

LWEA Bargaining Unit TOSA (Teacher on Special Assessment) Work Expectation During COVID-19 Closure for the 2020-2021 school year.

1. TOSAs will work remotely per the General Education LOU. Individuals will not be required to work on site or in-person. Any exceptions to employees working remotely will be brought to the association and the district for agreement first.
2. Understanding the TOSA cohort covers a wide variety of unique position specific roles and responsibilities the following common guidelines will apply to the entire LWEA represented TOSA cohort.
 - A. In the interest of providing clarity regarding the (twenty one) 21-day contract as it relates to summer 2020, summer 2021, and the 20-21 school year, directors and LWEA represented TOSAs will collaborate to review and clarify the work calendar for that TOSA group. The TOSA's work calendar should ensure adherence to the established teacher work calendar including 21 Day contract and Extended Day Calendar, when applicable.
 - B. For the 20-21 school year, supervisors will meet with the TOSA(s) they supervise to develop an annual work calendar, which the supervisor must approve. TOSAs and directors should be cognizant of any potential changes and plan for adjustments, as necessary. TOSAs and directors should create check-ins to adjust and potentially reprioritize work, including interdepartmental and departmental work/projects. Any work calendar should include expectations related to end of the school year, over the summer, and upon return in August 2021, if applicable.
 - C. As per the district and association FAQ Explanation of Contract/Days on TOSA workdays, TOSAs who facilitate committees or conduct trainings in the evening, which fall outside of the workday, may "flex" these hours.
 - i. The TOSA work year can begin on Aug 11 but can start later or earlier by department discretion. The hours worked as part of the 20-21 school year, will either be "flexed", counted towards 21-day contract, or time-carded.
 - D. If TOSAs have worked their 21-day contract, additional work will not be required outside of the school year. If additional time is offered and accepted outside of the 21-day contract and 188-day teacher contract, the TOSA can choose between flex per section C above or pay at the timecard rate.
 - E. The formal TOSA workday is (seven hours and 30 minutes) 7.5 hours plus a duty-free lunch and does not have to be continuous. Work expectations must be balanced between meetings, collaboration, worktime, and personal needs within the workday. Collaboratively, the director and each TOSA or TOSA sub-group will clarify the individual's workday to address each TOSA's start and end times, meeting expectations, collaboration expectations, and worktime.

- F. Employees will be given 24 hours' notice before a supervisor required meeting, except in an emergency or by mutual agreement between the supervisor and LWEA represented employee.
- G. Meetings and collaboration sessions should be designed with work from home conditions in mind. This includes, but is not limited to, length of meetings, meeting breaks and activities, and volume of meetings per day/week. Teams should work to establish a norm for breaks if a meeting will go beyond a certain time.
- H. Directors should work to avoid cross department meetings which would require TOSAs to be in two meetings at once or that would prevent TOSAs from having worktime. To meet this interest:
1. TOSAs should work with their supervisor to determine which meeting they should attend if they are requested to be in two meetings at once.
 2. TOSAs and Directors will establish a framework for helping staff determine which meeting they will attend regarding cross department work.
 3. Within reason, departments will publish, on a TOSA accessible shared calendar, when meetings are happening that involve large cross department groups.

AGREED:

For the District

Signature

Date

For the Association

Signature

Date