

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") between the Board of Education of Community High School District 94, DuPage County ("Board"), and the West Chicago High School Support Staff Association ("WCHSSSA") is effective July 1, 2024 and shall be subject to the terms and provisions of the parties' 2023-2025 Contractual Agreement (the "Collective Bargaining Agreement" or "CBA"). The terms of the MOU are as follows:

1. The purpose of the mentoring program is to support the growth and job performance of new employees.
2. The responsibilities, training, and selection of mentors will be directed by guidelines developed by the joint mentoring program planning committee.
3. All mentoring work will take place during the regularly scheduled work day (excluding duty-free breaks and lunches).
4. Mentoring will begin on the first date of employment for a new employee and continue for one hundred twenty (120) work days.
5. Each new support staff employee will be paired with one mentor, who will be a current WCHSSSA member. The assignment of mentors will be the responsibility of the direct supervisor and Human Resources Office.
6. Mentors will receive a one-time payment of \$700 upon completion of the 120-work day mentorship period. If the new employee's employment ends before the end of the 120-work day period for any reason, the stipend will be prorated by the total number of work days.
7. Mentors are not entitled to any other additional compensation for the purpose of mentoring new employees.

This MOU has been duly approved by each of the parties and has been executed by authorized representatives of the WCHSSSA and the Board.

BOARD OF EDUCATION OF COMMUNITY
HIGH SCHOOL DISTRICT 94, DUPAGE
COUNTY

BY: 
President

WEST CHICAGO HIGH SCHOOL
SUPPORT STAFF ASSOCIATION

BY: 
President

Date: 12/19/23

Date: 12/15/23