

CERTIFICATED AALA Teamsters Proposal #2 Submitted 5/2/25

Duties, Responsibilities and Hours

1.0-1.1 CCL

1.1 The District recognizes that the responsibilities of administrators do not lend themselves to a defined workday or work week of rigidly established length. School site and non-school site administrators are expected to perform all duties in their job description. The Collective Bargaining Agreement (CBA) between LAUSD and AALA/Teamsters recognizes that the District can require hours which are reasonable. District administration, with the agreement of AALA/Teamsters have determined that an eight-hour day is reasonable to provide necessary services to the students we serve and in order to provide adequate supervision to hourly employees the majority of which are assigned to eight-hour days. Duties performed by administrators do not always fall within the prescribed eight-hour day and as such, when the work demands involve significant extended hours of work within a given pay period, flexible hours in the same or following pay periods may be taken with the prior approval of the immediate supervisor.

~~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 that scheduled by the District on a Saturday or Sunday must also be offered during the regular workweek and/or online.~~

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.

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 schedule flexible 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 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 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

~~f. The absence may not exceed one half of the administrator's work day except by mutual agreement.~~

f. Flexible hours can be used on consecutive days up to 8 hour increments upon mutual agreement of the employee and supervisor.

g. Administrators may request up to eight (8) hours of flex ~~time~~ hours for an annual examination.

h. ~~Use of flex time~~ hours 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~~ **hours** under this section, site administrators shall utilize professional judgement in minimizing impact to school operations and responding to student/program needs. **This does not preclude taking flex hours at a different time or replace the flex hour process.**

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~~ hours.

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.

2.0 CCL

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 Extra Duty Pay

Administrators shall be eligible for extra duty pay when administrators perform services and/or duties according to the following.

4.1 Extra Duty Pay Guidelines

a. Extra Duty Pay shall only be utilized for:

(1) Emergency/exigent circumstances which include unforeseen occurrences that can immediately affect the health and safety of students, employees, parents and/or the school community.

(2) Unforeseen circumstances that may cause a substantive detrimental impact to the instructional program and/or academic success of students; and/or

(3) Under special circumstances, when principals/administrators are

requested to perform special projects outside the scope of their regularly assigned duties by their immediate supervisor and/or other Division Head, they shall be compensated with extra duty pay.

Extra duty pay is not to be approved or reported for any extended work hours in which regular time pay hours are reported unless administrators are explicitly requested to complete the emergency/exigent or unforeseen (as defined above) by their supervisors.

(4) Administrators shall be eligible for extra duty pay when administrators perform services and/or duties on unassigned days related to the supervision of the core academic instructional program. Examples of circumstances in which administrators shall be eligible for extra duty pay include, but are not limited to, professional development delivered on a Saturday or Sunday in which certificated staff members are compensated for participation, administrative supervision for locally designed and funded extended day programs held on a Saturday, and trainings or workshops for parents conducted on a Saturday or Sunday.

4.2 In advance of performing any extra duty work as a result of emergency/exigent or unforeseen circumstances, notice shall be provided to the immediate supervisor. The approval form(LAUSD HR Division form 9051) must be submitted to the immediate supervisor within five (5) working days of the emergency/exigent or unforeseen circumstances. The Regional Superintendent/Division Head will then review and approve. This authorization is not to be delegated to a designee unless the Regional Superintendent/Division Head is utilizing benefitted time and is unavailable because he/she is out of the office.

4.3 Certificated employees are limited to additional assignments in which regular time pay hours and additional assignment(s) hours do not exceed 200 hours in any pay period for employees who work an assignment (i.e., no more than 40 hours of extra duty pay per pay period as specified in Policy Guide A7 – Assignment Multiple.

(1) The maximum per pay period limit applies to all certificated assignments.

(2). In emergency situations where an assignment will cause the certificated employee to exceed the maximum per pay period limit, the requesting school/office must obtain written pre-approval from the Superintendent or respective Deputy Superintendent on HR Form 9051A – Request for Extra Duty Pay for Certificated Administrators in Excess of Stated Limits.

(3) Work performed during an administrator's off-basis time is exempt from the 40-hour maximum (for employees on E or B-basis) but must adhere to all other guidelines contained herein.

(4) Summer School, Extended Learning Opportunity Summer (ELOS), Summer Term, and other summer programs are paid as part of an approved additional assignment that occurs during an administrator's off-basis time and are not

considered extra duty pay. However, any extra duty pay for which an administrator is paid during Summer School, ELOS, and/or Summer Term, must adhere to the guidelines set forth in this policy bulletin.

5.0 Administrative Informal Classroom

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.

