

**MEMORANDUM OF UNDERSTANDING
BETWEEN ST. TAMMANY FEDERATION OF TEACHERS AND SCHOOL EMPLOYEES AND
ST. TAMMANY PARISH SCHOOL BOARD
CBA 2024-2026**

The St. Tammany Parish Federation of Teachers and School Employees ("Federation") and the St. Tammany Parish School Board ("School Board") enter into this Memorandum of Understanding on the dates shown below.

WHEREAS, the Federation and the School Board negotiating teams have reached Agreement on a Collective Bargaining Agreement, which was ratified by the full school board and the Federation on August 8th, 2024; and

THEREFORE, the parties agree to the following:

- 1) Demand stipends are not guaranteed each year and these payments do not increase base salary. These stipends are subject to retirement. Certificated employees working at an urgent intervention required school (UIR) or a comprehensive intervention required school (CIR) will be eligible for a demand stipend of \$500. School label will be determined based on label assigned by the State as of August 1, 2024. The certificated employee must be based at one of these schools 100% of the time for FY 2024-2025 to be eligible for this stipend. Itinerant certificated employees who will work at one of these schools must work at least 50% of their time at one of these schools for FY 2024-2025. This stipend will be payable for FY 2024-2025 on October 31, 2024 if (1) the employee has an active status as an employee as of June 30, 2024; (2) the employee has an active status as an employee as of October 31, 2024; and, (3) the employee must have an evaluation rating for FY 2023-2024 and that rating must not be an ineffective rating.

Certificated employees who are on any form of leave with or without pay including extended sick leave are not eligible for this stipend if the employee did not work at a school in FY 2023-2024 and will not work in one of these schools for FY 2024-2025. New hires are not eligible for these stipends.

- 2) Performance stipends are not guaranteed each year and these payments do not increase base salary. This stipend is subject to retirement. Certificated employees have the opportunity to earn a stipend of \$1,000 known as an effectiveness stipend. The effectiveness stipend will be awarded if:
 - a. the employee has an active status as an employee as of June 30, 2024;
 - b. the employee has an active status as an employee as of October 31, 2024; and
 - c. the employee receives a 3.00 or higher rating as defined by the state evaluation system for FY 2023-2024.

All three criteria must be met for the teacher to be eligible for the performance stipend. The performance stipend will be paid October 31, 2024. New hires will not be eligible for this stipend.

- 3) Certificated: Longevity Pay Beginning with FY 2024-2025, one pay level will be granted for all teachers, Coordinators, and Administrators who reach an employment milestone in the prior school year (FY 2023-2024). These employees will receive one pay level (permanent) when they have worked for the School Board 5 years, 10 years, 15 years, 20 years, 25 years, 30 years, 35 years, and 40 years. The calculation payout is based on the employee's anniversary date. The employee must have reached an experience level in years of 5, 10, 15, 20, 25, 30, 35, or 40 at some point during the period July 1, 2023 to June 30, 2024 to receive the additional pay level in FY 2024-2025. For example, an employee whose experience with the School Board is 15.85 at June 30, 2024 will receive one additional pay level in FY 2024-2025. This pay is not retroactive and only applies to experience milestones achieved in FY 2023-2024. These eligible employees must receive an effective rating for FY 2023-2024 to receive this one pay level.

Support: Longevity Pay Beginning with FY 2024-2025, one pay level will be granted for all support employees who reach an employment milestone in the prior school year (FY 2023-2024). These employees will receive one pay level (permanent) when they have worked for the School Board 5 years, 10 years, 15 years, 20 years, 25 years, 30 years, 35 years, and 40 years. The calculation payout is based on the employee's work anniversary date. The employee must have reached an experience level in years of 5, 10, 15, 20, 25, 30, 35, or 40 at some point during the period July 1, 2023 to June 30, 2024 to receive the additional pay level in FY 2024-2025. For example, an employee whose experience with the School Board is 15.85 at June 30, 2024 will receive one additional pay level in FY 2024-2025. This pay is not retroactive and only applies to experience milestones achieved in FY 2023-2024

- 4) Any person who coaches bowling for high schools will receive an athletic stipend of 5%. Only one coach per campus may receive this stipend.

