



MEMORANDUM OF UNDERSTANDING

Between
Erie County Technical School Operating Committee (ECTS-JOC)
and

Erie County Technical School Federation of Teachers Classified Personnel Unit (AFT-CPU)

Changing a Classified Position to Administrative and adding two Classified Positions

This Memorandum of Understanding (MOU) is designed to clearly articulate the change in positions at Erie County Technical School in the Classified Unit.

- Both parties agree that the vacant Business Office Secretary / Accounting Assistant, S-1 Position, will not be filled, thus being removed from a position in the Classified Personnel Unit.
- Both parties agree that an Administrative position of a Confidential Secretary will be filled to take the place of the Business Office Secretary / Accounting Assistant position, with the understanding that work will be very similar to the position not filled.
- Both parties agree to add a new Part-Time Custodian, C-2 Position, and a new Part-Time Instructional Aide, SAA-2 Position, to the Classified Unit that will be posted within 60 days and filled if a qualified candidate is identified.
- Both parties agree to communicate regularly and share responsibilities to ensure that this MOU is followed.
- Both parties understand that all federal, state, and local laws applying to hiring of positions will be followed.

Any updates or revisions to the MOU must be submitted and approved by both parties until which time it can be added to the contract if needed.

This agreement will be reviewed and approved by representatives of both parties:

➤ **Erie County Technical School Operating Committee (ECTS-JOC)**

ECTS-JOC Chair: _____ Date: _____
Sam Ring

ECTS-JOC Director: _____ Date: _____
Matthew LaVerde

➤ **Erie County Technical School Federation of Teachers Classified Personnel Unit (AFT-CPU)**

AFT-CPU President: _____ Date: _____
Jeffrey Zellefrow

AFT-CPU Vice President: _____ Date: _____
Andrew Fair