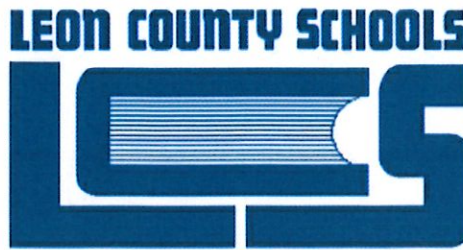


BOARD CHAIR  
Rosanne Wood

BOARD VICE CHAIR  
Laurie Lawson Cox



BOARD MEMBERS  
Marcus Nicolas  
Darryl Jones  
Alva Swafford Smith

SUPERINTENDENT  
Rocky Hanna

LCS PROPOSAL 04/09/2024

**MEMORANDUM OF UNDERSTANDING Between the LEON COUNTY SCHOOL DISTRICT and the LEON CLASSROOM TEACHERS ASSOCIATION**

This Memorandum of Understanding (MOU) is entered into between the Leon County School District, hereinafter referred to as "the District," and the instructional staff employees currently employed in Leon County Schools, hereinafter referred to as "the Employees."

**Background:**

The District and the Employees recognize the importance of accurately verifying years of experience for instructional staff employees to ensure fair and consistent compensation in accordance with Article XXI - Compensation of the negotiated agreement. Since some may have missed the deadline we want to ensure teachers are credited with the valuable years of service by providing an amnesty period.

**Agreement:**

1. Verification of Experience:

- a. The District shall continue to provide credit for previous experience to instructional staff employees in accordance with Article XXI, Section 21.06 of the negotiated salary schedule.
- b. Instructional staff employees seeking credit for previous experience shall submit the necessary documentation to the District's Instructional Section of the Human Resources Department within 120 calendar days upon ratification of the MOU.
- c. The Human Resources Department shall confirm receipt of all necessary documents within five working days and notify the affected employee accordingly.
- d. If the District does not recognize the credited experience within five days of receiving all necessary documentation, the District shall provide a written explanation of its decision to the affected employee.
- e. The affected employee shall have ten working days to provide additional information or clarification upon receipt of the District's explanation.
- f. The District shall communicate its final determination to the affected employee following the receipt of any additional information provided by the employee.
- g. All changes to the employee record, including rate of pay, that are made as a result of providing additional verified experience, will be effective only on a move forward basis. No back pay will be provided for the addition of verified years of experience which were not submitted in accordance with timeframes established in the contract at the time of hire.
- h. Corrections that impact a teacher's 2023-2024 raise amount will be retroactive to 8/2/2023 or the employees start date in the current school year and will be entered as soon as practicable.
- i. To be considered for additional creditable years, teachers must submit a **COMPLETED** Verification of Experience Form for all years being claimed. For example, if an individual is claiming ten (10) years of experience but is currently only receiving credit for eight (8) years, they must provide all completed Verification of Experience Forms for all ten (10) years within 120 days. LCS shall not be responsible for auditing individual records to determine if experience is missing. It is the responsibility of the employee to

gather all applicable verification documents. All verification documents must include a “raised” school seal or be notarized by a duly-appointed notary.

2. Sunset Clause:


This Memorandum of Understanding shall sunset 120 days after the LCTA ratification date. Any disputes arising from the verification of years of experience for instructional staff employees prior to this date shall be resolved in accordance with the provisions outlined herein and in the contract.

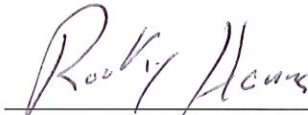
**Conclusion:**


This Memorandum of Understanding serves to establish a transparent and efficient process for verifying years of experience for instructional staff employees in Leon County Schools, ensuring fair and consistent compensation in accordance with the negotiated agreement.

**Agreed to by:**

 4/9/2024  
Brett Shively Date  
Human Resources, Divisional Director

 4/9/24  
Scott Mazur Date  
President, LCTA

 4/9/2024  
Rocky Hanna Date  
Superintendent

 04/09/24  
Chris Segal Date  
Executive Director, FEA