

MEMORANDUM OF UNDERSTANDING
BETWEEN
SCHOOL DISTRICT #1
And the
VOCATIONAL TEACHERS FEDERATION
(VTF)
September, 2013

Due to the needs of a lead instruction position within certain programs, the below MOU has been drafted to account for how the position will be placed and compensated. The lead instructor is defined as a position that is designated as a lead by the Director of Instructional Programs and HR, has official supervisory responsibility of other contract faculty, has administrative only requirements as part of the contract, and further conducts administrative work during non-teaching hours of the contract.

- The employee will be placed on a VTF contract within the agreed to contract windows as stated with the existing VTF contract, at the level corresponding to their total hours, which will include instruction and non-instruction.
 - The total hours will be a collaboration of their instructional hours and their non-instructional lead duties.

- All non-instructional hours, as a component of the total contract hours, are to be pre-determined at the beginning of the contract year by their respective Dean, will be paid out at a \$2/hr premium above their contract rate.
 - This premium payment will be paid via a stipend, split evenly across all remaining months of the contract, beginning with the first month of placement on contract.

- The non-instructional hours will be re-evaluated on an annual basis by the Dean, and the corresponding stipend payment for the premium hours will be adjusted to reflect the new contract.

- All extra hours picked up, above the existing contract, will be paid out at the standard VTF rate, and will not include the stipend rate.



District Representative

9/26/13
Date



VTF Representative

09-30-13
Date