Labor Relations Reference Materials

Law Conference
July 2019
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OTHER HELPFUL LINKS AND RESOURCES

Chicago Board of Education Policy Handbook:
https://policy.cps.edu/Default.aspx

Chicago Board of Education Rules:
https://www.cpsboe.org/rules

All CPS Collective Bargaining Agreements:
http://cps.edu/Pages/CollectiveBargaining.aspx

Searchable CTU Collective Bargaining Agreement:
http://contract.ctunet.com/

REACH Evaluation
https://sites.google.com/a/cps.edu/kc/reach-students
ReachPerformanceTasks@cps.edu

PSRP/ESP Evaluation Materials:
https://sites.google.com/a/cps.edu/kc/leadership/esp-psrp-evaluation-handbook

Employee Assistance Program

General: 1-800-711-6087
Web: www.liveandworkwell.com
UNION DISCIPLINE

CTU
1. Refer to Discipline Matrix
2. Issue Pre-Meeting Notice at least 3 school days before scheduled meeting
3. Hold hearing in private place
4. Issue Warning and Performance Improvement Plan (PIP) within 10 school days from meeting

All Other Unions
1. Refer to Employee Discipline and Due Process Policy
2. Issue Notice of Pre-Discipline Hearing at least 3 school days before scheduled meeting
3. Hold meeting in private place
4. Issue Notice of Disciplinary Action

*See Appendix A for discipline flowchart and other important information. All discipline documents can be found at www.cps.edu/oee.

WEINGARTEN RIGHTS

Represented employees have a right to union representation at investigatory interviews.

An employee’s Weingarten rights apply where:
1. The employer is conducting an examination in connection with an investigation;
2. The employee has an objectively reasonable belief that discipline could result; and
3. The employee has made a request for representation.

After an employee makes a request for Union representation, an employee must either:
1. Grant the request and delay the interview until representation is provided;
2. Deny the request and immediately end the interview; or
3. Allow the employee to choose whether to continue without representation or to end the interview.

Note that the Board is not obligated to inform the represented employees of their Weingarten rights or to ask whether a represented employee would like a union representative at investigatory interviews. The represented employee must request union representation.
UNION GRIEVANCE PROCESS

Before a grievance is filed, principals should make a sincere attempt to resolve any dispute on an informal basis with the Union/grievant.

What to do when you’ve received a grievance at the school-level:
1. Contact the field representative who filed the grievance.
   a. Grievances must be filed within the time-frame listed below of occurrence giving rise to alleged violation:
      i. CTU: within 45 school days
      ii. SEIU, Local 73: within 30 work days
      iii. UNITEHERE, Local 1: within 30 work days
      iv. Local 1, Firemen and Oilers Division (Lunchroom Managers): within 15 school days
      v. Local 143B (Financial Services): within 45 work days
   b. Salary-based grievances may be filed within 3 calendar years of alleged violation occurrence, except for UNITEHERE, Local 1, and Local 143B members
      i. Generally, these grievances are filed directly with the Office of Employee Engagement (OEE)
2. Schedule a meeting in collaboration with the field representative within 5 school days of receiving the grievance.
   a. Your AP should attend only if h/she has relevant information
3. Conduct the meeting.
   a. Allow the Union and grievant to present the issue
   b. Listen carefully
   c. Ask the Union what is needed to resolve the issue
   d. Do not feel compelled to respond orally at the meeting but feel free to ask questions and inquire about a resolution
4. Within 5 school days from the date of the meeting, submit a written response to the field representative.
5. Consult with Labor Relations or OEE (contact information on page 1) if you have questions regarding an appropriate response.

What happens after you issue a written response to a grievance filed at the school-level?
1. If the Union does not receive a timely response from you or does not agree with your response, the Union may file an appeal with the OEE.
2. Upon receipt of an appeal from the Union, OEE will reach out to you and the Union by e-mail to schedule a mutually-agreeable date and time for a hearing to occur at Central Office.
   a. Please respond to OEE e-mails in a timely manner.
3. At the hearing, an OEE hearing officer will allow both sides to present their side of the issue.
4. After the hearing, the OEE hearing officer will issue a written decision.
5. If the Union does not agree with OEE’s decision, the Union may demand mediation/arbitration on the grievance where a neutral third party (selected by the Union and the Board) will hear the case.
6. Arbitration decisions are final and binding.
PSRP/ESP EVALUATIONS

As with REACH evaluations, it is extremely important that the proper process is followed for PSRP/ESP evaluations because they are utilized in determining order of lay off and are reviewed for dismissal charges when an employee is rated unsatisfactory.

Pitfalls & Concerns

- No orientation provided
- No mid-year evaluation and/or final evaluation issued
- Evaluators blurring the line between performance and discipline issues
- Final unsatisfactory rating issued with no mid-year unsat. or developing rating
- No relevant evidence provided or examples cited to support rating

Process Checklist

Orientation

- 52-Week Employees – During July - August
- 10-Month Employees – Within 30 days of reporting back for SY
- Transfers/Late Hires – In-person ASAP (Best practice = Within 10 days of start date)
- Required for all ESP/PSRP
- Discuss rating scale, rubric, and job expectations

Employee Self-Assessment (Optional)

- Done between Nov. 1 and Nov. 30
- Written feedback required for staff who complete self-assessment
- Meeting required if employee is trending less-than-proficient

Mid-Year Evaluation

- Done between Dec. 1 and Feb. 15
- Required (with feedback) for employees with less than proficient performance
  - Meeting and written development plan required (see next page)
- Optional for employees who are proficient or better

Final Evaluation

- Done between May 1 and June 30 (not later than the end of the school year for 10-month employees)
- Required for all ESPs/PSRPs
- Before issuing – give draft to employee w/ rating and feedback and give opportunity to discuss rating with evaluator
Supporting Developing and Unsatisfactory Employees at Mid-Year

CPS created the ESP/PSRP evaluation process to support our core belief that every employee contributes to CPS student’s success. An important part of the evaluation process is a Mid-Year Evaluation. The Mid-Year Evaluation is an opportunity for employees and their supervisors to review performance; provide specific, timely and relevant feedback; clarify job duties and expectations, and set goals. **As the employee’s evaluator, you are required to give notice to employees who are on track for a less-than-proficient overall rating and to give them an opportunity to become proficient:**

Evaluators providing a Mid-Year Evaluation must complete the following steps:

1. Review the job description and critical attributes related to the employee’s job;
2. Utilize HR4U/PeopleSoft to capture Mid-Year ESP/PSRP Evaluations;
3. Confirm that the total weighted numerical evaluation score aligns with the evaluation rating descriptor;
4. Schedule an opportunity with the employee to discuss the mid-year evaluation in person;
5. Print and have the employee sign and date the evaluation prior to uploading the final copy and selecting complete; and
   a. Do not click “Complete” until after the attachment has been added
6. Provide a copy of the signed and dated Mid-Year Evaluation to the employee.

