



MEMORANDUM OF UNDERSTANDING

This document shall constitute a Memorandum of Understanding (MOU) between The Support Personnel Association of Lee County (SPALC) and The School District of Lee County (District) relating to Article 5 (General Employment Practices) and Article 8 (Performance Evaluation) of the Collective Bargaining Agreement.

The parties involved desire to enter into an agreement that allows immediate supervisors additional time to complete performance evaluations for support staff without changing the deadline for recommendations related to reappointment status.

SPALC Contract Article 5.01(2) states that support staff shall receive written notice, via PeopleSoft, of their recommended reappointment status on or before May 1, 2021. If an employee is the subject of a school site-based disciplinary investigation, they shall receive notice on or before May 1, 2021 that their reappointment status will not be determined until after the conclusion of the investigation.

If an employee with probationary or annual contract status is recommended for reappointment, they must receive a rating of at least effective.

SPALC Contract Article 8 states that support staff must receive their final performance evaluation on or before April 1, 2021. In order to accommodate changes in working conditions and to allow for meaningful feedback to be provided by immediate supervisors, this deadline will be changed to April 30, 2021.

It is recommended that immediate supervisors meet with all support staff to discuss their Performance Evaluation, however meetings are not required unless the employee will receive an "unsatisfactory" rating, the employee is being recommended for non-reappointment, or the employee requests to meet with the immediate supervisor. It is recommended that immediate supervisors schedule meetings to take place prior to April 1, 2021, if an employee will receive an "unsatisfactory" rating or will be recommended for non-reappointment.

If a Performance Evaluation includes an "unsatisfactory" rating or derogatory comment regarding performance, the immediate supervisor must provide supporting documentation to the employee demonstrating the immediate supervisor counseled the employee prior to meeting to discuss their performance evaluation.

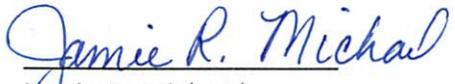


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This agreement will be upon signing and remain so until the ratification of a subsequent collective bargaining agreement.

Agreed to:

The Support Personnel Association of Lee County

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|  Jamie R. Michael President | <u>3-26-2021</u> Date |  Elizabeth Peterson Chief Negotiator | <u>3-26-21</u> Date |
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The School District of Lee County

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|  Gregory K. Adkins, Ed.D. Superintendent | <u>4/9/2021</u> Date |  Angela J. Pruitt, Ph.D. Chief Negotiator | <u>4/7/2021</u> Date |
|---|-------------------------|--|-------------------------|