

**ARTICLE 24**  
**Year-Round Education (Single or Multi Track)**

24.1 General

The provisions of this Article shall apply only to those bargaining unit members directly impacted by the implementation of Year-Round Education (Single or Multi Track). These provisions are in addition to those outlined in the existing Master Agreement and shall apply to any additional schools that become Year-Round Education (Single or Multi Track).

- 24.1.1 The District agrees that there shall be no layoffs of bargaining unit members due to the implementation of Year-Round Education (Single or Multi Track).
- 24.1.2 In those instances when a benefited bargaining unit member's work year is extended to twelve (12) months due to the implementation of Year-Round Education (Single or Multi Track) and results in a reduction of daily work hours below the threshold to qualify for benefits, the employee/position will continue to receive benefits. All existing benefited positions as of June 30, 1998, will continue to receive benefits.
- 24.1.3 Twelve (12) month bargaining unit members based at Year-Round Education (Single or Multi Track) schools shall be afforded all holidays, vacation accrual, and sick leave that regular twelve (12) month bargaining unit members receive as provided in Article 7 and Article 8.
- 24.1.4 Bargaining unit members who occupy twelve (12) month positions as a result of the implementation of the Year-Round Education (Single or Multi Track) program shall be paid on a twelve (12) month schedule.
- 24.1.5 In the event the schools of the District which have implemented Year-Round Education (Single or Multi Track) systems return to traditional schedules, all assignments shall revert to those in effect on June 30, 1998.
- 24.1.6 The District and the CSEA agree that some issues that relate to Year-Round Education (Single or Multi Track) may not have been identified. Should such items arise, the CSEA or the District can reopen Year-Round Education (Single or Multi Track) negotiations to attempt to resolve said issues.

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### 24.2 Transfer

All transfers shall be within the same job classification. Current bargaining unit members at year-round schools, whose most recent evaluations meet or exceed district standards, not wishing to remain at Year-Round Education (Single or Multi Track) schools, may request transfers to traditional schools and shall receive priority consideration over all other transfer requests or new hires.

24.2.1 The District agrees to provide an inservice at each Year-Round Education (Single or Multi Track) site prior to the transfer window period. The window period, when transfer requests must be submitted to the Personnel Services office, is between March 9, 1998, and April 9, 1998. After the window period has closed, the District shall provide a list of positions that become available due to Year-Round Education (Single or Multi Track) transfer requests. Bargaining unit members requesting a transfer from a Year-Round Education (Single or Multi Track) school shall be contacted about openings in traditional calendar schools based on seniority in job classification.

24.2.2 A bargaining unit member who rejects an assignment offered at a traditional work site shall lose the right to preference for a transfer. If a bargaining unit member at a Year-Round Education (Single or Multi Track) site has requested a transfer and was not contacted, that bargaining unit member's name shall remain active for one year. This provision shall only apply to bargaining unit members the first year of year-round school.

24.2.3 Bargaining unit members not at a proposed Year-Round Education (Single or Multi Track) site are to follow transfer procedures as per the CSEA Master Agreement, Article 9. Any positions at Year-Round Education (Single or Multi Track) schools not filled by current bargaining unit members shall be advertised and may be filled by suitable outside applicants.

### 24.3 Workload

24.3.1 The following bargaining unit classifications assigned to the designated elementary sites scheduled to implement the Year-Round Education (Single or Multi Track) shall be twelve (12) month positions. Work hours are indicated by job classification:

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Cafeteria Helper	hours to be determined*
Central Kitchen Staff	hours to be determined*
Clerk Typist I	hours to be determined*
Clerk Typist II	hours to be determined*
Health Services Clerk	hours to be determined*
Library Media Technician I	hours to be determined*
Library Media Technician II	hours to be determined*
School Secretary II (Elementary)	8 hours per day

\*Hours per day shall be determined upon enrollment. Prior to implementation of the hours, the parties shall negotiate any proposed changes.

