

Implementation Procedures

CLASSROOM MOVES WITHIN A BUILDING

Packing and unpacking for a **required classroom move within a building** are not activities that are compensated under TRI pay. They are not activities that are recognized as falling under the scope of preparing a classroom for the summer cleaning.

To avoid surprises or confusion, the **administrator and teacher(s) shall meet prior** to any packing or moving begins so the teacher(s) can understand the purpose of the move. At this meeting the administrator and teacher(s) will discuss the options, timing, and logistics of the classroom move. **Memorialize the agreed-upon option(s) for packing and unpacking, the dates of the move, and any other important logistics in writing.**

Except in extraordinary circumstances, the conversation and the details for all classroom moves should be finalized by June 1 of any year. If you have circumstances which necessitate moving teachers between classrooms after June 1 of any year, contact the HR Director for Certificated Staff and the EEA President for guidance.

One of the following options (or a mutually agreed-upon combination of the three options below) will be used to provide time, pay, or support for **required classroom** moves within a building:

1. If there is money within the building budget, as determined by the building administrator, to pay each teacher who is required to move, teachers who are willing to spend time outside their contract day or year packing or unpacking will be compensated via time sheet up to 14 hours at the **Moving Rate** of pay based on FTE. (*Teachers cannot be required to spend time packing or unpacking outside their contract day or year without compensation.*) If the teachers(s) does not want to spend time outside the contract day or year moving, then the building could choose one of the options below.
2. If there is money within the building budget, as determined by the building administrator, but the teacher does not want to spend time outside the contract day or year moving, then the building may supply up to two (2) substitute release days, based on FTE, for classroom moves.
3. If there is no compensation available for teachers to support classroom moves, or the administrator in the building has determined that the administrator will take the responsibility for the classroom moves for his/her staff, his/her custodial staff or other staff designated by the building administrator will do all the packing, unpacking, and moving of all materials, with the exception of personal items that do not belong to the school. This would include placing teacher and instructional materials in similar areas of the newly-assigned room. The room should be set up well enough for a teacher to find their materials as if they were in their previous classroom. With this option, there is no compensation to the teacher.

For required moves, the building will provide boxes, packing tape, labels, etc. These materials will be ordered by the administrator from the Warehouse.

If teaching staff request to move to a new room within a building and the move is approved, the administrator(s) may choose, but is not obligated, to supply any of the options listed in this implementation procedure, however they are not obligated to compensate in time or money because this is a voluntary move.

In required and voluntary classroom moves, custodians will transport instructional materials and any designated school furniture to the newly-assigned room. Large boxes and instructional materials should be moved by the custodial staff; however, if teaching staff determines they are able to move smaller items/boxes, they may do so. Any non-instruction personal items (furniture, plants, artwork, personal photos) are the responsibility of the teacher for these moves.