

Article 9 Teaching Hours

A. Length of Workday

The workday for full-time employees shall be eight (8) hours Monday through Thursday and seven and one-half (7½) hours Friday.

1. Individual school hours for classroom teachers may be adjusted to accommodate needs, including required instructional hours, as determined by the building administrator with input from the building employees.
2. Specialists' hours may be adjusted to accommodate needs, including required instructional hours, as determined by the building administrator with input from the department supervisor and the specialist.
3. Individual teachers may establish flexible work schedules by meeting with the building administrator.
4. Individual school hours may be adjusted to accommodate schedule changes (e.g. early release/late start) provided such adjustments are consistent with the contract and approved by the District and the Association.

B. Non-Pupil Contact Time

The employee work-day schedule shall include:

1. Duty free lunch at all levels—minimum of a continuous thirty (30) minutes uninterrupted, ~~plus passing time of at least five (5) minutes~~ **preceded by a five (5) minute duty free passing time and immediately followed by an additional five (5) minute duty free passing time.**
2. Preparation time:
Preparation time will be given in continuous, uninterrupted minutes with the exception of an emergency or an unavoidable interruption. Use of this time for preparation shall be determined by the **teacher unit member.**

Elementary **Counselor and** Specialists and grades K-5—five (5) hours per week (in sections of no less than thirty [30] minutes). Five (5) of the thirty- (30) minute sections shall fall within normal instructional time such as when students are released for PE, library, music or other scheduled programs. Representatives from the District and the Association will work together to resolve site-specific concerns about quality of program, consistency of program, ~~and~~ preparation time, **and coverage of preparation.**

Classroom Teachers Grades 6-12 — one class period section per day average for a “traditional” schedule. This period must be within the regularly scheduled classroom instruction time within a building. **Specialists, including counselors, shall be provided with an equivalent total amount of preparation time within their schedules during which they will have no assigned student contact responsibilities. The scheduling of these preparation periods shall be mutually agreed upon by the specialist or counselor and the building administrator.**

Preps for a secondary block schedule (A/B days) shall include one full block (sometimes referred to as a double period) on either the A or B day. On the other day, as much as half of the period may be assigned for other district or school needs (i.e. team prep, student supervision, etc.).

3. Elementary specialists shall have on an average a student contact day no longer than the average student contact day of other intermediate teachers. Elementary specialists who teach prior to or after the normal student contact day shall be given **compensatory trade** time within the student contact day. Such time shall count as **compensatory trade** non-student contact time only if it is provided in at least thirty (30) minute blocks.
4. Counselors shall not have extra-duty assignments beyond those duties in the counselor job description or typically assigned to all teachers at their level. **In the event a building administrator, after meeting with a representative(s) of the Association (per Section B. 2.) and exhausting all other options, requires a counselor to cover a preparation period for a classroom teacher, the counselor shall not cover more than five (5) teacher preparation periods in any given**

week. The content of these preparation coverage periods shall be counseling-related curriculum.

5. Job sharing assignments: The District will endeavor to assign preparation time on a basis that will equalize the teachers' responsibilities.
6. Initial schedules (including staff start and stop times, student arrival and departure times, teacher transition and relief times, and teacher preparation times) shall be provided to employees prior to the first student contact day of each school year. Each building administrator will be responsible for developing a schedule that ensures that members will be given an opportunity to attend to personal/health needs. This schedule will ensure that members have this opportunity at least once within a four-(4) hour period. The Association shall be provided copies of the building schedules by the second week of school.
7. Teachers who assume the responsibility for setting their own schedules or for designing a program must receive District approval each school year for the schedule or program design. And, in these cases, it shall be the individual teacher's responsibility to build appropriate prep time into their schedule.

C. Block courses at high school level (grades 9-12)

In the event a block schedule is utilized at the high school level, the following provisions shall apply:

- 1.** A team block assignment, which includes the teaching of three (3) courses in a core subject area (e.g. English, Social Studies, and Science) and one team prep period, will be classified as .5 FTE.
- 2.** The teacher accepting this assignment will split team prep time with his or her own personal prep time as per Article 9, section B, number 2 of the contract. It will be up to each individual team in coordination with their administrator as to how this will work.
- 3.** This is unique to the high school (grades 9-12) and any changes proposed by the District to the middle or elementary levels must first be negotiated with the Association.

