

## ARTICLE VII - HOURS OF EMPLOYMENT

- A. All full-time secondary classroom teachers shall be provided with a daily duty-free preparation period without increasing the length of the school day. Class coverage shall not be scheduled during this preparation period without the consent of the employee.

Elementary and intermediate teachers (4, 5, and 6) will be provided with a preparation period of fifty (50) minutes two (2) days per week. In the event that the District or State implements further class size reductions at any of the intermediate grades, the preparation period will be eliminated for that grade(s).

- B. Teachers who agree, at the direction of the administrator, to perform substitute duties during their own preparation period for another teacher shall accrue a compensatory preparation period for each preparation period devoted to substitute duties. Such compensatory time may be taken at a time mutually convenient to teacher and principal for purposes of preparation. Compensatory preparation time must be taken in the school year in which it is accrued. Employees with unused compensatory preparation time shall not be entitled to payment; therefore, these substitute duties shall be rotated among teachers sharing the same prep period.
- C. Employees shall be entitled to a duty-free lunch period of a minimum of thirty (30) minutes a day.
- D. Employees shall be at their work location one-half (1/2) hour prior to their first scheduled class, assignment, or preparation period, and shall remain for at least one-half (1/2) hour after their last class, assignment, or preparation period. This requirement shall be waived for all personnel assigned to more than one site. Part-time employees shall be required to work only their contractual percentage of the above.
- E. In addition to the above times, employees are responsible for other services to the school community. The services include, but are not limited to program development, parent conferences, committee assignments, and site supervision. These services shall be arranged by certificated staff and site administrators through a participatory process. Mandatory attendance at evening meetings shall not exceed two (2) per semester, excluding back-to-school night and open house. Teachers who are elected to serve on school site councils may attend evening meetings as needed. Personnel assigned to more than one (1) site shall establish

(during the pre-school teacher workdays) the site of primary evaluation and reasonable expectations regarding other duties at the two sites. The combined expectations shall not exceed those required of an employee at the primary site. Part-time employees shall establish with the site principal reasonable expectations regarding other duties. Teachers will not be asked to perform yard supervision during the regular site lunch period, except in emergency situations.

- F. The administration shall schedule one faculty meeting per month (in addition to the first faculty meeting on the teacher workday). Second monthly faculty meetings will be calendared at the beginning of the year. The schedule of faculty meeting will be presented to staff prior to the start of the instructional year and adjusted if date/time conflicts are noted for educational and/or school-wide needs. Agenda items for a proposed second monthly faculty meeting will be provided to the democratically selected site leadership team for collaborative input and review. Final discretion for the determination of need to hold a faculty meeting resides with the Principal (site administrator). Faculty meetings will be used by administration to brief faculty primarily on business items such as communication of policy, procedure and regulation. All faculty meetings will be held on a scheduled workday, will not exceed seventy five (75) minutes, unless agreed upon by the staff to continue, and will initiate within thirty (30) minutes after the last class.
- G. The calendar shall be mutually agreed upon by the District and the Federation. Should the Federation and the District be unable to agree on a calendar for the subsequent school year by April 1<sup>st</sup> of the current year, the District retains the right to establish the opening day of school.
- H. Reasonable efforts shall be made to limit the number of preparations required of secondary teachers.
- I. A full time equivalent teaching assignment shall be six (6) consecutive periods with five teaching periods and one preparation period.
- J. All unit members are expected to observe regular working hours at the work site on all designated work days unless specifically approved in advance by their supervisor.
- K. Beginning in the 2006-07 school year, the work year shall be one hundred eighty five days (185) workdays. First year employees shall work one hundred eighty five days (185) workdays with two (2) additional days added at the beginning of

the school year for in-service and other appropriate activities, to be compensated at their per diem rate.

L. Summer School - Advisory Hiring Sequence

1. Unit members will be given first consideration when applying for summer school teaching positions.
2. Candidates who are not unit members will be considered only after all unit member applications have been considered.
3. When a non-unit member is selected for an assignment rather than a bargaining unit member, that unit member may request that the summer school principal provide a written statement justifying the selection.
4. A unit member not selected for a summer school position may appeal the summer school principal's decision to the Assistant Superintendent of Human Resources.