



# Oak Park Elementary School District 97

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**To:** Dr. Ushma Shah, Superintendent of Schools  
**From:** Dr. Sheila Johnson, Assistant Superintendent of Finance and Operations  
**Re:** **Electronic Timekeeping System - SEIU MOA**  
**Date:** May 28, 2024

## **Proposal and Implementation**

In response to language in the SEIU contract, Section 9 Clocking In and Out, and Article XVII—Compensation, we have worked closely and collaboratively with SEIU to implement time and attendance under this collective bargaining agreement. We propose updating the contract language to transition from an annualized salary to hourly-based pay, a change that we believe will benefit both parties.

This change is necessary because bargaining obligations in the SEIU contract stipulate that staff are to be paid an annual salary as opposed to an hourly basis based upon a fixed rate. We needed SEIU's agreement to deviate from the CBA language, and we greatly appreciate their collaboration and input in this process. I have attached a signed Memorandum of Agreement (MOA) indicating their agreement. The specifics of the change are documented in the attached written agreement between SEIU and the district.

## Timeline

Month	Activity
<b>January</b>	Board approval of time and attendance platform  Time and Attendance Task Force implemented  Time and Attendance Task Force collaborative discussions with staff about the time and attendance process and system
<b>February</b>	Time and Attendance Demo
<b>March - May</b>	Ongoing collaborative discussions with staff  Systems implementation meetings with Tyler Tech
<b>May</b>	SEIU MOA approval
<b>June</b>	Systems implementation meetings with Tyler Tech and go live assistance  SEIU and Food Service to begin using the timeclock system
<b>July</b>	Ongoing go live assistance with Tyler Tech
<b>August</b>	Other staff will begin using the timeclock