

**Memorandum of Understanding
Between
The School District of Manatee County (the District), Florida
And The Manatee Education Association (MEA)
2019-20**

ARTICLE V WORKING CONDITIONS

Section 4 Preparation Time

3. **Notice of Duty Roster Implementation:** Where the principal or his/her designee knows in sufficient time in advance that a period will be shortened or the duty roster will be implemented, the affected teacher(s) shall be notified of this event at least 3 days in advance. If the principal or his/her designee does not know 3 days in advance, as much notice as reasonable possible shall be given.
4. **Scheduling:** The specific scheduling of preparation and/or planning time shall be determined at each school center by the principal after consultation with his/her teacher and appropriate district administrators.
5. **Conferences:** Parent conferences shall not be considered planning and/or preparation within the student day. No parent conference will be scheduled within the student day planning or preparation period unless initiated or scheduled by the teacher. Parent conferences shall be considered planning and/or preparation within the 45 minutes planning time scheduled outside the student day.
6. **Emergency Roster:** To insure fairness in the assignment of teachers in emergency situations, each principal shall maintain and post a roster and shall make emergency assignments to all available teachers on a rotating basis as equitably as possible.

The emergency roster shall not be used to cover athletic events.


A priority shall be given to using a teacher's duty period, if such exists, rather than the teacher's planning period, when implementing the emergency roster.

The parties agree that the purpose of the emergency rosters established under Article V, Section 4, is to record administrative assignments to cover emergency situations. Only assignments made by the principal or his designee shall be recorded on the roster. Where the principal allows a teacher to be away from his/her assignment and the teacher has made mutually agreeable arrangements with another teacher to cover the absent teacher's assignment, this situation shall not be recorded on the emergency roster.

7. **Payment for No Sub:** If a substitute for a teaching position that is requested through the Substitute Employee Management System (SEMS) cannot be secured, ~~the sum of \$50 per day will be credited to the school's instructional supply account. The Principal will involve the~~

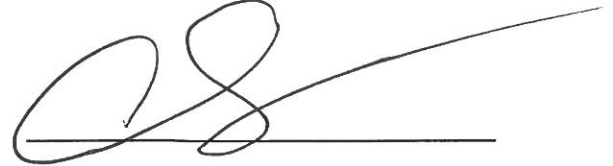
teachers of the school as to how the money that is generated through this provision will be spent. Any teachers who cover for absent colleagues shall be compensated through a pro-ration of the savings from not paying a substitute. Details related to the substitute rate shall be through school board policy. If a classroom teacher or a member of the instructional staff covers the class or classes of an absent teacher, he/she shall be eligible to receive one seventh (1/7) of the substitute rate for each class period or hour provided in coverage. If coverage extends beyond one hour, additional time shall be compensated for each additional half-hour or half-period increment. Under no circumstance shall a teacher receive more than the approved substitute daily rate per day (e.g., an elementary teacher who combines classes for the entire day).

For MEA

 8/2/19

Pat Barber
President

For the District



Cynthia Saunders
Superintendent