

**Memorandum of Understanding
Between Tiffin Education Association
and Tiffin Board of Education**

FLEX DAYS

This Memorandum of Understanding (“MOU”) is entered into by and between the Tiffin Local School District Board of Education (“Board”) and the Tiffin Education Association (“members”), collectively, “the parties,” and is for the express purpose of addressing issues related to the school day, school year, school calendar and flex days.

WHEREAS, the parties are subject to a collective bargaining agreement (“CBA”) with effective dates of July 1, 2023 through June 30, 2025;

NOW, THEREFORE, the parties agree to the following:

1. The parties proposed calendars for the next two (2) school years include three (3) flex days each year.
 - a. One (1) day will be earned by completion of the Public School Works trainings assigned for the year. The Board will assign all of the trainings by the end of October so they can be completed at the members’ own pace.
 - b. A second day will be considered complete when, at the conclusion of the school year, classrooms are closed down and ready for summer cleaning, and paperwork, grades, and closing tasks are completed. Historically, this occurs immediately following the students’ final day. Members do not have to physically report if their tasks are completed.
 - c. The third and final day will be determined by each building's Building Leadership Team (“BLT”). The BLT will provide multiple options for people to complete the final flex day.
2. Failure to complete the requirements for any one (1) of these flex days will result in a dock day, where the employee’s pay will be reduced by an amount equal to his/her per diem.
3. This MOU will be in effect for the school calendars of the 2024-2025 and 2025-2026 school years.
4. Unless specifically provided in this MOU, all terms and conditions set forth in the CBA shall remain in effect unless the parties agree, in writing, to modify or alter the terms and conditions.

[SIGNATURE PAGE TO FOLLOW]

FOR THE BOARD:

Superintendent

DATE

Board President

DATE

FOR THE ASSOCIATION:

For TEA, Natallie Jones

DATE