

**ARTICLE 17. SUMMER SCHOOL/INTERSESSION HOURS AND
CONDITIONS OF EMPLOYMENT**

Section 17.1: APPLICATION PROCEDURE

- 17.1.1. Qualified unit members who work a basic ten (10) month work year and who wish to work in the District's summer school and intersession programs may apply under the provisions of procedures administered by the Human Resource Services Division. These procedures will ensure that unit members have the opportunity to apply for each intersession.
- 17.1.2. Qualified unit members currently employed by the District shall be given preference over applicants not employed by the District. Qualified permanent unit members shall be given preference over probationary unit members.
- 17.1.3. A qualified unit member is one who is properly credentialed for the position to be filled, whose most recent evaluation in the subject field(s) or grade level(s) to be taught was "effective" in all elements.
- 17.1.4. The Human Resource Service Division, Certificated, shall circulate job announcements of potential summer session positions to be filled and receive applications by March 1. Summer school/intersession job announcement circulars shall make reference to the normal length of the workday and shall include a copy of the summer school/intersession salary schedule.
- 17.1.5. The Human Resource Service Division, Certificated, shall determine qualification standards applicable to positions and shall determine qualifications of applicants against those standards.
- 17.1.6. The Human Resource Service Division, Certificated, in coordination with School Services Division and principals, shall fill summer school/intersession positions considering all of the following criteria (not necessarily in priority order):
 - 17.1.6.1. Teaching effectiveness, as reflected in most recent evaluations.
 - 17.1.6.2. Length of service in specific grade level or subject area, as determined by the Human Resource Service Division, Certificated, records.
 - 17.1.6.3. Recency of experience in specific grade level or subject area, as determined by the Human Resource Service Division, Certificated, records.
 - 17.1.6.4. If appropriate, the completion of any specific skill or content training required, as evidenced by certificates of completion, record lists, or the Human Resource Services Division, Certificated, records.
 - 17.1.6.5. Satisfaction of any special position requirements specified in the position announcement and identified in the application and verified by appropriate records, if necessary.
 - 17.1.6.6. Anticipated availability to serve the entire session with the exception of pre-approved job share arrangements and participation as an NEA Conference delegate (see Section 17.1.12.) or as a delegate to the Association's Summer Institute.

17.1.6.7. Other factors being equal, consideration shall be given to an equitable distribution of summer placements among the teaching staff.

17.1.7. The Human Resource Service Division, Certificated, shall have the responsibility for determining which applicants shall be placed in the summer school/intersession programs. First consideration shall be given to the needs of the instructional program and second consideration to making summer school teaching available under the provisions of Section 17.1.6.

17.1.8. Persons who are offered a specific summer school placement and decline to accept will not be considered for employment in the current summer session until all other available and qualified district applicants have been considered.

17.1.9. Unit members scheduled to teach specific classes which are closed due to low enrollments will be given consideration for other vacancies that occur for which they are qualified. However, such unit members do not have priority over other unit members selected for, and notified of, summer session placement.

17.1.10. Every effort will be made to place qualified unit members who applied for but who were not placed in previous summer sessions/intersessions as equitably and fairly as possible; except that one (1) unit member at each elementary school site and one (1) unit member for each of the four (4) core subject areas (English, math, social studies and science) at each secondary school site may be selected in accordance with other provisions of this Section, but only from among applicants normally assigned to the site hosting the summer session/intersession.

17.1.11. Every effort will be made to notify unit members of their specific assignment one (1) month prior to the first day of summer school.

As soon as student applications are confirmed, all remaining selected staff will be informed of their summer school/intersession assignments. It is recognized that confirmation of these assignments may occur during the week preceding the opening of summer school. Because of late (unanticipated) pupil enrollment, the final phase of summer school staffing may occur during the first week of summer session.

17.1.12. Summer school unit members elected as NEA delegates may attend scheduled activities. Unit members shall find a qualified substitute to replace them. Absences for such activities shall not exceed five (5) days.

17.1.13. Intersession selection procedures shall adhere to the provisions of this Section with application and staffing timelines modified to accommodate such programs.

