



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

**THIS MOU IS NOT YET SIGNED. IT MUST RECEIVE OVER 50% OF TEACHERS
AND CDAT PARAS VOTING YES FOR PEA TO SIGN THIS AGREEMENT TO THEN
BE IMPLEMENTED.**

**SAP UPGRADE STAFF TRAINING
SCHOOL YEAR 2026-2027**

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;

WHEREAS, a live requisite training on the SAP Upgrade must be provided to all teachers, paraeducators, and educational support personnel.

NOW, THEREFORE, the parties agree as follows:

1. **Training Purpose:**
 - a. Orient staff to the SAP Upgrade Phase 2 including but not limited to:
 - How to enter benefit time (vacation, sick, etc.)
 - How to request a leave
 - How to view approved benefit and leave time
 - How to view vacation and sick time balances
2. **Job responsibilities:**
 - a. Completion of this training is a duty and responsibility of the employee and as such is a term of employment.
 - b. Employees will have the responsibility for entering necessary and appropriate information in SAP.
3. **Training Date and Duration:**
 - a. October 2, 2026 (Early Dismissal-Teacher Planning Time)
 - b. The training will be for one hour.
 - c. Should this training date not be used, there will be a final opportunity for October 16, 2026, on Schoology as a course with open sessions for help.
 - d. There will be no other opportunities for this training beyond October 2 or October 16, 2026. Failure to complete this training as a condition of employment will subject the employee to discipline.

**MEMORANDAM OF UNDERSTANDING
SAP UPGRADE STAFF TRAINING
SCHOOL YEAR 2026-2027**

This agreement will expire on June 30, 2027.

POLK EDUCATION ASSOCIATION, INC.

POLK COUNTY SCHOOL DISTRICT

By: _____
Stephanie Yocum
President
Polk Education Association

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

Date

Date

c: Jennifer Rouse, Chief of Staff
Brian Warren, Associate Superintendent, Chief, Labor & Employee Relations
Telay Kendrick, Associate Superintendent, Human Resource Services
Laura McCabe, Director, Personnel, Human Resource Services
Tara McDowell, Senior Director, Payroll, Finance Division

Cost Center:

Fund:

Funded Program:

GL:

Functional Area:

IIQ Ticket: