

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
HAMILTON CITY SCHOOL DISTRICT BOARD OF EDUCATION
AND THE
HAMILTON CLASSROOM TEACHERS ASSOCIATION**

WHEREAS, the Hamilton City School District Board of Education (“Board”) and the Hamilton Classroom Teachers Association (“HCTA”) are parties to a Collective Bargaining Agreement effective July 1, 2016 through June 30, 2020; and

WHEREAS, in order for a collective bargaining member to utilize personal leave and/or professional leave, the member is required to use a personal or professional leave form which is attached to the Collective Bargaining Agreement in effect between the parties; and

WHEREAS, the parties desire to transition to an electronic personal and professional leave form process, a facsimile of which is attached hereto as Exhibit 1; and

WHEREAS, it is intended that this electronic personal and professional leave utilization will replace the form currently identified in the Collective Bargaining Agreement between the parties.

NOW, THEREFORE, BE IT AGREED by and between the Hamilton City School District Board of Education and the Hamilton Classroom Teachers Association as follows:

1. The electronic personal and professional leave reporting form, a copy of which is attached hereto as Exhibit 1 to this Memorandum, shall supersede and replace the personal and professional leave forms currently attached in the appendix of the current Collective Bargaining Agreement between the parties.

2. All staff intending to make a request for a personal and professional leave day shall log on to the individual staff member’s portal to complete the personal and professional leave day request form. Once a staff member initiates a request for personal or professional leave, e-mails are sent to the staff member’s direct supervisor, Human Resources Office and the Treasurer’s Office for approval. Upon each step in the approval process, the staff member may login to view the progress of an approval. Staff members will receive e-mail notifications when the request is first submitted, when the request is granted, and if the request is denied at any part of the process.


3. Notwithstanding the terms of this Memorandum of Understanding, all parties further acknowledge, agree and understand that nothing contained herein shall be construed or utilized as "past practice" or "precedent setting" in any related or unrelated, current or future grievance, arbitration, litigation or matter of contract interpretation involving the Board and the HCTA

4. This Memorandum of Understanding shall constitute the full and complete understanding of the parties concerning this matter and any amendments or modifications shall be in writing and signed by the parties.

IN WITNESS WHEREOF, the duly authorized representatives of the **HAMILTON CITY SCHOOL DISTRICT BOARD OF EDUCATION** and the **HAMILTON CLASSROOM TEACHERS ASSOCIATION** have executed this Memorandum on the dates opposite their signatures.

**HAMILTON CITY SCHOOL DISTRICT
BOARD OF EDUCATION**

Date: 3/3/17

By: 

**HAMILTON CLASSROOM TEACHERS
ASSOCIATION**

Date: 3/3/17

By: 