

# Know Your Rights!

## How many IEP meetings can I be asked to attend before or after school?

Section 29.1.5 of our union contract requires your administrator "to make every effort...that no more than three meetings per month extend beyond [a unit member's] 6 hour and 35 minutes on-site workday.

## What does "make every effort" really mean?

This means that our contract requires your administrator to give each case manager the latitude to schedule no more than 3 IEP meetings beyond the 6 hour and 35 minutes on-site day in any given month.

## Our administrator told us that all IEP meetings need to occur before or after school. Is that okay?

Blanket site/program policies that limit IEP meetings to before or after school clearly do not meet the standard set by the contract. Such blanket policies violate the contract and should be addressed with the administrator immediately.

## Do we have any rights that address IEP meetings that occur beyond the 8 hour day?

The District has agreed to make "every effort" to ensure that IEP meetings do not occur beyond a unit member's 8 hour day. However the law requires IEP meetings to occur whenever the parent is available. In rare cases this means an IEP meeting occurs, or extends, beyond a unit member's 8 hour day. If you believe a particular IEP meeting will extend or maybe even start beyond the 8 hour day, you must get "prior approval" from your administrator so that you can be compensated your pro rata rate of pay for the time beyond your 8 hour day.

## We're having problems with scheduling IEP meetings in a way that conforms to the contract, what can we do?

It is a good idea to discuss a plan for how to schedule IEP meetings in a way that conforms to your contractual rights with your with your fellow union members. After coming up with a plan with your fellow union members bring the issue up to your administrator. You can even take this *Know Your Rights!* flyer to your administrator and use it as a conversation starter!

### *Keep In Mind!*

Section 29.1.5 of the contract only deals with IEP meetings. Other provisions in the contract permit administrators to hold a maximum of one grade level/ department meeting, one committee meeting, and one staff meeting per month.

### *Obey Now, Grieve Later!*

If your administrator directs you to stay at an IEP meeting past your 8 hour day without providing additional pro-rata pay make sure to follow the directive. Make sure to also start a grievance afterwards!

# IEP Meetings