

ARTICLE 16

WORK CONDITIONS

A. Work Year/Work Week – Beginning with the 2011/2012 School Year

1. Teachers/Counselors

- a. The length of the work year shall be one hundred eighty-five (185) days. Of these days, one hundred eighty (180) shall be instructional days and five (5) days shall be non-instructional days.
  - i. Two (2) of the non-instructional days shall be used for staff development training (Article 31).
  - ii. One (1) non-instructional day and up to three (3) hours on designated minimum day(s) will be dedicated to the statutorily required online trainings and reviewing the New Year Packet. This day will be designated to occur between August 1 and the start of the school year. No site specific location will be required to complete these trainings.
  - iii. Unit members who have not completed all online trainings and the New Year Packet by the deadline defined by the Superintendent, will be subject to a thirty (30) day notice to complete or be docked a day of work.
  - iv. The remaining two (2) non-instructional days shall be used for, room preparation, planning, attending meetings, preparing for student attendance, completion of necessary work forms, and obtaining necessary instructional materials.

- b. Workdays shall normally be seven (7) hours per day, including a thirty (30) minute duty-free lunch. Teachers/counselors shall work a thirty-five (35) hours per week. Every attempt shall be made to schedule meetings at the earliest hour mutually agreeable to all parties. The unit member shall notify his/her immediate supervisor in advance if on-site duty will be less than seven (7) hours. Duties assigned shall be distributed as equitably as possible.

## 2. School Psychologists

- a. The length of the work year shall be one hundred ninety-seven (197) days with assigned duties to include student support activities as needed and/or assigned by the administrator, in-services and conference attendance, preparation of assessments and reports, and litigation.
  - i. Two (2) of the professional preparation days shall be used for staff development training (Article 31).
  - ii. One (1) of the professional preparation days and up to three (3) hours on designated minimum day(s) will be dedicated to the statutorily required online trainings and reviewing the New Year Packet. This day will be designated to occur between August 1 and the start of the school year. No site specific location will be required to complete these trainings.
  - iii. Unit members who have not completed all online trainings and the New Year Packet by the deadline defined by the Superintendent, will be subject to a thirty (30) day notice to complete or be docked a day of work.

- iv. Twelve (12) shall be professional preparation days.  
Psychologists may schedule these days in increments of  $\frac{1}{4}$ ,  $\frac{1}{2}$ , or  $\frac{3}{4}$  of a day after the completion of their regular work day or a full day as calendared.
- b. Workdays shall normally be eight (8) hours per day excluding a thirty (30) minute duty-free lunch. A psychologist shall work forty (40) hours per week to perform duties directly related to his/her professional responsibilities.
- c. The County Office administrator may assign a psychologist to work additional days outside the work year for good cause reasons related to an IEP meeting, due process hearing, mediation, or other required proceedings. In the event, a school psychologist is required to work additional days outside their normal work year, the school psychologists will submit a time sheet to receive compensation for their extra duty.

### 3. School Nurses

- a. The length of the work year shall be one hundred-eighty five (185) days. Of these days, one hundred-eighty (180) shall be providing direct nursing services and five (5) days shall be pre-service/in-service days.
  - i. One (1) of the professional preparation days and up to three (3) hours on designated minimum day(s) will be dedicated to the statutorily required online trainings and reviewing the New Year Packet. This day will be designated to occur between August 1 and the start of the school year. No site specific location will be required to complete these trainings.

- ii. Unit members who have not completed all online trainings and the New Year Packet by the deadline defined by the Superintendent, will be subject to a thirty (30) day notice to complete or be docked a day of work.
  - iii. The remaining four (4) days shall be pre-service days. Pre-service duties will include; contacting parents of new and returning students to review and update Individual Health Care Plans, immunizations and medication records, attend any relevant staff development training (Article 31) at unit members discretion, submit annual medication authorizations to physicians, and verify that protocols and procedures are in place prior to the first day of student attendance.
- b. Workdays shall normally be eight (8) hours per day, excluding a thirty (30) minute duty-free lunch. A school nurse shall work forty (40) hours per week to perform duties directly related to his/her professional responsibilities.

#### 4. Infant Program

- a. The length of the work year shall be one hundred ninety-one (191) days. Of these days, one hundred eighty-eight (188) shall be student support activity days and three (3) days shall be staff development and prep days.
  - i. One (1) of the professional preparation days and up to three (3) hours on designated minimum day(s) will be dedicated to the statutorily required online trainings and reviewing the New Year Packet. This day will be designated to occur

between August 1 and the start of the school year. No site specific location will be required to complete these trainings.

- ii. Unit members who have not completed all online trainings and the New Year Packet by the deadline defined by the Superintendent, will be subject to a thirty (30) day notice to complete or be docked a day of work.
- iii. The remaining two (2) days shall be professional preparation days or attend any relevant staff development training (Article 31) at unit members discretion.

- b. Workdays shall normally be seven (7) hours per day, including a thirty (30) minute duty-free lunch. Infant Program teachers shall work thirty-five (35) hours per week. Every attempt shall be made to schedule meetings at the earliest hour mutually agreeable to all parties.
- c. Salary shall be paid at a daily rate from the Infant Program Teachers salary schedule based upon the number of days worked in each fiscal year. Once placed on the schedule, full-time teachers assigned to the Infant Program will move one (1) step each school year, and part-time will move one (1) step every two (2) years.
- d. Unit members working in this program will be paid on a year-round calendar, July through June.

##### 5. Speech/Language Pathologists

- a. The length of the work year shall be one hundred ninety-one (191) days. Of these days, one hundred eighty (180) shall be instructional days, five (5)

days shall be non-instructional days, and six (6) days shall be for professional preparation.

