



ACCORDING TO PEA:

NOTE: All employees from time to time want to pitch in and work beyond what is required. We in no way want to discourage anyone from feeling and participating in that “team spirit.” We simply want you to do it because **YOU** want to, not because you are being pressured or it is expected.

Workloads – Paraeducators & Secretaries

These directions are to assist members if given work assignments that cannot be done within their normal work day.

Paraeducators and Secretaries – As hourly employees you should expect to have your normal lunch and break time. There may be times where you choose to work through these, but you should always understand that it is a choice. You cannot be disciplined because you took your contractual break and something didn’t get finished. You can only be disciplined for:

- Not working during your scheduled hours.
- Taking excessive (too long or too many) breaks or lunches.
- Not keeping your supervisor informed regarding your assignments.
- Not having or being able to learn the **NORMAL** skills required for your position.

What to Do: -- If you believe you will be unable to complete an assignment on time:

- Notify your supervisor of your concern at the **earliest** possible time. Make sure you include information about other assignments that are conflicting or any problems that you foresee. It is best to document this by e-mail or in writing.
- You can suggest a priority order regarding what you plan to do, however, make sure you request your supervisor’s guidance and/or feedback.
- Keep your supervisor updated. As progress is made or challenges happen, inform your supervisor and continue to remind him/her about your understanding of your priorities, always inviting further feedback and/or direction.
- It is important to send a reminder the day before or the day of missing a deadline, depending on the size of the project, stating that it won’t be done by the expected date/time, and, if possible, give an estimate of when you believe you could have it completed. Again, always request direction.
- Keep working at a consistent pace keeping to your work schedule, including lunch and breaks.
- Do document in writing and follow any directions provided by your supervisor.
- **Contact PEA if there is a problem!**

What Not to Do:

- **Do not say that you won’t do an assignment, however, if you have a concern do contact PEA.**
- Do not say that you can not do an assignment unless you provide a specific reason; i.e. equipment broken, information missing, training needed, health restriction, etc, however, if you have a concern **do contact PEA.**
- **Do not ignore any directions or advice from your supervisor, however, if you have a concern do contact PEA.**

- Do not panic, take work home, stay after hours, or work through your breaks, however, if you have a concern **do contact PEA.**

Reporting Your Time – Your sign in and out sheet is your official time record. These records have been used to document hours worked when over and under payment is alleged. **You should sign in at the time you arrive and out at the time you leave. The District must pay you for all the time that you work, including overtime.** It is important to clarify when your supervisor is insisting that a project be completed, whether you are authorized to work overtime. If not, leave on time. The law requires that you be paid and that any “comp time” is by your choice and can be reasonably used.

Other Duties As Assigned

All job descriptions include ‘other duties as assigned’. This does not mean that paraeducators can be assigned to clean up the yard, or secretaries must check out library books for students. What it does mean is that you can be assigned other duties that you may not normally do, but they are within your work sphere. Secretaries may be asked to do other duties normally done by other secretaries, but they should NOT be the only one at school monitoring a busload of students. Paraeducators may be asked to substitute and fill in for other paras, or, substitute for teachers (see 8.2-8), but they should NOT be creating lesson plans or assigning grades to student work products and other such teacher responsibilities.

If you are assigned another duty under the guise of ‘other duties as assigned’ and you believe it is outside of your work sphere, contact PEA immediately for assistance.

ESP Collective Bargaining Agreement:

5.10 Break Periods: All employees are entitled to two (2) fifteen minute breaks in each 7 1/2 - or 8-hour shift, but said breaks cannot be taken consecutively or added to extend the meal period.

5.11 Meal Periods: All employees who work more than four (4) hours daily shall be granted a meal period of not less than 30 minutes nor more than one (1) hour of each work day. Time of meal period to be approved by the principal/immediate supervisor.

5.12 Regular Straight Time Hourly Rate: The “regular straight time hourly rate” means an employee's straight hourly base rate and applicable shift premium if any.

5.13 Overtime: “Overtime” shall be defined as hours worked in excess of forty (40) hours during the basic work week.

5.14 Holiday, Vacation, Sick Leave: Time worked for purpose of computing overtime, holidays, vacation, and/or sick leave shall be considered as time worked during an employee's regular scheduled work week for the purpose of computing overtime.

5.15 Compensatory Time: Compensatory time is time earned in lieu of overtime pay at the rate of one and one-half times per hour worked.

Paraeducator Collective Bargaining Agreement:

2.8 Regular Straight Time Hourly Rate: The “regular straight time hourly rate” means an employee's straight hourly base rate and applicable supplements and longevity if any.

2.9 OVERTIME: “Overtime” shall be defined as hours worked in excess of forty (40) hours during the basic work week.

2.10 COMPENSATORY TIME: Compensatory time earned in lieu of overtime pay is at the rate of one and one-half times per hour worked. All other compensatory time is earned as listed in the specific article. Compensatory time must be used at the worksite earned and in the school year it is earned. It cannot be carried over from year to year. Use of compensatory time must be approved by the administrator and used when it least impacts the students.

8.4-2. Full day paraeducators shall have a paid duty free lunch period of not less than twenty (20) minutes of each school day, scheduled around the regular school lunch hours. When a scheduled



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lunch period is unfeasible, the principal/director must consult with the Director of Employee Relations to work out a solution. The Association President will be notified of the situation and proposed solution.

8.4-3. Full day paraeducators shall have a fifteen (15) minute break in the morning and a fifteen (15) minute break in the afternoon while classes are in session. When a scheduled break(s) is unfeasible, the principal/director must consult with the Director of Employee Relations to work out a solution. The Association President will be notified of the situation and proposed solution. When scheduled breaks for Interpreter/Tutors are unfeasible, they shall receive one-half (1/2) hour pay supplement upon prior approval by the Director of Exceptional Student Education.