Evaluators must provide employees rated developing or unsatisfactory at mid-year due to skills-based deficiencies a written development plan to assist in improving their performance and should consider the following:

1. Pair employee with a mentor who models good work habits and has good skills;
2. Suggest that the employee observe an employee who has effective skills and work habits;
3. Provide coaching from people who observe and know the employee’s performance (e.g., a peer, a teacher, or an administrator);
4. Identify specific training opportunities and follow-up with employee to make sure taken:
   a. For SECAs, training is available on the Learning Hub. For assistance in enrolling SECAs in training, please contact your ODLSS District Representative
   b. For Security Officers who need additional training to perform their duties, please contact Crystal Carrington at crcarrington@cps.edu or at (773) 553-3015.
c. The Quest Center offers professional development at a reasonable price: https://www.ctuf.org/questcenter/pd/. These PD sessions are likely the most appropriate for PSRPs such as Teacher Assistants, Instructor Assistants and College and Career Coaches.

d. For some ESPs/PSRPs, a more specialized development plan may be required, including for School Clerks who may need targeted assistance. Please note that the SSC offers training related to areas the SSC supports such as budget, internal accounts, and procurement. Please contact Mijin Park to request support at mpark1@cps.edu.

5. Identify relevant courses for the employee to take on Lynda.com and follow-up with employee to make sure taken.

6. Designate PD days to implement these strategies.

Key takeaways for improving the Mid-Year Evaluation process:

- Remember that an evaluation is not a proxy for discipline. If an employee is both performing below proficiency and engaging in misconduct, this should be reflected in the employee’s evaluation and through progressive discipline.

- An employee’s use of benefit time should not negatively impact their performance evaluation rating unless the employee uses benefit time inappropriately, including using benefit days in inappropriate patterns or when there is a suspicion of fraudulent use of benefit days (e.g. frequent use on Fridays/Mondays, before or after holidays or breaks, or during important school work or work-related events).

- An employee may not be rated poorly in his/her final evaluation based on items that were not noted in the Mid-Year Evaluation without providing feedback and opportunity to improve prior to the Final Evaluation.

- Employees must be informed of new deficiencies during the interim period between the Mid-Year and Final Evaluation and suggest strategies/development activities for improving performance. These communications should be documented.

- Where the area for development is behavioral (e.g., punctuality) the evaluator is responsible for giving feedback and for re-stating the expectation and standard of performance.

- Where the area for development is skills-based, the evaluator should draft a development plan.

Please see the checklist on page 11 as a quick reference to support developing or unsatisfactorily rated ESPs/PSRPs.

Questions should be directed to a Human Resources Business Partner at (773) 535-5800, Option 4. Please also review the Evaluation Guidelines, which are located on the Knowledge Center and at www.cps.edu/oee.
ESPs/PSRPs rated Developing or Unsatisfactory - Checklist

(Please note this checklist is only required for employees rated developing or unsatisfactory. Please print out, complete, and include with employee's evaluation file when you upload the documents in Peoplesoft.)

☐ Employee received orientation on ______________ (MM/DD/YYYY).
☐ Employee received a mid-year evaluation on ____________ (MM/DD/YYYY).
☐ Employee received an opportunity to meet with administration/management to discuss how the employee can improve.
   ☐ Meeting was held on ____________ (MM/DD/YYYY).
   ☐ If no meeting, employee received opportunity to meet on ______________ (MM/DD/YYYY) (Print email where you informed employee of opportunity to meet and maintain with employee's rating documents).
☐ Employee was provided with support and resources to improve.
   ☐ Employee duties and/or expectations were restated or clarified with the employee.
   ☐ A mentor was suggested to the employee.
   ☐ It was recommended that employee observe other employees in same job title.
   ☐ Other employees familiar with employee's work were asked to provide coaching.
   ☐ Professional development opportunities were provided.
      ☐ Employee was directed to web-based resources for training webinars.
      ☐ Employee was directed to attend training with a private or other government organization and was given time to do so.
      ☐ Employee was directed to attend training at Central Office and was given time to do so.
   ☐ A follow-up email was sent to the employee on ____________ (MM/DD/YYYY) summarizing the supports discussed (Print email and maintain with employee's rating documents).
☐ A draft final written rating with feedback was provided to the employee on ______________ (MM/DD/YYYY).
☐ Employee received an opportunity to meet with administration/management to discuss the draft final rating.
   ☐ Meeting was held on ______________ (MM/DD/YYYY).
   ☐ If no meeting, employee received opportunity to meet on ______________ (MM/DD/YYYY). (Print email where you informed employee of opportunity to meet and maintain with employee's rating documents).
☐ Employee received final written rating with feedback on ______________ (MM/DD/YYYY).
SCHOOL LEVEL COMMITTEES

PROFESSIONAL PROBLEM COMMITTEE (PPC)

- Each school shall establish a Professional Problem Committee to discuss school operations, contract administration issues and any new Board instructional program or joint Board-Union initiative (CTU – Art. 1-12.1)
- Committee shall be composed of the Principal and no fewer than 3 and not more than 5 members identified by the Union Delegate
- Shall meet monthly without loss of compensation
- Jointly establish agenda
- The Principal or Union may invite consultants or resource persons
- Committee shall decide whether and how to report the proceedings of the meeting to school staff

PROFESSIONAL PERSONNEL LEADERSHIP COMMITTEE (PPLC)

- Purpose is to develop and formally present recommendations to the Principal and the LSC on all matters related to the educational programs, including but not limited to, curriculum, school improvement plan development and implementation, and school budgeting. 105 ILCS 5/34-2.4a.
- Shall meet monthly with no compensation
- Committee is composed of 9
  - 2 teacher LSC representatives
  - Up to 7 certified teachers and certificated personnel
- Principal does not have an official role; Principal serves as a resource
  - PPLC is encouraged to invite the Principal to meetings
- Open Meeting Act applies
  - Notice and Agendas must be posted at least 48 hours in advance
  - Public is allowed to attend
  - Written minutes
- Principal must schedule the Annual Election Meeting within 5 weeks of beginning of the school year
  - Post a list of certified classroom teachers and certificated personnel employed
  - Make guidelines to all
  - Post a notice and agenda for the Annual Election Meeting throughout the school
ACCESS TO BOARD PREMISES AND UNION MEETINGS (ARTICLES 15 AND 1-19)

- Upon notification to the school principal… the principal… shall permit [Union Representative] to visit the schools for any purpose relating to the terms and conditions of [the CTU contract], provided that such visitation does not interfere with normal teaching duties of either the teachers interviewed… If conferences with bargaining unit employees are necessary, they shall be scheduled so as not to interfere with the instructional program. The Union representative shall report to the school office immediately upon arrival and sign the official register.

- On twenty-four hours’ advance notice to the principal…, the UNION shall have the right to schedule meetings in the building before or after regular duty hours and during lunch time of bargaining unit employees involved in matters concerning their employment, the provisions of [the CTU contract] and for the conduct of Union business, provided said meetings do not interfere with an in-service or general faculty meeting previously scheduled….

MAILBOXES (ARTICLE 1-18.2)

- Union delegates, officers and authorized Union representatives shall have the right to place materials in the mailboxes of bargaining unit employees.
- Materials placed in mailboxes shall be restricted to official communications from the Union.
- A copy of all materials placed in the mailboxes of bargaining unit employees by the Union shall simultaneously be placed in the principal’s mailbox.

