



**MEMORANDUM OF UNDERSTANDING**  
**between**  
**COMMUNICATION WORKERS OF AMERICA, LOCAL 3180**  
**and**  
**SCHOOL DISTRICT OF INDIAN RIVER COUNTY**

The following is a Memorandum of Understanding (MOU) between SDIRC and CWA for the 2023-2024 school year. Both parties agree to implement this agreement effective the date of the signed agreement, continuing through May 31, 2024. This agreement is retroactive to September 1, 2023.

CWA school-based support staff are occasionally called upon to assist their school with providing supervisory coverage when instructors are absent, and guest educators are not available from any source in the District.

Both parties agree to the following:

1. When there is no other instructional personnel or resource that can provide coverage in a classroom, as determined by the Principal, the Principal may request a qualified support staff MBU to supervise a classroom.
2. MBUs assigned to supervise a classroom will be compensated a supplement of \$5.00 per hour for all hours, when supervising a classroom when no instructor or guest educator is available.
3. All time should be turned in weekly on Friday by 5:00pm to the school Principal or designee before submitted for payment. If there is an emergency barring the individual from submitting their time by Friday, it must be submitted on the first day of return to work. All time is subject to review and approval by the Principal before time is submitted to payroll.
4. MBUs are not responsible for instructional tasks included but not limited to lesson planning and grading.
5. The District will make every effort to respond timely when MBUs request assistance due to classroom management issues and/or disciplinary matters.
6. The Principal or designee is responsible for providing necessary information to monitor the class including rosters for attendance, seating charts, assignments, and other necessary items.

Scott Bass

DocuSigned by:

Maureen Weisberg

David Betz