

Process for Extended School Year

Classified Teacher Assistants, Resource Aides, Teacher Assistant/Drivers, Teacher Assistant/Bus Drivers are paid on a 192 day calendar, which includes paid holidays. Extended school year (ESY) consists of 15 extra duty days to be paid separately from the regular monthly payroll. Not all members will be offered employment during the ESY.

The Superintendent, or designee, shall determine how many positions within the unit shall be necessary to cover the ESY duties. The school day will be 5.5 hours for Teacher Assistants and up to, but not to exceed 8 hours for Resource Aides, Teacher Assistant/Drivers or Teacher Assistant/Bus Drivers. Transportation and Resource Medical or Resource Hard of Hearing/Visual Impaired needs will be filled first, with Teacher Assistant positions filled by seniority. Assignment locations will not necessarily be the location worked during the regular school year. The commute to the assignment will be at the unit member's own expense.

Unit members will receive written communication via first class USPS to their personal mailing address from Human Resources no later than April 15 of each year notifying them of the dates of ESY and their option of requesting to work during that time. Unit members will be given 10 days to respond to this written communication. Each response will be date stamped, when received by Human Resources.

On or before May 15 the Superintendent or designee shall inform unit members by written communication via first class USPS to their personal mailing address whether or not they will be working the ESY. If enrollment does not justify the employment of unit members the Superintendent may terminate the services of the unit member in that extended year session and shall pay to those unit members compensation earned, if any during ESY.

Unit members shall earn one day of sick leave and be paid one day of vacation for working ESY. If a unit member does not complete the entire ESY assignment, such sick leave and vacation will be prorated.

If it is not feasible for ESY to be completed during the month of June, one week of ESY will be moved to August. Unit members will be notified of the opportunity to work during the one week ESY by written communication via first class USPS to their personal mailing address no later than July 15 and assignments will be mailed via first class USPS to their personal mailing address no later than August 10. The process of assignment will remain the same as described above.