



Contract 101 Work Relief Days



The Auburn Education Association and the Auburn School District have negotiated “Work Relief Days” to help members meet the increasing demands of educational reform.

Below is the language from our Negotiated Agreement:

“**Two (2)** days of release or four **(4)** half-days can be taken by **all certificated staff** for the purpose of work relief.

*Up to thirty-five (35) employees are **guaranteed access** to work relief on any given day. Work relief will not be used to extend holidays, breaks or personal leave. **(plan early and secure a sub)***

In order to accomplish the goal of work relief days, individuals need to be provided with an environment that is conducive to completing the work. This may be a space that is quiet, where interruptions do not occur and that has adequate equipment. Sometime such a space may not be available at the worksite. Should this occur, the administrator and the individual will mutually arrange for an appropriate location for the work relief days to take place. If a mutual agreement cannot be reached, the employee may appeal the principal’s decision to the Assistant Superintendent of Human Resources and the Association President, who will reserve the right to uphold the previous remedy or provide appropriate remedy.

Bold italicized writing above is new language added in the 2018-2020 Negotiated Agreement

Commonly Asked Questions and Answers about Work Relief Days

Q: What is the purpose of a Work Relief Day?

The purposes of the days are to provide educators with the time they need to meet the demands of educational reform. This might include **(but not be limited to)** planning curriculum for differentiated instruction; planning and implementing rubrics for scoring student work; research, planning and implementing best practices of delivering instruction; assessing student work, aligning district curriculum with Washington State Grade Level Expectations; designing effective school to home strategies for improving student success; modifying curriculum for ELL or Special Education students; etc.

Q: I am a Special Education teacher. What do I need to know about Work Relief Days?

Full time special education teachers receive a total of **five (5) Work Relief Days**. These days can be used for the purposes of completing IEPs. Employees need to coordinate the use of their Work Relief Day with their building administrator. Staff members request the use of a Work Relief Day using the AESOP substitute system.

Q: Can ELL staff, ESA staff or specialists use Work Relief Days?

Absolutely! Work Relief Days are for ALL certificated staff!

Q: Are there guidelines to help access my use of a Work Relief Day?

Here are some guidelines that the AEA and ASD Labor Management Team have agreed to since the

2005-2006 school year:

- Avoid Mondays and Fridays, as these days are more frequently in demand for regular absences. (*This does not mean that you are not allowed to use Mondays or Fridays. Know that these are high use days for sick and personal leave for staff so plan early*)
- Coordinate 1/2 days with another member at the building in order that one full-day substitute can accommodate two half-day requests.
- Consider spacing out your Work Relief days by semester or trimester
- Be aware that May and June are peak substitute months throughout the district and there may be a shortage of substitutes. Please plan accordingly.

Q: Am I required to work on-site for my Work Relief Day?

There is no language that mandates an employee to remain on-site in order to access a Work Relief Day. In fact, individuals need to be provided with an environment that is conducive to completing the work. This may be a space that is quiet, where interruptions do not occur and that has adequate equipment. Such space may not be available at the worksite. Should this occur, the administrator and the individual will **mutually arrange** for an appropriate location for the work relief days to take place”

Q: I requested the use of a Work Relief Day and when I arrived to school to use my time, I was told that my substitute was pulled to substitute elsewhere. Now I have lost my day, what should I do?

The AEA and ASD included the following language for the 2018-2020 negotiated agreement:

*Up to thirty-five (35) employees are **guaranteed access** to work relief on any given day. Work relief will not be used to extend holidays, breaks or personal leave.*

*If you put your work relief day into AESOP and it was approved, you **CANNOT** be called into school (if working from home) or required to teach that day because they are pulling your substitute to cover elsewhere. You are guaranteed access to the day you submitted. If this occurs, please call the Elaine and she will assist.*

Q: My building administrator wants me to use my Work Relief Day for the purpose of completing the district required one-on-one reading assessment.

The AEA and the ASD have negotiated different language that addresses the issue of the district required one-on-one reading assessment. Work Relief Days **do not need** to be used to fulfill the requirements of the district one-on-one reading assessment.

Q: I want to use my Work Relief Day to design and implement classroom-based assessments that align with the Grade Level Expectations for my subject area.

Great idea! That is one way a Work Relief Day might be used.

Q: How do I call in for my substitute for my Work Relief Day?

Staff members request the use of a Work Relief Day using the Substitute Management System (AESOP). Remember to inform your building administrator of your use of Work Relief days and mutually agree upon where you will work on your work relief day.