- 24.3.2 The District shall reevaluate and update, as applicable, the current formula for school staffing. If necessary, the number of positions shall be increased to maintain/achieve a reasonable workload.
  - 24.3.3 The principal shall establish the criteria needed for the various tracks with regard to staffing.
- 24.4 Staffing
- 24.4.1 Maintenance & Operations
    - 24.4.1.1 Any required movement of instructional materials or furniture in or out of classrooms due to Year-Round Education (Single or Multi Track) changes shall be accomplished with the use of the roving general maintenance and custodial crews. Site custodians will not be required to move instructional materials/furniture in or out of the classrooms.
    - 24.4.1.2 It is anticipated that regular work hours for roving custodial and general maintenance crews will be from 3 p.m. to 11:30 p.m., Monday through Friday. Daily hours could be changed to meet the needs of the schools and the District. Changes in the workweek schedule need to be reviewed with the CSEA prior to implementation. Shift differentials shall be applied per the CSEA Master Agreement, Article 5.
    - 24.4.1.3 Bargaining unit members currently in custodial or general maintenance classifications shall have priority consideration to transfer into the roving custodial crew(s) or into the roving general maintenance crew(s).

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- 24.4.1.4 A crew shall consist of two (2) or more employees. Maintenance and Operations shall determine the number of crew(s) needed.
- 24.4.1.5 Roving custodial crew(s) shall perform extensive deep cleaning of Year-Round Education (Single or Multi Track) designated schools.
- 24.4.1.6 Roving general maintenance crew(s) shall perform maintenance work at Year-Round Education (Single or Multi Track) designated schools.
- 24.4.1.7 Operation of the crews is intended to commence on or about the close of the traditional school year, June, 1998.
- 24.4.2 Instructional Aides
  - 24.4.2.1 The principal at each site shall determine the staffing needs for instructional aides/regular positions. The number of positions for special education instructional aides shall be determined by the Special Education Director and site principal.
  - 24.4.2.2 Instructional aides, regular and special education, who work extra time in the same classifications at the Year-Round Education (Single or Multi Track) site (off-track sessions) shall be paid at the same hourly rate as during their regular assignment. The District shall give first consideration to current employees at Year-Round Education (Single or Multi Track) schools when making substitute assignments.
  - 24.4.2.3 Resource Specialist Program (RSP) Instructional Aide position(s) assigned to work at the designated elementary sites scheduled to implement the Year-Round Education (Single or Multi Track) shall be eleven (11) month positions. In the event the schools in the District which have implemented Year-Round Education (Single or Multi Track) systems return to traditional schedules, the Resource Specialist Program (RSP) Instructional Aide assignment(s) shall revert to those in effect on June 30, 1998.

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### 24.4.3 Food Services

24.4.3.1 Bargaining unit members with positions in food service classifications which increase to a twelve (12) month work schedule as the result of the Year-Round Education (Single or Multi Track) schedule should refer to the Transfer Section of this Tentative Agreement for information and transfer procedures.

### 24.4.4 Library Media Technician

24.4.4.1 Bargaining unit members with positions as library media technician classifications which increase to a twelve (12) month work schedule as the result of the Year-Round Education (Single or Multi Track) schedule should refer to the Transfer Section of this Tentative Agreement for information and transfer procedures.

24.4.4.2 School libraries will be closed to students for two (2) weeks each year in order for the library staff to perform work they would be unable to complete on other days due to constant library usage in an Year-Round Education (Single or Multi Track) environment. The dates of the two (2) weeks will be identified by the principal at each school site.

### 24.4.5 Floaters

24.4.5.1 The District shall establish a minimum of one (1) full-time floater position for secretarial and clerical support at the Year-Round Education (Single or Multi Track) schools who will report to the Personnel Services office. This position will be assigned to provide service at all four (4) Year-Round Education (Single or Multi Track) designated schools as a twelve (12) month, eight (8) hours per day employee.

24.4.5.2 The recruitment process will define specific requirements indicating job performance skills required to meet the needs of this position. The job will be posted prior to the transfer window period.

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24.4.5.3 Establishment of this position shall facilitate a smooth operation during the absence of regular classified employees and reduce or eliminate the need for the use of substitutes. It is understood that the floater position will be expected to perform other duties at the Year-Round Education (Single or Multi Track) sites which reasonably fall within the job classification.

**24.5 Overtime**

24.5.1 All overtime must have approval from the bargaining unit member's immediate supervisor or as authorized by the Superintendent/designee.

24.5.2 In the event pre-approved overtime is incurred during the period of June 1, 1998, to July 31, 1998, bargaining unit members shall be compensated by wages unless compensatory time off is mutually agreed to by the bargaining unit member and his/her immediate supervisor.