

## **Poway Federation of Teachers**

**And**

## **Poway Unified School District**

### **Sick Leave for PFT Unit Members Working Beyond the Standard Contract Year**

Full-time certificated teachers on Salary Schedule I work 187 days and receive, accumulated without limit, ten (10) days leave of absence per year for illness or injury. Leaves for part-time teachers are prorated. (The number of workdays for these teachers will be 186 in the 2020-21 school year. Past negotiations have resulted in slight increases or decreases in the number of workdays for teachers on Salary Schedule I). Upon retirement, unused sick leave shall be credited for retirement purposes as specified in State statutes.

Prior to the 2018-19 school year, certificated Middle School Librarians worked 197 days (188 plus 9 additional days), while certificated High School Librarians worked 206 days (188 plus 18 additional days). For at least 17 years, there was a past practice where full-time Middle School Librarians received, accumulated without limit, 10.5 days leave of absence per year for illness or injury. During this same time period, there was a past practice where full-time High School Librarians received, accumulated without limit, 11 days leave of absence per year for illness or injury.

Notwithstanding this past practice, the collective bargaining agreement ("CBA") between PFT and District provided that all PFT unit employees, including librarians, shall receive 10 days leave of absence per year for illness or injury.

A MOU, effective July 1, 2018, increased the number of workdays for Middle School Librarians, making the number of workdays for both Middle School and High School Librarians the same (18 additional days beyond Salary Schedule I). This was the result of an analysis conducted that included a review of the duties and responsibilities of Middle School Librarians, information gathered from other districts, librarian professional organizations, and expressed workload concerns.

During the fall of 2019, an analysis of Middle School and High School Librarian sick leave accrual showed an unintentional change (PeopleSoft implementation) had occurred in the 2016-17 school year, which continued for the 2017-18 and 2018-19 school years. Affected full-time Librarians received 10 days of sick leave per CBA language, rather than 11 days for 11 months of work, as had been previously provided per past practice.

The joint Interest Based Problem Solving (IBPS) Team agrees the District will provide additional sick leave for any currently active affected Middle School or High School Librarian for those years they did not receive the total per the past practice described above. Leave days shall be prorated for part-time Middle School or High School Librarians. The changes are detailed below, and shall occur no later than March 31, 2020.

For Full Time Middle School Librarians, provide any additional sick leave to ensure they received 10.5 days leave of absence per year from July 1, 2016 through June 30, 2018;  
 For Full Time Middle School Librarians, provide any additional sick leave to ensure they received 11 days leave of absence per year from July 1, 2018 through June 30, 2020;  
 For Full Time High School Librarians, provide any additional sick leave to ensure they received 11 days leave of absence per year from July 1, 2016 through June 30, 2020.

Beginning July 1, 2020, Middle School and High School Librarians shall be placed on an 11-month pay cycle, to reflect 11 months of work.

The parties commit to review Payroll records and agree on employees affected as well as the amount of sick leave owed to each employee. PUSD and PFT also commit to meeting with the affected Librarians in a face-to-face meeting to explain this MOU and its terms. The PUSD Payroll Director will also attend this meeting and will provide a handout indicating sick leave accrual over time for each individual Middle School or High School Librarian. Prior to this meeting, the joint team agrees to hold a planning meeting to anticipate questions and prepare the agenda.

As a result of this analysis of Librarian sick leave accrual, the parties agree to modify existing CBA language regarding sick leave as the following going forward, effective July 1, 2020:

Most teachers in the PFT unit work the same number of contract days (currently 187), which constitutes a full year of service credit for STRS purposes. Full time teachers in this category shall receive sick leave, accumulated without limit, at the rate of seven (7) hours (one day) for each of ten months. Sick leave for part-time teachers shall be prorated.

Some teachers, such as certificated Librarians and twelve-month Preschool Teachers, have a different number of "contract days" which constitute a full year of service credit for STRS purposes. Certificated Librarians currently work 18 additional days and shall receive an additional seven (7) hours (one day) of sick leave. Twelve-month Preschool Teachers currently work 34 additional days and shall receive an additional fourteen (14) hours (two days) of sick leave.

In the future, if additional work days are identified or negotiated for a group of teachers which constitutes a full year of service credit for STRS purposes, they shall receive additional sick leave per the chart below.

9 days	3.5 hrs.	.5 day
18 days	7 hrs.	1 day
27 days	10.5 hrs.	1.5 days
34 or more days	14 hrs.	2 days

The annual allotment of leave shall be credited at the beginning of each fiscal year for illness or injury. Leaves for part-time teachers, librarians, and pre-school teachers will be prorated. Upon retirement, unused sick leave shall be credited for retirement purposes as specified in State statutes.

Teachers who choose to work optional assignments, such as summer school or summer Academy session, will earn non-cumulative sick leave as specified in contract language/MOUs, which shall not be credited for retirement purposes as specified in State statutes.

The IBPS Team also commits to promptly contact one another, and to schedule a time to meet and confer, whenever either party notices any unintended change in past practice or application of contract language affecting members of the PFT unit.

For the Federation  Date 3/11/2020

For the District  Date 3/11/2020