PREPARATION PERIODS (ARTICLES 4, 5, 6 AND 27-5)

- Must be provided through last instructional day on every day of student attendance.
- Preparation periods must be scheduled on “regular” school days.
  - A day in which there is a significant change in the school’s schedule and routine is not a regular school day.
  - Professional development days, report card pick-up days, testing days, field trips and half-days are not regular school days because they are days when the normal routines and schedules of the school day cannot be followed.
- It is imperative that administration keep a missed prep log and direct teachers to notify administration when a preparation period is missed.
- Principals should document each principal-directed preparation period cancelled and used as make-up duty-free preparation period per Article 27-5. Teachers should also be notified via email when a principal-directed prep is cancelled and that it is being used to make up missed self-directed preps. This also includes giving back principal-directed time on school improvement/PD days.
  - Article 27-5 requires that a missed preparation period be made up by the end of the quarter following when the preparation period was missed.
(e.g., a preparation period missed during the 1st Quarter must be made up by the end of the 2nd Quarter; a preparation period missed during the 2nd Quarter must be made up by the end of the 3rd Quarter). If a preparation period is not made-up as required, the school will be obligated to pay the teacher for the missed preparation period no later than the start of the next school year.

Early Morning Preparation Periods in Elementary/Middle Schools (Article 4-19)

- All elementary and middle school teachers are to have 15-minute preparation period 2 times per week.

Class Coverage (Articles 27-3, 27-10, 9-4)

At the beginning of each school year, and as necessary thereafter, the school principal or his/her designee, in consultation with the PPC, shall create and post an ordered list of emergency class coverage for classroom and special program teachers, under which they shall be assigned coverage on a rotating basis.

...[A]t no time should special education classes nor special programs, such as library, physical education, shop, TESL, bilingual or special reading classes, be discontinued so that substitute service may be performed by teachers of these programs, except in the case of emergencies, in which case the above teachers shall be subject to last call after available non-teaching certificated personnel have been assigned.

...[PSRPs] shall not be used as a substitute for a teacher except for temporary emergency supervisory duty where the welfare of students is involved. Said temporary supervisory duty shall not exceed sixty minutes. No teacher may leave the teacher’s assigned classroom under the supervision of said personnel, unless said teacher has received approval of the principal or principal’s designee.

Teacher-Directed Professional Development and Preparation Periods (Articles 4-10, 5-10 & 6-7)

- In the spring semester of every school year, the PPLC, or in its absence the PPC, shall develop and formally present recommendations to the principal and the LSC on professional development activities. The principal shall determine professional development activities for the subsequent school year after hearing the recommendations of and in consultation with the PPLC, or in its absence the PPC.

- For guidance, the following activities are types of appropriate professional development or planning and preparation activities (should not be considered all-inclusive):
  - Lesson/Unit planning, development or study
  - Creating assessments, grading assessments
Classroom environment set-up/adjustment (e.g., bulletin boards, library spaces etc.)
- Grading assignments, entering grades
- Participation in IEP meetings, writing IEP goals
- Meeting with colleagues regarding instruction or services (e.g., meetings with clinicians, grade level or department colleagues)
- Review of student data
- Meeting with parents and students
- Professional study
- Attending on-site professional development seminar (may be teacher created and delivered at the school level or delivered at the school) or teacher and principal may agree upon off-site professional development (e.g., professional conference, a CTU Quest Center seminar or series)

Getting Substitute Teachers to Support IEP Meeting or Other Teacher Activities

- CTU contract encourages schools to use substitutes to relieve teachers so that they can participate in IEP meetings, make-up lost preps etc.
- School administrators have the ability to create a request for a substitute teacher under Extra Teacher Vacancy.
  - Option is available for schools when they are not charging it against a teacher’s number due to teachers attending meetings, IEP's, PD days, testing, etc. See Appendix E for instructions on how to submit this type of request.

REACH Evaluations (Article 39)

- PATs and Tenured Annual Teachers
  - Minimum of three observations each school year, at least two of which must be Formal Observations
    - Observations separated by at least one month
- Tenured Biennial Teachers
  - Minimum of three observations during a rating cycle (no more than 2 observations in one year)
  - May conduct 4th observation if observer and teacher agree
  - Observations must be separated by at least 3 months
- Appeals Process
  - Educators who receive a lower half “Developing” rating where the score is between 210 and 250 will be able to appeal their rating to the Appeals Committee
  - As in years past, educators who receive an “Unsatisfactory” will continue to have a right to appeal their rating
  - Note: educators can file both an appeal and a grievance
Grading Practices (Article 44-33)

- The CTU and CPS Joint Grading Taskforce developed the Professional Grading Standards and Grading Practice Guidelines for Chicago Public School Teachers.

- Highlights include:
  - **Assessments:** Grading must be based on a balance of formative and summative assessments.
  - **Frequency:** Except in certain circumstances, teachers are to enter grades on a weekly basis but the Guidelines do not require a minimum number of grades. Though the Guidelines do not require a minimum number of grades each week, they do require that teacher’s post “a sufficient number of grades to assess student achievement both at progress reports and end of the quarter.”
  - Elementary science and social studies need only enter grades every two weeks.
  - **Categories and weights:** Categories should be established by HS course teams or elementary teams. No categories (including participation) should be weighted more than 50% and weights should be assigned that reflect the complexity of the task and the overall student learning for the course.
  - **Alignment to Standards:** Grades are to align with Illinois Learning Standards, curricular goals, objectives, lesson content, and/or assessments and create a direct link between what is taught, what is measured, and a student’s grade.

- **Specialty Programs:** In schools with specialty programs (e.g., Montessori, IB etc.) grading standards and practices must be consistent with the governing program requirements. In schools with pilots on competency-based/personalized learning, grading practices and standards will be developed in consultation with the principal.

Assessments Plan Voting Procedures (Article 44-32)

- Article 44-32.2 of the CTU-CPS contract provides, in part, “[s]chools shall determine assessments to be administered” and that “[e]ach year in the spring, [t]eachers and the [p]rincipal will collaborate to develop a recommended plan for additional assessments, if any, per grade band or content area/department.” Thus, each spring, the principal shall consult the school’s teachers, including the PPC, and prepare a recommended assessment plan for the subsequent school year. Further, after the plan is prepared, it “shall be presented to and discussed with the school faculty,” including such relevant stakeholders as applicable grade bands and/or applicable grade levels, content areas, and special education staff.

- No later than one week prior to the last day of student attendance and, at a minimum, one week after staff are presented with the assessment plan, the school will conduct a vote of the teachers and the principal on the assessment plan using fair voting procedures. The recommended assessment plan shall be
adopted by majority vote. A unanimous PPC may authorize a particular grade band or content area/department to simultaneously conduct a supplemental vote on specific assessments applicable only to that group.

- If the recommended assessment plan is not adopted by majority vote, the principal and network will meet with the faculty to devise a possible alternative plan. If the network/principal and the faculty cannot agree on an alternative plan, either party “may submit the plan for resolution at strategic bargaining.”
- Email questions to assessment@cps.edu.

