

**MEMORANDUM OF UNDERSTANDING –
2023-24 Flex Day, Instructional Employees**

Whereas, the School District of Osceola County, Florida, and the Osceola County Education Association believe that flexible work schedules may have a positive effect on instructional employee morale;

Therefore, be it resolved that both parties agree to the following terms and conditions:

1. One (1) Flex Day shall be made available to instructional employees who wish to work on a non-teacher workday prior to Pre-Planning in lieu of one of the following workdays:
 - **Friday, October 13, 2023;**
 - **Tuesday, January 2, 2024;**
 - **Friday, March 8, 2024; or**
 - **Thursday, May 30, 2024**

If one or more of the above dates must be used for a hurricane make-up date and cannot be used as Flex Day opportunities as a result, then both parties agree to bargain the impact to provide a mutually agreed upon remedy for the instructional employees who may be affected.

2. For the 2023-24 school year, the last possible workday prior to Pre-Planning shall be designated as **“Wednesday, August 2, 2023,”** in accordance with the School District’s summer four-day workweek schedule, and the Flex Day shall be designated as the instructional employee’s choice of one (1) of the workdays listed in Item 1 above.
3. However, if an administrator schedules an instructional employee to work on a workday or workdays during the week prior to Pre-Planning (e.g., professional development), then the last possible workday prior to Pre-Planning shall be accelerated and designated as the last possible workday prior to the first scheduled workday before Pre-Planning. The administrator shall remain responsible for compensating the instructional employee according to the terms of our collective bargaining agreement.
4. Instructional employees must notify in writing (e.g., e-mail, paper, etc.) the school principal or designee at their worksite:
 - ✓ at least one (1) day in advance of their intent to work on a non-teacher workday prior to Pre-Planning; and
 - ✓ at least five (5) workdays prior to the one (1) workday the employee selects to use as the Flex Day from those workdays listed in Item 1 above.
5. Instructional employees must meet professional obligations such as submission of student grades and completion of regularly required forms, reports, lesson plans, etc., prior to using the Flex Day.
6. This Flex Day allows the instructional employee the opportunity to flex only one (1) of the workdays listed in Item 1 above and shall not be considered an additional workday for payroll purposes.
7. If an instructional employee terminates employment with the School District before using the Flex Day, then the employee shall not be compensated for the additional workday completed prior to Pre-Planning.
8. If an instructional employee transfers to another worksite within the School District during the school year, then the employee shall be eligible to use the Flex Day at the employee’s receiving school.

9. An e-mail shall be sent to all instructional employees to notify them of this benefit.

OSCEOLA COUNTY
SCHOOL BOARD




SUPERINTENDENT
Mark Shanoff

OSCEOLA COUNTY
EDUCATION ASSOCIATION



OCEA PRESIDENT and
CHIEF NEGOTIATOR FOR OCEA
Janet Moody



CHIEF NEGOTIATOR FOR OCSB
John Boyd

Date: **July 12, 2023**