

## ARTICLE 23 - YEAR-ROUND EDUCATION

### Section 1. Off-Track (Intersession) Substitute Teaching

All Glendale teachers, when in a non-paid status (Intersession, for year-round teachers; summer, winter recess and spring recess for traditional teachers), may substitute in other District classes, if they so desire, under the following conditions:

- a. Those desiring to substitute must indicate their intention in writing on the appropriate District form. The form must be received in the Office of Human Resources on or before five (5) working days prior to the desired time of substituting.
- b. Those substituting on a day-to-day basis shall be paid the regular day-to-day substitute rate, as established by the District from time-to-time, plus an additional stipend of fifteen dollars (\$15) per day. On the 11th and subsequent days, this rate shall increase to the then-current long term substitute rate, plus an additional stipend of fifteen dollars (\$15) per day.
- c. Such employees shall be limited to a maximum of forty (40) substitute days between July 1 and June 30.
- d. Teachers compiling over twenty (20) days of substitute teaching in a single year, between July 1 and June 30, shall have their annual sick leave allocation increased by one (1) additional day, for a total of eleven (11).
- e. A regular teacher who has volunteered to serve as a day-to-day substitute during his/her non-paid time, is not covered by any provisions of the Agreement except Section 1 of this Article.

### Section 2. Pay Procedures

Regular pay warrants for teachers in Year-Round Education schools shall be issued on the first working day of the calendar month beginning in August and concluding in the following July. The annual salary shall be divided by twelve (12) to equalize the monthly payments throughout the fiscal year. Teachers on intersession on the first working day of the calendar month may personally pick up their pay warrant at their assigned school. If the warrant is not picked up on the day the warrant is issued, it will be mailed by U.S. Mail to the address shown on the warrant unless the employee has provided the District Financial Services Office, by the last day of the preceding month, with a self-addressed envelope indicating an address other than that on the warrant.

### Section 3. Health and Welfare Coverage

The appropriate health and welfare coverage for teachers in Year-Round Education schools shall become effective on the first day of the month following the beginning of their assigned work year. This provision applies to teachers who begin their work year in a classroom teaching assignment or on intersession.

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### Section 4. Elementary Physical Education

- a. Elementary Physical Education Teachers in YRE Schools who are assigned additional instructional days in July and/or August beyond the regular instructional days in the traditional school schedule, shall be paid at their regular daily rate of pay only for the actual additional instruction days of work. Teachers with the extended assignments shall also work the five (5) additional non-instructional days required to complete the regular work year (186 days) of all other teachers in the District.
- b. Elementary Physical Education teachers assigned as twelve (12) calendar month employees, shall be compensated at the daily rate of pay for 225 work days. The work year shall begin July 1 and end the following June 30. The instructional release time Physical Education program for teachers in grades 4, 5, and 6 will begin no later than Monday of the second full week of student attendance.
- c. Elementary Physical Education (P.E.) teachers who prefer to reduce their work (and pay) to 210 days shall be permitted to do so prior to the start of the new work year. The reduction of days shall be taken in one consecutive block of days. The request for the reduced work year must be received in the Human Resources Office by April 1 of the current school year. A substitute shall be provided to replace the teacher absent from duty.

### Section 5. Extended Year Assignments

Effective July 1, 1994, the work year for Special Education teachers assigned to the Resource Specialist Program (RSP) in Year-Round Education schools shall be 202 days. The additional days beyond 184 shall be paid at the regular daily rate of pay.

Effective July 1, 1995, the work year for Speech/Language/Hearing Specialists assigned in Year-Round Education schools shall be 202 days. The additional days beyond 184 shall be paid at the regular daily rate of pay.

### Section 6. Rover Regulations

#### a. Definition

The term "Roving" teacher as used herein refers to those teachers who do not have a permanent room assigned and therefore are required to change classrooms each time any of the tracks goes off track. The term does not encompass those whose classroom assignments rotate on a less frequent basis, nor does it encompass "traveling teachers."

#### b. Regulations

- (1) One Rover track will be established. It shall be either C or D track for 1991-92.
- (2) Effective July 1, 2000, the total yearly stipend for the Rover will be \$600 annually, and "host teacher" stipend \$100 annually. If a Rover assignment is designated for less than one (1) full year, the stipend shall

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be prorated accordingly. Host teachers, as distinguished from Roving Teachers, are those employees who must break down their classrooms and store their instructional materials when going-off track because a Roving Teacher will be using the classroom.

- (3) The Rover teacher shall have no required committee assignments.
- (4) The Rover teacher will be required to maintain only one classroom bulletin board which will be utilized to display student work.
- (5) The Rover teachers' participation in school-wide displays shall be voluntary. The District and the Association recognize the value of displaying student work.
- (6) Additional custodial assistance will be provided to Rover teachers when the Rover moves into a different room.
- (7) Due to the extra effort and time associated with having two classes in the same classroom, kindergarten classes will not be involved in "roving" situations unless a lack of other permanent classroom space makes it a necessity. While off-track, a teacher's classroom may be used for other activities.
- (8) If more teachers are assigned to the Rover Track than are needed as Rovers, priority to be a non-rover will progress upward by grades, beginning at K, K/1, 1, 1/2, etc.

### Section 7. Intersession

Should District Intersession activities be implemented at Year-Round Education schools, through Unrestricted General Fund or new funding sources, the District and the Association agree to meet and negotiate issues relating to such activities.

Year-round school intersession teachers in the categorical program(s) shall be selected from volunteers and shall be compensated pursuant to the Categorical Project Instruction rate defined in Appendix E. Volunteers from the individual site shall be given first consideration over volunteers from other sites.

### Section 8. Communications

- a. All employees shall receive copies of all district communications at their work sites on designated distribution dates.
- b. When distribution of District communications takes place on other than designated distribution dates, off-track employees shall receive copies of district communications by U. S. Mail at their designated home or vacation addresses.
- c. The site administrator with staff input, including classroom teachers, will implement a plan to communicate with off-track teachers.

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Section 9.      Notice to Begin or Terminate Year-Round Schools

- a.      Notice of change of a school site to or from a year-round calendar shall be given to employees eighteen (18) months in advance of such change.
- b.      Employees in schools converting to a year-round multi-track calendar shall be notified prior to Winter Recess of their track and grade assignment for the following year.

Section 10.    Year-Round School Committee

The District and the Association agree to establish a Year-Round School Committee (YRSC) to meet four (4) times each year, or on an as-needed basis, and discuss matters of concern to year-round schools. This committee shall consist of four (4) members to be appointed by the Association and four (4) members to be appointed by the District.