**Layoff Benefits (Appendix H)**

- Tenured Teachers Rated “Developing” or Better
  - Placement in vacancies on a temporary basis up to the end of school year or placement in Reassigned Teacher Pool for 10 months
  - No obligation to retain in temporary position
  - No obligation to keep vacant position open
- PSRPs Rated “Developing” or Better
  - Placement in vacancies for up to 1 semester
  - No obligation to retain
  - No obligation to keep vacant position open
PARENT-TEACHER CONFERENCES
(NOVEMBER 13, NOVEMBER 14, APRIL 22 AND APRIL 23)

Parent-Teacher Conferences and Report-card distribution are scheduled for November 13, 2019 (Elementary and Middle Schools), November 14, 2019 (High Schools), April 22, 2020 (Elementary and Middle Schools), and April 23, 2020 (High Schools). Elementary and Middle School students do not report to school on November 13 and April 22, and High School Students do not report to school on November 14 and April 23.

Length of Day. **All employees work the same number of hours as on a regular attendance day.** For example, a SECA would work a 7 hour and 45 minute day including a 30 minute unpaid lunch and two 15 minute breaks. For elementary teachers, it is a 7 hour day including a 45 minute lunch. For high school teachers, it is a 7 hour and 15 minute day including their normal lunch period (generally 50-minutes).

Scheduling of Lunch. Though local schools have discretion, we recommend that lunch be scheduled before the reporting time. For example, if lunch is from 11:00am to 11:45am, teachers and PSRPs can report at 11:45am if they choose. Note that regardless of when lunch is scheduled, it is the teachers own, non-paid time to do with as they please. Teachers and PSRPs cannot be compelled to have their lunch on-site.

Scheduling. We recommend the following schedule for teachers:

The parent conference and other duty periods for teachers should be 6 hours and 15 minutes in elementary schools and 6 hours and 25 minutes for high schools.

- A typical elementary schedule for teachers on parent teacher conference day would be: Lunch – 11:00am-11:45am Conference & other activities 11:45am to 6:00pm
- A typical high schedule for teachers would be: Lunch – 11:00am-11:45am, Conference & other activities 11:50am to 6:15pm

PSRP/ESP schedules during Parent-Teacher Conferences and Report-card distribution may vary as their number of on-duty hours are different from teachers.

Principals need to adjust employee’s schedule to fit your school. All employees will be provided individual schedules in advance of the Parent-Teacher Conference and Report-card distribution date.

Teacher Preparation Periods. Teacher preparation periods are not required on parent-teacher conference days. Nevertheless, schools are not prohibited from providing defined preparation periods on those days.

Excusing Teachers and Staff to Attend Conferences for Their Children. Illinois statutes (820 ILCS 147/15) require that we provide our employees leave to attend
school conferences for up to 4 hours. The leave should be granted for the period of time necessary and should be excused with pay. Please have employees submit REG earnings code in Kronos Self-Service.
FLOATING DEVELOPMENT USAGE AND PAYMENT PROCEDURES

Per the CTU contract, each school is allowed to redistribute (“flex”) up to 3 professional development days designated in the Academic Calendar into weekly before or after school increments during the school year.

For schools that have flexed professional development days, teachers will be paid on the professional development day on the calendar and not on the day that the teacher actually worked (e.g., if August 26 was redistributed to 6 weeks of 60 minute PD before or after school, the teacher will be paid for August 26, not additional time for the multiple days during the school year).

In order to accurately and timely pay our teachers in schools that have flexed their professional development days, the following process should be followed:

1. You should instruct your teachers to enter a missed swipe request (using the DVF earnings code) in Kronos Self-Service for the date or dates your school flexed.
2. The floating development pay code (DVF) can only be submitted for two of the first five working days of the school year and for the final paid day of attendance for teachers each year.

Any submission of the DVF earnings code for any date outside of the above parameters or by a school that has not previously sent notification of their utilization method will be rejected by Payroll Services and will cause a delay in payment to your employees. The submission of the DVF pay code requests will be audited by Payroll Services for accuracy.

For questions related to Kronos Self-Service, please call the School Support Center at (773) 535-5800, Option #7. Click here for a quick guide on how to submit a request for development pay code (DVF).
Access to Board Premises and Union Meetings (Article 6-16)

On 24 hours’ notice to the principal of the school, the Union shall have the right to schedule meetings in the building before or after regular duty hours and during lunch time of bargaining unit members…provided said meeting does not interfere with school events or activities previously scheduled.

Scheduling (Article 5-5)

To the extent possible, the principal or his/her designee or applicable unit head will give two (2) weeks’ notice before changing an employee’s work schedule.

This provision does not apply to unforeseen emergencies.

Overtime (Articles 4-2.2, 4-2.6, 4-2.7)

Overtime opportunities shall be made available to employees within a school and within a specific job classification as equitably as possible and rotated on the basis of efficiency rating and seniority.

The least senior employees may be required to work overtime if a sufficient number of senior employees choose not to work.

Prior approval by the principal, or his/her designee or applicable unit head is required before any overtime may be worked.

Overtime rate for all SEIU Local 73 members shall be time and one-half for all hours worked over 40 in a work week.

Please see Article 4-2.4 for Custodians and Article 6-25 and 4-2.10 for Security overtime provisions.

Dress Code (Article 6-8.6)

Departments and Schools may establish dress codes for employees in the bargaining unit that require professional attire.

The Union acknowledges that such codes have been established for Bus Aides, Security Personnel, and Custodians.

The BOARD will discuss with the Union any dress codes or any changes to existing dress codes that will be established in the future.
Benefit Protocols (Article 12-5.11, 12-7.2, 12-15)

The BOARD may establish reasonable protocols for use of benefit days, including as applicable, requiring reasonable notice, certifications when the employee has been absent for 3 or more consecutive days (or otherwise when there is reasonable cause), and/or usage of black-out periods (except in cases of illness and emergency).

Any employee may not use a personal day during the first or last week of school.
UPPING THE ANTE ON AWOL

Students and staff are greatly impacted when a school staff member is excessively absent without being on an approved leave of absence. In an attempt to put pressure on employees who are approaching absent without leave (“AWOL”) status, the following is a template for principals to send to employees who have been absent for more than 5 days. Note that employees are AWOL after being absent 10 consecutive work days without going on an approved leave of absence.

Dear Employee,

You have been absent for more than 5 days. If you are absent for more than 10 consecutive school days without going on a leave, you will be considered Absent Without Leave (AWOL) and may be vacated from your position. To avoid this, it is important for you to do the following:

- Contact me with an explanation of your absences immediately.
- Apply for a leave if you anticipate continued absences. To apply for a short term disability or FMLA leave please complete an application through Employee Dashboard. Go to HR4u.cps.edu, Sign in at top left. Once signed in, navigate to Self Service (top left) > Benefits > Leave of Absence Dashboard. For Workers’ Compensation leave, please contact CCMSI at (312) 455-1612.
- Return to work immediately, or notify me immediately that you will continue to be absent.
- Obtain a note from a medical provider regarding your absences.

Please note that if you are not vacated from your position, you will be subject to discipline, up to and including discharge.

Sincerely,

Principal

c: Office of Employee Engagement (EmployeeEngagement@cps.edu)
MISSION
The School Support Center (SSC) provides school principals with support and consultation in the area of school business operations including Procurement, Budget & Grant Management, Internal Accounts, and Talent. We’ll know we are successful when 1) principals and Network office staff can focus on instruction and 2) Central Office staff can focus on strategy and policy.

PRIMARY FUNCTIONS
The School Support Center serves a single-point of contact for principals by providing excellent training, consultative support, and Premium Services in all areas related to school business operations.

