

**Memorandum of Understanding
Between the
St. Johns County School District
and
St. Johns Educational Support Professional Association**

“Critical Temporary Support Positions”

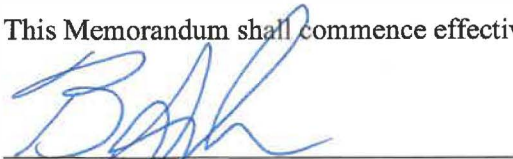
This memorandum is written to serve as an agreement between the St. Johns County School District and the St. Johns Educational Support Professional Association to be referred to as “Critical Temporary Support Positions” beginning July 1, 2023 through June 30, 2024. Both parties agree that the need to fill posted vacancies with internal staff on a temporary basis is still a need as we approach the summer months when it is critical time to deep clean our facilities without students present and maintain services during the 2023-2024 school year. These temporary positions may be temporary filled with a “Temporary Regular Part Time” basis (working a consistent schedule with identified days and hours until the vacancy is filled).

Both parties agree to the items below:

1. This memorandum only applies to these positions: Bus Attendant, Clerk, Custodian, Extended Day Aide, Food Service Worker, Paraprofessional and ESE Paraprofessional.
2. These temporary positions will be paid at \$15.00 per hour. (ESE Paraprofessionals will receive \$15.75).
3. Payments will be made in accordance with the Fair Labor Standards Act rules when overtime applies and overtime compensation will be at the blended rate.
4. The district will continue to post vacancies for which these temporary positions are assisting (both internally and externally) and actively interview to fill open slots with non-temporary hires.
5. Once a vacancy is filled with a non-temporary hire, that specific “critical temporary support position” will immediately end.
6. Critical Temporary Support Positions that become available shall be posted and filled under the following procedures:
 - a. Emailed and posted*, first, in the school where the vacancy exists for a period of two (2) days. Priority consideration will be given to qualified support staff first, followed by instructional then administrative personnel from within the school where the vacancy exists.
 - b. If no staff member is interested and/or qualified after two (2) days, the position will be emailed to the Administrative Assistant in Human Resources for a district email distribution to all employees.
 - c. If interested, District employees should email the designated principal regarding the posted position.
 - d. School Administration with openings will contact individuals expressing interest in posted position(s), giving priority to support staff first. Interviews will occur when more than one staff member expresses interest in a single position. In the event, no support staff applies or qualifies, the school administration will then consider instructional and administrative staff that have expressed interest. The same interviewing process will occur until an employee is selected.
7. All work completed in the “critical temporary support position” must be completed outside of the employee’s work hours of their regularly established position.

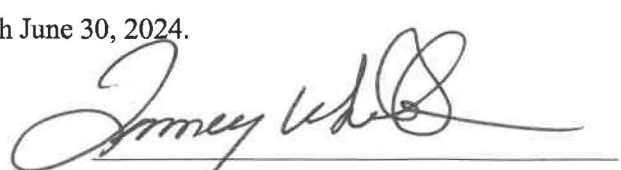
***Posted** shall include but not be limited to an email to all employees and a hard copy of the email displayed near employee mailboxes, in faculty lounge, on union bulletin board, etc.

This Memorandum shall commence effective July 1, 2023 through June 30, 2024.



Brennan Asplen, Chief Negotiator, SJCSA

MOU-Critical Temporary Support Positions



Tammy Whitaker, Chief Negotiator, NEFSU

08-7-23

August 2023