

## LETTER OF AGREEMENT

### Paid Volunteer Time for District-Sponsored Activities

This Letter of Agreement (“Agreement”) is entered into by and between **C.O.O.R. ISD** (“Employer”) and **C.O.O.R. Educational Support Personnel Association (CESPA)** (“Union”).

#### Purpose

The purpose of this Agreement is to define the conditions under which eligible employees may receive paid time when voluntarily participating in **district-sponsored activities**, specifically **Special Olympics coaching**, when such participation directly supports students served by the district.

#### Scope

1. Paid volunteer time under this Agreement applies **only** to:
  - District-sponsored Special Olympics activities
  - Situations in which the employee is serving as a coach
2. Participation in Special Olympics coaching is voluntary and not a regular job duty.

#### Pre-Approval Requirement

- Requests for paid volunteer time must be submitted at least one week in advance and receive prior written approval from the employee’s administrator.
- Approval will be based on:
  - District sponsorship of the activity
  - Operational needs
  - Availability of coverage
- Requests submitted after the activity occurs will not be approved.

#### Paid Time Limits

- Eligible employees may receive up to **three (3) paid workdays per school year** for approved volunteer participation under this Agreement.

An Equal Opportunity Program / Employer

Auxiliary aids, services, and alternative formats will be made available upon request to individuals with disabilities. Michigan Relay Center 1-844-578-6563 (Voice and TTY) The C.O.O.R. Intermediate School District gives notice that it does not discriminate based on race, color, national origin, age, sex, sexual orientation, gender identity or expression, pregnancy, religion, height, weight, or marital status in the education programs and activities operated by the District, including employment. The following person has been designated to handle inquiries regarding the non-discrimination policies: Alexis Wilson, Human Resources; [hr@coorisd.net](mailto:hr@coorisd.net); 11051 North Cut Road, Roscommon, MI 48653, (989) 275-9554.

- Additional paid days may be approved at the discretion of the administrator, based on operational needs and district approval.

**Pay Status**

- Approved days will be paid at the employee’s **regular rate of pay**.
- Days exceeding approved limits must be covered by:
  - Personal leave, vacation leave (if applicable), or
  - Unpaid leave

**No Precedent / No Expansion of Duties**

- This Agreement does not:
  - Create an entitlement to paid volunteer time
  - Expand job duties
  - Establish a precedent for other volunteer activities
- All other volunteer activities remain unpaid unless otherwise negotiated in writing.

**Term**

This Agreement shall remain in effect for the duration of the current collective bargaining agreement unless modified or rescinded by mutual written agreement of the Employer and the Union.

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Shawn Petri, Superintendent Date

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CESPA Representative Date