

WORKLOAD

District and campus administration will determine the distribution of work among members of the staff. The campus principals will require teachers and staff to carry out professional responsibilities including, but not limited to: planning, supervision, guidance, instruction, correspondence, and other responsibilities as assigned.

PROGRAM CHANGES
AND REASSIGNMENTS

The Superintendent and/or designee will identify Districtwide program changes. At any time during the school year, the Superintendent or designee may identify program changes and reassign staff due to an anticipated staff reduction or to make reassignments in the best interest of the District. Reassignments may be applied exclusively to a single campus or may occur District-wide. In this event, the Superintendent shall apply the following criteria sequentially to the extent necessary to identify the employees who satisfy the criteria:

1. Last employee hired (in the assignment category of reference) at a campus or a District assignment will be reassigned to a position in the assignment category.
2. If no new hires, then the following criteria will be used in sequence to determine the listing of reassignments:
 - a. Appropriate certification, license and/or endorsement for the projected assignment vacancy.
 - b. Least number of years of service in the current campus/district assignment.

When a reassignment is made during the school year, the employee will be allowed time between assignments, not to exceed 5 days, for the purpose of moving and preparing for the new assignment to ensure a smooth transition.

REQUESTS FOR
REASSIGNMENTS

Any employee may request a reassignment if the following conditions have been met:

1. A vacancy exists for the position requested.
2. The employee meets all qualifications for the requested position.
3. The employee has notified his/her immediate supervisor of the intent to request a reassignment.
4. The employee completes and submits an internal application using the District's Frontline system.
5. The supervisor or principal assesses and determines that the reassignment will not have an adverse impact to department or instructional program.

6. The supervisor or principal has made a recommendation to approve the reassignment, and the change is approved by the Chief Human Resources Officer (CHRO).

DISTRICT BUSINESS HOURS Central office locations will maintain hours from 7:30 a.m. to 5:00 p.m. Monday through Friday. See the District calendar for closures. The Superintendent of Schools may modify the District's schedule.

CAMPUS SCHEDULE A principal may require teachers to be on duty more than seven hours and 45 minutes for activities such as, but not limited to, professional development, training, and/or staff meetings outside the regular instructional school day.

Generally, at least one week's notice should be given to teachers in advance of such meetings, unless it is an emergency. Additionally, such meetings should generally not exceed 60 minutes each, for a total of 120 minutes within one work week.

ALTERNATIVE WORK ARRANGEMENT (AWA) PROGRAM Employees are eligible for an alternative work arrangement (AWA) during a widespread crisis, government shutdown or other emergency. AWA's may be implemented districtwide in the event of a school closure. It is the District's expectation that AWA's under this policy will terminate upon the District's ability to resume normal operations.

ELIGIBILITY REQUIREMENTS If an AWA is not implemented districtwide, an individual employee may request an AWA. Eligibility for an AWA is contingent upon the following conditions:

- The employee provides valid documentation indicating that he/she is unable to return to work due to a temporary compensable work-related injury; or the employee is unable to return to work due to a confirmed pre-existing health condition that would place the employee at a high risk of becoming seriously ill if he/she returns to the assigned work setting.
- The employee can maintain a standard workload and essential functions of the position while assigned to an AWA;
- The request for an AWA will not place an undue burden on the department or instructional program;
- The job performance while assigned to an AWA is measurable;
- Access to resources including equipment, documents or data will not be impeded if an AWA is granted;
- The employee can maintain the ability to protect the District's data and confidential information;

- The employee is continuously accessible during business hours, and actively participates in meetings, conferences, and other events or activities directed by the supervisor.

If an employee is unable to work while assigned in an AWA because of illness, the employee must use his or her sick leave to document the time off. The absence must be reported to the immediate supervisor in accordance with board policy.

The employee, immediate supervisor, and/or the District may terminate the AWA at any time by notifying the Employee Benefits Coordinator. An AWA will automatically terminate at the end of the school year. Employees requiring an AWA must reapply each school year.

RETURN TO WORK
PROGRAM –
TRANSITIONAL DUTY

It is the practice of the District to provide meaningful work activity for all employees who temporarily become unable to perform all, or portions, of their regular work assignments due to a work-related injury or illness. By providing temporary transitional or modified work activity, injured employees remain an active and vital part of the District. Return to work duties may be in the form of either changed duties within the scope of their current position, or other available duties for which they may be qualified, or through a reduced work-hours schedule.

ELIGIBILITY

All active employees who become temporarily unable to perform their regular job due to a compensable work-related injury or illness may be eligible for temporary work duties within the provisions of this program. Eligibility for transitional duty is contingent upon the following conditions:

- Completion and submission of the return to work evaluation form by the employee's attending physician to the Employee Benefits Coordinator.
- Limitation/restrictions are based on medical documentation and continued recovery.
- If work is available, it must meet the limitations/restrictions set forth by the attending physician.
- The employee may be assigned transitional work for a period not to exceed 90 days.

PAYMENT OF WAGES
DURING
TRANSITIONAL DUTY
FOR WORK-RELATED
INJURY OR ILLNESS

If an employee injury is determined to be work related, benefits/wages will be paid in accordance with the state workers' Compensation statute, with regard for the "waiting period," and the District's policies. [See CRE(LEGAL)]

If an employee on modified duty is unable to report to work, the employee will be charged a day of sick leave. Employees performing modified duty on a restricted work week (during the first 90 days of a worker's compensation leave) will receive payment for hours worked and the hours not worked will be reimbursed according to state Workers' Compensation guidelines.

MEDICAL
APPOINTMENTS

Medical appointments that conflict with working hours must be coordinated, in advance, with the employee's supervisor. Appointments are to be scheduled as to not interfere with working hours. Non-emergency medical appointments not scheduled in advance may be cause for denial of the time off and subsequent ineligibility for compensation.

A return to work evaluation form must be completed for each practitioner visit for evaluation of the impairment.

It is the employee's responsibility to keep their supervisor and the program administrator apprised weekly of their status after each physician visit.

REFUSAL TO
PARTICIPATE IN THE
TRANSITIONAL DUTY
PROGRAM

If an employee chooses not to participate in the Return to Work program due to a work-related injury or illness, they may become ineligible for Workers' Compensation benefits.

FAMILY MEDICAL
LEAVE

In the case of reduced work hours, Family Medical Leave and Partial Disability may be applied to the hours not worked. Contact the Employee Benefits Coordinator for further details.

In the case of an employee choosing not to participate in the transitional duty evaluation program, unpaid Family Medical Leave will be applied and disability benefits will cease.