

**SIDE LETTER OF AGREEMENT (SLA)  
BETWEEN  
SAN JUAN UNIFIED SCHOOL DISTRICT (District)  
and the  
SAN JUAN TEACHERS ASSOCIATION (Association)  
Re: Clarification on the Infant Toddler and Preschool Length of Workday**

**Background**

San Juan Teachers Association (Association) and San Juan Unified (District) agreed to contract language in the last round of bargaining (2023-24) as an attempt to clarify the workday for Preschool and Infant Toddler practitioners.

**Statement of Intent:**

The parties have become aware that the contract language has caused unintended consequences that are interfering with practitioners' ability to do their best work.

**Agreement:**

The parties agree to the following clarifications:

***Current contract section- Preschool:***

*21.08.1 Preschool: Practitioners assigned to preschool work a total of 30 minutes outside the student instructional day. The 30 minutes may occur before or after the instructional day or be split before and after the day.*

**Change (beginning January 20, 2026):**

Each practitioner shall be at the school or other work site at least thirty (30) minutes outside of the instructional day. All 30 minutes may occur before the instructional day or be split 15 min before and after the instructional day. Each member may leave a work site once the instructional day, plus 30 minutes (as described above) is over except when meeting the needs of students or families, or when attending meetings (see contract section 21.10).

The parties recognize job duties exist outside direct services to students and these may include, but are not limited to: DRDPs, connecting with families, home visits, planning for field trips, etc. Practitioners are able to determine if these job duties need to be done on a work site or if they can be completed off site.

***Current contract section- Infant Toddler:***

*21.08.2 Infant Toddler: Practitioners assigned to Infant Toddler Center based programs start of the work day is 30 minutes prior to the student instructional day. The end of the work day is one hour after the end of the student instructional day.*

*21.08.3 Practitioners assigned to Infant home-based programs start and end times may vary based on families' needs (generally 7:30-4:30 or 8:00-5:00).*

**Change (beginning January 20, 2026):**

Each practitioner shall be at the school or other work site at least thirty (30) minutes outside instructional day. All 30 minutes may occur before the instruction day or be split 15 min before and after the instructional day. Each member may leave a work site once the instructional day, plus 30 minutes (as described above) is over, except when meeting the needs of students or families, or when attending meetings (see contract section 21.10)

The parties recognize job duties exist outside direct services to students. These duties may include, but are not limited to: program paperwork, DRDPs, connecting with families, shopping for meals, sanitizing toys, etc.

Practitioners are able to determine if the remaining job duties (listed above) need to be done on a work site or if the work can be completed off site.

**Current contract section- Discovery Club:**

21.08.4 Discovery Club: For practitioners assigned to Discovery Club the start and end of the work day is the same as the student day.

**No Change Needed**

**SLA Section -ECE TOSAs and Content Specialists Hours**

ECE TOSAs shall work an 8-hour professional day with staggered schedules to support extended day programs as needed. For example, some ECE TOSA works 7 a.m. - 4 p.m. and the other 9 a.m. - 6 p.m. ECE Contents Specialists shall work an 8-hour professional day with staggered schedules to support extended day programs as needed. For example, some ECE Content Specialists work 7 a.m. - 4 p.m. and others 9 a.m. - 6 p.m.

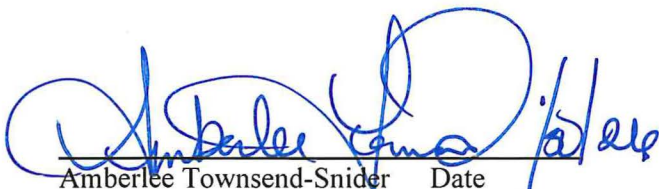
**Change (beginning January 20, 2026):**

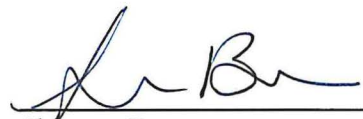
Each TOSA and Content Specialist shall be at the office or other work site at least 7 hours per work day. The practice of staggered schedules should continue (with some starting their day at 7 a.m. and some ending their day at 6 p.m.).


The workday remains 8 hours, but the parties recognize job duties exist that can be completed off site.

The District and the Association agree that practitioners are able to determine if the remaining job duties can be done on a work site or if the work can be completed off site.

**This SLA will be rolled into the contract and will replace the current contract language with the next agreement.**

  
Amberlee Townsend-Snyder      Date  
Assistant Superintendent  
Elementary Education and Programs  
San Juan Unified School District

 1/20/26  
Shannan Brown      Date  
Executive Director  
San Juan Teachers Association

 1-30-26  
Daniel Thigpen      Date  
Chief of Human Resources  
San Juan Unified School District