



FAQ – Building and Classroom Moves, Access to Sites

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

1. 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 (See Article 19.1).

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 19.2 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, under article 19.3. 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: Yes, under article 19.4. You will be compensated via extended hours at your hourly rate for each hour worked up to a maximum of eight (8) hours. Please document your hours and submit them to your secretary as you would extended hours.

5. I was moved to teach a blend across two grades due to the reconfiguration of our grade levels. Do I get compensation if I have to move classrooms?

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.

6. 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.

7. 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.

8. 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 compensation for up to eight (8) hours to move your classroom. See Article 19.4.2.

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 eight (8) hours to move your classroom. See Article 19.4.3.

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 19.5. 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 eight (8) hours provided under articles 19.3 & 19.4 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 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.