

**MEMORANDUM OF UNDERSTANDING
DISTRICT 124 2023-2024 School Year
Media Paraprofessional Work Year**

The parties to this agreement, the Evergreen Park School District No. 124 ("District") and Evergreen Park Federation of Teachers, Local 943, ("Union") agree to the following terms and conditions for the 2023-2024 School Year.

As pertaining to **ARTICLE IV section B2A** of the contract.

B. Working Conditions Non-Certified Staff

1. Job Description

A Job description will be made available upon employment for each non-certified position that identifies the duties, tasks and/or special requirements for the job. The immediate supervisor will be identified by title. The union will have input into the development of the job descriptions, but the administration will have the final authority on the content.

2. Work Hours/Work Year

a. Media Paraprofessional

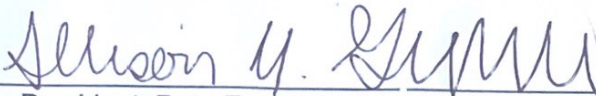
The work day will consist of seven (7) hours and thirty (30) minutes for all full-time media paraprofessionals, including and unpaid thirty (30) minute duty free lunch period. There shall also be one paid fifteen (15) minute break which may be combined with lunch if possible. Lunch break, when possible, will be taken between 11:00 AM and 1:30 PM except when extraordinary circumstances prevent it.

The work year for media paraprofessionals is defined as 200 work days. The work year will begin no earlier than 15 days prior to the first student attendance day and conclude no later than ten (10) work days after the last student attendance day. These days may be flexible as agreed to with the media / technology coordinator and the approval of the superintendent.

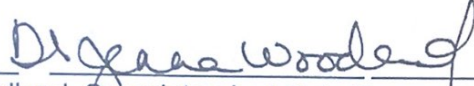
Summer hours may vary, but the total number of hours per week will remain the same.

For the 2023-2024 school year, the media paraprofessionals will work a total of **190 days**.

ACCEPTED AND AGREED ON:


Allison Grazevich,
Co-President, Date Evergreen Park Federation of Teachers,
Local 943


Leslie Mannion,
Co-President, Date Evergreen Park Federation of Teachers,
Local 943


Dr. Jenna
Woodland, Superintendent Date Evergreen Park School District No.
124


Colleen Klimczak,
School Board President Date Evergreen Park School District No. 124