

Memo

To: Principals/Supervisors
From: **Todd Hess, Director, Contract Administration**
Duane Moran, President, ACE
Date: April 19, 2006
Subject ACE Leave Issues

The Collective Bargaining Agreement between the District and ACE has a provision in it that allows ACE employees in overtime ineligible positions (Ranges 4-13) to occasionally adjust work schedules (Article 803 D). This has generated some confusion among ACE members and their supervisors. The purpose of this memo is to clarify the intent of this Article and the procedures for implementing this provision of the contract.

- *ACE members must request the leave in advance. The more advance the notice a member is able to give their supervisor the better. Unlike personal leave, the member is expected to give the reason for their request*
- *Requests should only be for the amount of the time needed to accomplish the task, and may not extend over 4 hours.*
- *The supervisor is expected to respond in a timely manner to the member's request.*
- *Requests and responses should be in writing. A supervisor may designate communication by email, log or other forms as they may deem necessary for departmental operation.*

Supervisors and members need to be reasonable and understanding of each other's needs. This is not flextime and time is not "made up". ACE overtime ineligible employees are expected to be available for the operational needs of the District, and depending on their position and the work load of the department may be needed to work beyond their normal workday without extra compensation. In return, supervisors are expected to be reasonably flexible when a member needs to schedule occasional errands or appointments during regular working hours

Alternate work schedules may be made by mutual agreement between the member and the supervisor; e.g. if a member is scheduled to work until 9:00 pm one evening, the member and supervisor may mutually agree on a different start time or some other acceptable arrangement. This is not a contractual right but good business, and will take cooperation between the supervisor and the member.

This provision in the contract is a benefit and not to be abused. If you have any questions regarding this provision, please contact ASD Contract Administration or an ACE representative directly.