



**San Marcos Unified School District  
San Marcos Educators Association**

**Memorandum of Understanding  
TK-8 School Adjunct Duties  
March 7, 2024**

This Memorandum of Understanding (“MOU”) is entered by and between San Marcos Unified School District (“District”) and the San Marcos Educators Association (“SMEA”).

The District and SMEA met in a collaborative manner and negotiated the terms of this MOU.

The District and SMEA agreed to create a taskforce to examine and develop recommendations regarding, among other things, the assigning of adjunct duties for TK-8 Schools Certificated unit members. This MOU is the result of the SMUSD/SMEA Taskforce’s work and recommendations.

It is hereby agreed by both parties that all K-8 School unit members shall have a maximum of 90 minutes of adjunct duties per ten (10) day work period. Those adjunct duties shall include, among other things, before and/or after school student supervision, and must be scheduled within the unit member’s required work time at school.

In acknowledgement of their shorter instructional day, all Transitional Kindergarten (TK) shall perform adjunct duties for a maximum of 175 minutes per ten (10) day work period. Those adjunct duties shall include, among other things, before and/or after school student supervision, and must be scheduled within the unit member’s required work time at school.

TK-8 School unit members who serve additional adjunct duties for School Site Council (SSC) or Parent Teacher Organization (PTO) shall have the above-noted 90-minute per ten (10) day work period for non-SSC and/or non-PTO adjunct duties reduced to 60 minutes of adjunct duties per ten (10) day work period. Those adjunct duties shall include before and/or after school student supervision, and must be scheduled within the unit member’s required work time at school.

Additional adjunct duties shall include, but are not limited to, Back to School Night or Meet and Greet, and Open House. However, all unit member time associated with Back to School Night or Meet and Greet, and Open House shall be in addition to, and not part of, the adjunct duty time described above.

The ten (10) day work periods described above shall include consecutive work days and the manner of calculating the ten (10) day work periods shall be determined by site administration.


This MOU is effective upon execution by the parties and approval by the Board, and shall remain in full force and effect through June 30, 2025. All other terms of the Master Contract between the parties and any current effective MOUs, if any, shall remain unchanged. It is the intent of both parties to implement the terms of this MOU, discuss its effectiveness during the 2024-2025 school year, and then


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collaboratively determine if any language is to be added to the Master Contract after the 2024-2025 school year. This MOU is applicable to the grievance process as stated in Article XII of the SMUSD/SMEA Master Contract. This MOU is non-precedential, will not bind the parties to any future action under similar conditions, is not evidence of past practice, intent of the parties, or meaning or application of the Master Contract, and shall not be considered the "status quo," unless the parties agree otherwise.

San Marcos Unified School District

San Marcos Educators Association

  
\_\_\_\_\_  
Joel Garcia, Ed.D.      Date  
Assistant Superintendent  
Human Resources and Development

  
\_\_\_\_\_  
Dale Pluciennik      Date  
President  
SMEA



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