



MEMORANDUM OF UNDERSTANDING
BETWEEN SPOKANE PUBLIC SCHOOLS
AND
THE SPOKANE EDUCATION ASSOCIATION
REPRESENTING
CERTIFICATED EMPLOYEES

The Spokane Education Association and the Spokane School District agree to the terms of this Memorandum of Understanding (MOU) to address the unique circumstances related to COVID 19 and how it relates to PERT (Professional Enrichment Responsibility Time) eligibility and reporting.

Summer Institute August 10-14, 2020 – PERT Submissions

Employees may use their remaining PERT balance from the 2019-20 school year for Summer Institute and may also use their PERT hours for the 2020-21 school year for Summer Institute.

- Employees who attend any Summer Institute courses during the week of August 10-14, 2020 may utilize available PERT by using the specific **Summer Institute 2020 PERT Exception Hours Claim Form** (example below).
 - Employee must fill out the form completely and select which year's PERT balance they would like to use.
 - A fillable version of the **Summer Institute 2020 PERT Exception Hours Claim Form** will be posted online under HR forms.
 - PERT hours for Summer Institute not submitted on the **Summer Institute 2020 PERT Exception Hours Claim Form** will not be processed and will be returned to the employee for correction.
- Those who submit hours towards their 2019/20 PERT balance must email their completed form by August 31, 2020 to Stephanie Busch (stephanieb@spokaneschools.org). These hours will be paid in the September pay warrant.
 - Reminder: Available 2019/20 PERT balances are listed on the employee's July pay stub in the accruals section at the bottom.
- Those who submit hours towards their 2020/21 PERT balance must email their completed form by September 11, 2020 to Stephanie Busch (stephanieb@spokaneschools.org). These hours will be paid in the October pay warrant.
 - With the form, employees must also submit a paragraph reflection on the cumulative training they received during Summer Institute to include a summary of learning and additional questions around the trainings that the employee might have.
 - This requirement to write the paragraph and submit on the separate **Summer Institute 2020 PERT Exception Hours Claim Form** is for Summer Institute training only and all other PERT claims after August 31st (new fiscal/school year) shall be submitted using the regular procedures.

