

# Memorandum of Understanding

## Bank Time Addendum

### School Year 2024-2025

The Sussex County Vocational Technical School District (“District”) and the Sussex Tech Education Association (“Association”) enter into this Memorandum of Understanding (“MOU”) Addendum regarding the use of accumulated “bank” time to substitute for days worked which pertains to Article 4: Employee Workday, Work Year, and Assignment of the current 2023-2026 STEA contract. This MOU is only offered during active construction of the new building and is subject to change each year.

In the addition, this MOU Addendum amends:

Employees may complete the activities below or activities approved by their supervisor to accumulate time to be used towards days at the end of the school year. This time may be substituted for days worked. Bank time must be approved if not listed below. Bank time cannot be earned if an employee is being paid during the same time period. Bank time must be participation in professional development, supervision of students, or other approved voluntary activity. Bank time does not include regular teacher activities beyond the school day.

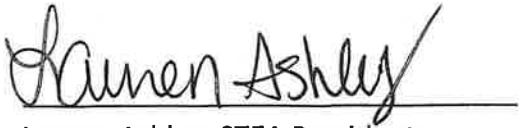
Pre-approved activities include:

<u>Activity</u>	<u>Hour(s)</u>
Title IX Online Training	1
Harassment Online Training	1
8 <sup>th</sup> Grade Open House	5
Parent Night (Wednesday, September 4 <sup>th</sup> )	5
Homecoming Dance (Chaperone Friday, October 11 <sup>th</sup> )	5
Acceptance Day(s) (TBD in the Spring)	5
Prom (Saturday, May 3 <sup>rd</sup> )	2.5
Grand March (Saturday, May 3 <sup>rd</sup> )	2.5
Senior Awards (Evening in May)	5
Graduation line up (May 29 <sup>th</sup> )	2.5
Graduation Ceremony (May 29 <sup>th</sup> )	2.5
Any other activity outside of the regular school day which is approved by the school administration.	Hours vary upon request

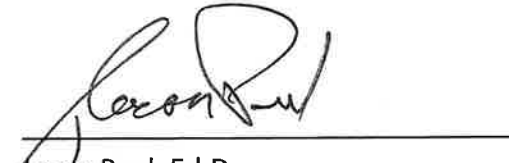
Employees may only use the accumulated time to substitute for the following days and may only earn up to 37.5 hours. Accumulated hours will be applied to June 11, 2024 first and subsequent days in reverse order. Hours cannot carryover to future years. All hours must be submitted by June 2, 2024.

- June 5, 2024
- June 6, 2024
- June 9, 2024
- June 10, 2024
- June 11, 2024

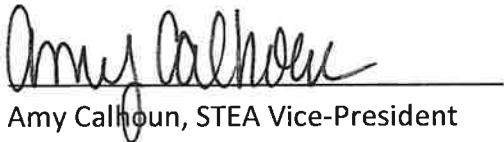
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Bank Time Addendum  
School Year 2024-2025**



Lauren Ashley, STEA President



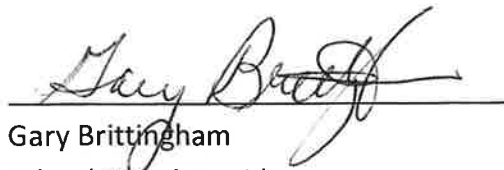
Jason Peel, Ed.D.  
Director of Human Resources & Support Services



Amy Calhoun, STEA Vice-President



Kevin E. Carson, Ed.D.  
Superintendent



Gary Brittingham  
School Board President

Date: September 11, 2024