

**AAALA/Teamsters - Unit M**  
**ARTICLE X**

**DUTIES, RESPONSIBILITIES AND HOURS**

**1.0 – 1.1 – No Changes**

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. Each administrator is expected to devote the time necessary to get the job done. The hours required will vary from day to day and week to week, however, the hours required of the administrator should be reasonable. Matters related to wages, hours of employment and other hours and conditions of employment, shall be subject to negotiations. Any mandatory professional development scheduled by the District on a Saturday or Sunday must also be offered during the regular workweek and/or online.

**CCL**

1.3 In recognition of the “professional workday” described above, when the schedule of the administrator involves extended work hours on a given day, flexible work hours on a subsequent day may be taken with the prior approval of the immediate supervisor. Upon request of the administrator, the immediate supervisor must 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 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 requesting administrator. Nothing herein shall prevent the requesting administrator and the immediate supervisor from scheduling flexible work hours at any time by mutual agreement. In scheduling the flexible work hours, the requesting 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; Continued effective operation of the worksite;~~

b. The 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 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 District/Division/Unit in cases of emergency; and

## Article X – Duties, Responsibilities and Hours

- f. The absence may not exceed one-half of the administrator's work day except by mutual agreement.
- g. Administrators may request up to eight (8) hours of flex time for an annual physical examination.
- h. Use of flex time shall not be limited or denied for arbitrary or capricious reasons.

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

**Moved to 1.3.2**

1.3.1 In recognition of the variety of daily student activities offered outside of the instructional day at Comprehensive High Schools, the site administrators at these schools may utilize flexible time to displace their arrival time one day each week. This time shall occur on a regular basis and shall be pre-scheduled collaboratively with immediate supervisors. When exercising use of flexible time under this section, site administrators shall utilize professional judgement in minimizing impact to school operations and responding to student/program needs.

1.3.2 If administrators are required to work on a holiday, such as Admission Day, compensatory time off on an hour-for-hour basis shall be granted within a reasonable period of time.

1.3.3 The District and AALA/Teamsters shall jointly provide training on an annual basis to District management with respect to the granting and/or scheduling use of flexible time.

### 1.4 – 2.0 – No Changes

#### 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.

**Agreed**

4.0 Administrative Informal Classroom Observations with actionable feedback to teachers shall occur on a regular, ongoing basis. The District and AALA/Teamsters shall form a committee of eight (8) members, four (4) appointed by AALA/Teamsters 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.

### **Article X – Duties, Responsibilities and Hours**

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.