

Zimbra

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Re: [princi_elem] [principals] Thanksgiving week Conferences and Classified staff

From : Bernadette Adeniran <adeniran_b@4j.lane.edu> Fri, Oct 27, 2023 02:28 PM
Sender : princi_elem <princi_elem-bounces@4j.lane.edu>
Subject : Re: [princi_elem] [principals] Thanksgiving week Conferences and Classified staff
To : principals <principals@4j.lane.edu>, assist elem <assist_elem@4j.lane.edu>, assist high <assist_high@4j.lane.edu>, assist midd <assist_midd@4j.lane.edu>
Cc : Sebastian Bolden <bolden_s@4j.lane.edu>, Greg Borgerding <borgerding_g@4j.lane.edu>, Trevor White <white_t@4j.lane.edu>, Jill Cuadros <cuadros_ji@4j.lane.edu>

Greetings Building Administrators,

I understand that many, but not all, of your licensed bargaining unit members, have elected a 12-hour workday scheduled on Monday, November 20, and Tuesday, November 21, 2023, to hold conferences. This may result in a non-workday for licensed members on Wednesday, November 22.

Please work with your level director to discuss what, if any, office/operating hours your building is required to have in support of community needs.

HR has received many questions about options for classified employees. Please see below.

[Article 11.3 Trade Time.](#)

Trade time is equal time exchanged within the same workweek. Trade time is available by mutual agreement of the supervisor or building administrator and the employee. If your 8-hour employees agree to work additional time on Monday and Tuesday to account for Wednesday, the additional hours do not convert into overtime/comp time.

[Article 13.3 Personal Day.](#)

If, due to personal circumstances or choice, your classified employees do not want to work 12 hours on Monday and/or Tuesday, the district will, in a non-precedent setting decision, allow classified employees to use a personal day on Wednesday, November 22 (a holiday adjacent workday). As a reminder- per article 9.2.1, probationary employees do not have access to personal days. All personal days must be requested and approved through the Absence Management System.

[11.2.2 Comp-time](#)

If an employee has already banked comp time, they may use it with approval. Please keep in mind there are maximum accrual balances.

No change- Buildings may choose to make no changes to classified employee's work schedules. This day could be used for additional training, clean-up, catch-up, unfinished vector training, professional development, etc. If an employee is unable or unwilling to adjust their schedule or use personal time, they are still entitled to the work day.

Unpaid days- In the absence of extenuating circumstances, unpaid day requests in lieu of the use of personal days or accumulated comp time is unlikely to be approved. Should you receive a request, please connect with your level director.

Co-supervised staff- Custodial and Nutrition Services. Requests for staff in these departments should be referred to and discussed with central services leadership (Trevor White or Jill Cuadros). Departments will often use this time to address ongoing training needs and/or projects. Depending on coverage needs, staff may still be assigned based on the regular work week.

Please let us know if you have questions.

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