



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

**2026-2027 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 Workdays) 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

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. Workdays 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.

TEACHER ARTICLE VI – TEACHING CONDITIONS

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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.

6.2 Teacher Workday: The workday for all teachers shall be no more than 7³/₄ 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: 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

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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. 2026-2027 DATES

The following are the 2026-2027 six (6) Teacher Workdays reserved for self-directed teacher planning time and four (4) Staff development Days designated to Administration.

- a. On non-student days, all employees covered under PEA CBAs shall have a one (1) hour lunch break.
- b. On full 7.75-hour Teacher Workdays (planning time) the principal may schedule and hold one (1) Faculty Meeting of up to sixty (60) consecutive minutes during the day.
- c. Split Days: 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).
[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 Workdays will follow the language in Teacher CBA.

1. **Monday, August 3, 2026 *Split Day***
2. **Tuesday, August 4, 2026 *Split Day***
3. **Wednesday, August 5, 2026 *Secondary/K-8 Orientation Full Teacher Workday***
Orientation scheduling guidelines are outlined below.
4. **Thursday, August 6, 2026 *Elementary Orientation Full Teacher Workday***
Orientation scheduling guidelines are outlined below.
5. **Friday, August 7, 2026 *District Contact Day- Full Staff Development Day***
6. **Monday, August 10, 2026 *Split Day***
7. **Friday, October 16, 2026 *Split Day***
8. **Monday, January 4, 2027 *Full Teacher Workday***
9. **Tuesday, January 5, 2027 *Staff Development Day***
10. **Friday, May 28, 2027 *Full Teacher Workday***

II. Student Orientation Dates and Guidelines

A. 2026-2027

Wednesday, August 5, 2026 K-8, Middle and High School

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Student Orientation

Thursday, August 6, 2026 Elementary Student Orientation

Friday, August 7, 2026 First Paraeducator Workday of
186-Day Contract

1. School Orientations will be held during the hours of 12pm-7pm on the dates listed above, not to exceed 7:00pm. with no more than 2 orientation sessions scheduled for a school.
2. Orientation duties for any staff covered under the PEA Collective Bargaining Agreements are limited to up to three (3) hours during the designated Student Orientation Day set forth in the School Board approved 2026-2027 School Calendar. An up to 60 consecutive minute faculty meeting during a full teacher workday will not occur on the school's designated orientation day.
3. Up to three (3) hours of teacher flexible (flex) time will be mutually agreed to by the supervisor and the teacher to use during the Pre-planning week or within the first semester of the 2026-2027 school year.
4. Paraeducators and ESP Clerical Staff Working Outside Their Contractual Hours- Paraeducators may volunteer to participate in their school's orientation since orientation for all schools occurs before the first day of work for paraeducators. If a paraeducator volunteers to work, they will be paid at their regular hourly rate of pay to be processed through the Supplemental Pay App.
5. If an orientation time for a school falls outside of the regular working hours of a secretary employee, the secretary may volunteer to work during that orientation time. If a secretary volunteers to work, they will be paid at their regular hourly rate of pay to be processed through the Supplemental Pay App.
6. Paraeducators and ESPs who agree to work during Orientation prior to their regular contracted work schedule on Friday, August 7, 2026, must be paid their regular hourly rate of pay for Orientation duties for no more than three (3) hours.



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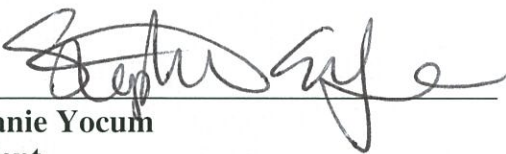
7. Orientation schedules must be provided to staff no later than two weeks prior to the first official workday for teachers. For staff hired after this deadline, the orientation date and schedule must be provided at the time of position acceptance.

III. 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 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, 2027.

POLK EDUCATION ASSOCIATION, INC.

By: 
Stephanie Yocum
President
Polk Education Association

Date

c: Jennifer Rouse, Chief of Staff
Tracy Collins, Head of Schools
Joseph McNaughton, III, Associate Superintendent, Chief Academic Officer
Tammy Williams, Assistant Superintendent, Learning Support
Business Services Finance and Payroll Departments
Human Resource Services

**POLK COUNTY SCHOOL
DISTRICT**

By: 
Frederick R. Heid
Superintendent
Polk County Public Schools

Date