



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

**2023-2024 AND 2024-2025 TEACHER PRE-PLANNING DAYS
WITH STUDENT ORIENTATION GUIDELINES**

This Memorandum of Understanding (MOU) memorializes the parties’ agreement to amend the teacher workday and staff development day structure during the six (6) Teacher Pre-planning days (Staff Development and Teacher Work Days) and set consistent parameters for student orientation schedules.

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 PEA Collective Bargaining Agreements (CBA) governing teachers, paraeducators and educational support (clerical) personnel; and,

WHEREAS the Polk County School District and PEA mutually agree that new parameters for designated teacher workdays and teacher staff development days should be agreed upon for Teacher Pre-planning days; and

WHEREAS the Polk County School District and PEA mutually agree that consistent guidelines for student orientation days should be set during Teacher Pre-planning week.

CONTRACT RECITALS
Amended July 12, 2022

TEACHER ARTICLE III - SCHOOL CALENDAR

3.3 Non-student contact days for teachers shall be designated as six (6) Work Days and four (4) Staff Development Days. Work Days shall be available for teachers to use as Teacher Self-Directed Planning (Article 6.3) except that the principal may schedule and hold one (1) Faculty Meeting (Article 6.5) of not more than 60 consecutive minutes during the day. Staff Development Days may be used as described in Article 6.5 Faculty Meetings.

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TEACHER ARTICLE VI – TEACHING CONDITIONS

6.1-1 As a part of teachers’ professional responsibilities, they are expected to attend such after school activities as: parent-teacher meetings, open house, graduation. The parties recognize that teachers have obligations outside their professional responsibilities and agree that schedules for such activities shall be provided no later than the last day of teacher pre-planning of each school year and that flex time be provided to those participating teachers by mutual agreement of the principal and teachers.

6.1-2 With the exception of the last grading period, grades will be due by the end of the duty day of the second working day following the end of the grading period. For the last grading period, middle and high school grades will be due at 8:00 a.m. on the first workday following the last student contact day. For teachers of graduating seniors, grades will be due one (1) day before the last official school day for seniors. Grades should be submitted no later than the end of the duty day for this group and the date will be determined during second semester. For elementary schools, grades will be due on the 172nd student day. The exact due dates and time for grades will be published within the school calendar whenever possible.

6.2 Teacher Workday: The workday for all teachers shall be no more than 7¾ hours. On non-student days teachers shall have a one (1) hour lunch break.

PARAEDUCATOR ARTICLE II – DEFINITIONS

2.8 REGULAR STRAIGHT TIME HOURLY RATE: The “regular straight time hourly rate” means an employee’s straight hourly base rate and applicable supplements and longevity if any.

2.9 OVERTIME: “Overtime” shall be defined as hours worked in excess of forty (40) hours during the basic work week.

PARAEDUCATOR ARTICLE IX - SALARIES

19.3 Regularly recurring duties beyond the contracted duty day will be paid at the employees’ regular rate of pay in accordance with the federal wage and hour guidelines. All work contracted and performed beyond a 40-hour work week will be paid at “time and a half” of the employee’s hourly rate of pay. (Example:

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Asst. Volleyball Coach \$1,340 divided by \$12.00 (\$8.00 + \$4.00) = 111.66 hours.)

ESP ARTICLE IV - COMPENSATION

15.9 Pay for Overtime: One and one-half (1 1/2) times the regular straight time hourly rate of pay shall be paid for hours worked in excess of forty during the basic work week. Personnel whose normal work week is 37 1/2 hours shall be paid their regular rate of pay up to 40 hours, overtime will be paid after 40 hours of work has been performed. Payment of overtime shall not be duplicated for the same hours worked.

15.9-1 Regularly recurring duties beyond the contracted duty day will be paid at the employees' regular rate of pay in accordance with the federal wage and hour guidelines. All work contracted and performed beyond a 40-hour work week will be paid at "time and a half" of the employee's hourly rate of pay.

NOW, THEREFORE, PEA and the District agree as follows:

I. 2023-2024 DATES

A. The following are the 2023-2024 six (6) Teacher Work Days reserved for self-directed teacher planning time.

- a. On non-student days teachers shall have a one (1) hour lunch break.
- b. On full 7.75-hour Teacher Work Days (planning time) the principal may schedule and hold one (1) Faculty Meeting of up to sixty (60) consecutive minutes during the day.
- c. However, on split days, there is no faculty meeting with the exception of the half day reserved for administration-directed Teacher Staff Development activities. [7.75 hours minus 1 hour lunch=6.75 hours/2=3.375 hours (3 hours and 22 minutes = half day)]
- d. Full 7.75-hour Teacher Work Days will follow the language in Teacher CBA.

1. Thursday, August 3, 2023 Split Day

The 7.75-hour teacher contract day is divided between administration-directed staff development (half-day morning) and self-directed teacher planning time (half-day afternoon).

