

Implementation Procedures

CLASSROOM/OFFICE MOVES WITHIN A BUILDING

Packing and unpacking for a **required classroom/office 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/office for the summer cleaning.

To avoid surprises or confusion, the **administrator and certificated employee(s) shall meet prior** to any packing or moving begins so the employee(s) can understand the purpose of the move. At this meeting the administrator and employee(s) will discuss the options, timing, and logistics of the classroom/office 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/office moves should be finalized by June 1 of any year. If you have circumstances which necessitate moving employees between classrooms/offices 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/office** moves within a building:

1. If there is money within the building budget, as determined by the building administrator, to pay each employee who is required to move, employees 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. (*Employees cannot be required to spend time packing or unpacking outside their contract day or year without compensation.*) If the employee(s) does not want to spend time outside the contract day or year moving, then the administrator could choose one of the options below.
2. If there is money within the building budget, as determined by the building administrator, but the employee does not want to spend time outside the contract day or year moving, then the administrator may supply up to two (2) substitute release days, based on FTE, for classroom/office moves.
3. If there is no compensation available for employees to support classroom moves, or the administrator in the building has determined that the administrator will take the responsibility for the classroom moves for their staff, their 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 the employee to find their materials as if they were in their previous classroom/office. With this option, there is no compensation to the employee.

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

If staff request to move to a new room/office 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/office 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 an employee determines they are able to move smaller items/boxes, they may do so. Any non-instructional personal items (furniture, plants, artwork, personal photos) are the responsibility of the employee for these moves.