

ETA Site Exception Process

A site exception occurs when a site requests a change to a specific section of the contract.

The Site Exception originates through ETA members at an individual site. The Association's role is to approve or deny the site exception proposal, using the process outlined below.

I. Components of the Site Exception Request

A. Rationale

The site must provide a description of the site exception request that may include

- a description of the current situation being addressed;
- the philosophical reasons for the change;
- how the site exception will address the concerns;
- how the change will improve student learning

B. Consensus

The request must describe the activities that led to consensus to apply for the site exception, recognizing the importance of open, honest discussion and consideration of diverse viewpoints.

A secret ballot vote of the Elgin Teachers Association (ETA) members will be taken at the site. To ensure all ETA members have the opportunity to vote, there will be a 3 day window prior to the final voting day to allow for absentee ballots. The vote should be conducted by the building ETA reps or their designees. The request must pass with 75% of the votes cast in support of the change. The vote totals should be included in the request.

An explanation of how dissenting teachers' rights will be addressed, if applicable, must be included.

C. Effectiveness

The site exception must explain how the results will be measured (evaluation instrument, timeline, etc.)

II. ETA Internal Process – Initial Site Exception Application

- A. Site exception requests are submitted to the Board of Directors, which can recommend, or not recommend approval.
- B. The rep assembly will hear a presentation of the request and vote on it based on the process followed at the site and the affect on the contract, not the site exception itself.
- C. A simple majority of the vote is necessary to pass the site exception request.
- D. The site exception request must be sent to the reps with the Rep Reminder (sent by the ETA office) prior to the Representative Assembly at which the presentation will be made and the vote taken.
- E. The site exception, if approved, will be in effect for one year.
- F. The site exception can be presented at any regular meeting of the Representative Assembly.

III. ETA Internal Process – Renewal of Site Exception Application

- A. An application for renewal of the site exception can be made after one year, if there has been no change to the site exception as it relates to the contract. This application will be submitted to the ETA Board of Directors for approval or denial.
- B. If a site exception is up for renewal, the renewal evaluation must be conducted by ETA members.
- C. The renewal application must include an evaluation process and answer the following questions:
 - Is the staff still supportive?
 - Has there been an improvement in student learning?
- D. Copies of the evaluation instrument must be provided to the Board of Directors.
- E. If there has been a change to the site exception as it relates to the contract, the application will be submitted as an initial application.

Clarifications:

The exception is site specific.

Partnership Council's role in the site exception request is for clarification purposes, not approval. (Parties to the contract must approve exceptions.)

Sites may request assistance from ETA in navigating this process.

All provisions of the contract remain in force unless a site exception application is made.