

# Work Calendars and Non-Contract days

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Executive Director, Human Resources



# Purpose of Presentation

- ▶ *Board Direction to the Superintendent*
- ▶ *Review of State and Federal requirements*
- ▶ *Work Calendars*
- ▶ *Review of 16-17 and fall break 2017*
- ▶ *Recommendations*

# Review of State and Federal requirements

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# A.R.S 15-341.01 dictates how many days a teacher must teach in a year

Current Required Days

180

In addition, Unions have negotiated additional paid work days

27

# These Additional Teacher Days Include:

- ▶ (3) preparation days for planning, in-service, and pre-service activities.
- ▶ (3) grading days for the exclusive use of the teacher to compile grades and/or complete related activities, and/or attend voluntary in-service activities.
- ▶ (1) day at the end of each year for compilation of grades, completion of year-end activities, and preparation for the following year.
- ▶ (20) holidays/vacation.

# The Arizona Constitution and The Fair Labor Standards Act Determines when we can pay employees

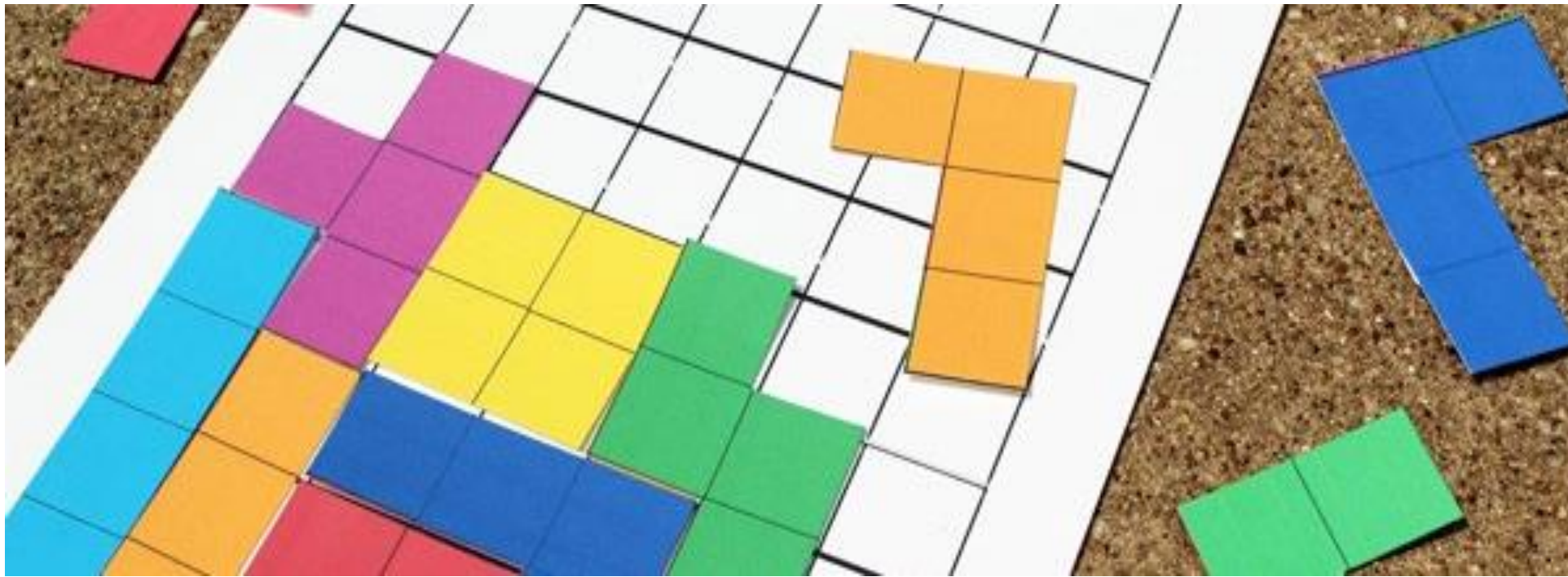
The Fair Labor Standards Act requires that we pay employees for time worked

The Arizona Constitution prevents the District from paying employees for days that have not been negotiated or approved by the Governing Board or days that fall outside of approved contracts

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# Work Calendars

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## All Other Work Calendars revolve around the Teacher Schedule

- ▶ Different job types may work longer or shorter work calendars based on necessary teacher support

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# Finance Creates a Budget Based on Days Employees are Anticipated to Work

i.e.

9 Uniformed Security  
guards x

\$115.60 hours per day x

1.0 FTE x

260 Work days =

\$270, 504

# Example calendars

Note: all days in red are 'Non Workday', all yellow are 'Paid Day Off'.

✕
Edit Work Calendar

Actions

Information
Pay Periods
Calendar

**10 mo/210/Classified FS Non-Exempt/23 pay**
**2017-18**

July							August							September							October							November							December																										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
28	29	30	31	28	29	30	31	24	25	26	27	28	29	30	31	26	27	28	29	30	31	24	25	26	27	28	29	30	31																																

January							February							March							April							May							June																		
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S												
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	27	28	29	30	31														
28	29	30	31	25	26	27	28	25	26	27	28	29	30	31	29	30	27	28	29	30	31																																

Non Workdays			
Date	Reason	Weekend	Paid Day Off
04/01/2018	Weekend	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/07/2018	Weekend	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/08/2018	Weekend	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/14/2018	Weekend	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Legend**  
 Non Workday  
 Pay Date  
 Selected Date  
 Work Day  
 Paid Day Off  
 Leave

Mode: Edit - Record 1 of 1
 Close this dialog after update?

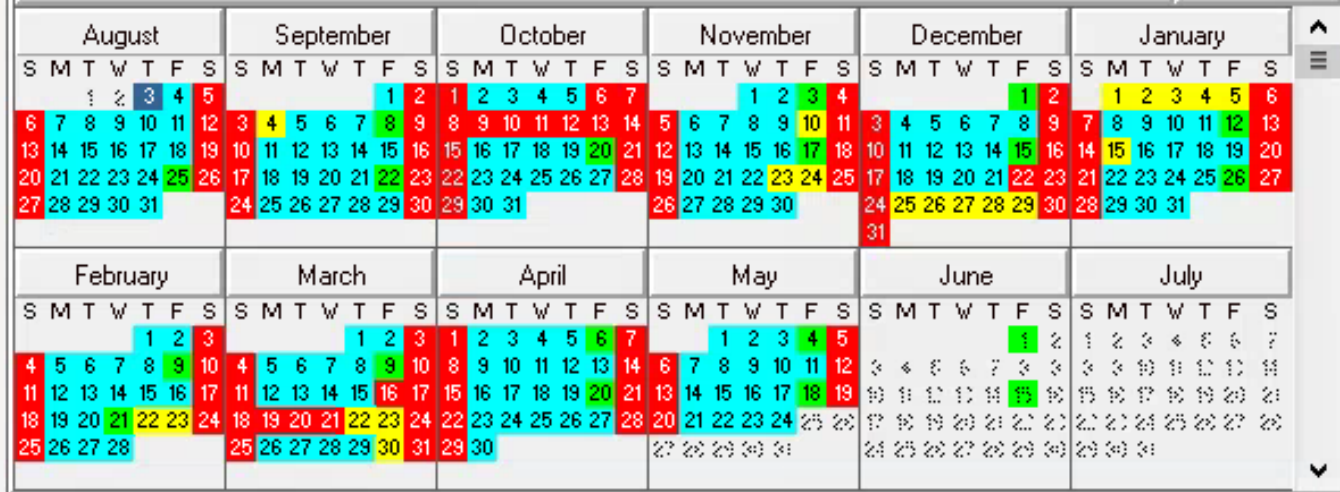
OK
Cancel
Help

# Edit Work Calendar

Actions

Information Pay Periods **Calendar**

9.0 mo/200/ Classfd.Monit/FS/CG Non-Exempt /22 Pay 2017-18



Non Workdays				
Date	Reason	Weekend	Paid Day Off	
04/01/2018	Weekend	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
04/07/2018	Weekend	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
04/08/2018	Weekend	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
04/14/2018	Weekend	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Legend

- Non Workday
- Pay Date
- Selected Date
- Work Day
- Paid Day Off
- Leave

Mode: Edit - Record 1 of 1

Close this dialog after update?

