

## MEMORANDUM OF UNDERSTANDING

### Extended School Year Program – Summer 2017

The following parameters will govern the working conditions of employees who work in a summer Extended School Year programs.

- PROGRAM DATES:** (Student Attendance)
- 24-Day Summer Reading Camp for Grade 3** June 12, 13, 14, 15, 19, 20, 21, 22, 26, 27, 28, 29, July 3, 5, 6, 7, 10, 11, 12, 13, 17, 18, 19, and 20
  - 12-Day Title I Elementary K/1 Programs** June 12, 13, 14, 15, 19, 20, 21, 22, 26, 27, 28, 29
  - 24-Day Title I Part C Migrant Program** June 12, 13, 14, 15, 19, 20, 21, 22, 26, 27, 28, 29, July 3, 5, 6, 7, 10, 11, 12, 13, 17, 18, 19, 20
  - 16-Day PEACE Camp** June 5, 6, 7, 8, 12, 13, 14, 15, 19, 20, 21, 22, 26, 27, 28, 29
  - 10-Day ESE Program** June 12, 13, 14, 15, 19, 20, 21, 22, 26, 27
  - MS Course Recovery Program** Flexible days, up to 20, June 12 – July 20, including EOC remediation
  - HS Credit Recovery Program - Flexible Days**, up to 20, June 12 – July 20, including EOC remediation
  - 16 -Day Title III English Camp for English Language** June 12, 13, 14, 15, 19, 20, 21, 22, 26, 27, 28, 29 July 10, 11, 12 & 13

#### Instructional and Non-instructional Employees

##### Filling positions:

- Assignment to this program is voluntary.
- Each school principal will notify the staff of the program dates by May 1, 2017.
- Each employee having an interest in working in the program will submit his/her name to the school principal by May 8, 2017.
- Tentative job openings will be announced by the last student day.
- The district's Office for Teaching and Learning will provide notices relative to the Pasco Environmental Adventure Camp Experience (PEACE) program on or about May 8, 2017.
- Each employee, including Bus Drivers, having an interest in working in the PEACE program will contact the Office for Teaching and Learning by May 15, 2017.

- When it is judged that professional qualifications and ability are substantially equal among applicants for the program to be offered, district seniority shall prevail.
- When filling positions, employees within the bargaining unit shall be given priority over other applicants.
- The previous procedure to select transportation employees for the school year assignments will continue to be used, with the following exception. Bus Drivers and Transportation Assistants who select a route and resign or work less than half of the days of the selected route in ESY for the summer of 2017 will be placed at the bottom of the selection list for ESY for the summer of 2018, unless the reason for resigning or working less than half of the days is for one of the following reasons and is supported by appropriate documentation as determined by Transportation Department administration: a health concern that prohibits the employee from working or a health concern of an immediate family member of the employee and the employee is needed to care for the family member, family emergency, or jury duty.

**Work Schedule:**

**TEACHERS:**

**10-Day ESE Program**

- 1 day of pre-planning at 7.5 hours June 9, 2017 (hours are flexible)
- 10 days at 4.0 hours per day (3.5 hours of student instruction and .5 hour of planning)

**Total Days: 11                      Total Hours: 47.5**

**Middle School Course Recovery Program – up to 20 days as allocated by District**

- 1 day of pre planning at 7.5 hours June 9, 2017
- 10 days at 8.5 hours per day (7 hours of student instruction 1 hour of planning and .5 hour of lunch)

**Total Days: 11                      Total Hours: 92.5**

**OR**

- up to 20 half days at 4.0 hours per day (3.5 hours of student instruction and .5 hour of planning)

**Total Days: up to 21              Total Hours: 87.5**

**16-Day Title III English Camp for English Language**

- 1 day of pre-planning at 7.5 hours –June 9, 2017 (hours are flexible)
- 16 days at 4.0 hours per day (3.5 hours of student instruction and .5 hour of planning)

**Total Days: 17                      Total Hours: 71.5**

**16-day PEACE program (Elementary, Middle, & High School)**

- Site-based Teacher - 2 days of planning @ 7.5 hours on June 2, 2017 (hours are flexible) and June 29.
- 16 days at 8.5 hours per day (student instruction)

**Total Days: 16 @ 8.5, 2 @ 7.5 for Site Based Teachers = 151 for Site Based Teachers**

- Non-site-based teachers - 4.25 hours per week of planning June 2, June 9, June 16, June 23
- 4.0 hours of voluntary training on May 31 (after hours) and June 1. Teachers who attend this training will be paid a stipend of \$15.00 per hour.

