



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

**NETWORK MANAGER TEACHERS AND PARAEDUCATORS
SUMMER 2022 SCHEDULE**

The **SCHOOL DISTRICT OF POLK COUNTY, FLORIDA** (D/B/A Polk County Public Schools) (PCPS) 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, PCPS is the employer and the party to the Collective Bargaining Agreement (CBA) the certified bargaining agent Polk Education Association, Inc. governing teachers and paraeducators; and,

WHEREAS, the last Teacher Network Manager (10-month/196 contract days) work day of the 2021-2022 contract year is Tuesday, May 31, 2022 and the School Staffing Plan outlines extended contract days for secondary schools; and,

WHEREAS, Paraeducator Network Managers (11-month/216 contract days) are scheduled to end work for 2021-2022 on Thursday, June 16, 2022, twelve days after 10-month teachers; and the following tentative schedule is in effect for the 2022-2023 school year:

- | | |
|--------------------|--|
| 1. July 20, 2022 | Paraeducator Network Managers (216 contract days)
return 10 days prior to 10-month teachers |
| 2. August 3, 2022 | Teacher Network Managers return (196 contract days) |
| 3. August 10, 2022 | First student attendance day. |

NOW, THEREFORE, as an incentive for Network Managers to collect the numerous electronic equipment/laptops issued to students in support of one-to-one devices, as well as prepare for the return of students on August 10, 2022; the parties agree as follows:



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PARAEDUCATOR NETWORK MANAGER (11-Month)
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I. Network Manager Teachers (196-Day Contract):

Subject to prior approval by the principal and regional assistant superintendent, Network Manager Teachers (teachers) may voluntarily report for up to ten (10) extended contract days (7.75 hours/day) flexed throughout the summer beginning June 1, 2022 through August 2, 2022. For secondary teachers these days are beyond any additional optional days outlined in the staffing plan based on the number of teachers at the school. The schedule will be mutually agreed upon between the teacher and the administrator.

II. Network Manager Paraeducators (216-Day Contract):

In addition to fulfilling their 216-day contract, subject to prior approval by the principal and regional assistant superintendent, Network Manager Paraeducators (paraeducators), may voluntarily report for up to five (5) additional days (7.5 hours/day) between June 17, 2022 and July 19, 2022. These days are beyond any additional optional days outlined in the staffing plan. The schedule will be mutually agreed upon between the paraeducator and the administrator.

III. Reassignment during this Agreement:

Network Managers who voluntarily report do so knowing they may be reassigned to another school to assist with device collection during the days covered under this agreement. Should the employee be temporarily reassigned, the employee is eligible for reimbursement for the mileage difference from home beyond their regularly assigned work location. In-county mileage reimbursement should be requested through the Staff Portal.

IV. Compensation:

Teachers and paraeducators who are approved by their principal and regional assistant superintendent to voluntarily report will be paid their regular hourly rate of pay for assigned daily work hours under their current 2021-2022 contract ending May 31, 2022.



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V. Payroll Process:


Employees should complete a Special Activity Payroll Log to document attendance. Following principal approval, the Special Activity Payroll Report and Log should be sent to the Payroll Department. Payment for June work days will occur July 29, 2022. Payment for July and any August work days will be August 31, 2022.

This agreement will expire July 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

5/23/20
Date

5/21/22
Date

- c: Jason Pitts, Chief of Staff
- Brian Warren, Associate Superintendent, Human Resource Services
- Dr. Tina Barrios, Assistant Superintendent, Information Systems & Technology
- Personnel Department, Human Resource Services Division
- Payroll Department, Business Services Division