

1 responsibilities as required in the appropriate job classification description as specified
2 in Board Policy.

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- 4 • Prior to any decision on extension of the teaching day in excess of ten (10) minutes,
5 a committee representing the Federation will meet and consult with the District in the
6 decision-making process.

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8 **UNAUTHORIZED ABSENCE**

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10 Unauthorized absence is defined as non-performance of those duties and responsibilities
11 assigned by the District and its representatives including all duties and responsibilities as
12 defined by the Education Code, Policies of the Board of Education, the rules and
13 regulations of the District, and the provisions of this agreement.

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- 15 • Unauthorized absence may include, but is not limited to, refusals to provide service,
16 unauthorized use of sick leave, unauthorized use of leave benefits, non-attendance at
17 required meetings, and failing to perform supervisory functions at school-sponsored
18 activities.
 - 19
 - 20 • An employee is deemed to be on unauthorized absence at such time and on such
21 occasions as the employee may absent him/herself from required duties without prior
22 approval of his/her principal or immediate supervisor, except as provided for in this
23 agreement.

24

25 **HIGH SCHOOL SUPERVISION**

26

27 Site committees comprised of administration and Federation representatives will examine
28 existing supervision duties at all high schools and place those duties into two categories.
29 The first category will be those duties that will be paid at the rate equivalent to one hour
30 at the B2 rate on Salary Schedule I. This category shall be no less than 45% or more than
31 55% of the total number of supervision assignments. These duties will be open for
32 volunteers. If the number of qualified volunteers is not sufficient to cover all the
33 supervisions, unit members may be assigned those duties too and would receive the
34 stipend.

35

36 The second category will be those non-paid duties still requiring adult supervision. The
37 assigning of these duties will be consistent with existing practices of assigning duties at
38 each school, but volunteers from parents, booster clubs and other staff will also be
39 encouraged. It is understood that volunteering as class advisors or as a sponsor of clubs
40 as specified by the site committee will fulfill a requirement for supervision. These
41 committees will meet annually.

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43 **TEACHING BY NON-UNIT CERTIFICATED PERSONNEL**

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45 The Federation supports classroom teaching on a regular basis by administrative and
46 other non-unit certificated employees of the District and will meet and agree when it is
47 proposed to assign such personnel on a regular basis within the area of their credentials
48 for up to one period, or its equivalent, per day.

1 **ADDITIONAL CLASSES**

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3 Consistent with instructional needs, additional classes shall be offered to qualified part-
4 time unit employees at the site before being offered to full-time unit employees.

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6 **Definition of an Additional Assignment Position**

7 An “additional assignment position” is any class regularly assigned to a teacher in addition
8 to his or her full-time teaching assignment. This position does not include high school
9 61/2 period classes.

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11 **Creation of an Additional Assignment Position**

12 Consistent with instructional requirements, an additional assignment position will be
13 created only when an extra class cannot be staffed through the regular hiring process.

14
15 The principal, with input from the department chair concerning site needs, and with the
16 approval of the Associate Superintendent of Personnel may create an additional
17 assignment position if an extra class is needed to:

- 18
19 1. Manage class size;
20 2. Balance class enrollment;
21 3. Create a class for which there had previously been insufficient enrollment.

22
23 **Selection of a Teacher for an Additional Assignment Position**

24 Where no qualified part-time unit employee at the site has volunteered for the position
25 and qualified part-time unit employees off-site have been considered, an announcement
26 for the position will be distributed via email.

27
28 Teachers will be selected for employment based on the following criteria which will be
29 applied in the order listed:

- 30
31 1. The assignment will be voluntary.
32 2. The teacher must be fully credentialed in the subject area to be taught.
33 3. The teacher must possess reasonable expertise and successful experience in the
34 subject area.
35 4. Teachers at the local site will be given priority over other teachers in the District.
36 5. Using the above criteria, the principal of the school will make the final choice.

37
38 **Hours of Employment for an Additional Assignment Position**

39 Teachers who teach a regularly assigned class in addition to a full-time teaching
40 assignment shall have their school-based workday extended by an amount of time equal
41 to their preparation period.

42
43 **Absence from an Additional Assignment Position**

44 Teachers who teach a regularly assigned class in addition to a full-time teaching
45 assignment and who have a legitimate absence from that additional assignment will have
46 the absence treated in the same manner as the full-time absence for pay purposes. This
47 provision does not apply to high school 61/2 period classes.

1 **SHARED CONTRACTS**

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3 Based upon approval and successfully addressing the criteria detailed below, the District
4 will authorize shared contracts for teachers. These are situations in which the shared
5 contracts fulfill a single teaching position that is shared between two teachers, typically
6 sharing the same students.

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8 1. Only permanent teachers are eligible to participate in a shared contract, unless
9 specifically approved by the Superintendent or designee.
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11 2. When a full-time, permanent teacher shares a contract, he/she must request a part-
12 time leave of absence to complement the shared contract part-time service. All leaves
13 require Board ratification.
14
15 3. All shared contracts are expressly approved on an annual basis.
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17 4. Except in unusual cases, there will be no 80/20 splits or less.
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19 5. Written proposals should address the full range of duties including instruction, partner
20 and team planning, school and grade-level meetings, school and District staff
21 development, Back-To-School Night, and parent conferences. In many cases this will
22 require double service.
23
24 6. Written proposals must specify the percentages of part-time and how service will be
25 provided with times and days. The division must be instructionally sound.
26
27 7. Shared contracts shall be with teachers who, based upon their proposal and interview
28 by the principal, have demonstrated their ability to work as a team.
29
30 8. Each shared contract proposal must include an acknowledgment by each teacher that
31 upon returning to full time, that either party may be assigned to another
32 assignment/school within their credential, if the school is overstaffed.
33
34 9. A complete shared contract proposal, submitted by June 30 of the preceding year
35 (except in unusual situations), signed by both teachers, is forwarded to the site
36 principal for review and recommendation and then to the Associate Superintendent,
37 Learning Support Services, and then to the Associate Superintendent, Personnel
38 Support Services. Final authority for approving or denying a shared contract proposal
39 rests with the Superintendent or designee.
40
41 10. If a shared contract is denied, the teacher(s) may request the reason for the decision.
42 The teacher shall indicate whether they want the reasons stated in writing, in a
43 personal conference or in a personal conference with a representative present. The
44 reason will identify the reasons for which the shared contract was denied.
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