

PTA makes the following proposal related to Unit C (This proposal applies only to administrative assistants):

In July, administrative assistants are currently required to not work on Fridays and to work longer days on Mon-Th in the month of July.

- 1) This needs to be optional.
- 2) Members should have the right to work a flexible schedule in July, as long as their schedule is clear and proper, notified to principal.
- 3) Members may work a normal schedule M-Th and take Friday off in the month of July.

ARTICLE ~~VIII~~**8**: HOURS OF WORK:

A. ~~EMPLOYEES OTHER THAN BUS DRIVERS, ADMINISTRATIVE ASSISTANTS, MEDIA TECHNICIANS, AND NETWORK ADMINISTRATORS:~~ Custodial and Maintenance Hours

- 1. The hours of work defined in this subsection shall apply to custodians, head custodians, and wastewater treatment operators.**
- 2. The normal Day, Second and Saturday Shifts for ~~Employees-Members working in custodial and maintenance services other than bus drivers; administrative assistants, media technicians, and network administrators~~ shall be as follows and remain the same for the duration of this Agreement:**

Elementary Day Shift 6:30 a.m. to 2:30 p.m.

Secondary Day Shift 6:00 a.m. to 2:00 p.m.

Secondary Swing Shift 11:00 a.m. to 7:00 p.m.

Elementary Second Shift 2:30 p.m. to 10:30 p.m.

Secondary Second Shift 2:00 p.m. to 10:00 p.m.

Saturday Shift 8:00 a.m. to 4:00 p.m.

Saturday Shift 6:00 a.m. to 2:00 p.m.

High School Athletic variable hours (8 continuous)

Elementary Second Shift Members shall have the option to work from 2:00pm to 10:00pm, at their discretion to be determined on an annual basis. Members who select this option shall notify administration not later than the first day of the work year.

During those periods between the last day of school in June and the Monday before school opens in August, the work schedule for other than bus drivers and secretaries will be ten (10) consecutive hours per day, four days per week, except for the sewage treatment operator who shall work nine (9) hours per day Monday – Thursday and four (4) hours on Friday. The schedule will normally be Monday through Thursday, ~~6am~~ ~~7am~~

to ~~4pm~~ ~~5pm~~. However, Tuesday through Friday shifts may be scheduled when necessary to keep a school building open for summer programs or outside workers. Additionally, a swing shift (11am to 9 pm) may be scheduled to keep the high school open for summer athletic programs. In the event a swing shift is scheduled, it will be assigned on a seniority basis. On other “singleton” days during the school year when school is not in session for students (e.g. in-service days), custodians will work their regular shifts. Custodians will work a day shift during school vacation blocks (e.g. Winter holiday break, February break, and April break) unless swing or event shifts are necessary to keep the building open for school sponsored activities including events for which the District is not compensated for the use of its building(s). In the event such shifts are necessary, they will be assigned on a seniority basis. In the event that building use by outside groups require such use, overtime shifts will be utilized to keep the building open.

ADMINISTRATIVE ASSISTANTS

- a) Elementary administrative assistants shall work forty (40) hours weekly, normally from 7:30 a.m. to 3:30 p.m.
 - b) Secondary administrative assistants shall work forty (40) hours weekly. The work day for Secondary Clerical Secretarial Employees shall consist of eight 8 consecutive hours commencing between 7:00 a.m. and 9:00 a.m. daily with the exact start time to be established by the building principal.
 - c) Beginning with the second Monday in July and ending on the second Monday in August, summer hours will be in effect for secretarial employees. The work week will be eight consecutive hours per day for 4 consecutive days each week. The schedule of days to be worked shall be established prior to the summer period and will be either Monday – Thursday or Tuesday – Friday at the discretion of each individual principal. Administrative assistants may use vacation days to be paid for the work day not worked during this period of time each year.
- Notwithstanding the provisions of the foregoing paragraph regarding summer hours for secretarial personnel, it is agreed that administrative assistants assigned to the High School shall continue to work forty (40) hours weekly.
- d) Secretarial employees’ weekly pay shall be proportionately reduced during the period summer hours are in effect to reflect the lesser number of hours actually worked.
 - e) ~~In the event that secretarial employees are requested to work by their principal when school has been cancelled due to a snow day, they will not lose any pay, if, due to the storm they are unable to arrive at work on time, or at all. However, administrative assistants shall use their best efforts to get to their job. (from Article XXII, Section 9.)~~

ARTICLE XXII Section 9 amend as follows:

~~In the event that Unit C employees excluding custodians are requested to work by their principal when school has been cancelled due to a snow day, they will not lose any pay; if, due to the storm they are unable to arrive at work on time, or at all. However, employees shall use their best efforts to get to their job. When an official state of emergency is declared, twelve-month office employees will not be required to work and will not lose any pay.~~

On any day when there is a declared “no school” for pupils because of weather emergency or other unavoidable condition, employees shall not report to work unless notified by administration. Employees may request to work remotely when they receive such notification and the district shall consider safe travel and accessibility before requiring employees to report to work in person on days when there is no school due to weather emergencies. Employees shall receive compensation if they work or use approved vacation or personal time.

Employees may request to work remotely on non-school days when operational and student learning conditions will not be unfavorably impacted. Such requests will be subject to the approval of the employee’s direct supervisor.