- i. Two (2) of the non-instructional days shall be used for staff development training (Article 31).
  - ii. One (1) of the professional preparation days and up to three (3) hours on designated minimum day(s) will be dedicated to the statutorily required online trainings and reviewing the New Year Packet. This day will be designated to occur between August 1 and the start of the school year. No site specific location will be required to complete these trainings.
  - iii. Unit members who have not completed all online trainings and the New Year Packet by the deadline defined by the Superintendent, will be subject to a thirty (30) day notice to complete or be docked a day of work.
  - iv. The remaining non-instructional/professional preparation days shall be used for room preparation, planning, attending meetings, completion of necessary work forms, obtaining necessary instructional materials, IEP preparation, and report writing. Speech/Language Pathologists may schedule these days in increments of  $\frac{1}{4}$ ,  $\frac{1}{2}$ , or  $\frac{3}{4}$  of a day after the completion of their regular work day or a full day as calendared.
- b. Workdays shall normally be seven (7) hours per day, including a thirty (30) minute duty-free lunch. A Speech/Language Pathologist shall work thirty-

five (35) hours per week. Every attempt shall be made to schedule meetings at the earliest hour mutually agreeable to all parties. The unit member shall notify his/her immediate supervisor in advance if on-site duty will be less than seven (7) hours. Duties assigned shall be distributed as equitably as possible.

B. Calendar

1. Workdays may be scheduled by the County Office administrator to conform to the calendar of a school district where services are being provided.
2. The Superintendent shall send a copy of the draft Feather River Academy and Pathways Charter Academy calendars to the Association President. Within ten (10) work days of receipt of the draft calendar(s) the Association President may request to confer with the Superintendent. Upon such request, the Superintendent shall confer with the Association regarding dates of school calendar(s) prior to final revision of the calendar(s).
3. Unit Members who schedule their own calendars due to the nature of their position (i.e. Itinerant Teachers, Itinerant Speech/Language Pathologists, Itinerant Psychologists and Infant Teachers, etc.), shall develop and submit an annual calendar to their supervisor for approval within thirty (30) days following the commencement of the school year. Adjustments to workdays on the annual calendar shall be allowed after collaboration between the unit member and their supervisor. These unit members shall prepare a monthly calendar of actual days worked and submit monthly to their supervisor for approval.
4. Minimum days will be held no less than twice a month, totaling at least six (6) hours, per month. The Program Director and the Association President, and/or

his/her designee, shall mutually agree to a schedule of staff development on minimum days for the year by August 1<sup>st</sup>. The Program Director will notify the Association President of any modifications to the schedule that arise due to any unanticipated factors. Dedicated minimum days will be: in November, March, and May for progress reports; for the completion of statutorily required online trainings; for Fall Review and Spring Projection Meetings; monthly collaboration time; and for End of Year check-out on the last day of school.

a. When applicable, unit members who follow a different minimum day schedule, or do not have regularly scheduled minimum day(s), will mutually agree on a department specific schedule with their Program Director.

C. IEPs

1. Unit members who participate in the formulation of Individual Education Plans (IEPs) shall be granted release time from their regular duties to perform tasks related to formulation of the IEP as well as attendance at IEP meetings scheduled during regular class time.
2. When it is mutually determined the IEP prep load exceeds daily prep time, a unit member shall meet with their program administrator to develop a plan for providing release time for formulating IEPs, scheduling IEPs, and accommodating attendance at IEPs as necessary. The following guidelines will be utilized by the requesting unit member and his or her administrator to develop a plan for release time for the purpose of IEP preparation:

A. With prior collaboration and approval, the following minimum IEP prep time shall be granted as follows:



- i. IEP prep time shall be requested prior to the date of release, unless the IEP has been scheduled sooner than that window allows.
  - ii. Tri-ennial IEP Prep time: ED (3 hours), ASD (5 hours), SD/MD (elem 3 hours/HS 2 hours), NC (4 hours), DHH (3 hours).
  - iii. Annual IEP for two (2) or more IEPs in the same month: Two (2) IEPs in a month (3 hours). Three (3) IEPs in a month (4 hours), Four (4) IEPs in a month (5 hours).
  - iv. Special Circumstance Guidelines: Will be on case by case basis at the discretion of principal based on unique need.
  - v. Under special circumstances and with prior written approval from unit member's supervisor, unit members may choose to be compensated for this time on a timesheet in lieu of release time from class.
3. The unit member and/or the program coordinator/principal shall work together to provide release time by utilizing substitute teachers to cover classrooms in a practical manner in order to maximize substitute teacher usage (i.e., scheduling two (2) IEP meetings back-to-back, etc.) in a financially responsible manner.
  4. Scheduling of IEPs will be coordinated with the unit member in order to minimize scheduling conflicts and should be scheduled during the unit member's workday whenever possible. In the event an IEP meeting is still in session beyond a unit member's workday, the unit member will submit a timecard for time exceeding beyond the unit member's workday, for which they will be compensated at their hourly rate.

D. Facilities/Materials

1. Unit members shall have the right to consult with the Superintendent on materials and suitable facilities in which to perform professional duties. Additionally, unit members will have the opportunity to consult and collaborate with regards to new instructional initiatives and adoption of materials and provide feedback to County Office administrators.
2. Once it has been determined that a facility change is necessary, the program administrator shall notify the classroom teacher and schedule a meeting to occur within three (3) to five (5) work days to discuss the educational needs and safety of students and staff. In the event that a unit member cannot be reached, the program administrator will notify the Association President.