

## Article 7 Employee Work Year

### A. Standard Contract

The standard contract year for employees who have been previously employed in the District shall be one hundred eighty six (186) days. The standard contract year for new employees shall be one hundred eighty seven (187) days. Total instructional hours shall not exceed 101.714% (178/175) of the hours required by the state at any level. All days counted by the District toward the state required hours shall be counted toward the instructional hours total.

### B. Distribution of Contract

The one-hundred-eighty six (186) day contract period shall consist of:

1. 172 – Pupil Instruction days  
These days shall include conference days that are counted toward the total state required instructional hours. **Should the District schedule Proficiency Days, which are intended to provide students with opportunities to relearn or reattempt demonstration of knowledge of content standards, such days shall be included within the 172.**
2. 3 – Pupil instruction days and /or staff development days as determined by the school board. If the District schedules conferences, then one (1) of these days shall be designated as a conference preparation day.
3. 4 – Staff development days
4. 1 – Mid-Year Planning (K-12)  
**There shall be no required District and/or building staff meetings on this day. Building administration may disseminate a menu of options/topics for unit members to consider. These days are to be unit member-directed and utilized by unit members to enter/analyze data, prepare materials and /or lessons, and/or voluntarily meet with other unit members to collaborate.**
5. 1 – Fall pre-instructional work day

This day is to be used by members to prepare classrooms, materials, and lessons. There shall be no required District and/or building staff meetings on this day.

6. 1 – ~~Pre/~~ Summer post-instructional day

**This day is to be used by members to put away/organize classrooms, materials, and check out with administration. There shall be no required District and/or building staff meetings on this day.**

7. 4 – Pupil evaluation and/or course development days

There shall be no required District and/or building staff meetings or duties on these days unless they have been mutually scheduled with the Association. These days are to be member-directed and utilized by members to grade/evaluate student work, enter/analyze data, prepare materials and/or lessons and/or voluntarily meet with other members to collaborate.

**C. Calendar Development**

Prior to winter break, the calendar committee, including at least three members appointed by the Association, shall establish the employee work year calendars, including the first and last employee contract days and the dates for winter and spring breaks for the following year. The Board shall take action on these dates in the month of February.

The proposed calendars, including instructional, grading, inservice and conference days, shall be given to the Association by April 1, of each year for the purpose of identifying negotiated days and receiving Association recommendations regarding non-negotiated days. The Association shall have at least two (2) weeks to review the calendars prior to adoption by the board.

Calendars for any alternative programs and calendars that operate beyond the regular school year shall be developed with staff involvement and be reviewed by the Association.

**D. State Inservice Day**

The State Inservice Day shall be a non-contract day. Any teacher directed in writing to attend a conference or workshop, or required to work by an administrator will be compensated in accordance with Article 22(d).

**E. Early Release/Late Arrival**

Early release and/or late arrival days for students may be designated by the District. These will be used for the purposes of staff development or training. The Administration and the Association will collaborate to plan the priorities, **differentiated** content and scheduling of these days. **In addition, building administrators will create a process for collecting staff input and suggestions as to the content of such days, including opportunities for implementation. Half (1/2) of the available days are reserved as application/implementation days for unit members to team, collaborate, plan, or prepare curriculum/lessons specifically tied to the District-directed staff development, in-services, and trainings. The division of days will be determined by the building administrator.** On early release days, any planned activities will not start until twenty (20) minutes after student dismissal. On late arrival days, any planned activities will end fifteen (15) minutes prior to the start of school.