



HEA/HSD Joint Communication Regarding Professional Responsibility & Time



This joint communication by HEA and HSD is intended to clarify the parameters regarding professional responsibility and time as outlined in the 2022-2024 collective bargaining agreement. Within the Collective Bargaining Agreement there are three sections which address the bulk of responsibility and time as it intersects with one's work. These sections are summarized below.

Summaries of Primary Responsibility and Time Language

Basic Salary (Article 12, Section 12.1 A-C) reflects compensation for on-site work time and duties as well as professional responsibilities that may or may not take place on-site. These responsibilities include basic contract expectations required to provide service to students. This includes work providing quality instruction and evaluation of learning, participating in a reasonable number of student focused meetings (MDT, SST, IEP and/or Section 504), and communicating with families and students. In addition, responsibilities compensated by basic salary include professional responsibilities which maintain one's professional skills and to support the effectiveness of the school community, including participating in the evaluation process, compliance trainings, and reasonable participation in the logistics of school operations.

Professional Learning/Enrichment (PLE) contract (Article 12, Section 12) compensates employees for self-directed professional learning and participation in enrichment opportunities which are above the regular contract work year and/or regular contract day. As stated within the contract language, "each employee will receive a supplemental contract which recognizes that employees will provide a professionally responsible level of services..." While both the professional learning and participation in enrichment activities is self-directed, it is also expected that employees will engage in these activities in addition to professional learning directed through PCT and staff meetings and/or will assist with some enrichment activities.

Flex Time* (Article 4, Section 4.1) was developed to establish a resource for the effective operation of schools and a fair limit on the demands that may be placed on employee time. Staff may be required to contribute no more than twenty (20) additional flex hours to meet building and district goals. Subject to the exceptions discussed below, flex hours were intended for activities which fall outside the regular 7.5 hour workday or the regular work calendar. The purpose of Flex is to provide an opportunity for building administrators and Shared Leadership Teams to coordinate staff presence at events that are scheduled, required and expected by building administrators and Shared Leadership Teams. Per Section 4.1.D of the contract, employees are encouraged to participate in many other activities and school-related functions to accomplish their own professional responsibilities, but these activities will not be counted toward flex hours unless presence of the employee and the timing of the activity is scheduled and required by building administrators and Shared Leadership Teams.

The application of language in different contexts may look different. In order to provide guidance regarding expectations, the following scenarios serve as examples and are not intended to provide a comprehensive list of all possible professional responsibilities or work educators may contribute in the course of an academic year.

****If Flex time has been exhausted, ESC must be used for mandatory participation or responsibilities.***

Professional Responsibility Scenarios

Preparation and Professional Growth

- Classroom preparation – **Basic Salary**
- Report card preparation – **Basic Salary**
- Self-directed participation in grade level/content area planning - **PLE**
- Meetings related to PG&E cycles and other evaluation processes – **Basic Salary**

Professional Learning

- Required building-based professional learning or other required topic-specific meetings beyond the allowed one staff meeting per week or PCT – **Flex Time**
- Building/District offered professional learning when participation is at the discretion of the employee – **PLE**
- Summer professional learning, regardless of provider, when participation is at the discretion of the employee – **PLE**
- Professional learning outside of the calendared work year when participation is required by the employer – **Extra service contract at the per diem rate**
- Professional learning during the calendared work year when participation is required by the employer – **ESC**

Participation at Events, Committees, and/or Meetings During the Calendared Work Year

- Attendance at Open House and graduation – **Basic Salary**
- Expected participation in up to three additional curriculum and/or family nights when such event is not otherwise compensated or a part of the employee's regular responsibilities
Mandatory events: – **Flex Time** Self-selected events: - **PLE**
- Participation in IEP, SST, 504, etc. meetings pertaining to one's student – **Basic Salary**
 - Meetings beyond a reasonable and equitable number or of excessive length may, in consultation with the building principal, be mitigated with **Flex Time, ESC, and/or release from other responsibilities in order to provide time.**
- Expected participation by a staff member in a building system/committee which may require up to one meeting a month as determined by the team/committee - **PLE**
- Participation in committees which require multiple or extended monthly meetings
Mandatory participation: – **Flex Time** Self-selected participation: - **PLE**
- Participation in District committees which require multiple or extended monthly meetings
Mandatory participation: – **ESC** Self-selected participation: - **PLE**

****If Flex time has been exhausted, ESC must be used for mandatory participation or responsibilities.***

Student Supervision

- Supervising the safe transition of students in halls between classes – **Basic Salary**
 - In order to ensure minimum required planning time, hallway supervision should not be required during passing periods adjacent to planning times.
- Supervising student entry in between the entry bell and the tardy bell – **Basic Salary**
- Mandatory before school supervision – **Flex Time**
- Walking students to bus lines – **Basic Salary**
- Daily dismissal supervision beyond what is needed for students to transition to buses – **Flex Time**
- Participating in a building-wide rotation/schedule requiring minimal time in order to supervise safe dismissal procedures while other colleagues are not supervising during that period of time – **Basic Salary**