

# **LONG PRAIRIE–GREY EAGLE PUBLIC SCHOOLS**

## **Independent School District No. 2753**

### **Policy 427**

#### **WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION STAFF**

##### **I. PURPOSE**

The purpose of this policy is to establish general parameters for determining and monitoring the workload of special education staff who provide services to students receiving special education services for 60 percent or less of the instructional day.

This policy is intended to ensure compliance with applicable state and federal law while supporting the effective delivery of special education services.

##### **II. DEFINITIONS**

Definitions shall be consistent with Minnesota law and rule, including Minnesota Rule 3525.0210 and applicable statutes.

###### **A. Special Education Staff / Special Education Teacher**

“Special education staff” and “special education teacher” mean a licensed employee of the District responsible for providing special education services to students.

###### **B. Direct Services**

“Direct services” means instruction or services provided directly to students.

###### **C. Indirect Services**

“Indirect services” includes planning, consultation, monitoring, and related activities necessary to support student programming.

###### **D. Workload**

“Workload” means the total time required to fulfill all assigned responsibilities, including but not limited to:

- Direct and indirect services
- Evaluation and reevaluation
- IEP development and management
- Progress monitoring
- Parent communication

- Travel time
- Compliance and documentation requirements

### **III. GENERAL STATEMENT OF POLICY**

The District shall monitor and evaluate special education workload in a manner that:

- Supports compliance with IDEA and Minnesota law
- Reflects the complexity of student needs
- Allows for administrative flexibility in assignment and staffing

Workload determinations shall be made by the appropriate special education administrator in consultation with the building principal and Superintendent.

### **IV. WORKLOAD DETERMINATION**

#### **A. Workload Factors**

In determining workload, the District shall consider:

- Student contact minutes
- Evaluation and reevaluation time
- Indirect services
- Number of IEPs managed
- Travel time
- Service intensity and complexity
- Other required responsibilities

#### **B. Workload Calculation Model**

The District may utilize a workload calculation model that incorporates:

Student minutes per week divided by instructional minutes per week, plus the number of IEPs managed

The use of a formula is intended as a tool to inform decision-making and does not create a fixed or binding workload cap.

#### **C. Role-Specific Considerations**

The District may apply different workload considerations based on role, including but not limited to:

- Resource / categorical special education teachers
- Developmental Cognitive Disabilities (DCD) teachers
- Speech-language pathologists

- Other related service providers

## **V. RESPONSE TO WORKLOAD CONCERNS**

When a workload concern is identified, the District may:

- Review workload calculations
- Reassign students or responsibilities
- Adjust schedules or service delivery
- Provide additional staffing or support
- Implement other reasonable administrative solutions

The District shall determine the appropriate response based on operational needs, staffing availability, and student requirements.

## **VI. WORKLOAD COMPENSATION**

In circumstances where a workload exceeds identified thresholds and the District determines that immediate adjustment is not feasible, the District may provide temporary workload compensation in accordance with applicable agreements.

Such compensation:

- Shall be temporary in nature
- Shall not constitute a permanent salary adjustment
- Shall not establish a precedent or past practice
- Shall not replace the District's obligation to address workload concerns

The determination of whether workload compensation is appropriate shall remain within the discretion of the District.

## **VII. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED**

This policy shall not be construed as:

- Reopening negotiations
- Creating enforceable workload limits independent of a collective bargaining agreement
- Limiting the District's inherent managerial rights under Minnesota Statutes § 179A

## **VIII. LEGAL COMPLIANCE**

This policy is intended to align with:

- Minnesota Statutes § 125A.071
- Minnesota Statutes § 179A (PELRA)
- Applicable federal special education law

## **IX. IMPLEMENTATION AND REVIEW**

The District shall:

- Monitor workload periodically
- Review effectiveness of workload practices
- Adjust procedures as necessary