

**MEMORANDUM OF UNDERSTANDING (MOU)**

**between**

**PAJARO VALLEY FEDERATION OF TEACHERS (Union) and**

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT (District)**

**Department Chairs at comprehensive secondary sites**

**WHEREAS**, the district and the union want to clarify the understanding of the grievance settlement from June 1<sup>st</sup>, 2017.

**WHEREAS**, the District and the Union recognize that there are expectations of department chairs that may require time outside of the Basic Work Day.

**WHEREAS**, the District and Union wish to limit the number of minutes that may be expected of department chairs beyond the Basic Work Day.

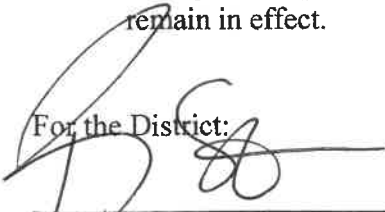
**WHEREAS**, the District and Union further wish to clarify the expectations and duties of department chairs beyond attendance at monthly meetings.

**WHEREAS**, The District and Union recognize the stipend amount is different for middle schools and comprehensive high schools and therefore there may be different expectations.

**NOW, THEREFORE**, the Parties do hereby agree as follows:

1. Meetings beyond the Basic Work Day for Department Chairs in comprehensive high schools shall not exceed more than two (2) hours per month.
2. Meetings beyond the Basic Work Day for Department Chairs in middle schools shall not exceed more than one (1) hour per month.
3. Additional expectations beyond the Basic Work Day shall be voluntary and paid the hourly per diem.
4. Department chair duties shall be mutually agreed upon by the Union and the District.
5. This MOU shall be in effect for the 2024-2025 and 2025-2026 school years. The parties agree to reconvene before the end of the 2025-2026 school year to review this MOU.
6. All rights and protections of the PVFT Collective Bargaining Agreement not addressed in this MOU remain in effect.

For the District:

  
\_\_\_\_\_  
Signature

5/13/24  
\_\_\_\_\_  
Date

For the Union:

  
\_\_\_\_\_  
Signature

4/11/24  
\_\_\_\_\_  
Date