2. Monday, August 7, 2023 Split Day

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The 7.75-hour teacher contract day is divided between administration-directed staff development (half-day) and self-directed teacher planning time (half-day). Additional scheduling guidelines are outlined below.

3. Tuesday, August 8, 2023 Secondary Orientation *Full Teacher Work Day*

Orientation scheduling guidelines are outlined below.

4. Wednesday, August 9, 2023 Elementary Orientation *Full Teacher Work Day*

Orientation scheduling guidelines are outlined below.

5. Thursday, August 10, 2023 *Split Day*

The 7.75-hour teacher contract day is divided between administration-directed staff development (half-day) and self-directed teacher planning time (half-day). Additional scheduling guidelines are outlined below.

Friday, August 11, 2023 is the first Student Attendance Day.

6. Monday, October 16, 2023 *Split Day*

The 7.75-hour teacher contract day is divided between administration-directed staff development (half-day) and self-directed teacher planning time (half-day). Additional scheduling guidelines are outlined below.

7. Tuesday, January 2, 2024 *Full Teacher Work Day*

8. Friday, May 31, 2024 *Full Teacher Work Day*

B. The following are the 2023-2024 four (4) Teacher Staff Development Days reserved for administration-directed time.

- a. With the exception of August 3, 2023, the first teacher return date, split days reserved for Staff Development must be no more than one (1) consecutive block of up to three hours and twenty-two minutes (3 hrs. 22 mins) that is placed either at the beginning or the end of their duty day.

- b. This consecutive block does not have to be the same for the entire faculty (i.e.: departments/grade levels may meet at various times).

If a teacher is assigned multi grade levels, departments, subject areas, etc., that teacher may choose to divide time among the different meetings, or select the grade level, department, subject area, etc. in which they wish to participate.

The remainder of the workday must be self-directed planning time.

1. Thursday, August 3, 2023 *Split Day*

The 7.75-hour teacher contract day is to be divided between administration-directed staff development (half-day morning, 3 hours and 22 minutes) and self-directed teacher planning time (half-day afternoon, 3 hours and 22 minutes).

2. Friday, August 4, 2023 *Full Staff Development Day*

3. Monday, August 7, 2023 *Split Day*

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The 7.75-hour teacher contract day is divided between administration-directed staff development (half-day) and self-directed teacher planning time (half-day). Additional scheduling guidelines are outlined below.

4. Thursday, August 10, 2023 *Split Day*

Day divided in half between administration-directed staff development (.5 morning) and self-directed teacher planning time (.5 afternoon).

5. Monday, October 16, 2023 *Split Day*

The 7.75-hour teacher contract day is divided between administration-directed staff development (half-day) and self-directed teacher planning time (half-day).

6. Wednesday, January 3, 2024 *Full Staff Development Day*

II. 2024-2025 DATES:

A. The following are the 2024-2025 six (6) Teacher Work Days reserved for self-directed teacher planning time.

- a. On non-student days teachers shall have a one (1) hour lunch break.
- b. On full 7.75-hour Teacher Work Days (planning time) the principal may schedule and hold one (1) Faculty Meeting of up to sixty (60) consecutive minutes during the day.
- c. However, on split days, there is no faculty meeting, with the exception of the half day reserved for administration-directed Teacher Staff Development activities.
[7.75 hours minus 1 hour lunch=6.75 hours/2=3.375 hours (3 hours and 22 minutes = half day)]
- d. Full 7.75-hour Teacher Work Days will follow the language in Teacher CBA.

1. Friday, August 2, 2024 *Split Day*

The 7.75-hour teacher contract day is divided between administration-directed staff development (half-day morning) and self-directed teacher planning time (half-day afternoon). Additional scheduling guidelines are outlined below.

2. Tuesday, August 6, 2024 *Split Day*

The 7.75-hour teacher contract day is divided between administration-directed staff development (half-day) and self-directed teacher planning time (half-day). Additional scheduling guidelines are outlined below.

3. Wednesday, August 7, 2024 *Secondary Orientation Full Teacher Work Day*
Orientation scheduling guidelines will be outlined below.

4. Thursday, August 8, 2024 *Elementary Orientation Full Teacher Work Day*

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Orientation scheduling guidelines are outlined below.

5. Friday, August 9, 2024 *Split Day*

The 7.75-hour teacher contract day is divided between administration-directed staff development (half-day) and self-directed teacher planning time (half-day). Additional scheduling guidelines are outlined later in this agreement.

Monday, August 12, 2024 is the first Student Attendance Day.

6. Friday, October 18, 2024 *Split Day*

The 7.75-hour teacher contract day is divided between administration-directed staff development (half-day) and self-directed teacher planning time (half-day). Additional scheduling guidelines are outlined below.

