



MEMORANDUM OF UNDERSTANDING
BETWEEN
COTATI - ROHNERT PARK UNIFIED SCHOOL DISTRICT
AND
ROHNERT PARK COTATI EDUCATORS ASSOCIATION
REGARDING
2023-2024 ADJUNCT DUTIES

October 6, 2023

The parties agree to the following amendments concerning **2023-2024 Adjunct Duties**.

4.2.1. Unit members may be required to attend one Back-to-School Night and one Open House, not to exceed 90 minutes each for Elementary and 120 minutes each for Secondary per unit member.

4.2.2 Adjunct Duties

4.2.2.1 Each full-time unit member may be required to work up to 20 hours per academic year for adjunct duties toward the determined requirement designated at each site. Unit members that work less than 1.0 FTE will complete prorated adjunct hours based on their FTE. Unit members who work at more than one site will complete prorated adjunct hours based on their FTE at each site. Probationary and temporary unit members may be allocated fewer adjunct hours as determined by the site administrator.

4.2.2.2 Adjunct duties are identified as activities that occur outside the established work day for which unit members are not already receiving compensation (either through pay or compensating time off). Activities must meet the following criteria:

- a. Involve supervision at sporting and/or athletic events

- b. Involve leadership or committee work (e.g. district or site)
- c. Involve co-curricular activities (e.g. attending, supervising and/or facilitating an event, information night)
- d. Involve supervision of extra-curricular activities (e.g. performances, dances, clubs, fairs, graduation)

4.2.2.3 At each site, an Adjunct Committee will consist of the principal or designee, and unit members, elected by their peers. The Adjunct Committee may include an additional administrator at the discretion of the principal, but the committee will maintain unit members in the majority. The Adjunct Committee will work collaboratively to create the list of adjunct duties at the site, the number of hours required for each adjunct duty (see 4.2.2.3.1), and determine the number of required adjunct hours for each unit member at their site. If the Adjunct Committee cannot meet during contract hours, or the unit member is already receiving another stipend, hours served on the Adjunct Committee may count towards adjunct hours.

4.2.2.3.1 The Adjunct Committee will determine if an adjunct duty requires time outside the event for planning, preparation or evaluation, etc., and how it will be compensated (paid or through additional adjunct hours).

For example, high school basketball games may be determined to have a value of 2.5 hours. The unit member who signs up for an adjunct duty will be expected to fully supervise the event, regardless of the actual length of the event (shorter or longer), and shall receive credit for the predetermined value assigned.

For example, a site Family night may be determined to have a value of 3 hours. The unit member who signs up for the adjunct duty will be expected to fully supervise the event, regardless of the event (shorter or longer), and shall receive credit for the predetermined value assigned.

4.2.2.4 The Adjunct Committee at each site shall develop and share the process for the selection of duties. The Adjunct Committee shall ensure that the number of required hours determined will be equitably distributed among the unit members at the site.

4.2.2.5 Unit members who choose to work beyond 20 hours will be compensated at the extra duty rate with prior approval of the site or district administrator. If the site or district administrator does not approve compensation for the additional hours over 20, the member is not required to perform the duty.

This waiver sunsets without precedent at the end of the 2023-2024 school year.

Lisa Bauman

For RPCEA

2023-11-03

Date

Maite Iturri

For CRPUSD

2023-11-06

Date

Signature Certificate

Reference number: PH6ZY-4NJNS-YK52J-A2VYY

Signer

Timestamp

Signature

Lisa Bauman

Email: lisa_bauman@crpusd.org

Shared via link

Sent:

03 Nov 2023 16:21:49 UTC

Viewed:

03 Nov 2023 17:19:23 UTC

Signed:

03 Nov 2023 17:19:47 UTC



IP address: 209.129.224.211

Location: Rohnert Park, United States

Maite Iturri

Email: maite_iturri@crpusd.org

Shared via link

Sent:

03 Nov 2023 16:21:49 UTC

Viewed:

06 Nov 2023 17:02:18 UTC

Signed:

06 Nov 2023 17:02:40 UTC



IP address: 209.129.224.210

Location: Rohnert Park, United States

Document completed by all parties on:

06 Nov 2023 17:02:40 UTC

Page 1 of 1



Signed with PandaDoc

PandaDoc is a document workflow and certified eSignature solution trusted by 40,000+ companies worldwide.

