

CERTIFIED STAFF WORKLOAD

The work year for CESA certified staff (excluding directors) shall coincide with that of the district in which they are providing services, including preparation time. However, no employee shall be required to work on more than 186 different days plus four (4) paid holidays without receiving pro rata salary. In working out schedules, preference shall be given to 180 student days on the percentage of time worked in each district and professional staff members shall work out and turn in their calendar at the beginning of each school year.

The workday of CESA staff shall coincide with the workday of the district in which they are providing services. Employees are encouraged to schedule the appropriate prep time.

Employees employed in one (1) district only will provide extra duty services in the school to which they are assigned, on the same basis, including reimbursement if any, as employees regularly employed in that district.

A full teaching load is defined as a load range of 93-107%.

Management has the right to assign a workload up to 100% at any time. Management has the right to assign up to 107% workload without overload compensation until September 15th. After that time, any assignment over 100% will be overload compensation.

Itinerant, multi-location staff (excluding directors) with drive times greater than thirty (30) minutes to their first worksite, shall apply one-half of the driving time beyond the first 30 minutes to the district and one-half of the driving time on their own. This same principle shall apply for the return trip home from their last district.

Overload compensation shall be pro rata pay based on the employee's hourly salary (employee's yearly salary divided by the number of days [full time equals 190 days] times 7.5 for full time [FT salary ÷ (190 x 7.5)]).

Tentative Approval: August 8, 2011

FINAL APPROVAL: September 7, 2011