

ARTICLE ____: WORKING CONDITIONS

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- 3 A. The Board will strive, limited to funds available, to provide the necessary materials,
- 4 buildings, and equipment based on program needs.
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- 6 B. All employees shall be entitled to a duty free lunch period of approximately thirty (30)
- 7 minutes, which shall be considered as part of the school day. Principals may require
- 8 elementary employees to accompany their students at lunch as needed through the
- 9 school year.
- 10 1. In schools where employees desire a sixty (60) minute lunch period during
- 11 planning days, this may be allowed provided all the following conditions are met:
- 12 a. Only thirty (30) minutes of these sixty (60) minutes shall be considered as
- 13 part of the workday.
- 14 b. The thirty (30) minutes lost at lunch shall be made up each day immediately
- 15 preceding or succeeding the regular workday as determined by the principal.
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- 17 C. Telephone facilities shall be made available to employees for school business.
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- 19 D. Faculty meetings in each school may be scheduled as necessary by the principal at
- 20 his/her discretion. Such meetings shall be as brief and well planned as possible and
- 21 should not exceed one hour in length. The Association president, his/her designee
- 22 and/or Association building representative shall be given an opportunity at the
- 23 conclusion of each building faculty meeting to present brief reports and
- 24 announcements. ~~After the principal concludes their presentation, attendance shall be~~
- 25 ~~voluntary.~~ After the conclusion of the principal's faculty meeting presentation, The
- 26 Association president, his/her designee and/or Association building representative
- 27 shall be given an opportunity to present brief reports and
- 28 announcements. Attendance after the principal's conclusion of the faculty meeting for
- 29 these association announcements shall be voluntary.
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- 31 E. The Board shall, depending on funds available, continue to provide a professional
- 32 reference library at the district media center.
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- 34 F. The Board shall continue to provide in each school, depending on funds available, a
- 35 computer and copying facilities for employees to use in the preparation of instructional
- 36 materials.
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- 38 G. When a student requires medical services at a school site, those services may be
- 39 assigned to an employee, provided that the employee receives additional specialized
- 40 training prior to the students' assignment.
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- 42 H. A district inclusion policies and best practices manual shall be developed and revised
- 43 as necessary to keep it current with district expectations.

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- I. Employees shall be trained in the use of the currently designated electronic absence management system. Once the training has occurred, employees will be responsible for reporting all absences and obtaining substitutes by utilizing the designated system. Employees may arrange for their own substitutes if the absence is known in advance as long as the information is properly reported to the designated system. It is the intent of the district that a substitute be hired when one is available for every employee absence, regardless of the length of that absence. If no substitutes are available, then other arrangements must be made including assigning employees duties to supervise students.
 - J. Equitable Duty—The principal will be responsible for seeing that duties are fair, equally weighted, and equitable.