

Mental Health Employee's Work Year, Working Hours, and Working Schedule**A. School Calendar Year**

Consistent with the following information determination of the percentage of the mental health employee's initial contract will be the decision of the Executive Director of Student Achievement Services, or designee, and the building administrator, with appropriate recommendation to the Board.

1. The school calendar year will commence July 1 and terminate June 30 for the purposes of clarification of contracts, granting of increments, and payment of extended contracts.
2. A regular contract for non-probationary mental health employees will be one hundred eighty-five (185) days. A regular contract for probationary mental health employees in their first year of employment in the district will be one hundred eighty-eight (188) days. A regular contract for probationary mental health employees in their second year of employment in the district will be one hundred eighty-seven (187) days. A regular contract for probationary mental health employees in their third year of employment in the district will be one hundred eighty-six (186) days. A mental health employee may, however, with Board approval, contract for more days than the regular contract.
3. For regular contracts, workdays for bargaining unit members will be scheduled as follows:
 - a. Mental Health employees shall have:
 - i. No more than one hundred seventy-four (174) days scheduled as pupil contact days, and;
 - ii. Eleven (11) pupil non-contact days. These days will be identified on the individual mental health employee's calendar.
 - iii. The additional contract days for probationary mental health employees shall be scheduled as pupil non-contact days.
 - b. All mental health employees in schools that have parent conferences in the fall will have the Wednesday before the Thanksgiving break off as compensatory time for additional duties performed outside the workday.
4. For contracts greater than a regular contract in length, the mental health employee will have at least the number of contact days and non-contact days specified in the applicable section above. The nature of the additional days (contact or non-contact) will be determined by the specific need the additional

- days are designed to address. Any mental health employee contracted to work more than two hundred twenty-four (224) days will be contracted to work a total of at least twelve (12) pupil non-contact days. Pupil non-contact days will be part of the total contracted days.
5. The purpose of the pupil non-contact days are as follows: Staff orientation, individual staff planning, staff and/or team meetings, conferences, and continuing education. All scheduled activities will be carefully planned and conducted to best accomplish these purposes.
 - a. When averaged over the school year, at least 50% of the time for non-contact days that is not scheduled for parent conferences will be directed by the Mental Health Employee. [For SY 2010-2011 and SY 2011-2012 only, the scheduling of Mental Health Employee directed non-contact time stated in this Section \(5\) will be increased by an additional one-half \(½\) day.](#)
 - b. Before the start of each school year, the principal or designee at each building will submit to the Office of Human Resources and the building's teaching staff a schedule indicating the activities for each pupil non-contact day, showing the time for mental health employee's directed planning.
 - c. If it is necessary to adjust the activities for a pupil non-contact day, the revised schedule must still comply with the above provisions of this section.
 6. All mental health employees who are in their first three years in the district shall work a calendar as defined in section 2 above. Wherever the term "step" is used, it shall be understood to mean "year of employment in the district."
 7. Assignment calendars, based upon assigned workdays, will be completed by the Executive Director of Student Achievement Services, or designee, and the employee with a copy retained by the Office of Human Resources.
 8. Employees on short-term contracts will not have sick or general leave, nor will they be eligible for other leaves of absence.

B. Guaranteed Contract Percentage

1. Because funding from multiple sources supports many district mental health employee positions, the percent of a mental health staff member's contract will be determined by the percent of the previous year's contract, up to one hundred percent (100%). Any future mutually agreed upon increase or decrease in the percentage of contract will become the new guaranteed

minimum percentage, up to one hundred percent (100%).

2. If sufficient positions are not available to provide all mental health employees with a contract at the percentage they held the previous year, up to one hundred percent (100%), the reduction in force Policy 4890 shall be applied.

C. Forty (40) Hour Work Week

1. The length of the workday for mental health employees will be eight (8) hours including the duty free lunch period.
2. The workweek will be forty (40) hours each week.
3. Building administrators will use discretion for individualization of the eight (8) hour workday for mental health employees.

D. Office Space and Storage of Confidential Materials

The District will provide for mental health employees office space to ensure professionalism and confidentiality. This space will include a work area (table – desk), sufficient space for groups, phone and a locking file.

E. Required Attendance at District Meetings

Eight (8) hours per month will be scheduled for each mental health employee to be used for such duties as team meetings, feeder school meetings, discipline meetings, committee meetings, case consultations, clinical supervision, in-service, and other duties assigned by the Executive Director of Student Achievement Services, or designee. These eight (8) hours per month will be planned by the Executive Director of Student Achievement Services, or designee, with input from Building Principals and the Cherry Creek mental health employees.

F. Duty-Free Lunch

Each mental health employee will receive a minimum of thirty (30) continuous minutes for lunch such that:

- 1) The mental health employee shall not be assigned to any instruction, duty or supervision, and;
- 2) The mental health employees lunch period will be scheduled between 10:00 a.m. and 2:00 p.m. and;
- 3) Mental health employees may leave the building during their duty-free lunch but must follow building notification procedures and;

4) It is understood that mental health employees will notify the site's main office where they can be reached during their lunchtime for emergency situations.

G. Serving as Substitute Teacher.

See Policy 4870 (H) for payment information.

H. Adverse weather conditions: Delayed Starts

In the event of adverse weather conditions causing a delayed start, mental health employees, taking into account weather and road conditions, should report to their site as expeditiously as possible.

Revised: June 8, 2009
Adopted: August 10, 2009
Effective: July 1, 2009

for the Association

for the District

Date: