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Mary McIntyre, President
Tim Klobuchar, Vice President
Albemarle Education Association
Charlottesville, Virginia

Re: Side Letter for Clarification March 2026

Mary and Tim:

I write to memorialize our agreements concerning several issues. Our intent is that, once executed, this side letter will be incorporated into the 2026-2029 collective bargaining agreements for the Licensed and Education Support Professional bargaining units (the "CBAs"). We propose and hope to agree as follows:

1. State Bonus Program - the Division will accept additional state funding to develop a bonus program to provide \$800 to full time and \$600 to part-time employees in June 2026. The Division and the AEA will discuss and agree upon the allocation and timing of the payments.
2. Hard to fill position Employee Referral Program - ACPS may compensate current regular employees for referring a new hire, and set specific criteria to publicly announce related to the terms and conditions. The Division and the AEA will discuss and agree upon the allocation and timing of the payments. Such program will have start and end dates announced clearly by the Division.
3. Licensed Employees - Planning Time provision -
 - a) When a Licensed Employee in a secondary school agrees to give up scheduled planning time at the division's request to take on semester- or year-long teaching of an additional section, the employee shall receive a salary supplement which equates to .17 of an FTE or 17% of the employee's salary.
 - b) It is understood that the daily planning requirement for secondary schools with block scheduling may have to look different for teachers who teach double-block courses (e.g. physics with lab or EMT) in order for schedules to work. As such, the employees may teach one day that has no planning block and have two planning blocks on the other day. For double block courses, teachers will receive the equivalent planning time, but not necessarily every day. The Union agrees that this existing practice may continue, and the Union will not grieve this in situations where the nature of the course scheduling requires this type of schedule

arrangement. This exception is limited to double-block courses only. Teachers newly hired in these positions must be notified of the modified planning time agreement when they receive their offer letter.

4. Personal Leave in hour increments

- a) Non-Exempt Classified - These employees currently take personal leave in 15 min increments. The CBA requires covered employees to use personal leave in one-hour increments, but non-exempt ESP employees will be permitted to use it in fifteen-minute increments, consistent with current practice.
- b) If Exempt Licensed or ESP employees run out of accrued leave, they must take leave without pay ("LWOP") in increments of half or whole day, given the requirements of the FLSA.

Dan Reddy 5/28/26

Mary & McIntyre 5/28/26

Tim Klobucher 5/28/26