

MEMORANDUM OF UNDERSTANDING

The San Mateo Union High School District and the San Mateo Union High School District Teachers' Association agree to the following regarding the offering of classes outside of the normal work day for bargaining unit members:

1. This MOU shall apply to classes that are taught outside of the hours of the normal workday for bargaining unit members.
2. For teachers teaching these classes, the regular workday shall be seven and one-half (7-1/2) hours including not less than a thirty (30) minute duty-free lunch and at least fifteen (15) minutes on school site or at a workstation before the employee's first assigned responsibilities for the day.
3. Teachers who voluntarily teach one of these classes shall attend staff collaboration (faculty meetings, department meetings and professional learning community meetings) as well as flex time and/or tutorial periods, but they will have unassigned time during the workday so that their workday will not exceed 7.5 hours.
4. The number of these classes District-wide shall be limited to no more than twelve (12) classes in the 2022-2023 school year in addition to the specific courses that were offered at the school in any of the three school years, 2018-19, 2019-20, and 2020-21. [Linked](#) (and attached) is a list of zero-period classes offered in those school years.
5. All other provisions of the Collective Bargaining Agreement apply to bargaining unit members who are teaching these classes including, but not limited to, class size limits, 6/5 schedule expectations, and vacancy procedures.
6. At the request of either party, the Parties shall meet to discuss and resolve concerns that arise pertaining to these classes or to renegotiate this MOU.

Dated: _____

**SAN MATEO UNION HIGH SCHOOL
DISTRICT TEACHERS ASSOCIATION**

**SAN MATEO UNION HIGH SCHOOL
DISTRICT**

