

## LETTER OF UNDERSTANDING

between the  
Romeo Office Support Personnel Association  
and the  
Romeo Community Schools Board of Education

In order to provide clarification and further detail to language within the Collective Bargaining Agreement, the parties further agree to:

### Article 17 – Vacation

B. For 12 month employees, yearly vacation days will be deposited frontloaded into individual ROSPA Members' vacation banks on July 1 of each school year. Annual vacation days are pro-rated if hired after July 1 or employment is terminated before June 30. Effective 2000-2001, earned vacation days can accumulate up to no more than thirty (30) days. Any current member with days beyond thirty (30) will have this accumulation frozen. Each twelve (12) month employee can once during the school year choose to receive payment within thirty (30) days for up to ten (10) of his/her accumulated vacation days. Days accumulated at the time of an Employee's resignation, termination, or retirement will be paid. Payment for these unused vacation days is not reportable as income for MPSERS.

**Clarification – 12 month employees have vacation days "held" from the 2020-2021 school year, these days are to be held, until such time that the employee request a pay out per the collective bargaining agreement, used with Supervisor approval or to be paid out at 100% to the employee upon termination of employment from Romeo Community Schools. At no time shall these days be lost.**

### Article 15 – Work Schedule

#### Classification I

1.a. The work day for clerks shall be a minimum of three (3) hours, up to a maximum of 8 hours per day, and shall work the same calendar established for students ~~TEACHERS~~. Clerks will work their regular number of hours on all student ~~TEACHER~~ days. The schedule shall be established and clerks so notified ten (10) work days prior to the start of the school.

#### Classification III

2.a. The work year shall consist of scheduled student ~~TEACHER~~ days plus 23 additional days. The 23 additional days shall be scheduled as follows:

3.a. The work year shall consist of scheduled student ~~TEACHER~~ days plus 23 additional days. The 23 additional days shall be scheduled as follows:

4.b. The work year shall consist of scheduled student ~~TEACHER~~ days plus 23 additional days. The 23 additional days shall be scheduled as follows:

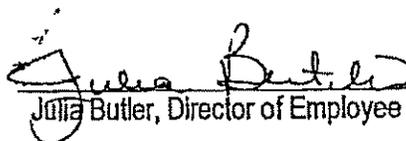
6.a. The work year shall consist of scheduled student ~~TEACHER~~ days plus 23 additional days. The 23 additional days shall be scheduled as follows:

6.b. The work year shall consist of scheduled student ~~TEACHER~~ days, plus three (3) working days preceding students' scheduled return, and three (3) working days following the last student day of the school year.

**LETTER OF UNDERSTANDING**  
between the  
**Romeo Office Support Personnel Association**  
and the  
**Romeo Community Schools Board of Education**

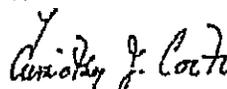
Mutually agreed:

For the district:

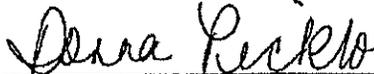
  
\_\_\_\_\_  
Julia Butler, Director of Employee Services

7/1/2021  
\_\_\_\_\_  
Date

For the association:

  
\_\_\_\_\_  
Timothy Couto, Executive Director

7/1/2021  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Donna Picklo, President

7-8-2021  
\_\_\_\_\_  
Date