



## **FAQ – Building and Classroom Moves, Access to Sites**

*Read Article 19 of the PAT/PPS contract for complete information about moves*

**1. I will be moving to a new building next fall because of district reorganization. Where do I find information about compensation for time spent packing/moving?**

**A:** In the past, the contract did not address the situation of members being required to move as the result of some type of PPS redesign. We were able to secure language in the 2016-2019 contract which now clarifies unit member rights when required to move to other classrooms or worksites. (See Article 19)

**2. I must move to a new school campus as the result of a merger, closure, reconfiguration, or relocation of grade levels, programs, or classes. What applies?**

**A:** Article 19.A. speaks to this situation. If your move is the direct result of the district's reconfiguration or relocation of schools or programs, you shall be compensated for hours worked:

- Up to eight (8) hours to pack and move personally-owned materials; and
- Up to eight (8) hours to move and unpack personally-owned materials.

**3. I was unassigned from my current school as the result of a merger, closure, or relocation of grade levels, programs, or classes. I had to apply for vacant positions. Will I be compensated for my move to a new school or worksite?**

**A:** Yes. If your school or program was reconfigured but you are not included in the staff and were unassigned, you are entitled to compensation for hours worked:

- Up to eight (8) hours to pack and move personally-owned materials; and
- Up to eight (8) hours to move and unpack personally-owned materials.

**4. I was unassigned from my worksite in the regular spring staffing process due to a program change or reduction in staff in my building. Do I get compensation for the move to a new worksite?**

**A:** No. If it is part of the usual spring staff unassignment and transfer process, there is no compensation for the move. Your bargaining team tried unsuccessfully to negotiate language to cover that in the last contract negotiations.

**5. I was not unassigned and my building/program is not involved in any reconfiguration. I just decided it was time to move to a new building to gain other experience and applied successfully for a vacant position. Any compensation for my move to a new school?**

**A:** No, unfortunately voluntary moves are not compensated at this time.

**6. How is time spent packing/unpacking compensated?**

**A:** It is paid at your per diem hourly rate. You should track the hours spent and submit a record of the time for payment as extended hours. At your option, you may have a half (1/2) day substitute for each four (4) hours instead of payment.

**7. Our building is being painted/remodeled, and I must pack up my classroom and then reassemble it after the work is done. Is there any relief for me?**

**A:** Regardless of when the move occurs, if you are required to disassemble and reassemble your classroom or move to another room in the building as the direct result of any type of district reorganization, relocation of grade levels, programs or classes, bond work or remodeling, you are entitled to up to four (4) hours to pack and move personally-owned materials and up to an additional four (4) hours to move and unpack those materials in the new classroom. See Article 19.C.

**8. My principal directed me to move to a different classroom in my building. Can the administrator do that?**

**A:** Yes, the administrator has the right to direct a move to another classroom. However, if: (1) the move occurs after the school year has started, **or** (2) this is the second year in a row that you are required to move, you are entitled to be compensated up to four (4) hours to pack and move personally-owned materials and up to an additional four (4) hours to move and unpack those materials in the new classroom. See Article 19.C.

**9. Our building is being remodeled as part of the bond work. As the theater teacher, it looks like I will have to sort through, purge, pack, then organize and unpack 30 years' worth of equipment. Is there any help for me?**

**A:** Article 19.D. addresses "Extraordinary Moves" for sorting/purging/packing/unpacking extra supplies and equipment beyond the typical classroom situation (*e.g.*, school library, theater, shop, science labs, art, music, or PE equipment). You are not required to take on this extra work unless you agree to it. Prior to starting it, you and your administrator shall discuss the work involved to estimate the number of hours it will take beyond the number typically provided in Article 19.A., B., or C. and collaboratively agree on the number of additional hours for which you will be paid. If you and the administrator cannot agree, the Senior Director will resolve the issue. You must then track and submit those hours as extended hours for payment in addition to the 4 or 8 hours to which you would otherwise be entitled for a typical move.

**10. What am I/am I not responsible for in a move?**

**A:** Unless you and your administrator agree, you are **not** responsible for packing and moving District-owned materials or equipment. Educators are not to be asked to move furniture or other heavy classroom items. You are responsible for your personal property of a valuable or sentimental nature left on school property and the District will not be liable if it is lost or damaged in the move. The District is to provide boxes and packing materials at least two weeks prior to the deadline to move.

**11. When do I have access to my building and classroom to do the moving?**

**A:** Regardless of whether the move is voluntary or involuntary, you are entitled access to your worksite, packing supplies, and time to sort, purge and pack for one (1) week after the end of the school year, at minimum. You are entitled access to your new room to unpack and organize as soon as possible but, at minimum, one (1) week prior to your first workday. The District shall have materials and packed boxes delivered to the new site prior to the access date.