



Monroe Public Schools

1275 N. Macomb St., Monroe, MI 48162 · (734) 265.3020

MEMORANDUM OF UNDERSTANDING

To: MPS Teachers Education Association MEA/NEA
From: Monroe Public Schools Human Resources
Date: June 29, 2026

Re: Extra Contractual Compensation

Monroe Public Schools (the "District") and the Monroe Public Schools Teachers Education Association (MEA/NEA) (the "Association") (collectively, "the Parties"), to clarify and give full effect to the agreement between the Parties formalized in the collective bargaining agreement (the "Agreement"), hereby agree as follows:

Purpose

The purpose of this Memorandum of Understanding (MOU) is to establish a unified framework for work schedules and additional workdays for employees serving in non-traditional or non-classroom roles. The parties recognize that certain positions, including but not limited to counselors and other support professionals, require flexibility beyond the standard teacher calendar to effectively meet student, family, and district needs.

This MOU replaces the provisions currently contained in Article 7.A.8, *Flexible Schedules for Non-Classroom Members*, and Article N, *Secondary Counselors*, regarding the scheduling and compensation of additional workdays. The intent is to provide a consistent, equitable, and mutually understood process for assigning, scheduling, tracking, and compensating additional or rescheduled workdays associated with these roles while maintaining flexibility to support the operational needs of the District.

Extra Contractual Compensation

Extra-contractual compensation is payment provided to a teacher for teaching an additional assigned course either during a period that would otherwise be designated as the teacher's preparation period or outside of the contractual school day. Extra contractual compensation is intended to compensate teachers for the loss of their preparation period as well as the additional instructional responsibilities associated with teaching an extra class, whether that be during their planning or outside of the contractual school day.

An Extra Contractual Assignment may be offered to a teacher who voluntarily agrees to provide instructional services beyond their contractual and regularly scheduled school day. Such assignments may include situations in which a teacher begins instruction at one school building and, after completing those duties, travels to a second school building where instruction continues beyond the normal end of the teacher's regularly assigned workday. Additionally, these circumstances could also include an extended-day class that is offered to students outside of the regular school day, such as Marching Band. In these circumstances, the teacher's workday and

instructional responsibilities are extended by an additional class period, and compensation shall be provided in accordance with the terms of this Memorandum of Understanding.

Extra contractual compensation may not be used as compensation for anything other than what is specifically stipulated in this agreement.

Compensation for Members with non-traditional assignments

The Board recognizes that some members are assigned non-traditional education roles in our district, and that these roles are structured differently from positions with direct daily student instructional schedules. As such, employees in these roles, including School Improvement Coaches, Licensed School Counselors, and Restorative Practice Coordinators, are expected to organize and manage their workday in a manner that allows for the necessary planning, preparation, coordination, communication, training, and program support required to fulfill their responsibilities.

These positions are designed with the expectation that planning and preparation related to their routine duties are embedded within the regular contractual workday. This includes intentionally structuring time to complete assigned duties without reliance on additional compensation for routine planning or program-related work. Unless otherwise specified in this MOU or formally agreed upon in collaboration with the Association, no extra compensation will be awarded to members in these roles for routine responsibilities completed outside of the contractual workday.

Collective Bargaining Clarifications:

Approved Extra Compensation for Non-Traditional Roles

Flex Time: Flex time must be taken in half or full day increments. Flex time can accumulate over the course of one school year but cannot roll over into the next school year.

Compensatory Time: Will be defined as work that is paid at the member's hourly per diem pay rate. Compensatory time will be paid out after all necessary paperwork has been submitted to Central Administration. All compensatory time will be attributed to the fiscal school year in which it was earned.

Restorative Practice Coordinators may be granted compensatory time at the discretion of the district for work performed outside of the regular workday or school year. This time is typically earned for attending or facilitating district-approved training, meetings, or professional development activities that occur after school hours, in the evenings, on weekends, or during scheduled school breaks (i.e. holiday breaks, summer vacation, etc.).

School Improvement Coaches may earn up to five (5) flex days annually at the discretion of their building administrator. In addition, School Improvement Coaches may earn up to five (5) compensatory days annually at the discretion and direction of the Executive Directors of Student Services for approved work performed outside of the regular workday or school year. Compensatory or Flex time may not be granted for voluntarily participating in an interview process.

School Counselors may earn up to twenty (20) compensatory days annually. Fifteen (15) of these days shall be limited to onsite work during the summer break and will be scheduled by mutual agreement between the building administrator and according to the building's needs. In addition,

School Counselors may earn and utilize up to five (5) additional compensatory days at their discretion at any time during a fiscal school year, for a maximum of twenty (20) compensatory days annually.

Administrator Substitute Pay

Day-to-Day Administrator Substitute:

Members will be compensated an extra \$100 a day for substituting on a day-to-day basis for a building administrator for additional duties and working the 8-hour administrator workday.

Long Term Administrator Substitute:

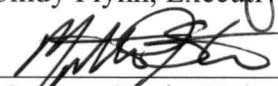
Members shall be compensated at the per diem rate of the building administrator position associated with their substitute assignment, calculated at Step 1 of the Administrative Salary Schedule. A long-term substitute position shall be considered any substitute assignment that is ongoing for more than 5 school days. When circumstances require an administrator to take leave throughout a specified period, but not necessarily on consecutive days, a member will be compensated at the long-term substitute pay rate as stated above.

Duration

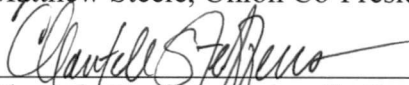
This MOU shall apply only to the 2026–2027 school year and shall expire at the conclusion of that school year unless otherwise mutually agreed upon in writing by the parties.


Cindy Flynn, Executive Director of Human Resources

6.29.26
Date


Matthew Steele, Union Co-President

6/29/26
Date


Chantele Steffens, Union Co-President

6/29/26
Date