

MEMORANDUM OF UNDERSTANDING  
Between the  
St. Johns County School District  
And  
St. Johns Education Association  
And  
St. Johns Educational Support Professional Association

MAKE UP DAYS DUE TO  
HURRICANE HELENE  
AND  
HURRICANE MILTON

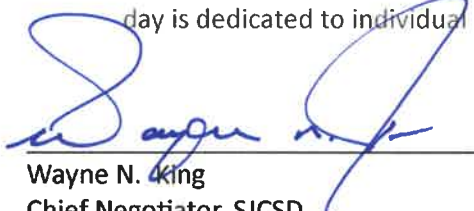
On Thursday, September 26, 2024, and Friday, September 27, 2024, the school district closed due to Hurricane Helene. On Wednesday, October 9, Thursday, October 10 and Friday, October 11, 2024, the school district closed due to Hurricane Milton. All of these days were regularly scheduled student contact days. All employees were paid for the five (5) days that the district was closed to students. In following the board approved school calendar for the 2024-2025 school year, the student/staff make-up days identified will be Monday, November 11, 2024 (Student/Teacher Holiday) and ten (10) Wednesday early release days. Employees will still be required to make up additional time paid but not worked per the information below.

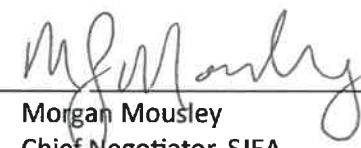
Both parties agree:

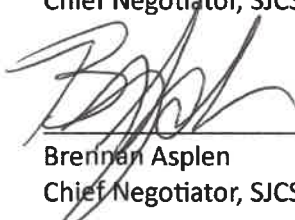
1. All personnel may work additional time to make up for the closed days or use their accrued leave. (Procedures and a log will be sent to school administrators from payroll). Instructional personnel make up time must be completed by May 15, 2025. Educational support personnel make up time must be completed by June 15, 2025. All employees ~~Instructional employees~~ may log hours worked on the days the district was closed with the exception of hurricane shelter operations.
2. Any personnel who do not work on November 11, 2024, will submit their leave through employee online using their school or department regular request for leave process.
3. The following early release Wednesdays will now be full schedule student contact days: November 13<sup>th</sup>, 20<sup>th</sup>, December 4<sup>th</sup>, 11<sup>th</sup> and 18<sup>th</sup>, January 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, 29<sup>th</sup> and February 5<sup>th</sup>, 2025.
4. All personnel who would like to use appropriate leave time (emergency, personal or vacation) to replace the make-up time may do so. These hours should be entered on the log provided by the payroll department and not entered into SunGard by the employee.
5. All educational support personnel who plan to make up their time should work with their school/department administrators regarding these hours so that the district remains in compliance with the Fair Labor Standards Act.
6. Employees who took a sick day (non FMLA, ~~non-personal, non-vacation~~) on any of these days, may send a request to Cathy Weber via email by December 21, 2024, to return hours for that day, and procedures in #1 above should be followed.

7. Due to the nature of the courses offered through the First Coast Technical College, make-up of student contact hours will require an amendment to the adult student schedule to capture the clock hours for licensure.

8. Due to missing planning time on Wednesdays, the In-service day on February 14<sup>th</sup> shall modified so that half the day is dedicated to individual teacher planning.

  
Wayne N. King  
Chief Negotiator, SJCSO  
Date 10/22/24

  
Morgan Mousley  
Chief Negotiator, SJEA  
Date 10/22/24

  
Brennan Asplen  
Chief Negotiator, SJCSO  
Date 10/22/24

  
Tammy Whitaker  
Chief Negotiator, NEFSU  
Date 10/22/24