PROCEDURE WSD 415:
City of Winooski Use of Winooski School District (WSD) Multilingual Liaisons (MLL)

Procedures

1. During regular working hours
   a. Regular working hours are 7:30am-3:15p, Monday-Friday
      i. Some MLLs are on a school year contracts (181 days) and their work days can be found here
      ii. Some MLLs are on full-year (12 month) contracts
   b. A written request must be made to the Director of Multilingual Learner (MLL) Programs, Mohamed Diop (mdiop@wsdvt.org) at least ten (10) business days prior to the requested day(s) of support from one or more of WSD’s MLLs.
   c. The Director of MLL Programs will respond within three (3) business days to the request. The Director will consider the request within the following criteria:
      i. MLL job description
      ii. Current capacity and workflow of requested WSD MLLs
      iii. Benefit of the requested work to WSD students and/or families

2. Outside regular working hours
   a. See 1. (i & ii) above for regular working hours
   b. The City of Winooski may directly contact WSD MLLs and offer an agreement/contract for services outside of WSD regular working hours which each WSD MLL may decide to accept or not.
   c. WSD MLLs shall not use sick, personal or vacation leave to fulfill an agreement/contract for services with the City of Winooski
   d. The City of Winooski and WSD MLLs are not required to notify WSD of any agreement/contract for services outside of regular working hours

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