

**Memorandum of Understanding  
between  
South Kitsap School District and the South Kitsap Education Association**

This memorandum is to address the caseload overloads for the occupational therapists. This memorandum will sunset on September 1<sup>st</sup>, 2023.

For each unfilled occupational therapist position as determined by caseload, the district will provide two full-time COTAs. Occupational therapists (OT) will not be required to oversee more than two COTAs and will be compensated with a daily rate equivalent to a 1.2 FTE. Occupational therapists will also be given and additional 25 hours of IEP time for the 2022-2023 school year. The occupational therapists, as a group, will be allowed to create their assignments as long as the assignments allow for a newly hired OT to be inserted into the program without rearranging the assignments of multiple OTs.

Since it is understood that this is a temporary solution to this problem of a lack of OTs, the district will consistently keep OT positions posted until filled. Human Resources and Office of Special Services will actively search for qualified candidates for the open OT positions and will follow up on any tips the OTs give them on finding qualified candidates. The district will also bring OTs to hiring fairs in order to recruit more OTs. If the district finds a qualified candidate, they will issue and intent to hire on the spot so that they can keep this person while checking their references and official qualifications.

SOUTH KITSAP EDUCATION ASSOCIATION      SOUTH KITSAP SCHOOL DISTRICT



\_\_\_\_\_  
President

9/1/22  
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Superintendent or Designee

9/1/22  
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