

MEMORANDUM OF UNDERSTANDING
SCHOOL DISTRICT OF MANATEE COUNTY
AND
MANATEE EDUCATION ASSOCIATION
PARA PAYROLL - 2020-2021

All other language contained in the contract between the Manatee Education Association and the School Board of Manatee County will remain unchanged unless negotiated between the parties and ratified.

ARTICLE XI COMPENSATION AND HEALTH INSURANCE
Section 8 Employee Payday

~~Semi-Monthly~~ Bi-Weekly Pay: Salary shall be distributed to employees based on the payroll distribution selected by the employee from the below options. Selection of a pay option will be in the spring of the preceding school year and cannot be changed for that school year. All options shall be available for employees hired prior to the beginning of the work year. Payments shall be distributed on the Friday following the end of the pay period. Salary shall be divided by 24 equal pays issued on the 10th and 25th of the month with these exceptions:

- a. Salary shall be distributed in 26 payroll distributions. The first payroll distribution in each year shall be for the number of days worked prior to the close of the first pay period of the work year of no less than 5 days pay. The remaining 25 regular payroll distributions shall be of equal amounts based on the annual salary of the employee minus the initial payroll distribution.
- b. Salary shall be distributed in 26 payroll distributions. The first payroll distribution in each year shall be for the number of days worked prior to the close of the first pay period of the work year of no less than 5 days pay. The remaining 25 regular payroll distributions shall be of equal amounts based on the annual salary of the employee minus the initial payroll distribution. The employee shall receive the final five (5) regular payroll distributions within the first pay period in June of each year as the final payment for the regular work year.
- c. Salary shall be distributed in 22 payroll distributions. The first payroll distribution in each year shall be for the number of days worked prior to the close of the first pay period of the work year of no less than 5 days pay. The remaining 21 regular payroll distributions shall be of equal amounts based on the annual salary of the employee minus the initial payroll distribution.

Exceptions:

- a. If a pay date falls on a non-work day or holiday, employees shall receive their paychecks on the last workday ~~weekday~~ prior to the payday, ~~even if it is a non-work day.~~
- b. ~~Employees shall receive one check equivalent to five regular pay checks on 10th of June. Their final paycheck will be paid on the 10th of June. Should June 10th fall on a non-work day or holiday, employees shall receive their paychecks on the last weekday prior to the~~

~~June 10th payday. If the school year ends in June, the final paycheck will be paid on the 25th of June and will include one check equivalent to the balance of the remaining contract.~~

- ~~b. e.~~ Employee's **end of December 25th** check will be deposited into employees' bank account on the last **workday** weekday prior to the holiday for the District Office, ~~even if it is a non-work day.~~
- ~~d.~~ Employees will be paid as described in "b" above, or employees have the option of 24 equal payments over a 12-month period. Selection of this pay option will be in the spring of the preceding school year and cannot be changed for that school year.
- ~~e.~~ The first paycheck of the school year will be issued on the scheduled semi-monthly pay date in accordance with the Pay periods and Pay Dates published annually by the District. Pay on the 10th of each month includes work days from the 16th through the end of the month and pay on the 25th includes work days from the 1st through the 15th.

~~The parties shall meet no later than January 30, 2018, to establish mutually agreeable procedures to ensure that payroll discrepancies that may occur within the new payroll system are timely addressed.~~

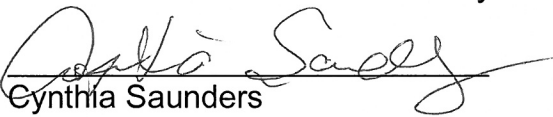
Section 9 - Payroll Errors:

Payroll errors which are not the result of employee error shall be corrected within five (5) days of notification unless the employee and the Board mutually agree to extend the correction period.

It is the Board's intent to extend the date for those employees who have been inadvertently overpaid. Extensions may be for no longer than one calendar year from the time the error is identified. At no time will extensions occur beyond the final employment date of the employee.


All other provisions of the contract not addressed in this MOU will remain as contained in the current collective bargaining agreement between the School Board of Manatee County and the Manatee Education Association.

School District of Manatee County


Cynthia Saunders
Superintendent

Dated: _____

Manatee Education Association


Pat Barber
President

Dated: 5/27/2020

**Memorandum of Understanding
Between the
Manatee Education Association
And the School Board of Manatee County
Conforming Language Needed for Pay Option Change**

All other language contained in the contract between the Manatee Education Association and the School Board of Manatee County will remain unchanged unless negotiated between the parties and ratified.


**Paraprofessional Contract
Article XI
Compensation and Health Insurance
Section 4 - Plan Design**

A summary of the health insurance plan designs and their associated premiums for the ~~2011 plan year~~ 2017-2018 are located in Appendix C.


All benefit premiums will be divided equally among employee pay checks depending on the pay option (22 or 26 pays) selected by the employee.

Signed by:

On behalf of the School District of Manatee County


Cynthia Saunders
Superintendent

Manatee Education Association


Patricia Barber
President