

Return to School 2020-2021 Cheat Sheet

MOU = Memorandum of Understanding (a contractual document that typically lasts one year)

LOA = Leave of Absence (an extended period of time off, unpaid, similar to medical LOA)

FRS = Florida Retirement System

HR = Human Resources Department

SJVS = St. Johns Virtual School

MOU	Who it applies to	Synopsis	Important dates/deadlines
Leave	Part A applies to COVID-19 diagnosis and other situations. Part C (LOA) - Anyone 62 or older, anyone with a qualifying condition, OR anyone living with someone who has a qualifying condition (see MOU for list – must meet one qualification)	This allows employees options when a COVID-19-related absence is required. The LOA provision is afforded for someone who wants to pause his or her career, preserving sick leave (have to use 10 days, however) and salary level while in unpaid status. Employee may, working with supervisor, temporarily work remotely (see NOTE at end of Part B)	<u>August 10th</u> - if requesting LOA, must notify Associate Superintendent for HR, Cathy Hutchins, by 5 PM on this date
Transfer	Anyone who <i>qualifies</i> for LOA but would like to transfer to SJVS, <i>if a position is available</i> .	Must meet same eligibility as LOA. Must submit request to Assoc. Superintendent of HR, Cathy Hutchins, and George Mastoridis, with documentation (physician's note unless qualifying by age). Will get interview. Must be properly certified. Must accept within 24 hours of offer.	<u>August 10th</u> – if employee intends to take a LOA after NOT obtaining an SJVS position, submit email by 5 PM on this date
Retirement Incentive	Anyone who qualifies for normal retirement from FRS (age 62 or 30 years).	Incentivizes someone who is eligible to retire now and receive additional \$6,200. Other “bonuses,” remain if applicable (sick leave, \$10,000, 30% - see Article XVI, Q.2.d	<u>August 10th</u> to take incentive – notify Cathy Hutchins in HR by 5 PM on this date
Preplanning and Pay	All instructional personnel	Legally, we must work within a pay period to receive a paycheck. Due to the later start and finish of school year, our pay will be spread over 25, not 24, paychecks. See <i>Important Dates</i> if you are on 20 checks (now 21). Insurance deductions begin Sept 15 (always come out of 19 paychecks, and never the first one) Inservice 8/11 and 8/12, planning 8/13. Optional day 8/24. Preplanning 8/25-8/28. Required PD is meant to be done on inservice days at full rate of pay.	<u>August 3rd</u> – deadline for 20(21) paycheck employees to select 24(25) checks in BusinessPlus, the first one on August 14. Otherwise, the first of 21 checks will be August 31.
Simultaneous Instruction	Classroom teachers	Teachers have professional choice to provide live instruction, but not to the exclusion of synchronous altogether. Use synchronous instruction as appropriate. Provides protections for teachers who use live audio and/or video. Addresses discipline, evaluations, computer damage, and student code of conduct.	N/A

NOTE: The revised calendar that does not affect preplanning is not a negotiated item. The School Board sets and revises the school calendar.