

KNOW YOUR RIGHTS!

Limits on Meetings



WHAT THE UNION CONTRACT SAYS

The SDEA contract says that the "balance of the 40-hour workweek" includes attending "a reasonable number of meetings." But what's a reasonable number of meetings? And what's the "balance of the 40-hour workweek"?

Balance of the 40-hour workweek

The "balance of the 40-hour workweek," a phrase in the union contract, means the weekly difference between the required on-site workday of 6-hours 35-minutes and the 8-hour workday (excluding a duty-free lunch). That difference is about 7 hours a week.

A reasonable number of meetings

In a month, and during the *balance of the 40-hour workweek*, SDEA members may be required to attend only:

- 1 staff meeting (including professional development)
- 1 department or grade level meeting
- 1 standing committee meeting

An additional staff meeting may be called only to address issues that *cannot* be included in a regularly scheduled staff meeting. The burden is on the administrator on this: just because an issue *was not* included doesn't mean it *could not* have been included.

Counting to check for compliance

When you're counting the meetings to make sure that your administrator is complying with our rights, note that a meeting held within the 6-hour 35-minute on-site workday doesn't count. However, if the meeting starts after the 6-hour 35-minute on-site workday, or extends beyond the 6-hour 35-minute workday (even by 5 minutes!), it falls into the "balance of the 40-hour work week" so it counts!

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MODIFIED DAY MEETINGS

Modified days at elementary schools are protected by the SDEA contract from meeting overload. The contract says that of 75% of modified days each year (and 1-3 per month) have to be set aside for prep time (i.e. no meetings). As for secondary schools, we have the right to one modified day a week, but there aren't rules about how many have to be set aside for prep time.

IEP MEETING ATTENDANCE

The SDEA contract says that the District has to *make every effort within the limitations of the law* to make sure that IEP meetings:

- Don't go beyond the 8-hour workday, and
- No more than 3 per month go beyond the 6-hour 35-minute on-site workday.

That the District has to *make every effort within the limitations of the law* is a really high standard. That means the District (and your administrator) has to do *anything they possibly can without breaking the law*. That could include hiring Visiting Teachers to release teachers from their regular duties to attend, which, while it costs money, is "within the limitations of the law."

Pay for IEP meetings outside of 8-hour workday

If an IEP meeting is scheduled with a supervisor's approval to take place (in whole or in part) outside of the 8-hour



workday, you have the right to be paid at your hourly rate for the required extra work time.

SDEA WEDNESDAYS

The union contract says that two Wednesdays per month must be reserved for union meetings. The list of reserved Wednesdays is set at the beginning of each school year for the entire union. [SDEA Rep. Council is held on these dates](#), but they may also be good days for site union meetings. Conflicting events, like after school meetings or evening events, can't be scheduled on these Wednesdays.

SOURCES: [SDEA Contract](#), Sections 5.8, 8.5.3, 8.5.3.1, 8.6.6, and 29.1.9