

KNOW YOUR RIGHTS!

IEP Meetings

Are there limits to how many IEP meetings I have to attend before or after school?

Our union contract makes sure our time is protected while meeting the requirements of the IEP process. This applies to **all unit members** - not just Special Education staff. Section 29.1.9 requires administrators “to make every effort within the limitations of state and federal law” to do the following:

- Keep IEP meetings within the 8-hour workday
- Make sure that no more than 3 meetings per unit member, per month extend beyond the 6 hour and 35 minutes on-site workday

What does “make every effort” mean?

This means that our contract requires administrators to give case managers the latitude to schedule no more than 3 IEP meetings beyond the 6 hour and 35 minutes on-site day in any given month.

Keep in mind:

Section 29.1.9 of the contract only deals with IEP meetings. Other parts of the contract permit administrators to hold a maximum of one grade level/department meeting, one committee meeting, and one staff meeting per month.



Do we have any rights that address IEP meetings that occur beyond the 8 hour day?

The District has agreed to make “every effort” to ensure that IEP meetings do not occur beyond a unit member’s 8 hour day. However the law requires IEP meetings to occur whenever the parent is available. In rare cases this means an IEP meeting occurs, or extends, beyond a unit member’s 8 hour day. If a particular IEP meeting will extend or maybe even start beyond the 8 hour day, members must get “prior approval” from administrators and get compensated their pro rata rate of pay for the time beyond the 8 hour day.

KNOW YOUR RIGHTS!

IEP Meetings



Our administrator told us that all IEP meetings need to occur before or after school. Is that okay?

Blanket site/program policies that limit IEP meetings to before or after school clearly do not meet the standard set by the contract. Such blanket policies violate the contract and should be addressed with the administrator immediately.

What can we do if we're having problems with scheduling IEP meetings in a way that conforms to the contract?

It is a good idea to discuss a plan for how to schedule IEP meetings in a way that conforms to your contractual rights. Discuss a plan with your fellow educators and union members, and then bring the issue up to your administrator. You can even take this flyer and use it as a conversation starter!

Obey Now, Grieve Later!

If your administrator directs you to stay at an IEP meeting past your 8 hour day without appropriate compensation, make sure to follow the directive to attend the meeting, and then start the grievance process after.

SOURCES:

SDEA Contract, Section 29.1.9 & 8.5