- Financial Services: Provide consultative and problem solving support for inquiries related to budget, internal accounts, and procurement (e.g., reviewing your monthly internal account reports, coaching you on transactions, navigating through the ORACLE systems, and helping you understand your budget)
- Kronos Services: Review, correct, and process reported time and attendance in Kronos to ensure accurate pay for all school-based employees. In addition, SSC will review and process historical corrections, overtime requests, and provide Kronos Self-Service support and training to all schools.
- Reimbursement Services: Review and process school-based staff expense reimbursement requests in compliance with Board policy and procedures while providing excellent customer service, training and support to all schools.
- Human Resources: SSC is staffed with Senior HR Business Partners and HR Business Partners who will support you by providing training and consultative support to Network Chiefs and principals in workforce planning, talent calibration, HR system and policies, candidate sourcing, transfers and performance evaluations and renewal process.
- Premium Services: An alternative for school principals to receive on-site consultation, training, and support in all areas of school financial operations. This includes budget monitoring and preparation, oversight and advisory support on financial compliance and reconciliation, and on-site training for principal and administrative team.

CONTACT US:
School Support Center
501 W. 35th St.
Chicago, IL 60609
Phone: (773) 535-5800
www.cps.edu/scc
Appendix A – Discipline Flowchart

- Discipline Flowchart -

Report allegations of employee misconduct, harassment and threats by submitting a Verify Incident Report. Contact the Dept. of Children & Family Services (DCFS) if misconduct involves physical/sexual contact w/students, or injury (physical or mental) of students. Contact police if possible crime has been committed.

Contact Employee Engagement at 773-553-2696 for any discipline questions

Referenced documents can be found at www.cps.edu/oeo

Reminders
1. Know what Union employee (EE) is a member of
2. Give 3 full school days’ notice of hearing
3. Union/EE is allowed 1 re-schedule

Chicago Teachers Union

All Other Union Members

Discipline Steps
1. Refer to Discipline Matrix
2. Issue Pre-Meeting Notice (Steps 1 and 2 or Steps 3 and 4) 3 school days before meeting
   a. Give to EE, e-mail to Union (grievanceDepartment@ctulocal1.com), and e-mail to OEE (EmployeeEngagement@cps.edu)
3. Hold meeting in private place w/EE and Union field rep
   a. If Union rep attends, may have one member of admin at meeting as non-participatory witness
4. Issue Performance Improvement Plan within 10 school days of meeting
   a. Give to EE, e-mail to OEE (EmployeeEngagement@cps.edu), and e-mail to CTU (grievanceDepartment@ctulocal1.com) if field representative is not provided a copy at end of meeting

Discipline Steps
1. Refer to Employee Discipline and Due Process Policy
2. Issue Cautionary Notice or issue Notice of Pre-Discipline Hearing 3 school days before scheduled meeting
   a. Give to EE, fax to Union, and e-mail to OEE (EmployeeEngagement@cps.edu)
3. Hold hearing in private place w/EE and Union field rep
4. Complete Discipline Hearing Summary
   a. Send to OEE only (EmployeeEngagement@cps.edu) (internal document)
5. Issue Notice of Disciplinary Action
   a. Include Written Reprimand if applicable
   b. Give to EE, fax to Union, and e-mail to OEE (EmployeeEngagement@cps.edu)
   c. Schedule any suspensions at least 1 week out
**Important Contact Information**

1. OEE Main Number: 773-553-2696
2. OEE Fax Number: 773-553-1201
3. CTU Main Number: 312-329-9100
4. CTU Fax Number: 312-329-6203
5. SEIU Local 73 Number: 312-787-5868
6. SEIU Local 73 Fax: 312-337-7768
7. UNITE HERE Local 1 Number: 312-663-4373
8. UNITE HERE Local 1 Fax: 312-986-3828
11. Fraud Hotline: 773-483-7283
12. DCFS Child Abuse Hotline: 1-800-252-2873

**Other Procedural Reminders**

A. CTU Members
   a. Cannot appeal 1st or 2nd Warning but may submit written rebuttal to OEE
   b. 3rd and Final Warnings can go to mediation at Union’s request
   c. Non-probationary PSRP dismissal recommendations can be submitted to mediation or arbitration at Union’s request

B. All Other Union Members
   a. EE can appeal a suspension or recommendation for discharge within 5 business days of receiving Notice of Disciplinary Action

**CTU Discipline Practical Tips**

1. EEs do NOT receive cautionary notices, written reprimands or suspensions.
2. It’s usually a First Warning.
3. Charge misconduct broadly – but not too broadly.
4. If a field rep is present, you may have a member of your admin team present.
5. Issue the PIP at the end of the meeting but no later than 10 school days after the meeting.
6. Ask yourself – is this misconduct or performance?
7. Call Employee Engagement if the misconduct you’re considering is not on the matrix.
8. If the employee refuses to sign the PIP, note that on the signature line and issue the PIP.

**Non-CTU Discipline Practical Tips**

1. Cautionary notices do NOT require hearings and they are NOT considered discipline, but written reprimands DO require hearings and ARE considered discipline.
2. If the employee refuses to sign the Notice of Disciplinary Action, note that on the signature line and issue the notice.
3. Give at least one week notice of a suspension to allow the employee time to appeal the suspension.
4. The Discipline Hearing Summary is an internal document used by Employee Engagement for appeals. It is not provided to the Union.
Appendix B - Instructions for Creating Substitute Teacher Request for Teachers Attending PD, Conferences, Etc.

You can create the Extra Teacher Vacancy from your home page under “Absences” then select “Create Vacancy”.

Absence Management
Formerly Aesop

Create Absence
Create Substitute Absence
Create Vacancy
Approve
Reconcile

Substitute Services
Select Extra Teacher Vacancy then select Fill out Details
Fill out the details: 1. Date(s) 2. Vacancy Reason (Identify Bucket) 3. Length of Day 4. Accounting Code (Bucket Number) 5. Substitute Required 6. Number of Teacher Vacancies for the PD
Vacancy Details Description

1. The **calendar** allows you to select the dates when your vacancy is available. Click the "From" and "To" icons to choose a date range or select specific day(s) directly on the calendar.

2. For the **Vacancy Reason** select Identify Bucket by clicking the drop-down menu.

3. **Time** lets you set the Vacancy as a full day, half day AM, half day, PM, or custom time. You can also change the times by clicking on the text boxes and typing in your desired times.

4. **“Accounting Code”** allows you to choose the bucket number that the sub will be paid from.

5. You can select if a substitute teacher is required for the vacancy.

6. **Number of vacancies** allows you to create more than one vacancy with the same exact details if you are having several teachers attending a PD day, workshop, etc. Select the drop-down menu, and then select the number of additional requests you would like to create.
You can also add **Notes to Administrator** or **Notes to Substitute** with specific instructions or additional information relevant to the vacancy.

**Notes & Attachments**

**Notes to Administrator**
(Viewable only by Administrators and Employee)

**Notes to Substitute**
(Viewable by Administrator, Employee, and Substitute)

250 character(s) left

**Admin-Only Notes**
(Viewable only by Administrator)

250 character(s) left

**File Attachments**

**Uploaded Files**
No Uploaded Files

**Related Files**
- XKVRGkdxPw_workerfilecad.xls

Choose a file
In addition, you can attach files like lesson plans, seating charts, etc. to your vacancy. First, click the **Choose File** button, then choose the file from your computer and drop it in the **Drag and Drop Files Here** box.

