

JTF

(Just the Facts)

Adjunct - PD Buy Back - In Lieu



Adjunct Article 19.3(b) and related IEP Meeting language

Unit members can be required to work 14 hours outside of their contract day per year. Hours are counted in half-hour increments. Adjunct duties must be noticed in writing a minimum of 10 working days prior to the event. Per an Arbitration ruling, adjunct duties may not be used for professional development. It can be used for meetings and/or other school activities outside the established work day. Staff meetings and grade level/department meetings are not adjunct unless they continue beyond ninety minutes. Any time beyond ninety minutes will be counted toward adjunct [19.3(a)] Back to School Night counts towards adjunct *except* for High School because they have a minimum day after Back to School Night. Unit members should track their own hours independently of any tracking system required by site administration. After 14 hours of adjunct in the school year, unit members may decline from additional adjunct duties, even if compensation is offered. Special Education teachers may have four hours of adjunct assigned to them by the Special Education department for district level activities.

IEP Meetings After Contract Time (Article 19.9)

Unit members required to attend IEP meetings outside the contractual day shall be compensated at curriculum rate. Unit members cannot be required to attend meetings after their contract day unless the procedures for adjunct time (outlined above) are in place.



PD Buy Back Article 20.2 (a) (3) (a)

Unit members have an optional 2 days (13 hours) of professional development paid at per diem rate. Buy back professional development must occur outside of the contract day and be pre-approved by the joint Professional Development Committee. The professional development is chosen by the unit member. Buy back professional development is not required for any unit member in order to receive a full year of STRS credit. Buy back professional development is submitted immediately after completion of the professional development and should be reflected on the next paycheck. If further professional development is desired beyond the thirteen hours, unit members may be paid curriculum rate, or claimed for salary credit, for *some* professional development. Check individual professional development opportunities to determine if they qualify for curriculum rate or salary credit.



In Lieu (Article 19.8) and related Overage language

In lieu is defined as “performance of substitute service by an employee during his/her assigned preparation period/hour”. Substitute service means providing supervision for another teacher’s class. For all unit members, in lieu is first sought on a voluntary basis. If no volunteer is found, in lieu duties will be assigned equitably.

Secondary - Unit members will be compensated for in lieu services at curriculum rate for the first through fifth *periods* of in lieu service and at per diem rate for the sixth through tenth *periods* of in lieu service in a school year. After a unit member has provided ten *periods* of in lieu service in a school year they are not required to perform any more in lieu service but may continue to volunteer for in lieu and be paid at their per diem rate.

Elementary - Preparation time is release time provided by a specialist. Unit members will be compensated for in lieu services at curriculum rate for the first through fifth *hours* of in lieu service in a school year. After a unit member has provided ten *hours* of in lieu service in a school year they are not required to perform any more in lieu service but may continue to volunteer for in lieu and be paid at their per diem rate. Preparation time may not be changed to avoid paying for an in lieu service.

In lieu service refers only to preparation time lost because of providing supervision for another teacher’s class. Students who are not on your roster, but are placed in your class for any period of time, qualify for overages.

Overage (Appendix to Contract II)

For any student(s) placed in your classroom and not on your roster/roll sheet, unit members will be compensated at the rate of \$20/student/day. This is regardless of staying below class size maximums or student contact limits with the addition of the student(s). An overage occurs even if the student(s) is/are in class for only part of the day. If the student(s) are not on your roster/roll sheet, they are considered an overage.

For secondary unit members with both a class size maximum and student contact limit, if the overage violated both you class size and daily student contact limit, the compensation will be at the rate of \$30/student/day.

Unit members should complete a timesheet as soon as possible after the overage occurs and submit it to site administration for approval.