7. Monday, January 6, 2025 *Full Teacher Work Day/Planning Time*

8. Friday, May 30, 2025 *Full Teacher Work Day/Planning Time*

B. The following are the 2024-2025 four (4) Teacher Staff Development Days reserved for administration-directed time:

- a. Full 7.75-hour Staff Development Days will follow the language in Teacher CBA.
- b. With the exception of August 2, 2024 the first teacher return date, split days reserved for Staff Development must be no more than one (1) consecutive block of up to three hours and twenty-two minutes (3 hrs. 22 mins) that is placed either at the beginning or the end of their duty day.
- c. This consecutive block does not have to be the same for the entire faculty (i.e.: departments/grade levels may meet at different times).
If a teacher is assigned between grade levels, departments, subject areas, etc., that teacher may choose to divide time among the different meetings, or select the grade level, department, subject area, etc. in which they wish to participate.

The remainder of the workday must be self-directed planning time.

1. Friday, August 2, 2024 *Split Day*

2. Monday, August 5, 2024 *Full Staff Development Day*

3. Tuesday, August 6, 2024 *Split Day*

4. Friday, August 9, 2024 *Split Day*

Monday, August 12, 2024 is the First Student Attendance Day.

5. Friday, October 18, 2024 *Split Day*

6. Thursday, January 7, 2025 *Full Staff Development Day*

III. Student Orientation Dates and Guidelines

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A. 2023-2024:

Tuesday, August 8, 2023	K-8, Middle, and High School Student Orientation
Wednesday, August 9, 2023	Elementary Student Orientation First Paraeducator Work Day of 186-Day Contract

B. 2024-2025:

Wednesday, August 7, 2024	K-8, Middle and High School Student Orientation
Thursday, August 8, 2024	Elementary Student Orientation First Paraeducator Work Day of 186-Day Contract

1. School Orientations will be held during the evenings of the dates listed above, not to exceed 7:00 p.m.
2. Orientation duties for any staff covered under the PEA Collective Bargaining Agreements are limited to up to two (2) hours during the designated Student Orientation Day set forth in the School Board approved 2023-2024 and 2024-2025 School Calendars.
3. With orientation hours occurring outside of the regular 7.75-hr. teacher duty day, up to two (2) hours of teacher flexible (flex) time will be available as follows on designated Pre-planning Teacher Work Days during Teacher Planning Time to accommodate the after-hours orientation schedule:

School Year 2023-2024:

Either Monday, August 7, 2023 (Split Day during Teacher Planning Half), or Tuesday, August 8 (Teacher Workday), or Wednesday, August 9 (Teacher Workday), or Thursday, August 10, 2023 (Split Day during Teacher Planning Half).

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School Year 2024-2025

Either Tuesday, August 6, 2024 (Split Day during Teacher Planning Half), or Wednesday, August 7 (Teacher Workday), or Thursday, August 8 (Teacher Workday), or Friday, August 9, 2024 (Split Day during Teacher Planning Half).

This agreement temporarily modifies the provisions in Article 6.1-1 regarding “mutual agreement” of flex time.

Example: Orientation is scheduled from 5pm-7pm. The teacher’s duty day is usually from 7:45am-3:30pm. The teacher could work on orientation day from 9:45am-3:30pm, 7:45am-1:30pm, 11:15am-7:00 pm, or another schedule mutually agreed upon by the teacher and the principal to provide the two (2)-hour flex time.

4. **Paraeducators and ESP Clerical Staff Working during Evening Orientations-** Paraeducators and ESPs may be directed to attend Orientation Night for their specific worksite during their annual contracted work days, should their attendance be deemed necessary by mutual agreement of the principal and the employee.
5. Secondary school Paraeducators and ESPs working during Orientation and prior to their regular contracted work schedule on Tuesday, August 8, 2023 (or Wednesday, August 7, 2024), must be paid their regular hourly rate of pay for Orientation duties for no more than two (2) hours.
6. Tentative Orientation schedules must be provided to staff by the last student attendance day of each school year. New hires must receive the orientation date and schedule at the time the position is accepted.

- IV. Elementary School Grades Due Date:** The grades due date in Teacher Article 6.1-2 will be amended from the 172nd student day to the 176th student day. The parties agree to include this revision with the next ratification process.

6.1-2 With the exception of the last grading period, grades will be due by the end of the duty day of the second working day following the end of the grading period. For the last grading period, middle and high school grades will be due at 8:00 a.m. on the first workday following the last student contact day. For teachers of graduating seniors, grades will be due one (1) day before the last official school day for seniors. Grades




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should be submitted no later than the end of the duty day for this group and the date will be determined during second semester. For elementary schools, grades will be due on the 176th student day. The exact due dates and time for grades will be published within the school calendar whenever possible.

This agreement will expire June 30, 2025.

POLK EDUCATION ASSOCIATION, INC.

POLK COUNTY SCHOOL DISTRICT

By: 
Stephanie Yocum
President
Polk Education Association

By: 
Frederick R. Heid
Superintendent
Polk County Public Schools

2/13/23
Date

2/14/23
Date