



## 2016-2017 Working Conditions Acknowledgement Form

7/1/2016

### **Managerial (Non-Union) Employees at UP Academy Boston**

*Principal, Director of Operations, Special Projects Coordinator*

Above all else, UP Academy Boston believes that the staff members of UP Academy Boston are professionals and deserve working conditions that reflect the professional nature of their jobs. UP Academy Boston believes that working conditions that support high levels of student achievement and working conditions that respect the professionalism of school staff members are not mutually exclusive. UP Academy Boston is excited to operate a school with working conditions that attract a highly motivated staff dedicated to the school's mission.

The 2016-2017 working conditions for all Managerial employees at UP Academy Boston are articulated below. Managerial employees selected to work at UP Academy Boston are voluntarily electing to work at the school by signing this form. All working conditions are reviewed and approved by the Principal/Director of Operations (and their direct managers) prior to their release to staff members.

All Managerial employees employed at UP Academy Boston will be provided access to a laptop or desktop computer and a personalized email account, as well as other essential items and conditions that the Principal/Director of Operations believe will support their fulfillment of professional responsibilities at the school.

#### ***Terms of Employment***

The term of employment will be July 1, 2016 through June 30, 2017 and will include the following:

- Up to 185 school days for students;
- Up to 6 days of professional development and planning time after the school year begins;
- Up to 40 additional work days before and/or after the student school year;
- All federal and state holidays;
- Winter break, February break, and April break; and
- Two weeks of paid vacation time between the end of one academic year and the start of the next, commencing the Monday after the last day of student attendance in June.

Managerial employees are expected to report to work on July 12, 2016. The final work day for Managerial employees is the Friday after the last day of student attendance in June. This date is subject to change based on inclement weather days and changes to the student schedule. If possible, at least one month's notice will be given to Managerial employees before any change to the start and end of the school year.

#### ***Schedule for Principals and Directors of Operations***

The standard workday for Principals and Directors of Operations will be 10 hours. These employees are expected to meet with all direct reports at least twice a month and to participate in weekly administrative meetings. The leadership team of UP Academy Boston will meet twice weekly, once during the school day and once at a time outside of traditional hours. The timing of that meeting will be determined by the Principal and Director of Operations prior to August 1, 2016.

#### Schedule for All Other Managerial Staff

The standard workday for all other Managerial employees will be 10 hours. Required in-school hours will approximate 7:30 am-5:00 pm. While some individuals may be asked to work a different schedule to accommodate school programming, required hours will almost never exceed 50 hours per week.

Unless otherwise directed by the Principal/Director of Operations, all staff members are expected to participate in Professional Development and Collaboration activities and staff meetings that occur weekly.

#### **Professional Responsibilities**

All UP Academy Boston staff members are expected to be involved in a variety of educational and administrative activities that are necessary to fulfill the mission of UP Academy Boston. These activities may include, but are not limited to the following:

- Participation in three family conference sessions, including up to six evening sessions, during the school year
- Participation in staff recruitment and selection processes
- Setting up and maintaining classroom/office spaces, bulletin boards, work walls, and other building-wide projects
- Attendance at student-related meetings, as needed
- Serving as an advisor to a small cohort of students
- Support of the school's student recruitment, outreach, and enrollment activities

#### Scheduling of School-wide Family Conferences

UP Academy Boston will hold 3 family conferences during the 2016-17 school year. These are tentatively scheduled and may be subject to change.

#### Staff Dress Code

Staff at UP Academy Boston are asked to dress professionally for a school setting. Please see your school personnel manual for more details.

#### **Compensation**

UP Academy Boston has limited flexibility in determining its own salary scales for certain positions within their schools. If an employee's pay scale is determined by the schools (and UP Education Network), said employee should be aware that he/she may transition to the same role at another school within the district and not necessarily be compensated at the same rate.

#### Stipends

Your offer letter from UP Academy Boston may have included additional compensation in the form of stipends. On occasion, you may have the opportunity to earn additional stipends in connection with your employment at UP Academy Boston for work above and beyond your regular role. The amount and terms of any stipend(s) will be set forth before the work commences in your offer letter and/or in an amended working conditions statement from UP Academy Boston.



***Performance Evaluation***

UP Academy Boston has the autonomy to use its own evaluation process that is separate and distinct from what is used in the district. The evaluation process has been submitted to the district and the Massachusetts Department of Elementary and Secondary Education for their review.

UP Academy Boston aims to provide ongoing feedback, coaching, and support to all employees. If and when an employee is not meeting the expectations of his or her job, UP Academy Boston may choose to place an employee on a Performance Improvement Plan. If and when an employee is placed on a Performance Improvement Plan, UP Academy Boston will involve appropriate members of Boston Public Schools. If and when an employee's manager has determined that an employee's performance is unsatisfactory, the school may terminate that individual's employment with UP Academy Boston.

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For purposes of the State Ethics Statute (Mass. Gen. Laws chapter 268A), this Working Conditions Acknowledgement Form and the offer letter from UP Academy Boston, as either may be amended from time to time, constitute a single "contract," as referenced in §7, §14 and §20 of the State Ethics Statute, in connection with your employment by UP Academy Boston.

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I am voluntarily electing to work at the school under the above working conditions by signing this form.

Name of Employee: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

# UP Academy Boston 2016-2017 Calendar

JULY						
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31						

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SEPTEMBER						
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DECEMBER						
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JUNE						
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Additional Dates			
August 1-19	Staff Orientation	January 3	PD Day - No school
August 12	UPEN Summit	January 4	Return from Winter Break
August 16 & 17	Family Orientation, 5:30 - 8:00pm	January 16	Martin Luther King, Jr. Day
August 22	First day of school for all students	February 20-24	February Break
September 5	Labor Day	March 24	PD Day - No school
October 10	Columbus Day	April 14	Good Friday
October 28	PD Day - No school	April 17-21	April Break
November 11	Veterans' Day	May 29	Memorial Day
November 23	Thanksgiving Break - Half Day	June 16	Last day of school, Half Day
November 24-25	Thanksgiving Break	June 19-23	May be added in case of snow
Dec 21 - Jan 2	Winter Break		

Notes & Formatting Key	
	Boxes with diagonal lines indicate an early dismissal
	Shaded boxes indicate no school due to vacation or holiday.
	Green boxes indicate no school for students because of a professional day for teachers.
	Red boxes indicate family events (Orientation, Report Card Nights, etc.)
	Blue boxes represent start dates for students (beginning of the year, return from winter vacation)
	Pink Boxes Indicate Benchmark Assessment Testing Windows