OK Cancel Help

# Edit Work Calendar



Actions

Information Pay Periods **Calendar**

9.0 mo/203/ Classfd Teach Asst Non-Exempt /22 pay 2017-18

July	August	September	October	November	December
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1	1 2 3 4 5	1 2	1 2 3 4 5 6 7	1 2 3 4	1 2
2 3 4 5 6 7 8	6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14	5 6 7 8 9 10 11	3 4 5 6 7 8 9
9 10 11 12 13 14 15	13 14 15 16 17 18 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21	12 13 14 15 16 17 18	10 11 12 13 14 15 16
16 17 18 19 20 21 22	20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28	19 20 21 22 23 24 25	17 18 19 20 21 22 23
23 24 25 26 27 28 29	27 28 29 30 31	24 25 26 27 28 29 30	29 30 31	26 27 28 29 30	24 25 26 27 28 29 30
30 31					31

January	February	March	April	May	June
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6	1 2 3	1 2 3	1 2 3 4 5 6 7	1 2 3 4 5	1 2
7 8 9 10 11 12 13	4 5 6 7 8 9 10	4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12	3 4 5 6 7 8 9
14 15 16 17 18 19 20	11 12 13 14 15 16 17	11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19	10 11 12 13 14 15 16
21 22 23 24 25 26 27	18 19 20 21 22 23 24	18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23
28 29 30 31	25 26 27 28	25 26 27 28 29 30 31	29 30	27 28 29 30 31	24 25 26 27 28 29 30

Date	Reason	Weekend	Paid Day Off
04/01/2018	Weekend	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/07/2018	Weekend	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/08/2018	Weekend	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/14/2018	Weekend	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Legend

- Non Workday
- Pay Date
- Selected Date
- Work Day
- Paid Day Off
- Leave

Mode: Edit - Record 1 of 1

Close this dialog after update?

