

# Contract Corner

## **Staff Meetings:**

A reminder that staff meeting agendas should not be unilaterally decided by administration. Language from the Collective Bargaining Agreement states, **"It is understood that mutual planning between administration and staff is a requisite for determining meeting content and format that meet building and district needs. To this end, ample opportunity will be provided employees to participate in the meeting planning process."**

## **Leaves:**

**Annual Sick Leave** Allowance: Twelve (12) days sick leave shall be granted each year to full-time employees for absence due to illness, injury, and emergencies. Such sick leave shall be available to (a) care for a child of the Employee under the age of eighteen (18) with a health condition that requires treatment or supervision or (b) a spouse, parent, parent-in-law or grandparent of the employee who has a serious health condition or an emergency condition.

## **Emergency Hardship Leave**

Six (6) days emergency hardship non-cumulative leave per year, deductible from the annual twelve (12) days of sick leave granted to full-time Employees, will be available to each Employee who qualifies for such leave.

Situations for which **emergency hardship leave** is used must be an emergency hardship situation suddenly precipitated or must be of such a nature that pre-planning or rescheduling is not possible or such that pre-planning or rescheduling could not eliminate the need for such leave.

Some examples of situations that qualify for emergency hardship leave are:

- Illness in the immediate family not covered under Article VII, Section 7.2.1.
- Legal affairs or business obligations that are of an emergent nature and cannot be conducted at another time.
- Threat to or damage of an Employee's property such as a result of flooding, severe storm, or fire, earthquake, volcano, or act of God.
- Inclement weather prevents an employee from reporting to work.
- Funeral not covered by bereavement leave.
- For urgent search and rescue assistance.
- For Employees whose religious affiliation requires observance of mandatory holy days on a day when schools are in session and during their working hours.
- Automobile accidents when Employees are in route to work.

## **Special Leave: Two (2) days - Sick Leave Deduct**

- An Employee shall notify their supervisor of the intent to take special leave at least two (2) work days prior to the leave, unless compelled otherwise by emergency, in which case, the employee should provide as much notice as possible.
- An Employee shall enter the absence into the District's substitute management system at least two (2) work days prior to taking the special leave.

## **Personal Leave: Three (3) Days (No Deduct)**

- An Employee shall notify their supervisor of the intent to take personal leave at least two (2) work days prior to the leave, unless compelled otherwise by emergency, in which case, the employee should provide as much notice as possible.
- An Employee shall enter the absence into the District's substitute management system at least two (2) work days prior to taking the personal leave.
- The Association and the District believe that the employees who do not use Personal Leave deserve recognition for the educational value afforded by their consistent and regular attendance. Employees who do not use Personal Leave days are eligible for \$50.00 per day for non-use, up to \$150.00. (Partial day absences are permitted but shall be ineligible for partial payment.)
- This leave is not intended to extend sick leave.

## **Use of Personal Leave, Special Leave on Restricted Days/Black-Out Days**

- Contractual leave may be used at the discretion of the Employee. The days requested may not be used to extend a scheduled break or holiday.
- The following days may not be used except by specific approval through Human Resources: the first five (5) days and the last five (5) days of the student calendar, evening conferences, the Friday before and the Monday after any holiday or break, or days scheduled for state testing.
- Employees may apply to Human Resources for restricted days usage on a first come, first served basis. Contact Shelly Wong.

### **Elementary class Size remedies**

Please refer to the full Collective Bargaining Agreement (CBA) language for greater detail, but see below the possible options for elementary teachers when they are in an overload situation.

Remedies for class size overload relief shall be calculated at \$10 per student per full day at designated target levels at elementary.

Elementary Classes: When individual K-5 class size numbers exceed the CBA ratios by **one (1)** student, the employee, in consultation with the principal, may select other options as listed below:

- Release time (teacher)
- Funding for student materials
- Professional development
- Honorarium
- Paraeducator assistance (one hour per day) – contingent on if building staff is available. If a paraeducator is chosen and is unavailable, the honorarium will be the default remedy.

When individual K-5 class size numbers exceed the CBA ratios by **two (2)** or more students, the option of selecting two (2) hours of paraeducator time for two (2) or more students is available.

When the class size limit exceeds the ratio limit by three (3) or more students, a conference with the employee, principal, and Human Resources should be held to examine other options available to determine the appropriate resolution, which may include the following additional considerations:

- Transportation of students
- Paraeducator assistance (3 students = 3 hours)
- New section established
- Reconfiguration of classes

### **Expanded Definition of Special Relief:**

- Transferring students to reduce class size
- Compensation
- Additional aide hours
- Sub
- Add a section
- Additional planning time
- Other

### **Secondary Overload:**

It is recognized that secondary class sizes will vary depending on master schedule demands, class balance and student needs. At secondary, remedies shall be calculated by either daily total triggers or by individual section count, whichever is more favorable.

