

MEMORANDUM OF AGREEMENT
between the
ITHACA CITY SCHOOL DISTRICT
and
ITHACA SUBSTITUTES ASSOCIATION
Fingerprint Reimbursement

THIS MEMORANDUM OF AGREEMENT is made between Ithaca Substitutes Association (hereinafter the "Association") and the Ithaca City School District (hereinafter "District"), severally known as "the parties".

WHEREAS, the parties entered into a Collective Bargaining Agreement governing all negotiable items between the District and the Association for the period of July 1, 2018 through June 30, 2024 (hereinafter the "Agreement");

WHEREAS, due to the shortage of substitute teachers caused by the COVID-19 pandemic, early retirements, and lack of ancillary benefits provided to substitutes, recruiting and retaining qualified substitute teacher has put a strain on the educational system;

WHEREAS, an incentive to attract more substitute teachers to the District to alleviate that burden would be to provide a prepayment or reimbursement method for NYS Fingerprint clearance.

NOW THEREFORE, it is mutually agreed between the parties as follows:

1. Effective upon execution of this Memorandum, the District will provide prepayment or reimbursement of NYS Fingerprint Clearance to potential substitutes covered by the Association's recognition clause.
2. The process for prepayment of NYS Fingerprint Clearance will be as follows:
 - a. Potential candidates will contact the designated vendor to schedule an appointment for their NYS Fingerprinting.
 - b. Potential candidates shall contact the Human Resources Department substitute teacher representative to secure a Fingerprint Clearance payment code/voucher.
 - c. Potential candidates shall present the payment code/voucher to the vendor at the time of their fingerprinting. The company will direct bill the District.
3. Potential candidates shall not be reimbursed for fingerprinting fees unless they use the process set forth above.

4. Any disagreement, misapplication, or misinterpretation of this Memorandum of Agreement shall be adjudicated through the grievance process in the Agreement.
5. This Memorandum of Agreement constitutes the complete agreement by and between the parties and may not be changed or modified except in writing executed by the same parties hereto.

Signatures:



Superintendent of Schools
Ithaca City School District



Date



President
Ithaca Substitutes Association



Date