

LICENSED SPECIAL EDUCATION STAFF PAPERWORK DAYS

To keep up with the demands of Special Education paperwork, we encourage members to use the paperwork days that we have negotiated into our contract. Here are the basics of what you need to know when requesting these days:

- YOU ARE ALLOWED AS MANY DAYS AS NEEDED TO PERFORM YOUR PAPERWORK DUTIES.
- YOU CAN TAKE ½ DAYS OR THE ENTIRE DAY—IT SHOULD BE BASED ON YOUR NEED.
- YOU CAN STAY IN THE BUILDING, GO TO 360 COLBORNE, OR OTHER SITES IN SPPS. HOWEVER, LICENSED SPECIAL EDUCATION STAFF ARE NOT REQUIRED TO COME TO THEIR BUILDING, 360 COLBORNE, OR OTHER SPPS SITES AND MAY TAKE THEIR PAPERWORK DAYS OFF SITE.
- IT IS CRITICAL LICENSED SPECIAL EDUCATION STAFF DO NOT GET INTERRUPTED DURING THEIR PAPERWORK DAY.
- WHEN A LICENSED SPECIAL EDUCATION STAFF HAS APPROVED TIME OFF WITH AN ASSIGNED SUBSTITUTE, THE SUBSTITUTE CANNOT BE REASSIGNED AND THE LICENSED SPECIAL EDUCATION STAFF CAN NOT BE CALLED BACK AND REQUIRED TO TEACH.
- THERE IS NO REQUIREMENT TO PROVIDE ANY SPECIFIC NUMBER OF DAYS NOTICE FOR A PAPERWORK DAY, HOWEVER, WE RECOMMEND YOU GIVE AMPLE NOTICE WHENEVER POSSIBLE.
- THE SPECIAL EDUCATION PAPERWORK DAYS HAVE ALWAYS BEEN PROVIDED AND SCHEDULED BASED ON A NEUTRAL RESPECT BETWEEN ADMINISTRATION AND EDUCATORS AND AN UNDERSTANDING OF THE EXTENSIVE ADDITIONAL PAPERWORK LICENSED SPECIAL EDUCATION STAFF ARE REQUIRED TO PERFORM.