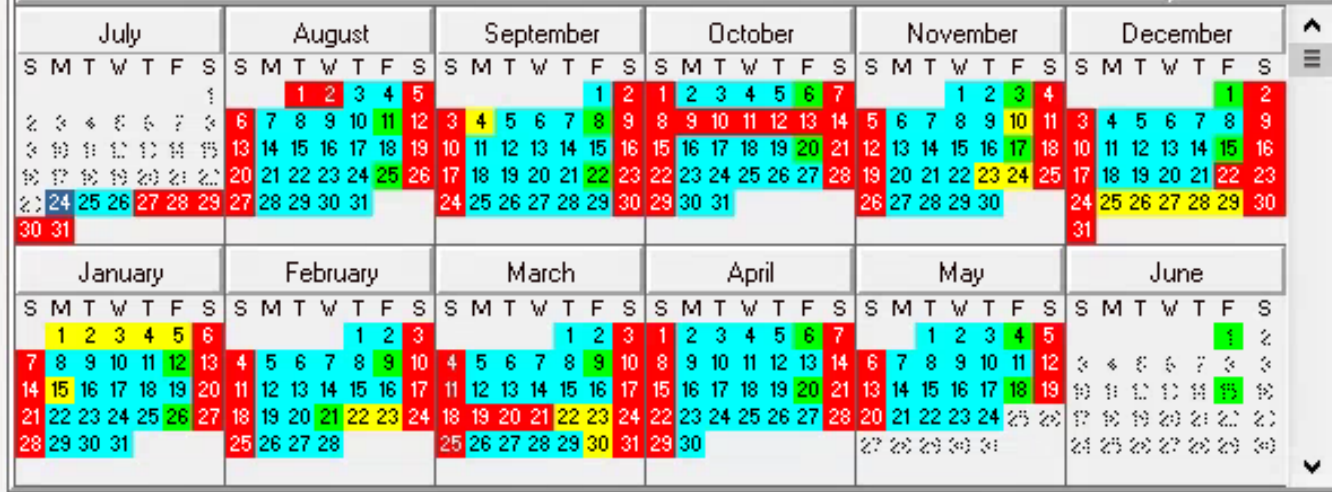
OK Cancel Help

# Edit Work Calendar

Actions

Information Pay Periods **Calendar**

9.5 mo/205/Class Transportation Non-Exempt/23 pay 2017-18



Non Workdays			
Date	Reason	Weekend	Paid Day Off
03/17/2018	Weekend	<input checked="" type="checkbox"/>	<input type="checkbox"/>
03/18/2018	Weekend	<input checked="" type="checkbox"/>	<input type="checkbox"/>
03/24/2018	Weekend	<input checked="" type="checkbox"/>	<input type="checkbox"/>
03/25/2018	Weekend	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Legend

- Non Workday
- Pay Date
- Selected Date
- Work Day
- Paid Day Off
- Leave

Mode: Edit - Record 1 of 1

Close this dialog after update?

OK Cancel Help

# Review 2016-17 and Fall 2017

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# Prior to 2016-17

- ▶ *The unpaid fall and spring breaks started in the 12/13 FY. Because the extra days off were added to the calendar, they are not considered part of the various “work calendars” for pay purposes.*
- ▶ *Direction then came from Deputy Superintendent of Operations who indicated that those days had to be unpaid, and no one who was “less than 12 months” could use any paid time such as vacation, sick or personal. Direction at that time indicated that was because it would be considered a gift of public funds, since the extra time off was not approved to be paid time off by the Governing Board.*
- ▶ *The school calendars were changed due to public feedback and surveys that indicated the desire to move to that type of calendar. As a result, the 33 employee work calendar was changed to match the student school calendar.*

# Fall Break 2016

## TUCSON UNIFIED SCHOOL DISTRICT

PO Box 40400  
1010 E. 10<sup>th</sup> Street  
Tucson, AZ 85719

Human Resources Department

Telephone: (520) 225-6035  
Fax: (520) 798-8683  
www.tusd1.org

### MEMORANDUM

**TO: Benefit Eligible Hourly Employees**

**FROM: Human Resources/Employee Relations**

**RE: Fall Break Compensation**

**DATE: October 3, 2016**

Tucson Unified School District understands that the off-contract days during Fall Break (10/10 – 10/14) may present a financial challenge for some. Therefore, we would like to provide our benefit-eligible, hourly employees ("Employees") who work less than 12 months the following options to receive compensation during Fall Break.

#### Non-Summer Pay Hourly Employees

Employees who work less than 12 months and **did not** elect 16/17 Summer Pay may use personal leave balances and/or compensatory time during the Fall Break under the following conditions:

1. All personal leave and/or compensatory time must be properly entered into the TimeClock Plus system **before** Fall Break, and timely approved, to be utilized for compensation during Fall Break.
2. Employees who do not request personal leave or compensatory time in the TimeClock Plus system prior to Fall Break will not be compensated for Fall Break. Instead, they will remain unpaid during Fall Break as per the District's previous practice.
3. Compensatory time will be used as straight time during the Fall Break.
4. Employees may not exceed their FTE through any combination of personal leave and compensatory time.

#### Summer Pay Hourly Employees

Employees who work less than 12 months and who elected Summer Pay for the 16/17 school year will receive a distribution from their Summer Pay comparable to the number of hours worked by the employee during the employee's first week of employment in the 16/17 school year. Summer Pay Employees may not use personal leave or compensatory time to earn additional pay during Fall Break. If an employee elected Summer Pay, the Summer Pay distribution will be the sole distribution available to the employee for compensation during Fall Break and additional personal leave/compensatory time requests will not be applied.

Employees should direct questions about how to enter paid time off requests into the TimeClock Plus system to their supervisor. If there are any further questions regarding this memorandum, please feel to contact Human Resources at 225-6035 or Employee Relations at 225-6739.

#### Office of Non-Discrimination

Tucson Unified School District is committed to a policy of non-discrimination based on disability, race, color, religion/religious beliefs, sex, sexual orientation, gender identity or expression, age, or national origin. This policy will prevail in all matters concerning Governing Board, District employees, students, the public, educational programs and services, and individuals with whom the Board does business.

