

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into by and between the North Baltimore Local School District Board of Education (“Board”) and the North Baltimore Education Association (“Association”) and is for the purpose of modifying the current Joint Operation Agreement (“Agreement”) for Certified employees between the parties in regard to Exchange Days. Accordingly, the parties agree as follows:

WHEREAS, the current provisions of the Agreement do not address Exchange Days as a negotiated provision for the Certified staff. However, the parties mutually agree the Exchange Days are recognized as past practice since the 2009 school year for Certified staff.

NOW, THEREFORE, the parties agree to the following language:

Teachers who perform additional duties outside the normal school day or work hours, as a request of their building principal, are entitled to exchange such work for time off during the school year.

The additional duties must meet the following criteria:

- 1) Must be a full work day as defined in Article III: Teacher Conditions, A. Work Hours/Work Day.
- 2) Must be completed during the summer, on a Saturday, or multiple hours outside the normal workday equivalent to a workday as defined in criteria #1.
- 3) Must involve working with students.
- 4) Exchange Days will not be granted for tutoring or other provisions already specified in this Joint Operation Agreement.

Use of Exchange Days are subject to the terms and conditions established for Personal Days under the current Agreement Article X: Leaves, A(3)(4)(5). Requested Exchange Days must be submitted in writing using the adopted Exchange Day form attached to this Memorandum.

Exchange Days are limited to no more than one (1) per employee per school year.

The mutually agreed Exchange Day form must be completed and approved by the building administrator prior to the commencement of the activity/work performed.

IN WITNESS WHEREOF, the parties have ratified, adopted, and have executed this Memorandum of Understanding on this 13th day of September, 2012.

NORTH BALTIMORE EDUCATION
ASSOCIATION

By: Charlotte Powell
Association President

By: Julie Traver

By: Denise Carmack
Denise Carmack, OEA Consultant

NORTH BALTIMORE LOCAL SCHOOL
DISTRICT BOARD OF EDUCATION

By: Jami Thomas
President

By: Marlene K North
Superintendent

By: Eve Parshley
Treasurer