MEMORANDUM

TO: All ISD Staff

FROM: Natalie Fowler, Executive Director Human Resources

SUBJECT: JANUARY 25, 2021 WORKDAY

DATE: September 28, 2020

With the establishment of a non-student day during the annual school calendar, the following chart clarifies the status of a workday for the various bargaining units and unrepresented staff:

<table>
<thead>
<tr>
<th>Bargaining Unit</th>
<th>Status</th>
<th>CBA citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Drivers</td>
<td>No</td>
<td>Article 7</td>
</tr>
<tr>
<td>Certificated Staff (IEA)</td>
<td>Yes</td>
<td>Article 4, Section 2.2</td>
</tr>
<tr>
<td>Custodial &amp; Maintenance</td>
<td>Yes</td>
<td>Article 5</td>
</tr>
<tr>
<td>Food Service</td>
<td>No</td>
<td>Article 7</td>
</tr>
<tr>
<td>Mechanics</td>
<td>Yes</td>
<td>Article 9</td>
</tr>
<tr>
<td>Para Professionals</td>
<td>No; Optional training will be offered</td>
<td></td>
</tr>
<tr>
<td>Principals</td>
<td>Yes</td>
<td>Article 8</td>
</tr>
<tr>
<td>School Age Care Supervisors</td>
<td>Yes; unless otherwise determined with supervisor</td>
<td>N/A</td>
</tr>
<tr>
<td>Office Professional</td>
<td>Yes; except those on a 9-month calendar or unless otherwise determined with supervisor</td>
<td>Article 8, Section 8.1</td>
</tr>
<tr>
<td>Staff members in Buildings: Unrepped</td>
<td>No; except Athletic Directors</td>
<td>N/A</td>
</tr>
<tr>
<td>Classified Tech Specialists</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Administrative Building staff: Unrepped</td>
<td>Yes; unless indicated on calendar otherwise</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Firstly, January 25, 2021 is an additional, mandatory workday in the IEA contract.

- As a result, it is an expected work day for all IEA staff members and is included in a supplemental contract.
- Even if you are a 0.8 (or some other less-than-1.0-FTE certificated staff member) January 25th becomes a workday for you, regardless of your regular schedule, as it is an Additional Non-Student Day to your 180-days. According to the example, you would be expected to work 0.8 of that day at minimum.
- If you are less than a 1.0, this memo includes how you are compensated for working a workday, which is 7 total hours.

Directions for Part-time Certificated Staff:
Although a schedule that includes meeting locations will be forthcoming, the structure of the Non-Student Day during the school year is as follows:

- Half (1/2) of the time each day will be District directed time; and
- Half (1/2) of the time will be Individual Staff directed planning time.

In accordance with the IEA CBA Article 4, Section 2.3, IEA Certificated Staff, who are contracted for less than a 1.0 FTE assignment, shall be compensated at their per diem rate for up to the equivalent of a 7-hour work day on Non-Student Days during the school year, according to the following table:
If your FTE contract is: | Claim these additional hours if you worked the complete work day |
---|---|
.1 | 6.3 hours |
.2 | 5.6 hours |
.3 | 4.9 hours |
.4 | 4.2 hours |
.5 | 3.5 hours |
.6 | 2.8 hours |
.7 | 2.1 hours |
.8 | 1.4 hours |
.9 | .7 hours |

To be reimbursed for this additional time beyond your standard contracted hour day:

- complete a Request for Compensation Form that you can obtain from your building office personnel, designating the number of hours you worked beyond your regular FTE contract;
- label the form OCTOBER NON-STUDENT DAY; and
- submit the signed form to the appropriate building administrator’s office personnel by February 1.

* Due to the structure of the Additional Non-Student days, if a teacher with less than a 1.0 FTE contract chooses to work just their part-time day, at least half of their contracted day must be during the District-directed portion of the day.

For those employees for whom 1/25 is contracted work day, it is the responsibility of the employee to communicate their schedule and document their time to their supervisor for appropriate payroll accounting. If the employee decides not to work that day, is sick, or has an emergency, the appropriate leave must be documented and submitted for authorization on the Employee Leave Verification Form available on the Human Resources website.

Finally, although this is a non-instructional day, it is a business day that may have deliveries or provide an opportunity for families to interact with the school to take care of business or make inquiries. It is an expectation that the Main Office at each school building is open for business as it would be during a regular school day.

Questions around the non-student day can be directed to Bethany Rogers.

Natalie Fowler, Executive Director Human Resources