

LETTER OF AGREEMENT
BETWEEN
CALHOUN INTERMEDIATE SCHOOL DISTRICT (DISTRICT)
AND
CALHOUN INTERMEDIATE EDUCATION ASSOCIATION, MEA/NEA (CIEA)

This letter of agreement sets forth the mutually negotiated understanding between the District and CIEA regarding the creation of Remote Work Days (RWD). The parties agree as follows:

1. The effective date of this letter of agreement is July 1, 2024, and is in effect for the duration of the 2024-25 school year as a continued trial arrangement.
2. Itinerant staff members assigned to Calhoun County Local Educational Agencies (LEAs) may request an RWD to conduct educational business from an off-site location.
3. Eligible employees may request up to three (3) days per month to use for RWD. Employees may request to use RWD in half-day increments.
4. Requests for RWD must be made at least one week prior to the date requested, unless agreed upon by parties.
5. A request may be modified or canceled should an in-person requirement come up.
6. Eligible employees must submit a plan of action for the RWD to their supervisor for approval.
7. RWD shall address the following activities in the plan of action: type of meeting(s), professional development, planning, type of paperwork.
8. RWD is the equivalent of a regular working day (minimum of 7 hours).

This Letter of Agreement shall become effective upon ratification by authorized representatives of the CISD and CIEA. This Letter of Agreement is non-precedent setting and can not be used as evidence of a practice, custom, or policy.

FOR THE CIEA:

Signature on File
Mike Nicholson
CIEA President

Date

Signature on File
Sandy Paesens
MEA UniServ Director

Date

FOR THE DISTRICT:

Signature on File
Jessica Clothier
Assistant Superintendent for HR

Date

Signature on File
Nicole Lawrence
Assistant Superintendent, Special Education

Date