

Use of Workload Reduction Funds Guidelines

These guidelines are designed to help teachers and administrators plan for the use of Workload Reduction funds as described in Article 7.D. of the HEA bargaining agreement.

The following groups of teachers are eligible for Workload Reduction funds:

- All 4-6 grade general education teachers
- TK-3 general education teachers who meet the following criteria:
 - Teach a combination class
 - Have a class size greater than 26:1 after Oct. 1
 - Teach in a dual language program that supports two groups of students

Use of the Workload Reduction funds:

Teachers requesting to use their Workload Reduction funds for substitutes:

- Teachers interested in using WLR funds for subs shall notify their principal, who will confirm the substitute availability with Tereza Arrieta. Principals will notify the teachers when the substitutes have been confirmed.
- When creating an assignment in AESOP for a WLR substitute, teachers shall leave a contact phone number in the "Notes to Administrator" section in the event the teacher needs to be called back to the site.
- Teachers have the option of working at their school site or off campus on the day of the scheduled WLR Day.
- On the WLR day, the teacher shall be available by phone for the first hour of the day in the event s/he needs to be called back.
- It is highly recommended that teachers request to use substitutes throughout the school year and not all at once (i.e., request to use one substitute per trimester vs. requesting all substitutes in the last month of school).

Teachers requesting to use their Workload Reduction funds to support their classroom:

- Teachers shall give their requested instructional supply list to their office manager for ordering before February 1. Teacher purchases for reimbursement will not be accepted.
- Appropriate WLR funds expenditures:
 - Instructional supplies
 - Flexible seating
- Expenditures not approved for Workload Reduction:
 - Food
 - Technology

Teachers requesting to use their Workload Reduction day on Saturdays:

- WLR Day shall be on a scheduled Saturday School at their site
- Teachers may work the same hours as the scheduled Saturday School

- Teachers will be compensated at the negotiated daily rate of \$45/hour. The cost of working on Saturday (\$45/hr plus labor related cost) will be deducted from the teacher's \$400 allotment. ^{480 %}
- Based on the 2018/19 labor costs, \$400 will equate to approximately 7 hours