

## Memorandum of Understanding

This Memorandum of Understanding is entered into this 8th day of June, 2016, by and between the Wayne Trace Board of Education (hereinafter 'Board') and the Wayne Trace Education Association (hereinafter 'Association').

WHEREAS, the parties have a mutual interest in providing the best method of communicating job postings during the summer months,

WHEREAS, the parties both recognize that most employees have direct deposit of their paychecks, and many of those receive their stubs via email, while others receive their pay stubs in hard copy. Further, others still receive the original paper check.

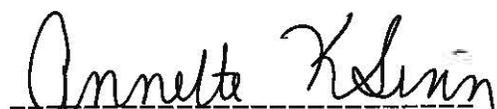
NOW THEREFORE, the Board and Association agree to the following:

1. The Superintendent may utilize an updated procedure for posting of vacancies during the summer months.
2. The Superintendent will use the Honeywell phone system to message each employee in the district when a vacancy arises.
3. In addition, the Superintendent will send an email to the employees which also describes the vacancy (vacancies).
4. The process for expedited job postings during the summer months shall then be followed.

Signed:

  
\_\_\_\_\_  
Superintendent

6-14-16  
Date

  
\_\_\_\_\_  
Association President

6-14-16  
\_\_\_\_\_  
Date