

SAN DIEGO CITY SCHOOLS

Date: November 9, 2005

To: Principals, Vice Principals, Child Development Center Administrators, Division and Department Heads, and SDEA Association Representatives

Subject: SITE ADMINISTERED CALENDARS (also known as Individualized Calendars) FOR CERTIFICATED EMPLOYEES

Department and/or Persons Concerned: All certificated employees

Due Date: Implement immediately

Reference: Settlement Agreement, Grievance G-03-030 Individualized Calendars, SDEA Collective Bargaining Agreement, and District Guidelines and Instructions for Site Administered Calendars

Brief Explanation:

The District and SDEA agree that unit members who, by virtue of their assignment, are required to work a site administered calendar will develop such a calendar, subject to approval by the immediate supervisor. The use of site administered calendars for unit members who are required to work site administered calendars, has been a District practice since July 2004, and must meet the following criteria for approval:

1. The calendar has the appropriate number of days.
2. The calendar does not conflict with District or site scheduled activities or staffing needs.
3. The calendar conforms to appropriate District holidays.

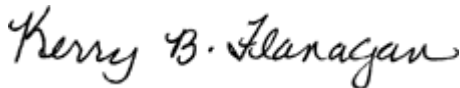
Unit members working a site administered calendar are entitled to the same rights and benefits as unit members working a standardized calendar as outlined in the SDEA Collective Bargaining Agreement.

Blank site administered calendars, along with instructions and guidelines can be accessed via the Human Resources Division web site, <http://www.sandi.net/personnel/>.

Questions regarding this circular may be directed to William Surbrook, director Labor Relations, at (619) 725-8171.

William R. Surbrook
Director Labor Relations

APPROVED:



Kerry B. Flanagan
Chief of Staff

WRS:pt

Distribution: Lists M and S