

SAINT PAUL FEDERATION OF EDUCATORS

PROPOSAL #21

DATE: September 26, 2019

MEMORANDUM OF AGREEMENT

EA Contract

Early Childhood Family Education (ECFE) Educational Assistant Staffing

This Memorandum of Agreement is by and between the Board of Education, Independent School District No. 625 (hereinafter "District") and the Saint Paul Federation of Teachers, Local No. 28 (hereinafter "Federation") exclusive representative of members of the Educational Assistants bargaining unit. It is entered into for the sole purpose of establishing scheduling procedures for Educational Assistants in ECFE.

The parties have agreed to the following:

1. ECFE EA1 and EA2 assignments will be the responsibility of the ECFE Administration. Tentative schedules for the following school year will be shared with EAs prior to the end of the school year. Any changes to the tentative schedules will be communicated as soon as they are made. Any proposed changes that need to be made will be discussed and agreed upon by both admin and member/ staff. Schedules will include the following:
 - a. 30 minutes before class for classroom setup.
 - b. 30 minutes after class for classroom clean up and staff check in.
 - c. On completion of classroom clean up and staff check in, time for travel between sites. Time allowed for travel will be based on the distance between sites/ estimated time on Google Maps plus an additional fifteen minutes for gathering personal belongings, and/ or inclement weather.
 - d. Staff is limited to no more than two nights unless approved by affected member.
 - e. Staff meetings.
2. EAs will not be required to work more than twelve (12) hours in one day unless approved by affected member. EAs will not be scheduled more than one twelve (12) hour day in a week. Any days where an employee is assigned to work three (3) classes, then all work hours will be consecutive with pay.
3. Room Leaders will receive an additional 30 minutes for classroom planning time per class.

**INDEPENDENT SCHOOL DISTRICT NO.
625**

**SAINT PAUL FEDERATION OF
EDUCATORS, LOCAL 28**

**Employee/Labor Relations Assistant
Manager**

Organizer

Date

Date