

LETTER OF AGREEMENT
Between
CHARLOTTE PUBLIC SCHOOL DISTRICT
BOARD OF EDUCATION
And
CHARLOTTE PUBLIC SCHOOLS SECRETARIAL UNIT

RE: ARTICLE 11 – COMPENSATION

1. This Letter of Agreement is entered into between the Charlotte Public Schools Board of Education (the "District") and the Charlotte Public Schools Secretarial Unit (the "Association").
2. For the 2022 Summer School program, the assigned secretary shall be compensated at a rate of \$20.00 per hour worked (Twenty Dollars Per Hour), less normal withholdings, during the District established summer school session. Training or planning may be required prior to the start of the summer school session. If training or work specific to Summer School duties occurs during the normal contract year and outside of the secretary's normal assigned work schedule, he/she will be paid at the hourly rate stated above.
3. Assigned secretary will be expected to fulfill the entire obligation of the assigned Summer School session. Secretary will not have access to paid or unpaid leave under the existing collective bargaining agreement.
4. Secretary will abide by all District policies and procedures.
5. Interested secretaries will be required to apply for the summer school position and will be selected based on past performance, job related experience, certification, training, and educational requirements as well as any job qualifications established by relevant district, state, or federal statute or regulations. Secretaries currently employed in a 45 week or greater position with the District are disqualified from applying.
6. Assigned secretary is expected to work in-person at the building they are assigned according to the established Summer School schedule.
7. A secretary assigned to work five (5) or more hours per day shall be entitled to a duty-free, uninterrupted lunch period of not less than thirty (30) consecutive minutes, without pay.
8. Nothing in this Letter of Agreement shall constitute a precedent, practice or established working condition for prior circumstances involving the application or interpretation of the current Agreement between the District and the Association or any successor collective bargaining agreement between them.

9. This Letter of Agreement expires on July 30, 2022.

CHARLOTTE PUBLIC SCHOOLS
SECRETARIAL UNIT

By: Karen Tomlinson
Its: Unit Representative

By: [Signature]
Its: Unit Representative

Date: 3/18/2022

CHARLOTTE PUBLIC SCHOOLS
BOARD OF EDUCATION

By: [Signature]
Its: President

By: [Signature]
Its: Superintendent

Date: 3/14/2022