

Article 9 Teaching Hours

A. Length of Workday

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

Individual school hours for unit members may be adjusted to accommodate needs, including required instructional hours, as determined by the building administrator with input from the unit members in that building.

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.

Individual unit members may ~~establish~~ **submit** flexible work schedules ~~with the written approval of the~~ **for consideration by the** building administrator and if agreed, ~~who will notify the director of~~ **request approval from** human resources.

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.

In the event that school **scheduled beginning and ending times** ~~hours~~ are to be adjusted members must be notified of this change three (3) months in advance of when that change takes place, unless otherwise required by state or federal mandate.

When the District forms a working group to investigate the viability of creating new school start times this group will include representatives from the Association. This work shall commence prior to the end of the school year.

B. Non-Pupil Contact Time

The unit member work-day schedule shall include:

1. Duty free lunch at all levels—minimum of a continuous **thirty thirty-five (30)** ~~(35)~~ minutes uninterrupted, ~~preceded by a five (5) minute duty free passing time and immediately followed by an additional five (5) minute duty free~~ ~~passing time.~~

~~2. Members will have no less than fifteen (15) minutes from staff reporting time to student contact time.~~

~~2.~~ ~~3.~~ 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 unit member.

Classroom Teachers grades K-5, Elementary Counselors and Specialists - six (6) hours per week (in sections of no less than thirty (30) minutes). One (1) thirty (30) minute section on early release/late arrival days and four (4) ~~forty (40) minute~~ **thirty (30) minute** sections throughout the week 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, preparation time, and coverage of preparation time.

Classroom Teachers grades 6-12 — one (1) 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 unit member 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.** ~~4.~~ Elementary specialists (**defined as P.E, Library, Music and Art**) shall have, on average, a student contact day no longer than the average student contact day of other elementary teachers. Elementary specialists who teach prior to or after the normal student contact day shall be given trade time within the student contact day. Such time shall count as trade time only if it is provided in at least thirty (30) minute blocks.

District principals shall endeavor to provide Specialists with transition time between instructional periods.

- ~~4.~~ **5.** Counselors shall not have extra-duty assignments beyond those duties in the counselor job description or typically assigned to all teachers at their level. Prior to the start of school each year, the building administrator shall gather input from the counselor(s) assigned to the building prior to determining the counselor’s schedule for the year.

In the event a building administrator, after meeting with a representative(s) of the Association (per Section B.2), requires a counselor to cover a preparation period for a classroom teacher, then the content of these preparation coverage periods shall consist of counseling-related curriculum.

Counselors shall have five minutes of transition time between instructional periods when they are engaging in counseling-related instruction.

~~5. 6.~~ Special Education Case Managers, School Psychologists, Speech Language Pathologists, Occupational Therapists/Physical Therapists – two hundred (200) minutes at minimum per week for case management. This is uninterrupted time. The time shall be in no less than thirty (30) minute sections.

School Psychologists shall be given four (4) hours per week. This is uninterrupted time. The time shall be in no less than one (1) hour sections.

~~6. 7.~~ Librarians shall have thirty (30) minutes per day of uninterrupted time to use for library management. The use of this time will be determined by members.

~~7. 8.~~ Job sharing assignments: The District will endeavor to assign preparation time on a basis that will equalize the unit members' responsibilities.

~~8.-9.~~ 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 unit members 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.

~~9. 10.~~ Unit members 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 member's responsibility to build appropriate prep time into their schedule.

C. Number of Preparations

The District shall, whenever possible, without having to 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, they may request a meeting with the ~~Executive Director of Human Resources~~ **Managing Human Resources Officer**, the principal and the Association for preview, input and discussion prior to the assignment.

D. Parent Teacher Conferences

1. The time, provided for conferences within the workday, shall be sufficient to allow the unit member to meet the District conferencing requirements based on class size. ~~This time will be in no less than thirty (30) minute increments, with transition time built into it.~~ 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 unit members may then schedule trade time ~~or choose to be compensated at their hourly rate. This may occur within their conference week or at a time agreed upon by administrators.~~

The building administrator may require unit members 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 unit members may then schedule trade time within their conference week.

E. Meetings

It is intended that all building meetings shall be scheduled within the workday but shall not infringe on preparation time as designated by the schedule set forth in Section B.2 of this Article.

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 unit members.

F. Trade Time

Trade time shall be defined as paid release time that, upon prior approval of an administrator, is provided to a unit member 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 workday.
- b. Whenever a unit member is given additional supervisory responsibilities within the workday, beyond **their** regular assignment unless resulting from a personal emergency.
- c. Unit members will notify the administrator at least twenty-four (24) hours in advance when trade time is being used.
- d. The administrator shall make every effort to arrange adequate opportunities for use of accrued trade time. If the unit member feels the arrangements for providing trade time are not adequate, **they** may request they be reviewed by the District office.
- e. Trade time is not 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).
- f. **Unit members who work less than full-time shall receive 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.**
- ~~g. All unit members may be required by their building administrators to attend a back-to-school night / open house start of school event. The event shall be held no later than October 1st, and shall not be more than three (3) hours in length~~
- ~~h. The other two (2) required events shall be compensated at the members hourly rate.
 - ~~1. These three (3) after school activities, meetings, and/or events shall be scheduled by September 30th of each year.~~
 - ~~2. In the event the District needs a unit member to return for more than three (3) after-school activities, meetings, and/or events, then the District shall meet the following conditions:
 - ~~i. Seek volunteers first~~
 - ~~ii. The program/event must pertain directly to the unit member's assignment.~~
 - ~~iii. If a requested unit member is unavailable, then the~~~~~~

~~District and Association will work together to provide coverage for the event. In such cases, the unit member shall be compensated at their hourly rate or receive trade time, at their choice. Any additional after school activities, meetings, and/or events shall require thirty (30) days' notice.~~

- ~~h. Unit members who work less than full-time shall receive 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.~~

G. Required after-school activities, meetings, and/or events:

- a. **All unit members may be required by their building administrators to attend a back to school night / open house start of school event. The event shall be held no later than October 1st, and shall not be more than three (3) hours in length.**
- b. ~~The other two (2)~~ **Administrators may require up to two additional after-school activities, meetings, and/or events. These two events required events shall be compensated at the members hourly rate.**
- c. **These three (3) after-school activities, meetings, and/or events shall be scheduled by September 30th of each year.**
- d. **In the event the District needs a unit member to return for more than three (3) after-school activities, meetings, and/or events, then the District shall meet the following conditions:**
 - i. **Seek volunteers first.**
 - ii. **The program/event must pertain directly to the unit member's assignment**
 - iii. **If a requested unit member is unavailable, then the District and Association will work together to provide coverage for the event.**

In such cases, the unit member shall be compensated at their hourly rate or receive trade time, at their choice. Any additional after-school activities, meetings, and/or events shall require thirty (30) days' notice

G.H. Release Time for Wellness Activities

Where District employees have established wellness plan approved by a building administrator, 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.).

H.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:

For the District to identify for the Association the essence and impact of the requirements, and

For the Association to have an opportunity to make known any concerns impacting their members and to relay to the District recommendations regarding these concerns.