

Auburn Education Association

Explains the Days

Here is an explanation of the different types of days offered in our contract:

Student Days: These are the days in which students are in school. Your base salary is made up of 180 Student Days. You will be asked to sign a contract agreeing to work these days. You will be paid for this work in 12 equal monthly installments.

Base Contract: Each 1.0 FTE certificated employee receives a **base contract** for typical work associated with being a quality educator (examples: teaching, creating lesson plans, room prep, staff meetings, elementary conferences, report cards etc..)

Enrichment Contract: Each 1.0 FTE certificated employee also receives an **enrichment contract** for 164.5 hours for work done outside of the school day that does not fall into the base category. These are broken up into 44.5 district designated, building determined and principal hours and 120 hours which are individually determined. There are no sign in sheets for these days/hours (unless there are clock hours being offered and you want them). As a professional you are **expected** to attend all district/building and principal designated hours and track your 120 individually determined hours. However, if you have an emergency or extenuating circumstance that prevents you from attending district/building/principal hours, you need to notify your building administrator. You are also responsible for obtaining any information you missed and implementing into your classroom. If you do not, it may show up in your evaluation.

District Designated (10.5 hours) These hours are typically the week before school starts. 3.5 hours are designated for the Superintendent's address every other year, and 7.0 hours are another day depending on the level you teach. These 7 hours are also known as Professional Learning Days (PLD) You are compensated for this time in your enrichment contract. There are no sign in sheets unless clock hours are offered and you want them. *You do not need to call into the absence management system.*

Building Determined (28 hours): Some of these hours are offered during the week before school starts in full day increments and the remaining are throughout the school year. When they are held is determined at the building level but most of the time they are held after school hours in 2-3 hour increments. Topics should be determined through your Building Decision Making Model. You are compensated for this time in your enrichment contract. There are no sign in sheets unless clock hours are offered and you want them. *You do not need to call into the absence management system.*

Principal Determined (7 hours): These are typically offered during the week before school starts and many times in a full day increment. These hours and topic(s) are determined by the Principal. You are compensated for this time in your enrichment contract. There are no sign in sheets unless clock hours are offered and you want them. *You do not need to call into the absence management system.*

Individually Determined Day (IDD): This is the Friday before day after Labor Day. This day is a **NON PAID; NON WORK** day. Employees **ARE NOT** required to work or come in to work at anytime of the day. The intent is to "save" this day for employees to use as they deem needed whether it is last minute prep for the first day of school or to enjoy an extended holiday weekend. It is a violation of the contract to hold a vote to have building activities on this day/evening (Open House, Meet the Teacher etc..) as this is a day for **individuals** to determine how they spend their time. If you choose to work on this day and the work aligns with the 4 enrichment areas, you can choose to count the hours toward your 120 enrichment hours.

Elementary Grading Day: This day is new this year and will fall on December 2nd, 2022. This day is **NOT** part of our 180 day contract and as such it is a **NON PAID; NON WORK** day for elementary staff. You are required to have your grades posted by the required time. If you choose to work on this day and the work aligns with the 4 enrichment areas, you can choose to count the hours toward your 120 enrichment hours.

Secondary Grading Day: This day is January 27, 2023. This day is **NOT** part of our 180 day contract and as such it is a **NON PAID; NON WORK** day for secondary staff. You are required to have your grades posted by the required time. If you choose to work on this day and the work aligns with the 4 enrichment areas, you can choose to count the hours toward your 120 enrichment hours.

Personal Leave: Each member has 3 annual Personal Leave Days to use at his/her discretion. No reason needs to be given to use a Personal Leave Day, but the following restrictions apply: they may not be used during the first week or last week of school and no more than thirty-five (35) employees may access Personal Leave before or after holidays or breaks. Leave at that time will be allocated on a first come first serve basis. The district requests that you schedule Personal Leave 48 hours in advance, if possible. You must submit your absence in the [absence management system](#).

At the end of the year, you can carry over unused Personal Leave Day(s) and accrue up to 7 days. Anyone with beyond seven (7) Personal Leave Days at the end of the year may cash in unused day(s) at the Column I, Step 0 **professional rate of pay** for each unused Personal Leave Day by completing an Unused Personal Leave Cash Out for Teachers/Certificated Staff form and submitting the form to the payroll office by June 30th.

Work Relief: Each 1.0 FTE certificated employee has access to two (2) days of release for the purpose of work relief. Up to thirty-five (35) employees are guaranteed access to work relief on any given day. Work relief cannot be used to extend holidays, breaks or personal leave. Certificated Special Education teachers, SLP/OT/PT's receive an additional three (3) days for total of five (5) annually. You must submit your absence in the [absence management system](#). See page 24 of current contract (auburnea.org) for more information.

Kindergarten Assessment: Kindergarten teachers receive two (2) days classroom release time per trimester for the purpose of trimester assessment.

Structured Learning Center (SLC) Assessment: SLC teachers who provide the Wa-AIM assessment to eligible students receive one (1) day of release time for 1-3 assessments; two (2) days for 4-6 assessments; and three (3) days for 7 or more assessments. If two (2) or more days are allotted then at least one (1) day must be taken before winter break to create assessments.

Sick leave: Each 1.0 FTE certificated employee is credited with 12 Sick Leave Days on September 1. These days are used for illness, injury, medical diagnosis, care, treatment and preventative treatment of a mental or physical illness, injury, health condition of the employee or a family member. You must submit your absence in the [absence management system](#).

A family member includes spouse, domestic partner, parent, parent-in-law, child (regardless of age), grandparent, grandchild, or sibling.

Bereavement Leave: In the event of a death, employees are allotted leave with pay as follows:

Five (5) days: spouse, domestic partner, son, daughter, or other member of the household.

Three (3) days: father, mother, parent surrogate, sister, brother, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparents, and grandchildren or any other relative for whom the Employee is the sole support.

One (1) day: A relative not listed above, or close personal friend.

You must submit your absence in the [absence management system](#).

At the discretion of the superintendent, or designee, two (2) additional days of emergency leave may be granted for the purpose of accommodating extended travel. Emergency leave is deducted from your sick leave balance.

Family Medical Leave (FMLA): Leave is available for family medical purposes. These days are paid if the employee has accumulated sick leave or other appropriate leave. The remainder is unpaid but the employee's benefits are paid by the District for up to 12 weeks from the beginning of the leave. If you need to use this leave, please contact [Human Resources](#).

Paid Family Medical Leave: Please see [Human Resources](#) for information on this leave.

Other Leaves: There are a few more leaves that are available which are defined our contract. They include: Leaves of Absence, Child Rearing, Adoption, Military, Sabbatical, Short Term Educational, Leave Without Pay, Jury Duty/Legal Responsibilities and Job Sharing. You can read about these leaves in the current contract on pages 42-46 ([auburnea.org](#)).

Transfers/Reassignment: Certificated employees who are *voluntarily* transferred after July 31, will receive compensation for two (2) days pay at the professional rate of pay. Certificated employees who are *involuntarily* transferred will have the option of two (2) days instruction-free time for planning or preparation or two (2) days paid at per diem rate (see page 29 of contract for more information).

Extended Contracts: Elementary library media specialists, CTE and ESA Specialists receive additional days to perform extra work. Use the search function in current contract ([auburnea.org](#)) for more information.

Questions?

Contact your building [reps](#) or AEA President Elaine Hogg

253-670-8801

