

TENTATIVE AGREEMENT BETWEEN THE  
OFFICE OF THE SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS  
AND  
SMCEA

July 6, 2021

**Article 11-Work Year/Day, Moving Release Time, Contracts and Planning Block**

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**11.4 Work Day**

The normal work day for each full-time SMCEA member shall be 7.5 continuous hours per day, unless otherwise required by applicable law or contract. The 7.5 hour work day shall be inclusive of a 30 minute duty-free lunch. Services by unit members shall begin thirty fifteen minutes before the first class and departure time shall be determined by the nature of their professional responsibilities which are reasonable and mutually agreed upon by the County Office and unit members. The County Office shall not increase the current work day unless it is necessary to comply with state or federal laws or regulations, or because of isolated incidents of early arrivals or late arrival or departure of a bus, or modification of the bus schedule or because of the movement of a class, or the movement of a unit member to a different site. This language is not intended to increase or decrease the legal authority of the County Office to change the length of the workday except as set forth above. **Time spent by unit members supervising students when assigned by the County Office or performing professional duties beyond 7.5 hours shall be compensated at their per diem rate (such time shall be recorded in 15 minute increments).**

**11.5 Staff Planning Days**

11.5.1 Staff Planning Days (SPD) shall be provided for unit members who have more than 4 hours of student contact time. The purpose of SPD days shall be to meet program service requirements (e.g. planning, collaborating, evaluating, addressing IEP requirements). It is the intent of the parties to maintain a separation of regular staff meetings outlined in Article 11.8 Scheduling of Professionally Related Duties from this provision. When SPD days are missed due to a conflict with the host site calendar, the unit member will be compensated at the hourly rate.

11.5.1.1 SPD days shall be achieved through a ~~uniform 2 hour~~ minimum day.

11.5.1.2 Except for unit members who work with District students, Special Education and Court and Community School unit members shall have 1 SPD per week. No class will be cancelled to provide a SPD day. The first, **and third, and, if applicable, fifth** SPD of each month are designated for staff meetings and/or professional development the Director/Manager schedules. The second and fourth SPD of each month are designated for teacher planning and meetings with support staff.

11.5.1.3 Unit members who work with District students are expected to work with students and maintain their regular work schedules on SPDs, unless they are required to attend staff meetings and/or professional development on the first and third SPD.

11.5.2 Staff Planning Days at the host site shall be available to unit members in the Special Education Program who wish to participate consistent with current practices and limitations.

**11.6 Meetings – Special Education**

**11.6.1 Staff Meetings**

The County Office may require up to ~~8~~ 34 additional staff meetings (beyond those occurring on minimum days) for staff per year, which could occur beyond the normal workday. These meetings shall be no longer than 1.5 hours in duration. The County Office agrees these meetings will be conducted as needed. The County Office may use these techniques to increase the effectiveness and to minimize the need for staff meetings: staggering staff meetings on minimum days, use weekly or periodic memos for announcements or deadline requirements, use of departmental voice mail for information dissemination, use of age-group and/or disability-group subcommittees of staff, use of centralized locations for meetings, use of released time, and the use of in-service days for issue workshops and/or training.

**11.6.2 IEP Meetings**

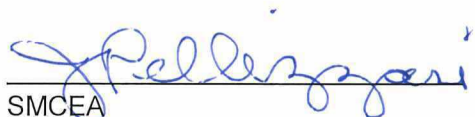
IEP meetings shall be scheduled within the unit members 7.5 hour workday. **If IEP meetings extend longer than the 7.5 hour workday, then the unit member will be compensated at their per diem rate.**

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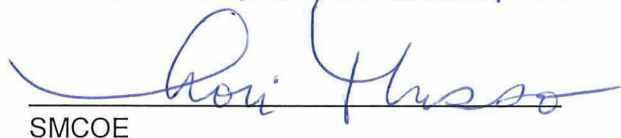
**11.8 Scheduling of Professionally Related Duties (Non-Special Education)**

For bargaining unit members other than special education unit members, the County Office may schedule a maximum of 5 hours per month of each unit member's time for professionally related duties, including but not limited to faculty, staff, and in-service meetings. A typical staff meeting in Court/Community Schools shall not exceed 1.5 hours in duration.

Dated: 7/7/2021

  
SMCEA

Dated: 7/7/2021

  
SMCOE