**For the St. Tammany Federation of Teachers and
School Employees**



Brant Osborn, President

Date: 09/18/2024

For the St. Tammany Parish School Board



Frank Jabbia, Superintendent

Date: 09/18/2024

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THEREFORE, the parties agree to the following:

Section 6:06 - Duty Schedule (Provisions Applicable to Teachers & Other Certificated Employees)

7. The following job titles shall generally be exempted from required duty: Speech-Language Pathologists, Counselors, Mental Health Providers, and Nurses. However, this exemption shall only apply on campuses where the 90-minute weekly duty cap per employee can be achieved without their inclusion. If the 90-minute cap cannot be met due to staffing limitations, these roles may be required to participate in duty assignments under the following conditions:

- **Speech-Language Pathologists (SLPs):** Any assigned duty must not interfere with scheduled therapy sessions, evaluations, or other professional responsibilities directly related to their primary role. Duties should only be assigned during times when SLPs do not have student appointments or critical tasks.
- **Counselors:** Duty assignments must not conflict with student counseling sessions, crisis intervention, or administrative tasks related to student records and testing. Duties should be scheduled during periods when counselors are not actively engaged in these essential responsibilities. Ideally, counselors should not be assigned duties that require disciplining students.
- **Mental Health Providers (MHPs):** Assigned duties must not interrupt therapy sessions, crisis management, or mental health assessments. MHPs should only be assigned duties during times when they are not engaged in activities critical to student mental health and well-being. Ideally, MHPs should not be assigned duties that require disciplining students.
- **Nurses:** Duties must not interfere with the provision of healthcare services, medication administration, or emergency response. Nurses should only be assigned duties during periods when they are not directly responsible for student care.

The principal and Duty Schedule Committee must collaboratively determine the extent of participation required from these exempted roles, with the primary goal of maintaining equity in duty distribution while safeguarding student safety and ensuring the effective delivery of specialized services.

Section 2:12 - Breaks/Lunch Period (Provisions Applicable to Food Service Employees)

Section 2:02 - Breaks/Lunch Period (Provisions Applicable to Paraprofessionals)

Section 2:07 - Breaks/Lunch Period (Provisions Common Applicable to Custodial Employees)

Section 2:04 - Breaks/Lunch Period (Provisions Applicable to Maintenance Employees)

Section 2:10 - Breaks/Lunch Period (Secretaries Provisions Applicable to Secretaries & Clerks)

1. Employees shall receive a 15-minute morning and a 15-minute afternoon break.
2. Administration will determine breaks and lunch sessions based on student and campus need.
3. Each employee shall be given a 30-minute duty-free lunch period.
4. Breaks and lunches may not typically be combined; however, for employees whose work schedules make separate breaks impractical, breaks may be combined with lunch periods or with each other upon supervisor approval, provided operational needs are met. Employees may request to combine breaks and/or lunch, but the supervisor will have final approval. Approval for such requests shall not be unreasonably withheld.

ARTICLE VII - COMPENSATED LEAVE TIME (Provisions Common to All Employees)

6. Leave for Military Call Out

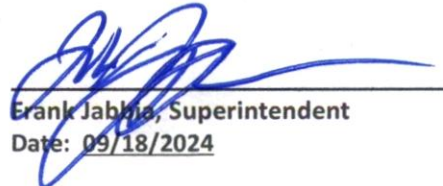
A. Employees who are members of the Officers' Reserve Corps of the Army of the United States, the National Guard of the United States, the Naval Reserve Corps, the Coast Guard Reserve, the Marine Corps Reserve, the Air Force Reserve, the Space Force Reserve, the Citizens' Military Training Corps, or the Civil Air Patrol, either officers or enlisted persons, are entitled to leave of absence from their respective duties, without loss of pay, time, annual leave, or efficiency rating, on all days during which they are ordered to duty with troops or at field exercises or for instruction, for periods not to exceed 15 days in any one (1) calendar year; and when relieved from duty, they are to be restored to the positions held by them when ordered to duty.

**For the St. Tammany Federation of Teachers and
School Employees**



Brant Osborn, President
Date: 09/18/2024

For the St. Tammany Parish School Board



Frank Jabhis, Superintendent
Date: 09/18/2024