select a schedule choosing to flex their time among counselors to cover the guidance office with one counselor, so that the guidance office is open from 7:00 a.m.-11:00 a.m. Monday through Friday, except during the week of July 4 – 8. Monday, July 4th is a holiday so the guidance office will be open Tuesday, Wednesday, Thursday and Friday, July 5 – 8, 2022.



MEMORANDUM OF UNDERSTANDING SECONDARY SCHOOL COUNSELOR VOLUNTARY SUMMER SCHEDULE 2022

Should there be more volunteers than needed for a school's coverage, upon mutual agreement between the counselor and principal/supervisor, the counselor would be scheduled to work at another secondary school to assist with that need.

The goal is to have one counselor at each secondary school by any combination of the options above, so as to serve students and parents, along with performing scheduling responsibilities beginning Wednesday, June 15, 2022 through Tuesday, July 19, 2022.

NOW, THEREFORE, the parties agree as follows:

Length of Workday and Compensation:

1. The length of the Secondary Counselor voluntary summer workday will not exceed a total of 20 days (between June 15 through July 19). The dates will be mutually agreed upon between the school site administrator and the counselor.
2. Work hours will be from 7:00 am to 11:00 am during days that the school site is scheduled to be open during the summer.
3. The dates will be mutually agreed upon among the counselors and presented to the school site administrator. Should the counselors be unable to reach an equitable mutual agreement regarding the schedule, the principal would make the final determination based on factors such as seniority, educational qualifications, and efficiency.
4. Voluntary summer secondary counselors will be compensated at their regular hourly rate of pay. Employee work time shall be reported as a *Special Activity*. If the employee reports their time as directed (see *Attachment*), counselors will be paid for hours worked between June 15 through June 27 in the July 15 off-cycle check. For hours worked June 28 through July 29, counselors will be paid in the August 15 off-cycle check.


Employees shall be responsible for timely submission of their work hours on the *Special Activity Time Log* as directed. There shall be two (2) submissions of time by employees, June 27 and July 29, 2022. *Special Activity Time Logs* should be provided to the secretary for the Regional Assistant Superintendent of High Schools by the deadlines in order to be paid according to this schedule.



**MEMORANDUM OF UNDERSTANDING
SECONDARY SCHOOL COUNSELOR
VOLUNTARY SUMMER SCHEDULE 2022**

This agreement will expire August 15, 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

5/11/22
Date

5/13/22
Date

**Attachment: Payroll Schedule and Deadlines for the
*Special Activity Payroll Report and Time Log***

**MEMORANDUM OF UNDERSTANDING
SECONDARY SCHOOL COUNSELOR
VOLUNTARY SUMMER SCHEDULE 2022**

ATTACHMENT

**Payroll Schedule and Deadlines for
*Special Activity Payroll Report and Time Log***

Summer Pay Dates	School Counselor <i>Special Activity Time Log</i> Deadlines	Secretary to the Regional Assistant Superintendent of High Schools <i>Special Activity Payroll Report</i> Deadlines	Regional Assistant Superintendent <i>Special Activity Payroll Report</i> Deadlines
<p>JULY 15 (Friday)</p> <p>Off Cycle check for time worked June 15th – June 27th</p>	<p>JUNE 27 (Monday)</p> <p>Counselor submits <i>Special Activity Time Log</i> for time worked to secretary for the Assistant Superintendent of High Schools by close of business</p>	<p>JULY 1 (Friday)</p> <p>Secretary submits <i>Special Activity Payroll Report</i> forms to the Regional Assistant Superintendent of High Schools</p>	<p>No later than JULY 6 (Wednesday)</p> <p>Submit <i>Special Activity Payroll Report</i> to Payroll Department</p>
<p>AUGUST 15 (Monday)</p> <p>Off Cycle check for time worked June 28th – July 19th</p>	<p>JULY 29 (Friday)</p> <p>Counselor submits <i>Special Activity Time Log</i> for time worked to payroll secretary for the Regional Assistant Superintendent of High Schools by close of business</p>	<p>AUGUST 2 (Tuesday)</p> <p>Secretary submits <i>Special Activity Payroll Report</i> forms to the Regional Assistant Superintendent of High Schools</p>	<p>No later than AUGUST 5 (Friday)</p> <p>Submit <i>Special Activity Payroll Report</i> to Payroll Department</p>