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<p>Article X</p> <p>ALA/Teachers Local 2010 Rights</p>	<p>Duties, Responsibilities and Hours</p> <p>1.2 The District recognizes that the responsibilities of administrators do not lend themselves to a defined workday or work week of rigidly established length. <del>Each administrator is expected to devote the time necessary to get the job done.</del> The hours required will vary from day to day and week to week, however, the hours required of the administrator <del>should be reasonable</del> shall meet the test of reasonableness. Matters related to wages, hours of employment and other hours and conditions of employment, shall be subject to negotiations. <del>No.</del> Any mandatory professional development that shall be scheduled by the District on a Saturday or Sunday. <del>It must also</del> be offered during the regular workweek and/or online.</p> <p><u>1.2 b. Administrators shall experience quiet time between the hours of 4:30 p.m. and 7:30 a.m. on weekdays, and 24 hours on Saturdays, Sundays and holidays unless an exigent circumstance arises. During quiet time, administrators are not required to monitor or respond to phone calls, texts, emails, facsimiles, or routine operational matters.</u></p> <p>1.3</p> <p>In recognition of the professional workday described above, when the schedule of the administrator involves extended work hours on a given day, <u>beyond the standard 8-hour workday—for activities such as, but not limited to, student extracurricular events, parent and community engagement events, student health and safety concerns, etc., flexible work hours on a subsequent day may be taken with notice to the immediate supervisor.</u></p> <p><u>When the work demands involve extended hours of work within a given pay period, flexible work hours may be taken with notice to the immediate supervisor, in up two (2) subsequent pay periods and may be increased during an emergency so long as such absence does not interfere with the continued operational obligations of the employee, work unit, or District. Flexible work hours shall be accommodated and scheduled mutually and in collaboration with the employee and the supervisor. Granting and/or scheduling use of flexible hours shall not be done on an arbitrary, capricious, or discriminatory basis, nor shall it be denied or limited for any of these reasons.</u></p>
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Upon request of the administrator, the immediate supervisor is required ~~must~~ to provide the administrator with a time within which to schedule the flexible work hours. Such time shall fall within fifteen (15) working days of the date of the administrator's request. Any failure by the immediate supervisor to provide such a time ~~within the 15 days~~ shall be grievable by the administrator. Nothing herein shall prevent the administrator and the immediate supervisor from scheduling flexible work hours at any time collaboratively and by mutual agreement for up to 8 hour increments. In scheduling the flexible work hours, the administrator and the immediate supervisor shall take the following into consideration:

- a. ~~The absence of the administrator will not have a negative impact on the operation of the work site;~~
- b. The immediate supervisor shall be ~~District/Division/Unit has been~~ notified of the administrator's flexible hours for the day;
- c. An administrative designee has been assigned to handle matters in the administrator's absence;
- d. ~~The District/Division/Unit~~ immediate supervisor shall be ~~has been~~ informed of the identity of the administrative designee;
- e. The administrative designee has been directed by the administrator to contact ~~the administrator and/or~~ their direct supervisor ~~District/Division/Unit~~ in cases of emergency; and
- f. ~~The absence may not exceed one-half of the administrator's work day except by mutual agreement.~~
- g. Flex time may be used for preventive care, health and wellness, and any other purpose at the discretion of the employee. They may include, but are not limited to an annual physical examination and or any other medical care.
- h. Use of flex time shall not be limited or denied. ~~for arbitrary or capricious reasons.~~

If administrators are required to work on a holidays such as Admission Day, ~~compensatory time-off they shall be paid on an hour-for-hour basis their hourly rate. shall be granted within a reasonable period of time.~~

If administrators are required to work during an emergency, they will be compensated at double their hourly rate. Emergency situations include, but are not limited to, natural disasters such as fires, inclement weather, earthquakes, hurricanes, flooding, public health crises, and safety concerns such as school break-ins, vandalism, and bomb threats.

1.4 The specific duties applicable to each class of certificated administrators shall be determined in accordance with Section 35020 of the Education Code. A class description setting forth the duties assigned to each class shall be published by the Human Resources Division. The duties of the classes shall be reviewed at intervals of not more than four years. The Superintendent shall determine the extent of such review and the Human Resources Division, in conducting each review, shall include participation by employees in the class being reviewed.

Pursuant to *Ca. Educ. Code § 35020*, all certificated class descriptions shall be published and readily available upon request. Additionally, starting in the 2025-2026 school year, the District and AALA/Teamsters Local 2010 shall form a committee to discuss class description and make recommendations to the District regarding revisions and identify missing class descriptions.

3.0 Assignment Authorization for New Certificated Employees: Administrators, except for the Early Childhood Education Development Division, shall not accept any new certificated employee, including a substitute, without authorization of the Human Resources Division.

Assignment to Early Education Centers must be authorized by the Division of Early Education.

4.0 Administrative Informal Classroom Observations with actionable feedback to teachers shall occur on a regular, ongoing basis. The District and AALA/Teamsters 2010 shall form a committee of eight (8) members, four (4) appointed by AALA/Teamsters 2010 and four (4) appointed by the District. The committee shall meet no less (3) times to

discuss Informal Classroom Observations and actionable feedback and make recommendations to the District and AALA/Teamsters 2010.

In alignment with the School Leadership Framework, administrators shall: Use data to determine school-wide priorities; Use goals to conduct Informal Classroom Observations; Manage time; Prioritize high-leverage activities while leading in situations of ambiguity or complexity.

Informal Classroom Observations and actionable feedback shall not be used as a data source for Tier 1 and Tier 2 Data Digs. All Data Digs shall mirror the protocols used in Tier 3 Data Digs to provide the same data sets and dashboard for consistency and coherence across the District.