

ARTICLE 4: WORK YEAR

4.1 The work year for all unit members, except school psychologists, shall consist of one hundred eighty three (183) service days, which shall include one hundred eighty (180) instructional days, one (1) unit member orientation day and two (2) parent conference days. The work year for school psychologists shall be 198 days. See Appendix C and C1 - School calendar(s) for traditional school year (Appendix C) and single-track year round education (Appendix C2). Also refer to additional language on year round education service days and daily instructional minutes in Article 30.

4.1.1 Parent Conferences (Two days per year)

The work year calendar (Appendix C and C2) will schedule the two parent conferences on a Friday following the 1st and 3rd quarter or the 1st and 2nd trimester grading periods.

4.2 There shall be three (3) voluntary staff development days (18 hours) (or days equal to amount established by the legislature) scheduled each school year beginning with the 1999-2000 school year. These “days” shall be known as Staff Development Days as established by the *State Instructional Time and Staff Development Reform Program*.

4.2.1 A Staff Development “Day”, for the purpose of implementing this section, will be divided into hours. A Staff Development “Day” shall be considered complete after the accumulation of 6 hours, not including lunch or break periods.

4.2.2 The District Staff Development Office will organize and schedule appropriate staff development hours for eligible unit members.

4.2.3 Unit members will be able to attend site specific professional development and/or district professional development designed and based on identified needs of students to fulfill the requirements established within this Article.

Unit members will be offered an opportunity to select from three (3) days of inservice. The number of district site days will be determined by the instructional needs. The composition of the District/Site will be determined at the bargaining table. Inservice hours will not exceed eighteen (18) hours per year.

Unit members will be encouraged to attend their site program. However, unit members will be notified of all district and site offerings/trainings by the end of the school year or by U.S mail postmarked no later than July 1.

Unit members may attend workshops at the district or at other sites with prior notice if there is room/resources available and if the other workshops better meet unit member's professional development needs.

Site members have first priority for workshops at their worksite. A make-up day(s) will be provided for each District Staff Development Day.

Unit members wishing to attend a workshop offering at another site shall notify the Principal at the workshop site in writing by July 17th of the current work year. Such unit members shall be selected on a first come, first serve basis. Members must notify the appropriate supervisor if unable to attend the scheduled workshop.

Both parties mutually agree and understand that the District Staff Development Program is not an individually designed program and must be organized through the District.

- 4.2.4 Staff development hours will be offered after the instructional day, some Saturdays, and/or other non-instructional days.
- 4.2.5 Eligible unit members who verify their attendance in hours that total a full day (6.0 hours) will receive an additional bonus adjustment. Eligible unit members must personally sign-in and out of each staff development session to verify their attendance for state reimbursement and audit purposes. Unit members must sign-in within ten (10) minutes of the start of a staff development session. There will be no sign-ins allowed 10 minutes after the beginning of the staff development session.
- 4.2.6 The amount of the off schedule bonus shall be determined by the eligible unit member's placement on the salary schedule as of May 1st, excluding bilingual stipends and/or recruitment bonus. To be eligible for the additional off schedule bonus adjustment, eligible unit members must complete the voluntary Staff Development Day(s) hours by April 1st as follows:
- 6 hours = 1 day
 - 12 hours = 2 days
 - 18 hours = 3 days

There shall be no payment for partial day attendance. The parties agree to round all figures to the nearest dollar amount.

- 4.2.7 The amount of the bonus adjustment will be determined after the total amount of staff development funding is generated by verifiable attendance records of eligible unit members as of April 1st of the current work year. At the time of this agreement, the state will pay the

District \$274.00 for each full day of verifiable eligible unit member participation for up to three days. Should the legislature increase the daily amount beyond \$274, the new amount shall be utilized to determine the total amount of money to be distributed.

