

Memorandum of Agreement
Between the Puyallup School District (PSD)
And the Puyallup Education Association (PEA)

RE: 2023-24 Remote work for P4 and POA teachers

Background:

Due to space limitations for 2023-24, the parties agree to allow P4 and POA teachers to work remotely under the conditions noted below. Violations of these expectations, concerns of unprofessionalism while teaching remotely, and/or violations of district policies may result in the district revoking the employee's ability to work remotely.

Agreement:

Schedule/Work Locations:

P4 and POA PEA staff working an online track may be permitted by the administrator to work remotely, based on the master schedule needs and space limitations. However, it is understood that staff may be required to return onsite for track changes, professional learning, meetings, or to meet other student needs as deemed necessary by administration. Staff will be given at least 48 hours' notice before being required to return onsite.

Remote Work Expectations:

1. The essential functions of the position must be able to be performed by the employee remotely.
2. The employee is expected to be working remotely from their home, unless approval to work in another remote location is approved in advance by Human Resources.
3. If students are participating in instruction or support on campus, the employee must be available to return to the building as needed. Staff will be given at least 48 hours' notice before being required to return onsite.
4. The employee:
 - a. may be required to work collaboratively with additional staff/administration to accommodate onsite instruction and supervision and/or be assigned alternate work by the district, while continuing to work remotely, or
 - b. may be required to be on site to work directly with students.
5. Employees will not be required to provide in-person and remote instruction simultaneously (at the exact same moment of the exact same day).
6. The employee must ensure a professional work setting and optimal learning environment for students through the use of appropriate background content when live-streaming, free from all distractions.
7. The employee must have appropriate space, lighting, power, Wi-Fi coverage, phone reception, etc. to be able to teach effectively and without interruption or delay.
 - a. Employees will be provided a Microsoft Teams phone number connected to their District device. All phone calls to students and families must be made to/from this number.

8. The employee is expected to fulfill all professional responsibilities. This includes being available to administrators and colleagues as needed (except when live teaching), responding to emails and electronic communications/questions by the following workday, and being readily available to students and staff during their work hours.
9. The employee must follow the required check out procedure for all equipment, prior to removing equipment from their school. The employee shall be responsible for any damage or loss incurred to district property while using it offsite. Employee laptops are excluded from the above requirements as the issues are addressed under a separate policy.
10. If employees are unavailable to work for any reason, they must use appropriate leave per Article 16 of the PEA CBA. Absences must be reported timely to ensure adequate sub coverage.

Recording Lessons:

As employees record live instruction for the purpose of asynchronous learning, said recordings may be reviewed if needed, in response to misconduct concerns. Employees shall be held harmless for unintended use by others, provided the lesson was not shared or posted inappropriately by the employee. Recordings may be used as evaluation evidence with permission of the employee.

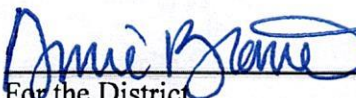
To ensure a safe environment in a distance learning model, when conducting one-to-one lessons with students, appointments must be noted on the employee's calendar and copied to the administrator for transparency. Administrators must also have access to the employee's calendar and must be added to the employee's virtual platforms (Schoology, Microsoft Teams classroom/groups, and other educational applications as applicable. An Administrator, parent, or other employee is not required to attend the one-to-one meeting but must have the opportunity to join if requested by the student or employee. If one-to-one meetings are needed outside of school hours, administrators and families will be notified by the employee.

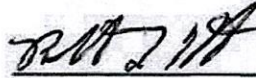
No disciplinary or adverse action will be taken against any employee for events, behaviors or actions that occur in a student's home/participation location during virtual synchronous instruction, nor will an employee be negatively evaluated for any such event.

Special Services:

If remote learning is unable to adequately meet the needs of a student's individual education plan (IEP) as determined by the IEP team, an IEP team meeting must be held to visit service models which could require a change in instruction such as in-person learning

This agreement shall be in effect for the 2023-24 school year.

 8/25/23
For the District Date
Amie Brandmire
Assistant Superintendent of HR

 August 25, 2023
For the Association Date
Bob Horton
PEA President