

LETTER OF AGREEMENT
BETWEEN
CALHOUN INTERMEDIATE SCHOOL DISTRICT (DISTRICT)
AND
CALHOUN INTERMEDIATE EDUCATION ASSOCIATION, MEA/NEA (CIEA)

This letter of agreement sets forth the mutually negotiated understanding between the District and CIEA regarding the creation of Remote Work Days (RWD). The parties agree as follows:

1. The effective date of this letter of agreement is July 1, 2026, and is in effect for the duration of the 2026-27 school year as a continued trial arrangement.
2. Itinerant staff members assigned to Calhoun County Local Educational Agencies (LEAs) may request an RWD to conduct educational business from an off-site location.
3. Eligible employees may request up to three (3) days per month to use for RWD. Employees may request to use RWD in half-day increments.
4. RWDs may not be taken consecutively when students are in session.
5. Requests for RWD must be made at least one week prior to the date requested, unless agreed upon by parties.
6. A request may be modified or canceled should an in-person requirement come up.
7. Eligible employees must submit a plan of action for the RWD to their supervisor for approval.
8. RWD shall address the following activities in the plan of action: type of meeting(s), professional development, planning, type of paperwork.
9. As noted above, a RWD is subject to the approval of the direct supervisor. The direct supervisor can deny a request and provide the rationale as to why it has been denied.
10. RWD is the equivalent of a regular working day (minimum of 7 hours).

This Letter of Agreement shall become effective upon ratification by authorized representatives of the CISD and CIEA. This Letter of Agreement is non-precedent setting and can not be used as evidence of a practice, custom, or policy.

FOR THE CIEA:

Mike Nicholson
CIEA President

Signature on File
Date

Sandy Paesens
MEA UniServ Director

Signature on File
Date

FOR THE DISTRICT:

Jessica Clothier
Assistant Superintendent for HR

Signature on File
Date

Nicole Lawrence
Assistant Superintendent, Special Education

Signature on File
Date