

**TEMECULA VALLEY UNIFIED SCHOOL DISTRICT
TEMECULA VALLEY EDUCATORS ASSOCIATION, CTA/NEA**

**Memorandum of Understanding
Split Assignments**

May 15, 2026

This Memorandum of Understanding ("MOU") is entered into by and between the Temecula Valley Unified School District (hereinafter "District") and the Temecula Valley Educators Association (hereinafter "Association").

WHEREAS, Article 13.9 of the Collective Bargaining Agreement addresses cases when a unit member has responsibilities at two (2) or more sites (referred to herein as a "split assignment");

WHEREAS, the District and Association have met to discuss and clarify conditions surrounding split assignments; and

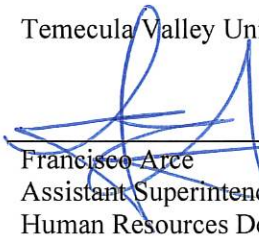
WHEREAS, the Parties agree that further communication to bargaining unit members is important to clarify working conditions surrounding split assignments.

NOW, THEREFORE, IT IS AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

1. The Parties have discussed and agreed upon the attached Frequently Asked Questions ("FAQ") document concerning split assignments. The FAQ is for informational purposes only. It does not change any existing contract language, nor is it subject to the Grievance Procedure.
2. Unit members who are anticipated to be assigned to split assignments in the following school year will be provided with the Split Assignment FAQ document by the final day of the current school year. Unit members assigned or transferred to split assignments after the conclusion of the current school year shall be provided the Split Assignment FAQ document at the time of their reassignment or transfer.

This MOU is unique unto its own circumstances and shall not be cited as precedent-setting by either party in the future for any purpose other than to implement the terms of the MOU itself.


Temecula Valley Unified School District



Francisco Arce
Assistant Superintendent
Human Resources Development

5/15/26
Date

Temecula Valley Educators Association



Brian Balaris
Bargaining Chair
Temecula Valley Educators Association

5/15/26
Date

Educators in Split Assignments Frequently Asked Questions

What is a split assignment?

A split assignment occurs when a unit member is assigned to work at more than one school site and/or location, either during the workday or across different days.

How will I understand the expectations and responsibilities of my split assignment?

At the start of each school year, or at the beginning of a split assignment, the unit member and the site principal or designee at each site shall meet to review the assignment. The goal of this meeting is to proactively identify potential conflicts and establish clear communication expectations between all parties. In the event that this meeting does not occur or is unproductive, you may contact a Human Resources Development (HRD) Administrator for assistance.

At which site will I checkout any District provided technology and/or curriculum and other materials?

District-provided technology, curriculum, and other instructional materials are generally checked out through the school library using the standard site checkout procedures.

If you experience any challenges accessing materials necessary for your assignment, please immediately contact a site administrator at the site where the issue is occurring. Special education staff who are assigned partially at the District Office should contact their respective program specialist for assistance.

Do I receive preparation time in a split assignment?

Yes, if noted in the contract. Unit members in split assignments receive preparation time consistent with their grade-level assignment.

- Unit members teaching grades 6–12 receive one (1) class period per day for preparation, except on modified days. The preparation period is the same length as a regular instructional period.
- Per a current MOU, TK–5 teachers receive 200 minutes of preparation time per week.

Do I receive a lunch period?

Yes. All certificated employees are entitled to a minimum thirty (30) minute duty-free lunch. This applies to unit members in split assignments.

Site administrators will ensure that a duty-free lunch period is built into your schedule, and it will be scheduled so that it does not take place during travel time between sites.

How is travel time between school sites determined?

Travel time depends on the physical distance between assignments. The District's priority is to ensure you have sufficient time to travel between sites safely. A map-based online system is used to estimate travel time when schedules are developed.

What if the assigned travel time is not sufficient?

If you believe the designated travel time is insufficient, immediately discuss the concern with the site principal of the portion of the assignment that is being negatively impacted. The principal will work to resolve the concern. If the issue is not resolved in a timely manner, you may contact Human Resources Development.

Will I be reimbursed for gas/mileage?

Yes, the District provides mileage reimbursement at the IRS standard mileage reimbursement rate. Mileage reimbursement applies to travel between assigned school sites during the workday. Travel to and from an employee's home is not reimbursable.

Unit members seeking reimbursement should submit mileage claims via the District [website](#). Questions regarding timelines and mileage reimbursement can be found via the District's website linked above.

Am I required to attend staff meetings at both sites?

At the start of your split assignment each year, the principals at each site will coordinate and communicate clear expectations regarding meeting attendance. If travel is required to attend the staff meeting it would be considered reimbursable.

If meetings occur outside of the regular workday, unit members in split assignments are held to the same standard as unit members who are not in split assignments. Thus, you should not be required to attend double meetings.

Regarding after-hours staff meetings, Section 5.3 of the Collective Bargaining Agreement states:

Administration may require unit members to attend beyond the contract day two (2) faculty meetings not to exceed two (2) hours every four (4) weeks. Whenever practical, an agenda will be provided at least one (1) day in advance.

Am I required to attend Back-to-School Night, Open House, and Graduation?

Yes, you are required to attend Back-to-School Night, Open House, and Graduation, if applicable, at one of your assigned school sites. A plan on which events will be attended at each site will be developed in your initial meeting with site administration. You are not expected to attend duplicate events at both sites throughout the year.

However, with prior administrative approval, you will be compensated at the non-instructional hour rate of pay, should you agree to attend events at both sites.

