

Flexible Duty Day Application
Agreement between EdMN 1314 and ISD 318
Teacher's Agreement Article X, Section 8

This application must be completed by any classroom teacher who wants to deviate from the contracted language in Article X, Section 7 of the Teacher's Agreement.

- Secondary day includes five class periods, one supervisory period, and one prep period
- Elementary day includes one prep period equal to Secondary prep time given in no more than two blocks

A new application must be submitted for each school year and each teacher. There will be no carry over from year to year.

Process:

1. Teacher and supervisor/principal have a conversation regarding the schedule.
2. If the teacher wants to work the alternate schedule, he/she must complete this form and secure signature of the supervisor/principal.
3. Signed form should then be submitted to the appropriate building rep.
4. Building reps will forward to the Local President by May 15th.
5. Forms will be considered by Executive Council in May.
6. Forms will be forwarded to Human Resources after the Executive Council Meeting.

Completed forms must be submitted to the building representative following the formal Human Resources notification of non-renewals, ULAs, and reassignments that happen in the Spring (typically March).

Forms must be submitted by **May 15th** of each year. Late applications will be considered with approval from the supervisor and Executive Council only.

Failure to complete this form will result in the teacher following a schedule consistent with contract language.

Application

Teacher Name	Date of Request
School	School Year
License Area	Supervisor
Proposed Schedule (be as detailed and specific as possible)	

Rationale

Executive Council Review of Proposal

Proposal Granted

Rationale

Teacher Signature	Date
Supervisor Signature	Date
Executive Council 1314 Signature	Date
Human Resources Director Signature	Date