D. Number of Preparations

The District shall, whenever possible, without having to ~~mis-assign a teacher or~~ reduce a teacher's contracted number of periods, assign middle school and high school teachers to no more than three (3) different subject preparations.

A subject is defined as a specific course which requires a curriculum designed to meet the needs of the students enrolled in that class (i.e. English 9, English 11 and English 12 at the high school level and Advanced Math 7, General Math 7 and Remedial Math 7 at the middle school level). The District will only consider scheduling a teacher for more than three subject preparations after other reasonable options have been exhausted.

Whenever a teacher is scheduled to be assigned more than three preparations, he/she may request a meeting with the Executive Director of Human Resources, the principal and the Association for preview, input and discussion prior to the assignment.

E. Parent Teacher Conferences

1. The time, provided for conferences within the work day, shall be sufficient to allow the teacher to meet the district conferencing requirements based on class size. It is not intended that conference preparation time should be used for conferencing. Specific hours may vary according to individual parent/teacher requests with approval of the building administrators. Affected teachers may then schedule comp time within their conference week.
1. The building administrator may require teachers to extend regular hours for up to four (4) hours during conference weeks for the purpose of conferences. Specific hours may vary according to individual parent/teacher requests. Affected teachers may then schedule comp time within their conference week.

F. Meetings

1. It is intended that all building meetings shall be scheduled within the work day but shall not infringe on preparation time as designated by the schedule set forth in Section B.2 of this article.
2. Individual building hours may be adjusted to hold building staff meetings as long as such adjustment stays within the parameters set forth in Section A or F of this article. Any adjustments in time schedules shall be made by the building administrator with input from the employees.

G. Compensatory Trade Time

1. **Compensatory Trade** time shall **be defined as paid release time that, upon prior approval of an administrator employee request, be is provided to a unit member arranged** in the amount of time equal to the amount spent for any of the following:
 - a. Any District and/or building responsibility scheduled beyond the normal work day.
 - b. Whenever ~~an employee~~ **a unit member** is given additional supervisory responsibilities within the work day, beyond his/her regular assignment unless resulting from a personal emergency.
2. **Employees Unit members** will notify the administrator **at least twenty-four (24) hours in advance in a timely manner** when **compensatory trade** time is being used ~~or accrued~~.
3. ~~When employees participate in meetings beyond the normal work day, t~~The administrator shall make every effort to arrange adequate opportunities for **use of accrued compensatory trade** time. If the ~~teacher~~ **unit member** feels the arrangements for providing **comp trade** time are not adequate, s/he may request they be reviewed by the district office.
4. **Compensatory Trade** time is not ~~expected~~ **allowed** to be taken within the regular teacher-pupil contact period (i.e., during regularly assigned classes which might create the need for a substitute), ~~or during designated preparation periods~~.

5. All **employees unit members** may be required by their building administrators to return for after-school activities, **meetings (not including meetings covered by Article 26, Section B), or events** up to three (3) times per school year without **compensatory trade** time. It is understood that **employees unit members** may be **required asked** to return for more than three (3) after-school activities, **meetings, or events**. In such cases, **the unit member shall be compensated at her/his hourly rate or receive trade time, at her/his choice** ~~the compensatory time shall be provided in accordance with section F of this article.~~

Employees who work less than full-time shall receive **compensatory trade** time for after school activities in excess of their FTE x 3. Paid extra duty activities are excluded from the provisions of this section.

- ~~6. In the event a teacher is required by an administrator to participate in a meeting for which compensatory time cannot be arranged, the teacher shall be paid in accordance with extra duty schedule Article 22.L. This does not apply to Article 9.F.5 (required 3 days).~~

H. Release Time for Wellness Activities

Where district employees have an established wellness plan, up to thirty (30) minutes a week may be used for this purpose, provided the time is after contact time with students and it does not interfere in any way with job functions (i.e., schedules, meetings, duty assignments, etc.).

I. State and Federal Requirements

The Association may request meetings for the purpose of being updated on new or additional state or federal requirements.

The purpose of the meetings shall be twofold:

1. For the District to identify for the Association the essence and impact of the requirements, and
2. For the Association to have opportunity to make known any concerns impacting their members and to relay to the District recommendations regarding these concerns.