

Memorandum of Understanding
between
Mt. Diablo Education Association
and
Mt. Diablo Unified School District
regarding

Special Education Caseload Overage Special Compensation

Mt. Diablo Education Association (MDEA) and Mt. Diablo Unified School District (MDUSD) collectively, the Parties, acknowledge that Special Education teachers must be uniformly compensated for voluntarily agreeing to case manage students above and beyond their maximum caseloads, as identified in Article 6, Sections 6.2 – 6.3.5.

In the event that one or more Special Education teacher vacancies exists, currently employed Special Education teachers assigned to the site where a vacancy exists will be offered the opportunity to provide case management services to students not covered as a result of a vacancy. Special Education teachers are not obligated to case manage students beyond their contractual caseloads. Caseload Overage Special Compensation shall be authorized only by a Special Education manager and the Director of Special Education.

The Parties have mutually agreed to the flat rates listed below for Annual, Special/ 30 Day Review IEPs, Triennial IEPs and monthly Student Case Management, for each duty a Special Education teacher performs for students(s) beyond their contractual caseload.

Should unforeseen additional duties arise which require compensation beyond the established flat rates listed below, hours spent performing such additional duties shall be paid at the Standards Based Intervention pay rate, per Section 14.7.1. Pre-approval for such additional compensation must be obtained through the site administrator in coordination with the Director of Special Education. Special Education teachers may not conduct IEPs for students unless the teacher performing these duties is listed as that student's case manager.

A monthly **Special Education Caseload Overage Special Compensation Timesheet** must be submitted to the Payroll Department. The description and compensation for the work performed should be clearly marked on the time sheet to ensure that records are accurate and reflective of work completed, per the example below.

Rates for the additional case management are as follows:

- Special/ 30 Day Placement IEP = \$313.00
- Annual/Other IEPs = \$455.28
- Triennial IEPS = \$626.01
- Case Management (per student/per month) = \$170.73
- Additional Authorization for case management pre-approved by site administrator and Director of Special Education = hours approved x \$56.91 per hour = X
- *The hourly rate of \$56.91 is based on .0012% of step 1 column 1 of the 2014-15 salary schedule with 2% increase effective February, 2015. Moving forward, this hourly rate will continue to reflect .0012% of step 1 class 1 of any future salary increases.*

Sybil Bensa 2-12-15
For MDUSD Date

[Signature] 2-12-15
For MDUSD Date

Guy Moore 2/12/15
For MDEA Date

[Signature] 2/12/15
For MDEA Date