

**Memorandum of Understanding  
Between the  
St. Johns County School District  
And  
St. Johns Education Association  
2020-2021 School Year**

This memorandum serves as an agreement between the St. Johns County School District and St. Johns Education Association. The intent of this memorandum is to retain current full time classroom teachers who fall under the pandemic leave criteria to transfer to St. Johns Virtual School when a vacancy occurs that the employee has the proper certification to fill the position.

**Definition:**

**Pandemic Leave:** An instructional employee who has a qualifying condition that he or she could be severely impacted by exposure or acquiring COVID-19.

**Pandemic Transfer:** An instructional employee who qualifies for a Pandemic Leave who wishes to teach full time at St. Johns Virtual School.

**Eligibility:**

1. Only **full time** SJCSJ instructional employees.
2. Employee must be certified for the vacant position.
3. A SJCSJ instructional employee with a contract and/or position that is continuing through the current school year (2020-2021).
4. Qualifying conditions include:
  - a. An employee who is 62 years or older.
  - b. Employees with certain medical conditions that place them at increased risk for severe illness from COVID-19 (including, but not limited to, cancer, chronic kidney disease, chronic obstructive pulmonary disease, weakened immune system, obesity, serious heart conditions, sickle cell disease, diabetes, asthma, cerebrovascular disease, cystic fibrosis, hypertension, neurologic conditions, liver disease, pregnancy, pulmonary fibrosis, and blood disorders).
  - c. An employee living with someone who has one of the medical conditions listed above in part b.

**Ineligible:**



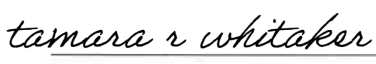
1. Tutors, temporary positions, substitutes or employee in a position less than 60%.
2. Instructional employees who have an unsatisfactory or needs improvement evaluation during the 2018-19 school year, or who was on a professional improvement plan or have documented performance concerns in IObservation during the 2019-20 school year.
3. Instructional employees who do not have the required certification or if the transfer puts the instructional employee out-of-field.

**Required steps for consideration:**

1. Instructional employee notifies his school administrator.
2. Instructional employee sends a letter or email to the Associate Superintendent for Human Resources or the Director of Non-Instructional Personnel expressing their interest in a virtual school position.
3. Human Resources places the instructional employee's name on the Pandemic Transfer Virtual list including their certification area(s).
4. When a position opens at the St. Johns Virtual School, instructional personnel on the Pandemic Transfer list with the required certifications will receive an interview.
5. When a transfer offer is made, the teacher will be asked to accept or decline the offer in writing (email is appropriate) within one business day (24 hours).
6. When an instructional employee accepts a position, the two administrators will work out a mutually agreeable plan for the pandemic virtual teacher to start.
7. Once the position is accepted, it is treated as an official transfer and the instructional employee surrenders their rights to the position at their current school.

**Vacancies:**

1. Not all vacancies will be known immediately as the St. Johns Virtual School reviews their applications to determine student numbers and teacher needs.
2. All vacancies are subject to SJVS Staffing Committee approval. Not every teacher who qualifies will obtain a position due to the limited number of positions.
3. All instructional employees who meet the eligibility requirements described above required certification for an instructional vacancy will receive an interview.
4. When there is an opening at St. Johns Virtual School and we have teachers who may be displaced due to shifting school enrollments, instructional employees may be involuntarily transferred to St. Johns Virtual School per Article VII, A.2.
5. If the St. Johns Virtual School does not extend an offer to an employee on the transfer or displaced list, the school will post the instructional position both internally and externally.
6. If a virtual teacher position opens at St. Johns Virtual School prior to the end of the first nine weeks, during the "no transfer" period, internal teachers will be allowed to apply and transfer.

	7.29.20		7/29/2020
Cathy Weber	Date	Justin Vogel	Date
Chief Negotiator		Chief Negotiator	
St. Johns County School District		SJEA	
			7-29-2020
			
		Tammy Whitaker, NEFSU	Date