- Relief starts when class sizes at the secondary level exceed either the individual section target or the daily total target by five (5) students at middle
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- school and four (4) students at high school.
- If classes reach daily total overload and individual classes are in overload, the more favorable calculation applies.
- **Relief at middle school** starts at five (5) students over daily totals; at \$10.00 per student over the trigger; \$2.00 added for each student over five (5) (Ex: seven (7) students over trigger equals \$14.00 per count day). For individual sections equal to five (5) students over target, remedy calculated at \$10.00; each additional student equal to \$2.00 per count day).
- **Relief at high school** starts at four (4) students over daily totals specified below; at \$10.00 per student over the trigger; \$2.00 added for each student over four (4) (Ex: six (6) students over trigger equals \$14.00 per count day). For individual sections equal to four (4) students over target, remedy calculated at \$10.00; each additional student equal to \$2.00 per count day).
- If remedy is at or exceeds \$20 per day, Human Resources and the Association will consult.

## **Building Learning Improvement Stipend (BLIS)**

### **PROCESS FOR BLIS PLAN DEVELOPMENT & APPROVAL:**

*August/September*

- **REA Building Reps** and the Building Administrators review BLIS guidelines and processes including the list of possible suggested activities. (See examples listed below.)
- **REA Building Reps** and Building Administrator develop proposed menu of activities based on the building needs.
- Proposed BLIS menu is shared with staff and input is solicited from all staff.
- **REA Reps** and Administrators revise BLIS menu using staff input.
- *Revised BLIS plan is presented at a staff meeting.*

*October*

- Prior to October 15th, BLIS plan is reviewed and approved at staff meeting (requires 80% approval).
- Prior to October 25th, individual BLIS menu options are selected; form is signed and turned in to the Administrator.
- Prior to October 30th, Administrator sends forms to Payroll.

**PAYMENT:** BLIS is paid monthly.

### **Examples of BLIS Menu Activities:**

Below are examples of potential BLIS items that **may** be used in the development of the building BLIS Menu. Remember that activities must be a commitment of the school community as a whole and be activities that are not compensated through general contract or additional stipends. The example ideas below are intended to be suggestions and not limits to what a building may develop as a potential menu activity:

- Meetings/Committees
- Data Meetings
- IEP/504/BIP Meetings
- CARE TEAM
- Building Committees
- Committees Designed in the building SIP
- Grade Level/Department Meetings/Extended PLC Meetings
- Building Professional Development (e.g. training and book studies)
- Student Support
- Grade Level Specific Programs (e.g. 5<sup>th</sup> Grade Camp, Senior Awards Night, Kindergarten Round-Up, etc.)
- Activities that include multiple grades
- After School Academic Intervention Supports
- Family/Community Engagement
- Student Recognition Activities
- Outreach (e.g. home visits, Kindergarten roundup)
- PTA events
- Evening events (e.g. science fair, senior night, MSP night, etc.)
- Professional Development (**building level training** in support of the Building or District Initiatives/Programs)
- PLC training
- SIOP training
- Book Study

### **Professional Learning Communities (PLCs, aka: Pink Fridays)**

PLC groupings are determined by the individual teacher. They cannot be decided by administration. The PLC teams themselves also decide how each PLC day is used. The time cannot be directed by an administrator, or any other supervisory employee regarding what needs to be discussed or done during PLC time. PLC groupings may change throughout the year. Some schools meet regularly in their PLCs as departments, while others mix it up. Teachers/REA Bargaining Unit Members make that decision. Directives on who will meet with whom simply cannot take place. Invitation for "meetings" on PLC days are not allowed.

October 1, 2018

**Professional Learning Communities (Late Start Fridays):**

- Additional yellow days have been added so educators can control more of their time.
- When there are 31 late start Fridays: 8 green, 8 yellow, 15 pink
- When there are 32 late start Fridays: 8 green, 8 yellow, 16 pink
- When there are 33 late start Fridays: 9 green, 9 yellow, 15 pink
- When there are 34 late start Fridays: 9 green, 9 yellow, 16 pink
- Up to one (1) PD/Green day for one (1) CAP/Yellow day may be traded approved by an 80% secret ballot vote of REA members. **PLC/Pink days may not be traded**
- Up to one (1) PD/Green day may be changed to (1) PLC/Pink day approved by an 80% secret ballot vote of REA members.

**Substitute Rotation:**

- Employees who provide class coverage during their C&P will be paid their per diem rate.
- Each building develops their own rotation schedule, any deviation subject to an 80% vote approval of REA building staff.  
**Rotation must take into account:**
- Volunteers first
- All REA staff on the rotations except nurses, psychologists, OT/PT, SLP, special education teachers, and high school counselors.
- Building administrators are on the rotation
- Individual may skip rotation due to extenuating circumstances but are placed on top of the rotation for the next unfilled absence.
- If any teacher is consistently required to provide coverage more than once a week, RSD/REA will meet to discuss remedies.
- Rotation list will be regularly updated and published for building staff.