Section 17.2: HOURS OF EMPLOYMENT

The instructional hours for a full-time position as a classroom unit member in the special education and elementary programs shall be as specified by state law. The hours for a secondary unit member shall also be as specified by state law. On-site duty time shall be specified for each school by the principal to accommodate the requirements both of state law and the effective operation of the school program; unit members are expected to arrive in time to be ready for the pupils and may leave when instructional and school operational duties are completed. School operational duties include, but are not limited to, normal communications, pupil supervision, parent conferences, etc. Duty hours for nonclassroom unit members receiving five (5) hours of pay per day shall be twenty-five (25) hours per week, inclusive of a

fifteen (15) minute rest period per day. . Duty hours for nonclassroom unit members receiving eight (8) hours of pay per day shall be forty (40) hours per week, inclusive of a fifteen (15) minute rest period per day consistent with Article 8.5.2.

Section 17.3: SICK LEAVE

17.3.1. Eligible unit members shall be allowed to use full-salary sick leave for personal illness, injury, or exposure to contagious disease as set forth in the Education Code. (Reference Appendix E)

17.3.1.1 Accrual and use of sick leave is delineated in Appendix E 2.01 and 2.02.

17.3.2. Summer school and intersession unit members may use full-salary sick leave accumulated during the regular school year.

Section 17.4: SAFETY CONDITIONS OF EMPLOYMENT

Safety conditions of employment in Article 11, except for Section 11.9, shall apply during the summer session. Each school site shall have a designated administrator. Accommodations will be made to meet operational problems and emergencies and these shall be made known to the staff.

Section 17.5: TRANSFER AND REASSIGNMENT POLICIES

The principal of a summer school from which a unit member is transferred and the principal of a summer school to which a unit member is transferred shall coordinate the movement of the unit member and assure that reasonable accommodations are made as to time and assistance required to effect the change.

Section 17.6: PERFORMANCE EVALUATION PROCEDURES

There shall be no separate formal performance evaluation procedure for summer sessions and intersessions. The District shall not, however, be precluded from normal supervision responsibilities. The provisions of Article 14, Sections 14.10. and 14.11., shall apply to summer session unit members who are also employed under a regular contract.

Section 17.7: REGIONAL OCCUPATION PROGRAM SUMMER SCHOOL STAFFING

The Regional Occupation Program (ROP) may offer summer school course sections based upon the following factors: facility availability, student attendance history, adequate funding, adequate student enrollment, labor market demand, course is part of career path, course offers articulated community college course credit and course receives state/county approval.

Qualified ROP unit members may apply to teach such courses in accordance with the following procedure:

17.7.1. The ROP unit member indicates an interest in teaching summer school on the ROP Continuing Course Proposal and returns it by the deadline indicated on the form.

17.7.2. A qualified ROP unit member who has taught the specific course previously will be offered the position. If more than one (1) qualified ROP unit member is interested, the unit member who has the greatest number of years teaching the specific ROP course in the District will be

offered the position. However, if that unit member taught the course when it was last offered in summer school, the qualified unit member with the next highest number of years teaching the specific ROP course in the District will be offered the position.

- 17.7.3. If the position cannot be filled by 17.7.2. above, the District may select from among all other qualified unit member applicants in accordance with Section 17.1.10.
- 17.7.4. A qualified ROP unit member is one who holds the appropriate teaching credential for the position to be filled, whose most recent evaluation in the subject field(s) to be taught was effective in all elements and who possesses the specific skills or content training for the course to be taught.
- 17.7.5. ROP summer school compensation will be prorated based on the regular teachers summer school salary schedule.

Section 17.8: DURATION

This Article shall be applicable to the summer sessions and intersessions which occur between September 1, 2003, and August 31 of the year in which this Agreement expires.

Section 17.9: APPLICATION OF CONTRACT ARTICLES

The following articles of this Agreement do not apply to summer school and intersession assignments: Article 8, Hours of Employment (except Section 8.5.2); Article 9, Health and Welfare Benefits; Article 10, Leave Policies, (except Sections 10.1, 10.3, 10.4, 10.5, 10.15, 10.16, 10.20 and 10.21); Article 12, Transfer Policies; Article 16, Organizational Security; Article 19, Layoff and Reemployment; Article 21, Job Sharing; Article 24, Year-round Schools.

Section 17.10: SUMMER SCHOOL/INTERSESSION COMPENSATION

- 17.10.1 Wage and hours provisions for summer school/intersession assignments are included in Appendix E.