

**MEMORANDUM OF UNDERSTANDING #6**  
**between the**  
**FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT**  
**and the**  
**FOLSOM CORDOVA EDUCATION ASSOCIATION**

**Extra Duties for Unit Members**  
**January 15, 2025**

The Folsom Cordova Unified School District (“District”) and the Folsom Cordova Education Association (“FCEA”), collectively referred to as “the Parties,” enter into this Memorandum of Understanding (“MOU”) regarding the terms and conditions of employment when a unit member is assigned extra duties for an extended period of time.


Vacancies and long term leaves create extra duties including lesson planning, grading, parent contacts and assessments. To address these extra duties, the Parties agree to the following;

- 1) When a unit member is tasked by the Site Principal or District Administrator to provide support such as lesson planning, grading, parent contacts or assessments for a period of four (4) weeks (20 working days) to assist in covering a vacancy or leave of absence; the unit member will be paid two days at the unit member’s daily rate. Two unit member’s daily rates will be paid for each full four (4) week period. This amount shall be prorated by Human Resources if less than 20 working days, or if extra duties extend beyond the four (4) week period.
- 2) The Site Principal and Human Resources designee must approve the extra duties time period prior to work beginning, and a signed timesheet must be provided to Human Resources after work is complete.

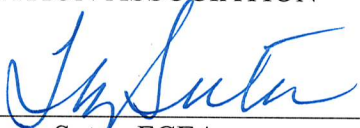
This MOU will remain in effect until June 30, 2026. At that time, it will sunset unless by mutual written agreement of the Parties it will be added to Appendix D-5 as Tier 4 to Special Service - Per Activity of the Bargaining Unit Agreement.

The cost is estimated at an average of \$1,005 per occurrence paid by the general fund.

FOR THE FOLSOM CORDOVA  
UNIFIED SCHOOL DISTRICT

By:   
Donald Ogden, Ed.D.,  
Associate Superintendent HR

FOR THE FOLSOM CORDOVA  
EDUCATION ASSOCIATION

By:   
Tracy Suter, FCEA  
Executive Officer/Bargaining Chair

Date: 1-24-2025

Date: 1-24-25

Board Approved: \_\_\_\_\_