

Memorandum of Understanding
between
Seattle Public Schools
and
Seattle Education Association

Regarding: Dropping Substitute Assignments

The Seattle Public Schools (SPS) and the Seattle Education Association (SEA) enter into this memorandum of understanding in order to memorialize mutually agreeable arrangements for utilizing new technology in managing the filling of vacancies with substitutes consistent with the best interests of students and employees in accordance with the following guidelines:

1. A substitute who has accepted an assignment through the Aesop system on a timely basis will not have his/her assignment cancelled by the school or the district less than 12 hours before the substitute assignment begins. Should a cancellation of a substitute assignment within 12 hours be necessary, the substitute will be offered another job or the option of four (4) hours pay without working.
2. A substitute who has accepted an assignment through the Aesop system may cancel or drop that assignment through the system up to 12 hours before the substitute assignment begins.
3. A substitute who has accepted an assignment through the Aesop system who cancels or drops that assignment within 12 hours before the substitute assignment begins, for any reason, or who fails to show up for the substitute assignment as scheduled, may not take another substitute assignment for the first day of the substitute assignment which they either cancelled, dropped or failed to appear for. It is understood that unavoidable situations like a personal emergency, illness or the like, may at the last minute prevent a substitute from fulfilling an assignment that was accepted. If the emergency is resolved that resulted in the cancellation, the substitute may contact the Substitute Office to be assigned a job for that day, if available.
4. SPS may program its automated substitute scheduling system to function in accordance with the foregoing guidelines.

This memorandum becomes effective upon execution by representatives of the parties.

This memorandum made this _____ day of April, 2017.

Seattle Education Association

Seattle Public Schools

John Donaghy, Executive Director
Seattle Education Association



Clover Codd, Assistant Superintendent
for Human Resources