

HEA Fact Sheet

Part-time/Fractional Contracts

Overview

The intent of this fact sheet is to clarify expectations for HEA members that work less than a 1.0 contract. The primary contract language dealing with this issue is contained in Article 11. If you still have questions or need something clarified after reading this, please speak with your HEA representative in your building or contact the HEA office.

TRI Pay

The TRI package consists of 10.5 days. The activities approved for receiving this compensation are outlined in Article 11.1, Section B, i and ii. This TRI pay is deemed done and members receive payment by filling out the “checklist” form each year identifying what activities they performed to fulfill these hours. This compensation is designed to compensate HEA members for a portion of the time they put in above and beyond their contracted 7.5 hour workday throughout the year.

This TRI time is not to be used to cover additional scheduled work by your administrator except for those activities explicitly listed in Section B, i.e., the half day orientation prior to the first student day.

The TRI package is ***prorated*** based on your individual contract. If you have a .6 contract you will receive compensation for 60% of these 10.5 days.

DID

HEA members with less than a 1.0 contract are entitled to work all 3 DID days and **receive a full day’s pay for each DID attended**. DID is outlined in Article 11.1, Section D. The contract language clearly states that “staff **may** also work three District Initiative Days”. If an HEA member chooses or fails to work any of these days, they simply will not receive that compensation. DID are **NOT to be prorated unless the HEA member decides he/she does not want to work the full day.**

LID

All HEA members are required to work the full LID and will receive a full day of pay. LID is outlined in Article 11.1, Section A. If a member fails to work the LID, they will need to use appropriate leave to cover that day. The LID is one of your 181 contracted work days.

Staff meetings/PCT

HEA members who have a fractional contract are required to attend PCT and staff meetings, if it occurs during your normal schedule. If you have a .5 contract which covers the first half of the day you are not expected to hang around to attend a staff meeting or participate in PCT. If your Principal wants you to attend these activities, he/she will have to pay you for this time by issuing an extra service contract. This

time falls outside of your contracted hours of work. You **NEED to be PAID for time outside your contracted work day and you cannot be required to stay!**

If you work a .5 contract and your schedule covers the afternoon portion of the day, then you attend PCT and the staff meetings if it falls within your contract time.

If you work a .6 contract that starts an hour late and ends an hour before the school day ends, you are expected to attend PCT until your contracted work day ends. This means if your day ends at 2 p.m., you leave at 2 p.m., even if you are only partially through with the PCT.

Other Additional Time

Any additional time that your principal requests of you above your contract needs to be paid with an extra service contract.