

MEMORANDUM



TO: All ISD Administrators

FROM: Natalie Fowler, Executive Director of Human Resources

SUBJECT: STAFF WORK SCHEDULES ON THE DAY PRIOR TO BREAK

DATE: November 12, 2020

Annually the question arises, “When can we leave early for break?”. This school year continues to be unique with that question having different implications than it has in the past due to our current predominately remote learning model. According to the *Collective Bargaining Agreements* and practice within the ISD, below are the schedules:

- **Certificated staff** have the option of leaving after the students are safely on departed buses and the walkers are gone for an early start on the breaks (Article 3, Section 1.7) on:
 - the day before Thanksgiving (Wednesday, November 25),
 - First Winter Break (Friday, December 18),
 - Second Winter Break (Friday, February 12), and
 - the day before Spring Break (Friday, April 2).
- In addition and in accordance with Article 3, Section 3.5 **Elementary Certificated Staff Early Release:** as compensatory time, all staff can leave after the students are safely on departed buses and the walkers are gone on:
 - the Wednesday before the First Winter Break (Wednesday, December 16) and
 - the Wednesday before Spring Break (Wednesday, March 31)
- Since “students are safely on departed buses and the walkers are gone” is not applicable to the majority of our students right now, the District and IEA are in agreement with the following **dismissal times for the Wednesdays listed above for the 2020-2021 school year:**
 - **Elementary Schools – 1:30pm**
 - **Middle Schools – 2:10pm**
 - **IHS, Skyline, Liberty High Schools – 3:00pm**
 - **Gibson Ek High School – 1:00pm**
 - **Echo Glen - 4:00pm**

Please note – these times are in alignment with the end of the student day at the different levels to mirror the intent of the CBA language. If we are still in remote learning during any of the Friday before break dates listed above, early dismissal time for staff will correspond to the end of the student day as well.
- **Classified School Staff**, whose regular work schedules continue after the students depart from school may leave up to one (1) hour early on:
 - the day before Thanksgiving (Wednesday, November 25),
 - First Winter Break (Friday, December 18),
 - Second Winter Break (Friday, February 12), and
 - the day before Spring Break (Friday, April 2).

However, it is the buildings/ departments responsibility to provide coverage for any key positions that must be staffed for normal work hours.
- **Unrepresented Staff in school buildings:** Please follow the Classified School Staff option.
- **Staff based in the Administrative Building, May Valley Service Center, and Transportation** are to speak with their supervisor, follow their *CBA*, calendar, and/or use appropriate authorized leave.