

## District Resolution Team

September 22, 2010

Sheila Lehman, Jill Cirivello, Sue Clapp, Mary Ellen Maske,  
Dr. Sandy Stephen, Tammy Wawro, Kim Miller, Tania Johnson, Kandy Bekeris and Matt Dunbar (for the Para agenda)

### FYI's

#### **Sub shortage language Implementation reminder-**

Building secretaries received a packet via school mail on Tuesday, September 7<sup>th</sup> – this has **GREEN** time sheets for teachers to fill out if they have given prep time to cover for a colleague who has called in with a leave but it has not been filled by SEMS. The timesheets will help us track the number of non-covered times. There is also a log in this packet that will help keep track of the times the classes are covered by people who do not fill out a time sheet. Please either make more **GREEN** sheets or contact Payroll for more time sheets

IF a counselor, Teacher Librarian, or instructional coach must cancel a class with students they would fill out a timesheet for that period because the expectation would be the class is made up. The log would not be filled out at this time because data would be tracked through the time sheets.

**Early Dismissal Schedule- elementary update-** It is the objective for early dismissal times to allow for both teachers to work in their own PLC's and to participate in professional development.

**Para Professional Development and early dismissals-** Para hours are 8 hours paid on the first pre-service day but that is only if those hours are worked. We are still looking at how to make up the hours that may not have been worked by paras on their first contract day so their 8 hours can be accounted for and paid.

On early dismissal days there are three **choices** for paras:

- 1) I choose to take the additional hours after student dismissal without pay
- 2) My designated administrator and/or staff member will provide work for me to reach my full hours that day
- or 3) I will attend the district-designated professional development classes with pay

**Time Clock Sub-Committee-** Has met and will issue guidelines on issues brought to their attention regarding the timeclock.

**Para Insurance-** Welmark has agreed to allow paras to sign up after the enrollment time who just realized they qualified for the \$145 towards District Insurance if they work **6** hours or more. More information will be coming from the Benefits office.

#### **Prep time reminder- Contract Language from Teacher Agreement**

It shall be the objective of the school district to provide employees with an average of forty (40) continuous minutes of preparation time daily. Wherever practicable, the preparation time will be provided during the time students are typically in attendance. The parties acknowledge that financial, enrollment, and scheduling limitations may adversely affect this objective. No later than thirty (30) employee working days after the start of the school year, the Superintendent and/or designee shall meet with a committee of not more than five (5) employees designated by the Association President to review those circumstances that merit consideration when this objective has not been reached.

A reminder is that “when students are in attendance” means when they would be counted absent or tardy from class.

### **Part-time or Early Bird Teacher/Nurse work on Early Dismissal days**

On District early dismissal days, teachers with less than full time FTE or on adjusted schedules due to early bird classes, may choose to stay for professional development activities and be paid their per diem. Blue timesheets should be filled out noting that the 1 to 2 hours were spent on professional development in district or building PLC work. Approved timesheets should be sent by the building administrator or secretary to Laura Eveland at Kingston. (Laura will be adding the account number to the timesheets.)

If you have a question or concern for the Resolution Team, please contact Tammy Wawro.  
[twawro@cr.k12.ia.us](mailto:twawro@cr.k12.ia.us)

## District Resolution Team

October 12, 2010

Sheila Lehman, Jill Cirivello, Sue Clapp, Mary Ellen Maske, Tania Johnson  
Dr. Sandy Stephen, Tammy Wawro, Kim Miller &, Kandy Bekeris and Matt Dunbar (for the Para agenda)

### FYI's

#### **One-Time only Voluntary Retirement Incentive Program**

With the goal of saving jobs, an additional **one-time** incentive, in addition to the current 2010-2011 Voluntary Retirement Incentive will be offered. All potential teacher and administrator retirees who provide notice to the district **by January 10th** of this school year will be eligible for both the enhanced incentive package **and** the current retirement incentive package.

The enhanced package includes:

- \$25,000 to be added as an **additional** as part of the current Voluntary Retirement package  
(This additional amount will be paid in two equal installments in the Fall of 2011 and the Spring of 2012.)
- A waiver of the current four-year participation requirement to be covered by the District plan in retirement. An employee would still need to be a current participant in the plan.

Please be mindful of two things, this is a ONE-TIME -ONLY OFFER- the Ed Jobs Bill fund is a one-time amount sent to states to help with the current economic crisis. AND the date is earlier than the normal retirement deadline so funds can be allocated elsewhere if they will not be spent.

