

## **Article 7 Employee Work Year**

### **A. Standard Contract**

The standard contract year for unit members who have been previously employed in the District shall be ~~one hundred eighty-six (186)~~ **one hundred ninety (190)** days. The standard contract year for new unit members shall be ~~one hundred eighty-seven (187) days~~ **one hundred ninety-five (194) 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 ninety (190)** day contract period shall consist of:

1. One hundred seventy-four (174) – 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 one hundred seventy-four (174) pupil instruction days.
2. One (1) – Conference Prep Day (K-12)  
This day, should the District schedule conferences, is to be member-directed and utilized by members to prepare classrooms and materials, grade/evaluate student work, enter/analyze data, and/or voluntarily meet with other members to collaborate in preparation for conferences.
3. Three (3) – Staff Development Days  
In the event the District schedules a second set of conferences, one-half (½) day shall be converted from a staff development to a conference prep day.
4. One (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. Members may have the option to work from home on this day.

5. Two (2) Fall Pre-Instructional Workdays  
These days are to be used by members to prepare classrooms, materials, and lessons. There shall be no required District and/or building staff meetings on these days.
6. One (1) – 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. Four (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. Members may work from home on these days.
8. Four (4) – Paid Holidays (Beginning with the 2025-2026 School Year)  
There shall be four (4) paid holidays as listed below
  1. Labor Day
  2. Veterans Day
  3. Martin Luther King Day
  5. Memorial Day

In years when Juneteenth falls on a teacher workday, that day will count as a paid holiday and will appear on the members' June Paycheck.

## **C. Calendar Development**

Prior to winter break, the calendar committee, including at least three (3) 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, in-service and conference days, shall be given to the Association by April 1st, 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 and/or training, application/implementation, collaboration, planning, or collaborative preparation of curriculum/lessons specifically tied to the staff development. Two (2) early release/late arrival days per month shall be member-directed and utilized by members to prepare classrooms and materials, grade/evaluate student work, enter/analyze data, and/or voluntarily meet with other members to collaborate. In months when there are five (5) early release/late arrival Mondays, the fifth Monday will be unit-member directed.

Prior to the start of the school year, the building level Administration and the building level Association will collaborate to plan the priorities, 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. 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.

## **F. New Hires**

New hires shall receive additional time at the beginning and/or end of the school year to complete their work, prepare properly for the year ahead (or to wrap up the year), and meet student needs.

1. New Hires will be allotted four (4) days prior to the report date for all staff at the beginning of the school year to attend District orientation, PD, meet with the Association, and so on.
2. New Hires brought in after the school year has begun will be allotted one (1) day prior to starting their work. On this day, the District will reserve time for these members to have orientation, do any District mandated training, and so on. Time will be reserved on this day for the new hire to meet with the Association as outlined in Oregon HB 2016, Section 5.
3. All additional work days will be paid at the members hourly rate.
4. In order to be consistent with ORS 342.840, which states that members be “employed for one hundred thirty-five (135) consecutive days in a school year shall receive credit for a full year of employment,” the district agrees that:
  - a. Bargaining unit members hired after the first day with students of a given school year, but whose employment begins with one hundred thirty-five (135) or more days left in the school year, will be Probationary, Year 1 employees.
  - b. Bargaining unit members whose employment begins with less than one hundred thirty-five (135) days left in the school year,

will be Balance of the Year employees.

The one hundred thirty-five (135) day cutoff date will be determined from the last day of the contract year.

**G. Counseling**

Secondary and elementary building principals will be required to make available to counselors up to four (4) days of additional paid time to prepare for incoming students. The additional time may be used at the choice of individual counselors and they may opt to forego the offer. Members who opt not to accept the offer will not be paid and may not seek to receive those days retroactively. Members who accept the offer to work those additional days will be paid at their hourly rate. Member responsibilities during the additional days will be mutually agreed upon between counselor and building administrator.