- 4.2.8 The following method shall be utilized to determine the amount of off schedule bonus to be paid to eligible unit members:
- a. The parties shall agree upon the gross amount of the staff development funding generated by eligible members no later than May 1st of the current work year.
 - b. Upon agreement of the gross amount of the staff development funding, the parties agree to reduce the amount of the fund by the statutory benefit costs in effect at that time.
 - c. The remaining funds in the staff development funding will then be divided by the existing cost of a 1% salary schedule adjustment to Salary Schedule A on May 1st of the current work year (less the salaries paid to ineligible unit members and non-participants) to determine the total percentage of off schedule bonus adjustment to be paid to eligible unit members who complete ALL staff development day requirements. To determine a one day participation bonus, the total percentage figure shall be divided by the total number of staff development days allocated by the Legislature for reimbursement (presently 3 days).
 - d. The following example illustrates the parties' agreement. The example merely represents the parties best estimate and does not reflect a guaranteed amount of money to be paid:
 1. GEA has 355 members; however the legislature currently has eliminated approximately 46 unit members from eligibility in the Staff Development Program (Counselors, Nurses, Psychologists, Resource Teachers, and Teachers on Special Assignment are not eligible for the Staff Development Program). 355 members – 46 ineligible members = 309 eligible unit members.
 2. To estimate participation in this voluntary program, the parties have agreed to utilize a 90% participation rate. (Example: 309 eligible unit members x 90% = 278).
 3. 278 participants for a full day (6 hours of verifiable attendance) x \$274 = \$76,172

4. $\$76,172 \times 3$ days of full day attendance = $\$228,516$
(gross amount generated for the Staff Development Fund).
5. $\$228,516 - 3.72\%$ statutory benefit costs to districts = $\$8,500$

 $\$228,516 - \$8,500 = \$220,016$ (net amount available for distribution to eligible unit members).
6. $\$220,016$ divided by the cost of a 1% salary schedule adjustment to Salary Schedule A, less salaries for ineligible unit members and non-participants (estimated on May 12, 2000 to be $\$185,000$) = 1.19% (total amount of off schedule bonus available to eligible unit members who participated in three (3) full days of verifiable staff development).
7. 1.19% divided by 3 (days) = 0.40% per day off schedule bonus

1 day of full participation (6 hours) = 0.40% off schedule bonus (based on unit members' salary schedule placement on May 1st of the current work year)

Estimated Bonus (1 day)

$\$35,951 \times 0.40\% = \144 bonus

$\$61,405 \times 0.40\% = \246 bonus

2 days of full participation (12 hours) = 0.80% off schedule bonus (based on unit member's salary schedule placement on May 1st of the current work year)

Estimated bonus (2 days)

$\$35,951 \times 0.80\% = \288 bonus

$\$61,405 \times 0.80\% = \491 bonus

3 days of full participation (18 hours) = 1.20% off schedule bonus (based on unit members' salary placement on May 1st of the current work year)

Estimated bonus (3 days)

$\$35,951 \times 1.20\% = \431 bonus

$\$61,405 \times 1.20\% = \737 bonus

4.2.9 The District agrees that each eligible participant shall receive

payment for this bonus with 60 days of receipt of the staff development funding from the State.

- 4.2.10 In the event the District receives less money than is needed for an off schedule bonus, resulting in an encroachment on the General Fund, the parties agree that the District will reduce the cost equally among all participants so there is no encroachment on the General Fund.
- 4.2.11 In the event the total actual expenditures for the off schedule bonus is less than actual revenues generated by \$15,000 or more, the total amount of the “overage” shall be distributed to unit members utilizing the same formula contained in the Article. Should the “overage” be less than \$15,000, the parties agree that the funds shall be carried over to the next year to be utilized in the following years determination of funds to be expended on an off schedule bonus adjustment.
- 4.2.12 It is agreed that the maximum payment to any unit member, under this off-schedule adjustment agreement will not exceed the unit member’s per diem daily rate of pay based on the unit member’s salary scheduled placement on May 1st of the current work year.
- 4.2.13 The parties agree that this Article is subject to change and review after the first year of operation (1999-2000).
- 4.3 The calendar(s) shall be as agreed upon by the two parties, no later than March 1 for the succeeding school year, and shall be attached as Appendix C, C1, and C2.
- 4.4 The District and the Association agree to establish a committee to explore ways to reduce and streamline unit members’ paperwork and other adjunct responsibilities. The committee shall be composed of a representative from each of the following subgroups appointed by the GEA: K-3, 4-6, 7-8, resource teacher, special education and an equal number of District representatives.