

KNOW YOUR CONTRACT

My supervisor made a comment about possibly changing my assignment for next year. Can she/he do that?

WEA ESP's:

Article 19 - Working Conditions

19-7 There will be a collaborative meeting within each department to set down the parameters for use of flexible schedules during summer months. Each work site shall consider options for flexible hours for that work site, if possible. Any flexible schedule for the summer months will commence with the summer of 2004.

19-9 Employees will be notified of their date of assignment, insofar as possible, no later than May 15 of each year. If this is not possible, the employee will be notified by May 15 when to expect the notification.

WEA Teachers:

ARTICLE 14 - Teaching Assignments

14-1 Teachers shall be notified of their tentative subject areas, grade level assignments, and building assignments for the following school year, insofar as possible, no later than May 15 of each year. If this is not possible, the teacher will be notified by May 15 when to expect the notification.

14-1-1 Teaching schedules in each school shall be developed through a collaborative process between administration and teaching staff.

14-1-2 When an employee in high school has an assignment with more than three preparations in core subject areas, the employee may request to discuss the assignment with the administration and department chair.

14-2 In arranging schedules for teachers who are assigned to more than one school, the amount of inter-school travel shall be held to a minimum. In arranging such schedules, principals shall make reasonable efforts to allow appropriate time for travel, lunch, planning, and other job requirements and shall make reasonable efforts to keep the number of class preparations to a minimum, and to assign the teacher, where practicable, to one classroom per building. Such teachers shall be notified of any change pertaining to school assignment within a school as soon as practicable.

14-2-1 Teachers using their own automobile to travel between schools, or in conjunction with their assigned job responsibilities, will be reimbursed for all authorized and documented travel at the rate allowed by the I.R.S. regulations or Board policy, whichever is greater.

14-3 The parties recognize that a teacher's primary responsibility is to teach and that the teacher's energies should, to the greatest extent possible, be utilized to this end; therefore, non-teaching assignments shall be kept to a minimum.

14-4 Teachers shall not be required by the District to transport pupils at any time.

14-5 If a change in assignment becomes necessary, the principal or appropriate program administrator will engage teacher(s) who might be affected. The process will take into account the program needs of the building, and will consider those who have volunteered for the assignment. A consensus decision is preferred; however, in the absence of such decision, the principal or appropriate program administrator has the responsibility to decide based on the following considerations:

1. The teacher's endorsement area(s);
2. The teacher's certification;
3. The teacher's experience, including length of service in the District and the most recent teaching experience;
4. The teacher's educational preparation and training; and,
5. Whether such change in assignment is educationally sound.

14-5-1 If a change in assignment initiated by the District results in the need for retraining or additional training, the District will pay tuition costs for the teacher to avail himself/herself of the training, which is approved by the District.

14-6 When a change in assignment becomes necessary as a result of student enrollment at the school, the change will be effected, whenever possible, within two weeks after the opening of that school or two weeks after winter break at that school.

Your building administrator is not required to inform you of your rights.

It is up to you to *Know Your Contract!*