

**MEMORANDUM OF UNDERSTANDING**

**between**

**ADMINISTRATIVE ASSISTANT STAFF**

**and**

**CAESAR RODNEY SCHOOL DISTRICT**

This Agreement entered into this day of November 15, 2024, by and between the Board of Education of the Caesar Rodney School District (the "Board") and the Caesar Rodney Administrative Assistant Staff, hereinafter collectively "the Parties."

WHEREAS, the Parties entered into a Meet and Confer which, by its terms, governed the time period July 1, 2024 through June 30, 2027.

NOW, the Parties hereby agree as follows:

1. In Section Vacations, remove "Vacation computation will be made at a rate of 1.75 per months, or a total of 21 days per year for employees with one (1) to five (5) years of district administrative assistant experience and employees with more than five (5) years administrative assistant experience will earn vacation at the rate of 2.17 days per month, or a total of 26 days per year." Replace with "Vacation will be made at a total of 25 days earned per year for employees with one (1) to five (5) years of district administrative assistant experience and employees with more than five (5) years administrative assistant experience will earn vacation at a total of 30 days per year."
2. In Section Holidays, remove "Winter Break" and add "New Year's Day," "Christmas Eve" and "Christmas Day."
3. In Section Work Year/Workday, add "The maximum amount of compensatory time that can be earned in a fiscal year (July 1<sup>st</sup>-June 30) shall be 75 hours, excluding the Departments of Finance and Human Resources."

IN WITNESS WHEREOF, the parties have executed this agreement, as follows:

BY: 

President-Board of Education  
Caesar Rodney School District

DATE: 11/18/24

BY: \_\_\_\_\_

Executive Secretary-Board of Education  
Caesar Rodney School District

DATE: 11/15/24

BY: Samantha J. Angle

President  
Caesar Rodney Administrative Assistant Meet & Confer

DATE: November 15, 2024