

**Memorandum of Understanding  
Between  
Fairfield-Suisun Unified School District  
And  
Fairfield-Suisun Unified Teachers Association**

**Article 19.8 In-Lieu Service**

Both parties find it useful to clarify the process to compensate unit members at elementary model school sites when preparation time is not provided to the unit member as scheduled.

It is agreed when a unit member at an elementary model school site is not provided their scheduled preparation time, the missed preparation time will be considered an in-lieu as defined in Article 19.8.a.

These in-lieu periods due to the lack of preparation time shall be included in the maximum ten (10) assigned in-lieus per year and paid according to Article 19.8.c.

After ten (10) in-lieus have been completed for the year, including voluntary, involuntary, and missed preparation time in-lieus combined, unit members at elementary model school sites shall have the following choices when scheduled preparation time is not provided:

- 1) Unit members may complete a certificated timesheet and receive per diem rate for missed preparation time;  
OR
- 2) Unit members may inform their site administrator they chose to have their preparation time made up within the next ten (10) workdays. If this option is chosen, the unit member will be informed of the make-up schedule at least one workday in advance of the rescheduled preparation time.

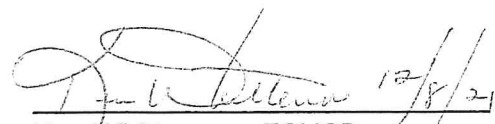
These options may be applied to missed preparation time retroactive to August 18, 2021 for unit members at elementary model school sites who have not already been made whole.

Missed preparation time shall not be credited as adjunct duty.

All other sections of Article 19 - Workday remain in effect.

This agreement will sunset on June 30, 2022 and may be renewed by mutual agreement.

  
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Nancy Dunn, FSUTA President

  
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Ken Whittemore, FSUSD