**Total Days: 16 @ 8.5, 4 @ 4.25 for Site Based Teachers = 153 for Non-Site Based Teachers**

- 24-Day Title I Migrant Portable Assistance Study Sequence (PASS) in home tutoring**
- 1 day of pre-planning at 7.5 hours -- June 9, 2017 (hours are flexible)
  - 24 days at 4.0 hours per day (3.5 hours of student instruction and .5 hour of planning)
- Total Days: 25                      Total Hours: 103.5**

- 12-Day Title I Elementary K/1 Programs**
- 1 day of pre-planning at 7.5 hours - June 6, 2017
  - 12 days at 4.0 hours per day (3.5 hours of student instruction and .5 hour of planning)
- Total Days: 13                      Total Hours: 55.5**

- 24-Day Grade 3 Summer Reading Camp**
- 1 day of pre-planning at 7.5 hours - June 6, 2017
  - 24 days at 4.0 hours per day (3.5 hours of student instruction and .5 hour of planning)
- Total Days: 25                      Total Hours: 103.5**

- High School Credit Recovery -up to 20 days as allocated by District**
- 1 day of pre planning at 7.5 hours --June 9, 2017
  - 10 days at 8.5 hours per day (7 hours of student instruction, 1 hour of planning and .5 hour of lunch)
- Total Days: 11                      Total Hours: 92.5**
- OR**
- up to 20 half days at 4.0 hours per day (3.5 hours of student instruction and .5 hour of planning)
  - **Total Days: 21    Total Hours: 87.5**

- EOC Administration Window:**
- HS: 72 hours of test administration for the Algebra 1, Geometry, Biology and US History EOC.
  - MS: 36 hours of test administration for the Civics EOC.

- ESE Instructional Assistants:**
- 4.0 hours per day for either 10 or 24 day program.
- |  |   |
|--|---|
| <b>Total Days: 10 (10 day program)</b> | <b>Total Hours: 40 (10 day program)</b> |
| <b>24 (24 day program)</b>             | <b>96 (24 day program)</b>              |

**Pay Rate:**  
All employees will be paid at their regular hourly rate based upon the 2016-2017 salary schedule or range.

**Pay Dates:**  
Employees working one of the programs will be paid as listed below:

	<b>Pay Date</b>	<b>Pay/Work Period</b>
10-Day Program	6/30/17 (4 days + 1 Planning)	June 12-15
	7/14/17 (6 days)	June 19-27
12-Day Program	6/30/17 (4 days + 1 Planning)	June 12-15
	7/14/17 (8 days)	June 19-29

16-Day Program	6/30/17 (as worked)	June 5-15
	7/14/17 (as worked)	June 19-29
	7/28/17 (as worked)	July 1-14
	8/11/17 (as worked)	July 15-28
20-Day Program	6/30/17 (8 days + 1 planning)	June 5-15
	7/14/17 (8 days + 1 planning)	June 19-29
	7/28/17 (4 day)	July 1-14
24-Day Program	6/30/17 (4 days + 1 Planning)	June 12-15
	7/14/17 (8 days)	June 19-29
	7/28/17 (8 days)	July 1-14
	8/11/17 (4 days)	July 15-20

**Sick Leave Accrual:**

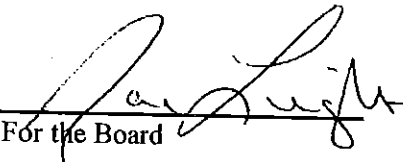
Employees who work the 20 or 24 day program and high school teachers who work a full day (2 single sessions) will earn .5 day sick leave.

**Absences:**

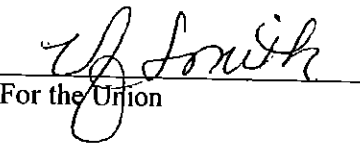
- All 10-16 day program employees' absences will be without pay. These employees are not eligible to use previously earned sick leave for pay purposes.
- 24 day program employees may use sick leave.

**Substitutes:**

A regular employee who substitutes in this program will be paid his/her regular hourly rate.

  
 For the Board

5/12/17  
 Date

  
 For the Union

5-12-17  
 Date