

**MEMORANDUM**



**TO:** All ISD Staff  
**FROM:** Donna Hood, Assistant Superintendent of Human Resources  
**SUBJECT:** OCTOBER 24, 2022 WORKDAY  
**DATE:** October 14, 2022

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:

Bargaining Unit	Status	CBA citation
Bus Drivers	No	Article 7
Certificated Staff (IEA)	Yes	Article 4, Section 2.2
Classified Nurse (ISNA)	No	Article 6
Custodial & Maintenance	Yes	Article 5
Food Service	No	Article 7
Mechanics	Yes	Article 9
Para Professionals	No; required training offered**	
Principals	Yes	Article 8
School Age Care Supervisors	Yes; unless otherwise determined with supervisor	N/A
Office Professional	Yes; except those on a 9-month calendar or unless otherwise determined with supervisor	Article 8, Section 8.1
Staff members in Buildings: Unrepped	No; except Athletic Directors	N/A
Classified Tech Specialists	No	N/A
Administrative Building staff: Unrepped	Yes; unless indicated on calendar otherwise	N/A

**Firstly**, October 24, 2022 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) October 18<sup>th</sup> 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 full 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 **October 31**.

**\* 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 PARAPROFESSIONALS:** On 10/24/22, there will be a Required Makeup for the Mandatory HR Compliance Training (1.5 hours) for those that did not attend in August. Fundamental Course of Study Training (FCS) designated for instructional paras will also be offered. There will be one FCS course offering - Instructional Support (5 clock hours). There will be one General clock hour course offering for paras who have completed the FCS - Evidence Based Practices in Promoting Positive Student Behavior (3 hours). Emails have been sent to Paras regarding their available training by Para PLCs, Judy Heasley and Julie Worsfold.

For those employees for whom 10/24 is a 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 through Frontline Absence Management or a Leave Verification Form if you are custodial & maintenance or a mechanic.

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.

Donna Hood, Assistant Superintendent of Human Resources