Once you are finished, click the blue **Review and Confirm** Button.
After you select review and confirm it will display an overview of the Vacancy's details. If you are are satisfied with the details, click the green **Create Vacancy** button if you want the system to find an available substitute (if needed). However, if you already have a substitute to cover, choose **Create Vacancy & Assign Sub** to both save the absence and choose which substitute to assign to the Vacancy.

Once you **Create Vacancy** you will receive a confirmation number. Your vacancy(s) request is not complete until you receive a confirmation number.
If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click the Frontline Support tab to go to the absence management Learning Center, where you can search a knowledge base of help and training materials. This portal provides step by step instructions on how to navigate the system, FAQ's, and video footage. It's user friendly and provides training in detail.

If you need further assistance or encounter issues with your Frontline profile, please contact Substitute Services at 773-553-6680 or substituteservices@cps.edu
### 2019-2020 Regular Calendar for School-Based Union Employees

The CPS regular academic calendar has a maximum of 211 days, a maximum of 193 of which are workdays, 178 of which are student attendance and 16 of which are non-student attendance days. As set forth below, the total number of days varies by employee group.

<table>
<thead>
<tr>
<th>Title(s)</th>
<th>Total Days Paid</th>
<th>Total Workdays</th>
<th>Start Date</th>
<th>End Date</th>
<th>Student Attendance Days Scheduled to Work</th>
<th>Non-student Attendance Days Scheduled to Work</th>
<th>Days NOT Scheduled to Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Clerks</td>
<td>211</td>
<td>193</td>
<td>Aug 21 (W)</td>
<td>June 18 (Th)</td>
<td>178</td>
<td>Jan 1 (F), Apr 17 (F), Apr 22 (ESPT) (W) or Apr 23 (HSPT) (Th), June 17 (Th), June 18 (Th), Nov 27 (W), Total: 7</td>
<td></td>
</tr>
<tr>
<td>Teachers (Appointed and Assigned) and CTU PSRPs (IAs, TAs, SAs, School Community Reps, School Clerk Assistants etc.)</td>
<td>208</td>
<td>190</td>
<td>Aug 26* (M)</td>
<td>June 18* (Th)</td>
<td>178</td>
<td>Jan 1 (F), Apr 17 (F), Apr 22 (ESPT) (W) or Apr 23 (HSPT) (Th), June 17 (Th), June 18 (Th), Nov 27 (W), Total: 4</td>
<td></td>
</tr>
</tbody>
</table>

*Teachers start and end dates may vary depending on how Flex Days are used. Flex Days apply only to teachers.

**Please note: Parent Teacher Conference Days are non-attendance for students.

***Lunchroom managers will be called in for professional development on August 19, 2019 and August 20, 2019.
<table>
<thead>
<tr>
<th>Title(s)</th>
<th>Total Days Paid</th>
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<th>Start Date</th>
<th>End Date</th>
<th>Student Attendance Days Scheduled to Work</th>
<th>Non-student Attendance Days Scheduled to Work</th>
<th>Days NOT Scheduled to Work</th>
</tr>
</thead>
</table>
| Cadre Substitutes  | 186             | 178            | Sept. 3 (Tu) | June 16 (Tu) | 178                                      | None                                          | Aug 21 (W)  
Aug 22 (Th)  
Aug 23 (F)  
Aug 26 (M)  
Aug 27 (Tu)  
Aug 28 (W)  
Aug 29 (Th)  
Aug 30 (F)  
Nov 8 (F)  
Nov 13 (ESPT) (W) or Nov 14 (HSPT) (Th)  
Nov 27 (W)  
Jan 31 (F)  
April 17 (F)  
April 22 (ESPT) (W) or April 23 (HSPT) (Th)  
June 17 (Th)  
June 18 (F)  
Total: 16 | |
| Day-to-Day Substitutes (All Classes) | Up to 178 | Up to 178 | Sept. 3 (Tu) | June 16 (Tu) | Up to 178 | None | Aug 21 (W)  
Aug 22 (Th)  
Aug 23 (F)  
Aug 26 (M)  
Aug 27 (Tu)  
Aug 28 (W)  
Aug 29 (Th)  
Aug 30 (F)  
Nov 8 (F)  
Nov 13 (ESPT) (W) or Nov 14 (HSPT) (Th)  
Nov 27 (W)  
Jan 31 (F)  
April 17 (F)  
April 22 (ESPT) (W) or April 23 (HSPT) (Th)  
June 17 (Th)  
June 18 (F)  
Total: 16 |

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### 2019-2020 Regular Calendar for School-Based Union Employees

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<th>Non-student Attendance Days Scheduled to Work</th>
<th>Days NOT Scheduled to Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Education Classroom Assistants **</td>
<td>204</td>
<td>186</td>
<td>Aug 28 (W)</td>
<td>June 16 (Tu)</td>
<td>178</td>
<td>Aug 28 (W) Aug 29 (Th) Aug 30 (F) Nov 8 (F) Nov 13 (ESPT) (W) or Nov 14 (HSPT) (Th) Jan 31 (F) April 17 (F) April 22 (ESPT) (W) or April 23 (HSPT) (Th) Total: 8</td>
<td>Aug 21 (W) Aug 22 (Th) Aug 23 (F) Aug 26 (M) Aug 27 (Tu) Nov 27 (W) June 17 (W) June 18 (Th) Total: 8</td>
</tr>
<tr>
<td>Bus Aides (Note that these are Central Office positions)</td>
<td>201</td>
<td>183</td>
<td>Aug 28 (M)</td>
<td>June 16 (Tu)</td>
<td>178</td>
<td>Aug 26 (M) Aug 29 (Th) Aug 30 (F) Nov 8 (F) April 17 (F) Total: 5</td>
<td>Aug 21 (W) Aug 22 (Th) Aug 23 (F) Aug 27 (Tu) Aug 28 (W) Nov 13 (ESPT) (W) or Nov 14 (HSPT) (Th) Nov 27 (W) Jan 31 (F) April 22 (ESPT) (W) or April 23 (HSPT) (Th) June 17 (W) June 18 (Th) Total: 11</td>
</tr>
<tr>
<td>Parent Worker - Bus Monitors (Note that these are Central Office positions)</td>
<td>201</td>
<td>183</td>
<td>Aug 29 (Th)</td>
<td>June 16 (Tu)</td>
<td>178</td>
<td>Aug 29 (Th) Aug 30 (F) Nov 8 (F) Jan 31 (F) April 17 (F) Total: 5</td>
<td>Aug 21 (W) Aug 22 (Th) Aug 23 (F) Aug 26 (M) Aug 27 (Tu) Aug 28 (W) Nov 13 (ESPT) (W) or Nov 14 (HSPT) (Th) Nov 27 (W) April 22 (ESPT) (W) or April 23 (HSPT) (Th) June 17 (W) June 18 (Th) Total: 11</td>
</tr>
</tbody>
</table>

*Teachers start and end dates may vary depending on how Flex Days are used. Flex Days apply only to teachers.*

**Please note: Parent Teacher Conference Days are non-attendance for students.**

***Lunchroom managers will be called in for professional development on August 19, 2019 and August 20, 2019.*
# 2019-2020 Regular Calendar for School-Based Union Employees