Inquiries concerning Title VI, Title VII, Title IX, Section 504, and Americans With Disabilities Act may be referred to [EEO Compliance Officer](#), 1010 East 10th Street, Tucson, Arizona 85719, (520) 225-4444, or to the Office for Civil Rights, U.S. Department of Education, Clear E. Chavez Memorial Building, 1344 Speer Boulevard, Suite 310, Denver, Colorado 80204-3482.



# Spring Break 2017

## TUCSON UNIFIED SCHOOL DISTRICT

PO Box 40400  
1010 E. 10<sup>th</sup> Street  
Tucson, AZ 85719

Human Resources Department

Telephone: (520) 225-6035  
Fax: (520) 798-8683  
www.tusd1.org

### MEMORANDUM

**TO: Benefit Eligible Hourly Employees**

**FROM: Human Resources/Employee Relations**

**RE: Spring Break Compensation**

**DATE: March 13, 2017**

Tucson Unified School District understands that the off-contract days during Spring Break (3/20-3/22) may present a financial challenge for some. Therefore, we would like to present the benefit-eligible, hourly employees ("Employees") who work less than 12 months the following options to use their personal leave balances during Spring Break. Please be advised that this opportunity is solely applicable for Spring Break SY 2016-2017 and is not a collective right outlined by the employee agreements, and therefore, may be subject to change in the future.

Benefit-eligible hourly employees who work less than 12 months may use personal leave balances and/or compensatory time during the District's designated Spring Break period under the following conditions:

1. All personal leave or compensatory time must be properly entered into the TimeClock Plus system *prior* to Spring Break in order to be utilized during the Spring Break period.
2. Compensatory time will be used as straight time during the Spring Break. No employee may use any combination of personal leave and compensatory time to accumulate overtime compensation.
3. Employees who do not request personal leave or compensatory time in the TimeClock Plus system prior to Spring Break will not be compensated for Spring Break. Instead, they will remain unpaid during Spring Break as per the District's previous practice.

Employees who desire to use either their personal leave balances or compensatory time during Spring Break must enter their request through the TimeClock Plus system. If employees have any questions regarding how to enter in paid time off requests, they should speak with their administrator or manager.

If there are any further questions regarding this memorandum, please feel to contact Human Resources at (520)225-6035 or Employee Relations at 225-6739.

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# Fall Break 2017

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Tucson, AZ 85719

Human Resources Department

Telephone: (520) 225-6035  
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[www.tusd1.org](http://www.tusd1.org)

### MEMORANDUM

**DATE:** August 25, 2017  
**TO:** Benefit Eligible Hourly Employees  
**FROM:** Human Resources/Employee Relations  
**RE:** Fall Break and Spring Break Compensation in 2017-2018

As a reminder, the work calendar for benefit eligible hourly employees who work less than 12 months, has the following as non-working, non-paid days for school year 2017-2018:

- Fall Break 10/9/2017-10/13/2017
- Spring Break 03/19/2018- 03/21/2018

In the 2017-2018 school year, benefit eligible hourly employees who work less than 12 months will not be eligible to utilize personal leave, vacation, sick leave balances and/or compensatory time during the District's Fall and Spring Breaks. Employees who elected the Alternate (summer) Pay Plan for SY 2017-2018 will receive their portion of the summer reserve during those breaks as a part of their alternate pay schedule.

During these breaks, we hope you are able to take advantage of the time with your families and recharge, to be ready to return to the valuable work that you do for our students.

If there are any questions regarding this memorandum, please contact Employee Relations at 225-6739 or Human Resources at 225-6035.

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# Fall Break and Spring Break are currently designated non-contract days

- Employees do not work these days
- These days have not been negotiated as paid holidays

# Recommendations

- ▶ Move Grading Day- Training Days during these Fall Break dates
- ▶ Educate regarding year-round pay

# Additional information

Employees who elect year round pay still receive a paycheck for these days

Employees who enroll in year-round pay program receive paychecks throughout the year as their earnings are spread out, even on non-contract days

- ▶ No employees gets paid for non-contract days

**THANK YOU**

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