**Para Professional Development and early dismissals-** Paras can work up to their normal FTE/ hours on early dismissals. We are still looking at how to make up the hour or so that may not have been worked by paras on their first contract day so their 8 hours can be accounted for and paid.

On early dismissal days there are three **choices** for paras:

- 1) choose to take the remaining hours after student dismissal without pay\*
- 2) designated administrator and/or staff member can provide work to reach full hours that day
- or 3) attend the district-designated professional development classes with pay

\*Per CROTA contract "Employee work hours shall be established by the responsible administrator "

Paras should check with their administrator for prior approval before choosing to take the remaining hours after student dismissal without pay.

\*\* Just a reminder that past practice has been to let the para choose whether to stay or go home.

**Time Clock Sub-Committee-** If you have concerns or questions about the process or details of using the time clock, the two secretaries assigned to this are Michelle Koelling and Rachel Knapp in Human Resources.

If you have a question or concern for the Resolution Team, please contact Tammy Wawro.  
[twawro@cr.k12.ia.us](mailto:twawro@cr.k12.ia.us)

## **District Resolution Team**

December 8, 2010

Sheila Lehman, Jill Cirivello, Sue Clapp, Mary Ellen Maske, Tania Johnson  
Dr. Sandy Stephen, Tammy Wawro, Kim Miller, Kandy Bekeris and Matt Dunbar (for the Para agenda)

### **FYI's**

#### **Time Clocks**

The advent of electronic time clocks in the district has necessitated that guidelines governing clocking in and clocking out be clearly specified. The following are provisions which are enforceable under terms of the Collective Bargaining Agreement between the CRCSD and CROTA based on discussions of an ad hoc committee of the Resolution Team:

1. Bargaining unit members are encouraged to utilize the district's electronic time clock log in provisions. Staff members with legitimate concerns may have a computer log in option, if possible, which will not require the use of biometrics. This option must be by agreement of the Resolution team or designees.
2. Bus Associates and other remote site employees will clock in and out at the location most convenient to them. Adjustments for time worked before clocking in shall be routine and performed by a designated individual on a daily basis. Timesheets may be utilized if working remotely and turned into this individual for entry into the time clock system.
3. Each building shall have their own designated person with the authority to make changes to an employee's log in or log out. Any changes may only be done with prior consultation with the affected employee. Please contact HR or payroll if there is a problem with an edit so that it can be addressed.
4. On occasion, it may be necessary for Associates to flex their time to meet the time requirements of their position – clocking in early may result in clocking out early an equal period of time on an alternative date, so long as job requirements are met. This provision is not intended to “end-run” the overtime approval process, but to provide some level of flexibility in the sign-in, or sign-out procedure. This should be communicated in advance, if possible, to the supervisor as soon as practicable.
5. There shall be no disciplinary action taken against employees for being late, or using overtime without first bringing the concern to the employee and then the resolution team and providing the employee the opportunity to remedy the issue.
6. Overtime is discouraged but there may be circumstance that require overtime – generally this should always be with supervisor approval.

#### **Twelve- hours of supervision at HS**

The group continues to monitor the 12 hours of supervision implemented this year at the High School in lieu of winter conferences. The District cancelled winter conferences this year at the HS level and the 12 hours is a work in progress to ensure all staff has access to Comp days. There will be a survey sent to all HS certified staff and administration towards the end of January. More data will be looked at during the January meeting.

### **Leaves of Absence Reserve**

Many teachers and paras have gone through difficult times this year and have been able to access the Leave of Absence reserve via the Resolution team.

### **Title 1 teachers and subbing**

The use of Title teachers to sub when the building is short of teacher subs should be kept at a minimum. These teachers are paid out of federal dollars. They may be used on rare occasions but not on a regular basis to fill shortages.

### **Reminder of Pay periods for Teachers**

Beginning this year the more than 3 week period with no pay between mid-December and the first pay period in January will be eliminated by paying certified staff on Thursday, December 30 as opposed to the doubling up of payments before the district holiday. This was agreed to in bargaining as the contracts reads that teachers are to be paid bi-weekly.

The upcoming certified staff pay dates are:

Friday, December 17<sup>th</sup>~Thursday, December 30<sup>th</sup>~Friday, January 14<sup>th</sup>

You can access the list of pay dates on the Human Resources website at <http://www.cr.k12.ia.us/districtresources/Public/Human%20Resources/HR.html> and click on Payroll Schedules under the Payroll section.

### **Reminder of new Contract language of Holiday pay for Paras:**

As a reminder there were 2 additional paid days that were bargained for paraeducators. The paid days are 12/29/10 and 3/24/11. Secretaries will enter these days in the new e-time system.