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<thead>
<tr>
<th>Title(s)</th>
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<th>Start Date</th>
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<th>Student Attendance Days Scheduled to Work</th>
<th>Non-student Attendance Days Scheduled to Work</th>
<th>Days NOT Scheduled to Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Officers</td>
<td>203</td>
<td>185</td>
<td>Aug 28 (W)</td>
<td>June 16 (Tu)</td>
<td>178</td>
<td>Aug 28 (W) Aug 29 (Th) Aug 30 (F) Nov 13 (ESPT) (W) or Nov 14 (HSPT) (Th) Jan 31 (F) April 17 (F) April 22 (ESPT) (W) or April 23 (HSPT) (Th) Total: 7</td>
<td>Aug 21 (W) Aug 22 (Th) Aug 23 (F) Aug 26 (M) Aug 27 (Tu) Nov 8 (F) Nov 27 (W) June 17 (W) June 18 (Th) Total: 9</td>
</tr>
<tr>
<td>Senior Security Officers</td>
<td>203</td>
<td>185</td>
<td>Aug 28 (W)</td>
<td>June 16 (Tu)</td>
<td>178</td>
<td>Aug 28 (W) Aug 29 (Th) Aug 30 (F) Nov 13 (ESPT) (W) or Nov 14 (HSPT) (Th) Jan 31 (F) April 17 (F) April 22 (ESPT) (W) or April 23 (HSPT) (Th) Total: 7</td>
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</tr>
<tr>
<td>Lunchroom Managers***</td>
<td>203</td>
<td>186</td>
<td>Aug 26 (M)</td>
<td>June 17 (W)</td>
<td>178</td>
<td>Aug 26 (M) Aug 27 (Tu) Aug 28 (Th) Aug 29 (W) Aug 30 (Th) Nov 13 (ESPT) (W) or Nov 14 (HSPT) (Th) April 17 (F) April 22 (ESPT) (W) or April 23 (HSPT) (Th) June 17 (W) Total: 7</td>
<td>Aug 21 (W) Aug 22 (Th) Aug 23 (F) Aug 26 (M) Aug 27 (Tu) Nov 8 (F) Nov 27 (W) Jan 31 (F) April 17 (F) June 18 (Th) Total: 9</td>
</tr>
</tbody>
</table>

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**Please note: Parent Teacher Conference Days are non-attendance for students.

***Lunchroom managers will be called in for professional development on August 19, 2019 and August 20, 2019.
### 2019-2020 REGULAR CALENDAR FOR SCHOOL-BASED UNION EMPLOYEES

<table>
<thead>
<tr>
<th>Title(s)</th>
<th>Total Days Paid</th>
<th>Total Workdays</th>
<th>Start Date</th>
<th>End Date</th>
<th>Student Attendance Days Scheduled to Work</th>
<th>Non-student Attendance Days Scheduled to Work</th>
<th>Days NOT Scheduled to Work</th>
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<tbody>
<tr>
<td>Associate Lunchroom Managers***</td>
<td>202</td>
<td>185</td>
<td>Aug 26 (M)</td>
<td>June 17 (W)</td>
<td>178</td>
<td>Aug 21 (W) Aug 22 (Th) Aug 23 (F) Aug 30 (F) Nov 8 (F) Nov 27 (W) Jan 31 (F) April 17 (F) April 22 (ESPT) (W) or April 23 (HSPT) (Th) June 18 (Th)</td>
<td>Total: 6</td>
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<tr>
<td>Lunchroom Attendants/Porters</td>
<td>202</td>
<td>185</td>
<td>Aug 26 (M)</td>
<td>June 17 (W)</td>
<td>178</td>
<td>Aug 21 (W) Aug 22 (Th) Aug 23 (F) Aug 30 (F) Nov 8 (F) Nov 27 (W) Jan 31 (F) April 17 (F) April 22 (ESPT) (W) or April 23 (HSPT) (Th) June 18 (Th)</td>
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<tr>
<td>Cooks</td>
<td>202</td>
<td>185</td>
<td>Aug 26 (M)</td>
<td>June 17 (W)</td>
<td>178</td>
<td>Aug 21 (W) Aug 22 (Th) Aug 23 (F) Aug 30 (F) Nov 8 (F) Nov 27 (W) Jan 31 (F) April 17 (F) April 22 (ESPT) (W) or April 23 (HSPT) (Th) June 18 (Th)</td>
<td>Total: 6</td>
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</tbody>
</table>

*Teachers start and end dates may vary depending on how Flex Days are used. Flex Days apply only to teachers.

**Please note: Parent Teacher Conference Days are non-attendance for students.

***Lunchroom managers will be called in for professional development on August 19, 2019 and August 20, 2019.
## 2019-2020 Regular Calendar for School-Based Union Employees

<table>
<thead>
<tr>
<th>Title(s)</th>
<th>Total Days Paid</th>
<th>Total Workdays</th>
<th>Start Date</th>
<th>End Date</th>
<th>Student Attendance Days Scheduled to Work</th>
<th>Non-student Attendance Days Scheduled to Work</th>
<th>Days NOT Scheduled to Work</th>
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<tbody>
<tr>
<td>Parent Workers</td>
<td>186</td>
<td>178</td>
<td>Sept. 3 (Tu)</td>
<td>June 16 (Tu)</td>
<td>178</td>
<td>None</td>
<td>Aug 21 (W)</td>
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<td>Aug 27 (Tu)</td>
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<td>Aug 28 (Th)</td>
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<td>Nov 13 (ESPT) (W) or</td>
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<td>Nov 14 (HSPT) (Th)</td>
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<td>Jan 31 (F)</td>
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<td>April 17 (F)</td>
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<td>April 22 (ESPT) (W) or</td>
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<td>June 17 (Th)</td>
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<td>June 18 (F)</td>
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<td></td>
<td></td>
<td>Total: 16</td>
</tr>
</tbody>
</table>

| Part-time Aides | Varies       | Varies         | Sept. 3 (Tu) | June 16 (Tu)| Varies                                  | None                                        | Aug 21 (W)                |
|                 |             |                |            |            |                                          |                                             | Aug 22 (Th)               |
|                 |             |                |            |            |                                          |                                             | Aug 23 (F)                |
|                 |             |                |            |            |                                          |                                             | Aug 26 (M)                |
|                 |             |                |            |            |                                          |                                             | Aug 27 (Tu)               |
|                 |             |                |            |            |                                          |                                             | Aug 28 (W)                |
|                 |             |                |            |            |                                          |                                             | Aug 28 (Th)               |
|                 |             |                |            |            |                                          |                                             | Aug 30 (F)                |
|                 |             |                |            |            |                                          |                                             | Nov 8 (F)                 |
|                 |             |                |            |            |                                          |                                             | Nov 13 (ESPT) (W) or      |
|                 |             |                |            |            |                                          |                                             | Nov 14 (HSPT) (Th)        |
|                 |             |                |            |            |                                          |                                             | Nov 27 (W)                |
|                 |             |                |            |            |                                          |                                             | Jan 31 (F)                |
|                 |             |                |            |            |                                          |                                             | April 17 (F)              |
|                 |             |                |            |            |                                          |                                             | April 22 (ESPT) (W) or    |
|                 |             |                |            |            |                                          |                                             | April 23 (HSPT) (Th)      |
|                 |             |                |            |            |                                          |                                             | June 17 (Th)              |
|                 |             |                |            |            |                                          |                                             | June 18 (F)               |
|                 |             |                |            |            |                                          |                                             | Total: 16                 |

*Teachers start and end dates may vary depending on how Flex Days are used. Flex Days apply only to teachers.

