

**SAINT PAUL FEDERATION OF EDUCATORS  
PROPOSAL #2  
MAY 30, 2019**

**SCHEDULES, ASSIGNMENTS, AND ADDITIONAL DUTIES AND  
INTERPRETER PREPARATION TIME**

**EDUCATIONAL ASSISTANT CONTRACT AND  
SCHOOL AND COMMUNITY SERVICE PROFESSIONAL CONTRACT**

**SPFE proposes adding the following language to the EA Contract:**

ARTICLE 7. EMPLOYEES' BASIC WORKDAY AND YEAR  
(Additional language added to Article 7)

7.11 Schedules, Assignments, and Additional Duties: Educational Assistants will perform the duties outlined in their job description. At the beginning of the school year and/or each semester, all employees will get a schedule from their supervisor that outlines their daily responsibilities and assignments. The responsibilities and assignments shall align with the employee's job description. Except in extreme circumstances or emergencies, additional assignments shall not be directed to employees beyond their daily schedule. Employees may file a grievance if the employee does not receive a schedule, if duties and responsibilities on the schedule are outside the bounds of their job description, or if they are being assigned additional duties beyond the schedule on a regular basis.

7.12 Interpreting Services: All Educational Assistants who provide interpreting services so students can access educational content shall be entitled to 125 minutes of dedicated preparation time per week. This time will be part of the normal duty day, separate from emailing and billing time, and will be used to read materials, research and rehearse language choices, preview videos, collaborate with colleagues and create interpretation plans.

**SPFE proposes adding the following language to the SCSP Contract:**

ARTICLE 8. PROFESSIONAL WORKDAY AND WEEK  
(Additional language added to Article 8)

Subd. 5. Schedules, Assignments, and Additional Duties. Employees will perform the duties outlined in their job description. At the beginning of the school year and/or each semester, all employees will get a schedule from their supervisor that outlines their daily responsibilities and assignments. The responsibilities and assignments shall align with the employee's job description. Except in extreme circumstances or emergencies, additional assignments shall not be directed to employees beyond their daily schedule. Employees may file a grievance if the employee does not receive a schedule, if duties and responsibilities on the schedule are outside the bounds of their job description, or if they are being assigned additional duties beyond the schedule on a regular basis.