

SCHEDULE CHECK

Is my schedule fair and does it allow me to support my students?

Use this checklist to review your PAT/PPS contract rights – Article 7 and Article 30
If you answer “No” to any question, talk to your PAT Building Rep and your administrator.

If you have a full-time (1.0 FTE) assignment, complete the “Full-Time” worksheet instead

Name:	Date:
Work Site:	Assigned FTE:
Grade(s) or Subject(s):	

How many hours do I work in a standard week? _____		
Is my assigned FTE correct for the amount of time I am working? (<i>See chart on reverse</i>)	YES	NO
Does my workday begin at least 15 minutes before my student contact time?	YES	NO
If I am required to perform duty during those 15 minutes, is it 7.5 minutes or less?	YES	NO
If I work two-thirds (.67 FTE) or more , do I have 30 continuous minutes of duty free lunch daily ? (<i>Not including any time during which I supervise students, e.g., monitoring lunchroom, escorting students to cafeteria, etc.</i>)	YES	NO
If I work a full day on any day of the week (regardless of FTE) , do I have 30 continuous minutes of duty free lunch on that day?	YES	NO
Am I assigned an amount of duty proportional to that of my full-time (1.0 FTE) colleagues?	YES	NO
If my assignment ends at the end of the workday, do I have the 15 minute end-of-day planning?	YES	NO
<i>The contract says I am not required to attend meetings or trainings that are not contiguous to my workday.</i>		
Am I required to attend meetings/trainings only if contiguous to my workday?	YES	NO
<i>Full-time educators may be required on 30 designated Tuesdays to attend meetings or training sessions for up to 90 minutes beyond the workday, starting at the beginning of the end-of-day 15 minute planning period. If other meetings beyond the workday are required, attendance is voluntary and must be paid. As a part-time educator, my required attendance at meetings/trainings contiguous to my workday should be pro-rated. (Educator and administrator should work out a mutually acceptable arrangement.)</i>		
Am I required to attend only my pro-rated share of meetings/trainings?	YES	NO
Does my workday extend at least 15 minutes beyond my student contact time?	YES	NO
If I am required to perform duty during those 15 minutes, is it 7.5 minutes or less?	YES	NO
Planning time –		
If I work two-thirds (2/3) (.67 FTE) or more -		
Do I have at least the equivalent of one standard class period per day?	YES	NO
If I work half time time (.5 FTE) up to two-thirds (.67 FTE) and work provide instructional services to students -		
Do I have a prorated amount of one standard class period per day of planning per standard work week?	YES	NO
If I work a full day on any day of the week (regardless of FTE) , do I have at least the equivalent of one standard class period per day?	YES	NO

The strength of our contract depends on the strength of our union membership.

Case Management -(9-12):		
If I work two-thirds (2/3) (.67 FTE) or more		
Do I have the equivalent of one standard class period per day? (pro-rated for partial weeks)	YES	NO
Do I have access to students during my case management time?	YES	NO
If I work half time time (.5 FTE) up to two-thirds (.67 FTE) and work provide instructional services to students		
Do I have a prorated equivalent of one standard class period per day? (pro-rated for partial weeks)	YES	NO
Do I have access to students during my case management time?	YES	NO
Special Educators Working in More than One Building -		
<i>My workday should be proportional to a full-time workday and is covered by the planning time and other provisions of the contract. Travel time is included in my workday. My planning time, if applicable, must equal the regular total daily and weekly requirements.</i>		
Is my travel time enough to depart one building, drive, park, and enter the next building?	YES	NO
Is my travel time separate from my lunch or planning period?	YES	NO
Is my workday continuous (i.e., no periods of non-paid time during the day)?	YES	NO

Article 7 - WORKDAY

7.16 Part-time

- 7.16.1 The workday and workload for part-time professional educators shall be proportional to that of full-time professional educators.
- 7.16.2 The workday for part-time professional educators shall be stated as a percentage of full-time in accordance with the chart below. Other percentages shall be calculated in the same manner.

Workday – 7.0 Hours 45 Minutes

Workday – 8 Hours

<u>Percentage</u>	<u>Time</u>	<u>Percentage</u>	<u>Time</u>
10% (.10)	47 minutes	10% (.10)	48 minutes
20% (.20)	1 hr. 33 minutes	20% (.20)	1 hr. 36 minutes
25% (.25)	1 hr. 56 minutes	25% (.25)	2 hours
30% (.30)	2 hrs. 20 minutes	30% (.30)	2 hrs. 24 minutes
40% (.40)	3 hrs. 06 minutes	40% (.40)	3 hrs. 12 minutes
50% (.50)	3 hrs. 53 minutes	50% (.50)	4 hours
60% (.60)	4 hrs. 39 minutes	60% (.60)	4 hrs. 48 minutes
66% 2/3%	5 hrs. 07 minutes	66% 2/3%	5 hrs. 20 minutes
70% (.70)	5 hrs. 26 minutes	70% (.70)	5 hrs. 36 minutes
75% (.75)	5 hrs. 49 minutes	75% (.75)	6 hours
80% (.80)	6 hrs. 12 minutes	80% (.80)	6 hrs. 24 minutes
90% (.90)	6 hrs. 59 minutes	90% (.90)	7 hrs. 12 minutes
100% (1.0)	7 hrs. 45 minutes	100% (1.0)	8 hours

- 7.16.3 FTE for part-time professional educators may fluctuate from year to year from .5 FTE to .66 FTE, .67 FTE to .74 FTE, .75 FTE to .99 FTE based on the needs of the particular assignment. A reduction in FTE that results in a reduction of benefits/planning time/lunch etc. for the professional educator shall be considered a layoff subject to the provisions of Article 20.
- 7.16.4 If there are disagreements over the part-time professional educator’s schedule and/or workload, the supervisor and the building representative shall write a summary of the dispute and submit the summary to the Human Resources and the Association for resolution.

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For additional contract rights for special educators (including School Psychologist and Speech Language Pathologist) look at Article 31 (starting on page 95 in our contract) for these topics:

- Full Continuum of Special Education Services
- Staff Ratios and Caseloads
- IEP Process Meetings
- Special Education Spaces and Materials
- Mentorship for Special Education Professional Educators

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