**Please note: Parent Teacher Conference Days are non-attendance for students.

***Lunchroom managers will be called in for professional development on August 19, 2019 and August 20, 2019.
<table>
<thead>
<tr>
<th>Job Title</th>
<th>Union</th>
<th>Total Paid Days</th>
<th>Work Days (exc. PD)</th>
<th>PD Days</th>
<th>V-Days</th>
<th>Holidays</th>
<th>Total Hours/Min</th>
<th>Lunch</th>
<th>Break Length (Number)</th>
<th>Contract Reference</th>
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<tbody>
<tr>
<td>Factor Custodians</td>
<td>SETU LOCAL 73</td>
<td>260 (52 weeks)</td>
<td>Up to 245</td>
<td>0</td>
<td>var.</td>
<td>up to 11</td>
<td>var.</td>
<td>30 mins</td>
<td>15 mins (2)</td>
<td>Article 4-2.5; App. F</td>
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<tr>
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<td>260 (52 weeks)</td>
<td>Up to 245</td>
<td>5</td>
<td>var.</td>
<td>up to 11</td>
<td>8 hrs 30 mins</td>
<td>30 mins</td>
<td>15 mins (2)</td>
<td>App. F</td>
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<tr>
<td>Custodians</td>
<td>SETU LOCAL 73</td>
<td>260 (52 weeks)</td>
<td>Up to 245</td>
<td>5</td>
<td>var.</td>
<td>up to 11</td>
<td>8 hrs 20 mins</td>
<td>20 mins</td>
<td>15 mins (2)</td>
<td>App. F</td>
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<tr>
<td>Full-time Elementary &amp; MS Teachers</td>
<td>CTU</td>
<td>208</td>
<td>100</td>
<td>10</td>
<td>10</td>
<td>8</td>
<td>7 hrs 0 mins</td>
<td>45 mins</td>
<td>NA</td>
<td>Art. 4-1, 4-3, 5-1, and 5-4</td>
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<td>Full-time HS Teacher</td>
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<td>120</td>
<td>10</td>
<td>10</td>
<td>8</td>
<td>7 hrs 15 mins</td>
<td>20 mins</td>
<td>NA</td>
<td>Art. 6-1</td>
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<td>Part-time Elementary &amp; MS Teachers</td>
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<td>208</td>
<td>var.</td>
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<td>23 mins</td>
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<td>Art. 23-6.4</td>
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<td>208</td>
<td>var.</td>
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<td>3 hrs 37.5 mins</td>
<td>24-25 mins</td>
<td>NA</td>
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<td>CTU PSRP</td>
<td>CTU</td>
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<td>7 hrs 45 mins</td>
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<td>Art. 9-1</td>
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<td>SECA 1 and 1Is</td>
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<td>8</td>
<td>7 hrs 45 min</td>
<td>30 mins</td>
<td>15 mins (2)</td>
<td>App. F</td>
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<tr>
<td>Security Officers (Elementary with only one SO in a building)</td>
<td>SETU LOCAL 73</td>
<td>203</td>
<td>100</td>
<td>5</td>
<td>10</td>
<td>8</td>
<td>0 hrs 20 mins</td>
<td>20 mins</td>
<td>15 mins (2)</td>
<td>App. F</td>
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<tr>
<td>Security Officers (HS and elementary with more than one SO in a building)</td>
<td>SETU LOCAL 73</td>
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<td>5</td>
<td>10</td>
<td>8</td>
<td>7 hrs 20 mins</td>
<td>20 mins</td>
<td>15 mins (2)</td>
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<tr>
<td>Senior Security Officers (Elementary with only one SO in a building)</td>
<td>SETU LOCAL 73</td>
<td>203</td>
<td>100</td>
<td>5</td>
<td>10</td>
<td>8</td>
<td>8 hrs 30 mins</td>
<td>20 mins</td>
<td>15 mins (2)</td>
<td>App. F</td>
</tr>
<tr>
<td>Senior Security Officers (HS and elementary with more than one SO in a building)</td>
<td>SETU LOCAL 73</td>
<td>203</td>
<td>100</td>
<td>5</td>
<td>10</td>
<td>8</td>
<td>7 hrs 30 mins</td>
<td>20 mins</td>
<td>15 mins (2)</td>
<td>App. F</td>
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<tr>
<td>Part-time Security Officer (Sworn)</td>
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<td>Min of 4 hrs 0 mins</td>
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<td>15 mins (1) for 4 to 5 hrs 15 mins (2) for 6 or more</td>
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<td>var.</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>Min of 4 hrs 0 mins</td>
<td>0 mins</td>
<td>15 mins (1) for 4 to 5 hrs 15 mins (2) for 6 or more</td>
<td>App. F</td>
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<td>Job Title</td>
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<td>Total Paid Days</td>
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<td>PD Days</td>
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<td>Total Hours/Min</td>
<td>Lunch</td>
<td>Break Length (Number)</td>
<td>Contract References</td>
</tr>
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<tr>
<td>Bus Aide</td>
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<td>0</td>
<td>Min of 4 hrs 0 min</td>
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<td>0 min</td>
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<td>100-101</td>
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<td>8 hrs 0 min</td>
<td>30 mins</td>
<td>15 mins (2)</td>
<td>Art. 2-2; 2-2.23</td>
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<tr>
<td>Associate Lunchroom Manager (Scheduled between 4.5 and 6.5 total hours)</td>
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<td>202</td>
<td>100-101</td>
<td>2 to 4</td>
<td>10</td>
<td>8</td>
<td>4 hrs 30 mins 6 hrs 30 mins</td>
<td>20 mins</td>
<td>15 mins (1)</td>
<td>Art. 5-9</td>
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<tr>
<td>Associate Lunchroom Manager (Scheduled between 7 and 0.5 total hours)</td>
<td>UNITE HERE LOCAL 1</td>
<td>202</td>
<td>100-101</td>
<td>2 to 4</td>
<td>10</td>
<td>8</td>
<td>7 hrs 0 min 2 hrs 30 mins</td>
<td>20 mins</td>
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<td>Art. 5-9</td>
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<td>Lunchroom Attendant</td>
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<td>4 hrs 30 mins 6 hrs 30 mins</td>
<td>30 mins</td>
<td>15 mins (1)</td>
<td>Art. 5-9</td>
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<td>Senior Lunch Room Attendant Cooks I and II Porters (Scheduled between 4.5 and 6.5 total hours)</td>
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<td>202</td>
<td>100-101</td>
<td>2 to 4</td>
<td>10</td>
<td>8</td>
<td>4 hrs 30 mins 6 hrs 30 mins</td>
<td>30 mins</td>
<td>15 mins (1)</td>
<td>Art. 5-9</td>
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<td>7 hrs 0 min 6 hrs 30 mins</td>
<td>20 mins</td>
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<td>0</td>
<td>No schedule - varies on circumstances</td>
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<td>App. P</td>
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