

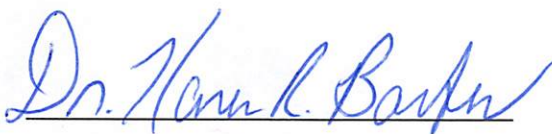
**Memo of Understanding  
Between  
Santa Rosa Professional Educators  
And  
Santa Rosa County School Board**

The purpose of this Memorandum of Understanding is to allow for the continuity of instructional delivery to SRCDS students. With the expiration of the Families First Coronavirus Response Act on December 31, 2020, SRCDS recognizes the critical importance of trying to maintain continuity of instruction and school operations for our students and staff as we continue to manage COVID related needs. In order to support employee efforts at the schools, SRCDS are encouraging all staff that are asymptomatic, tested positive and/or subject to quarantine, to work with their school administrators to teach remotely when at all possible in lieu of a COVID related absence. The site based administrator will assess all school needs and consider remote work for all employees under the following circumstances:

1. There is a COVID related absence (all other absences follow normal leave processes)
2. The employee is well enough to work remotely (able to perform all instructional duties)
3. The employee has essential work functions that can be completed remotely

The health of SRCDS staff is the primary concern and employees should not work remotely if they are too sick to work or if they need to care for someone else that is sick. In these cases, employees can continue to use their earned leave and use Absence codes 112 or 448 as applicable.

For cases where the administrator approves remote work, a new absence code, Code 154, will be used to enter employee absences. The use of Code 154 will allow employees to still request a substitute when needed. Employees will work with the school to join their classrooms remotely as determined by the classroom/school needs. The intent of this MOU is to allow employees on quarantine and those with milder symptoms the choice to work remotely without having to use their sick leave by still supporting the instruction of students while out for COVID reasons. This will take place the date it is signed by both parties and will be added to Article V/ Working Conditions in the 20-21 Master Contract for ratification by SRPE bargaining unit members.



**Dr. Karen Barber**

**Superintendent of Schools**

**Date**

1/13/2021



**Rhonda Chavers**

**SRPE President**

**Date**

1/13/21