



ACCORDING TO PEA:

Staff Meetings and Inservice

Staff meetings should be announced no later than 24 hours prior to the start of the meeting. **Designating a regular day and time provides sufficient notice.** Staff meetings must have an agenda and should normally be completed within the duty day. On rare occasion a meeting will run beyond the scheduled time and your 7-3/4 hour day. In such cases the principal may request, but not require, staff to stay and offer flex time, or, choose to complete the meeting on another day. If the meeting is extended beyond your day, **no one should suffer any retribution for needing to leave on time.** Explaining the need to attend to family and/or personal matters is not required. Flex time must be used within the school year that it is accrued in, is not transferable from school to school, and can only be used to release a teacher from non-student contact time, i.e. before or after school. The use of flex time is to be mutually agreed upon by the principal and the teacher requesting the time off. The principal cannot require you to use flex time during a specific day and time (i.e. Friday afternoon).

Paraeducators and/or Secretaries Attending Staff Meetings

If paraeducators or secretaries are requested to adjust their schedule to attend a staff meeting, they should remember the following: Paraeducators and secretaries should always put down the ACTUAL hours that they work. If they work more than 40 hours in a week, they earn over-time, which must be paid at 1.5 times their regular rate of pay. If the employee and the principal mutually agree, compensatory time may be accrued as an alternative at the rate of 1.5 hours per hour work when in over-time status. You work 2 hours of over-time, you earn 3 hours of pay. Compensatory time must be used within the same pay period as earned. Please remember overtime must be approved in advance by your administrator. While being directed to attend would constitute approval, choosing (truly volunteering) to attend would not.

Teacher Collective Bargaining Agreement:

6.5 Faculty Meetings: The principal shall specify a day for regular faculty meetings. Except in extenuating circumstances, the faculty meeting should be limited to the designated day. If a change is needed, teachers shall be given two (2) days notice except in cases of emergency. Such meetings shall have an agenda, and shall be as brief and well planned as practical. A copy of minutes shall be kept and maintained in a designated, accessible place. Faculty meetings shall be conducted during the teacher duty day except in extenuating circumstances. Sales representatives will not be allowed access to the faculty prior to or during the faculty meeting.