



## MEMORANDUM

DATE August 19, 2016

To: LC, CLC and Life Skills Staff  
Building administrators

From: Cheryl Linder, ESS Director  
Cydney Vandercar, HR Director  
Randi Bowers-Payne, HR Administrator – Classified

Cc: Jo Ann Smith, OSEA President  
Building Secretaries

Re: 2016-17 Work schedule and Calendars for LC, CLC and Life Skills Staff

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OSEA and the District have heard from a number of teachers and classified staff serving our LC, CLC and Life Skills classrooms about the need for more regular time for teachers and classified EAs to meet with each other and engage in activities that support special education instruction.

Based on this feedback, OSEA and the District have agreed on a pilot basis (for the 2016-17 school year) to allow schedule changes to EA schedules in accordance with this letter.

- EAs who are otherwise scheduled to work during non-student contact days (professional development/ planning days; grading days; or early release progress report days), may be excused from work on those days, and instead will be scheduled to work a longer schedule on other days.
- EAs taking advantage of this opportunity must have the administrator's prior written approval and work out a general plan in consultation with the classroom teacher and administrator.
- EAs will accurately track their exchanged time on the form attached, which will be maintained by the school administration for a period of three years.
- EAs are responsible to work only the time that is traded out in accordance with the plan.
- EAs will email the building administrator promptly of any concerns in the implementation of the plan.
- Schedule changes that are made in accordance with this plan will not impact the employee's benefits, wages, or time-block rights (under Article 24).
- Administration is responsible for ensuring that if a schedule change occurs that would result in an employee working over 8 hours in a day or 40 in a workweek, that overtime will be provided per Article 11.2.
- Work time beyond regularly scheduled work hours will be a pre-approved in writing, and where pre-approval is not possible, the administrator or supervisor will be informed in writing by the end of the employee's next workday.
- The time traded from one work day and worked on another must be spent on ESS duties that facilitate special education instruction. Examples include: team meetings; IEP reviews; training; discussion of students etc.

**TRACKING CALENDAR FOR EDUCATIONAL ASSISTANTS EXCHANGING TIME FOR 2016/17**

NAME _____		BUILDING _____		
DAY TO BE EXCHANGED	HOURS PAID BUT NOT WORKING	DATE & TIME WORKED IN LIEU OF EXCHANGED DAY (not to exceed 8 hrs/day)	Verified by EA (monthly)	Administrator Approval
Example 09/01/2016	6	09/14/16 2 hrs 3:30-5:30 09/20/2016 2 hrs 4:00-6:00 09/28/16 2 hrs 4:00-6:00	SIGNATURE	SIGNATURE
08/31/2016 Planning Day				
09/01/2016 Planning Day				
09/02/2016 Planning Day				
09/06/2016 Planning Day				
10/13/2016 Early Release Middle & High				
12/02/2016 Grading Day Middle & High				
12/05/2016 Planning Day Middle & High				
01/03/2017 Prof Dev/MS&High Plan Day/El				
02/03/2017 Progress Rpt Early Release Middle & High Grading Day Elementary				
03/16/2017 Grading Day Middle & High				
03/17/2017 Planning Day Middle & High				
04/03/2017 Planning Day Elementary				
05/05/2017 Early Release Middle & High Prof Develop Elementary				
06/09/2017 Grading Day Elementary				
Other				
Other				

\*Form to be maintained by secretary.

\*Signature of EA and Administrator after each entry, copy to secretary by last day of the month in which a trade was made.

\*Please review memo on reverse side of form