Am I required to attend Parent and/or student conferences?

Meetings involving a unit member with a split assignment shall first be scheduled, when practicable, on a day and time when the unit member is assigned to the applicable site and during the teacher's workday.

If scheduling during the teacher's assigned time at that site is not feasible and the unit member must leave their assigned duties to attend the meeting, the respective site administrators shall coordinate appropriate coverage.

Article 5 of the Collective Bargaining Agreement outlines additional instructional and non-instructional duties. Section 5.2 includes, but is not limited to:

- Goal setting and evaluation-related meetings when unable to schedule within the contract day
- Preparation for instruction
- Supervision and leadership of student organizations and activities to which a unit member has agreed

Where will I attend PLC meetings?

It is the expectation that you will be attending a PLC meeting during the time set aside for PLC meetings. Which meeting you attend can be determined collaboratively with both site administrators. The needs of the PLC teams and sites will be considered when determining the best option with an understanding that this may result in a flexible schedule. If a unit member is onsite at one portion of their assignment during scheduled PLC time and is unable to travel to the other site, the unit member may utilize approved virtual meeting tools to participate in the PLC meeting at the other site. Travel between sites to attend a PLC will be reimbursed like other required travel.

How will elementary supervision duties be assigned?

A good faith effort will be made to balance duty responsibilities in a similar manner as single site unit members while ensuring the safety of students at both sites and maximizing the unit member's availability to provide services and instruction to students.

Who will my evaluator be?

The evaluator will be the administrator of the site to which you are assigned more than fifty percent of your work week. In the event of an equal split then the unit member can submit a request to HR. (CBA 13.9)

You may be required to attend goal-setting and final evaluation meetings with your assigned evaluator. These meetings will be scheduled when you are on that site.

Formal and informal observations may occur at both sites, and these meetings will be scheduled during the days and hours you are at those sites.

You may be required to attend goal-setting and evaluation-related meetings outside the contract day when unable to schedule within the contract day

Here is the relevant language from the contract:

13.9 When a unit member has responsibilities at two (2) or more sites, the supervisor of each site will provide information relating to the evaluation. However, one supervisor shall be designated as the evaluator with responsibility for making the summary assessment report in writing and submitting a copy thereof to the employee evaluated. The designated evaluator shall be the supervisor of the site where the employee has the greater assignment. In the case of assignments which are equally split, the employee may recommend an evaluator to the Personnel Administrator. The Personnel Administrator shall designate the employee's evaluator.

How are alternative scheduled days that impact the assignment handled?

At the start of each year, or at the start of the split assignment, the administrators will review the year-long calendar to pre-plan solutions that address the impacts these have on the assignment.

In the event there are unexpected bell schedules that impact the assignment, the unit member and the administrators at both sites will discuss the impacts and work through an effective solution. This can be initiated by either party when a different schedule is coming up. It will also include a conversation regarding the needs of the students at each site.

If the schedule includes events (such as pep rallies, state testing, field trips, showcases, etc.) that might impact the ability of the unit member to fulfill their responsibilities at

either site, the unit member and administrators will meet to address the needs and concerns to find an effective solution.

How can I be assigned to a non-split teaching assignment?

In the event that a particular site has a unit member working less than full-time (e.g. a partial assignment or job share), the District may increase the unit member up to a full time assignment without interviewing transfer applicants, provided both the unit member and site administrator agree with the increase. Additionally, if a unit member splits time between more than one site, the unit member may, upon mutual agreement with the site administrator, be placed in up to a full-time assignment at one of the sites without the need for the site to interview for transfer (CBA 12.3.3)

It shall be the unit member's responsibility to inform their site administrator of their assignment/reassignment preferences so that consideration can be given. (CBA 12.5.3)

In other words, if an option exists to increase the unit member's assignment based on changes in staffing at one of the sites, the unit member is responsible to inform administration of their interest in the increased position.

You may also consider participating in the Voluntary Transfer Process outlined in Article 12 of the Collective Bargaining Agreement.

Case Management challenges

What if students on my caseload need support when I am on the other site?

A unit member shall first bring concerns to the site principal or appropriate site administrator.

If the concern is not resolved at the site level, the unit member should then contact their program specialist.

The hope is that all parties will work collaboratively to identify and implement appropriate solutions.

What if my caseload numbers at one or both sites shift in a way that requires a reevaluation of my schedule/split assignment ratio?

The District actively monitors caseloads throughout the year to ensure appropriate staffing and support.

If your caseload numbers at one or both sites shift in a way that you believe may require a reevaluation of your schedule or split assignment ratio, you should promptly notify

your site administrator. Bringing the concern forward will allow site administration to review the caseload data and determine whether adjustments are warranted.

How is my case management time allocated?

At the elementary level, an effort shall be made to schedule applicable case management time in similar percentages as the caseload/assignment ratios. This time should be identified at the start of the year.

At the secondary level, this will be addressed in the future.

What if IEPs are scheduled at one site during a day that the unit member is assigned to the other site?

If an individual IEP needs to be scheduled at the other site, the unit member and the administrators will work out a plan to ensure IEP attendance (Virtual, Sub coverage) If one site's IEP Meeting Day falls on a day in which the unit member is assigned to the other site other options will need to be explored.

Who supports my students when not on site?

The unit member will create a schedule with their site administrator to ensure that their caseload is receiving the services determined by the IEP. This may include reviewing the schedule of the assigned allocated aide/support staff

Questions or concerns

For questions related to split assignments, scheduling, or travel time, please contact your site administrator or Human Resources Development.