

# 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.

If you answer “No” to any question, talk to your PAT Building Rep and administrator.

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

Name:	Date:
Work Site:	Assigned FTE:
Assigned classes:	

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
<b>If I work two-thirds (2/3) (.67 FTE), do I have 30 continuous minutes of duty free lunch daily?</b>		
<i>It should not include any time during which I supervise students, e.g., monitor lunchroom, escort students, etc.</i>	YES	NO
<b>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?</b>	YES	NO
Am I assigned an amount of duty proportional to that of my full-time (1.0 FTE) colleagues?	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 with 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 <b>voluntary</b> and must be <b>paid</b>. 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
<b>Planning time - Middle School Level (Grades 6-8, except self-contained 6<sup>th</sup> grade classes):</b>		
<b>If I work two-thirds (2/3) (.67 FTE) or more -</b>		
Do I have not less than the equivalent of one (1) standard class period per day and no less than four hundred and ten (410) minutes per standard work week (prorated for partial weeks)?	YES	NO
<b>Planning Time - If I work half time time (.5 FTE) up to two-thirds (.67 FTE)-</b>		
Do I have a prorated amount of one (1) standard class period per day/410 minutes of planning per standard work week?	YES	NO
<b>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 on that day?</b>	YES	NO
<b>Planning time – Elementary level (Grades K-5) &amp; Self-contained 6<sup>th</sup> grade classes:</b>		
<b>If I work two-thirds (2/3) (.67 FTE) or more -</b>		
Do I have at least 410 minutes per standard work week? (pro-rated for partial weeks)	YES	NO
Including at least one <b>daily</b> block of at least 40 continuous minutes?	YES	NO

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

<b>Planning Time - If I work half time time (.5 FTE) up to two-thirds (.67 FTE) and work provide instructional services to students -</b>		
Do I have a prorated amount of the 410 minutes of planning per standard work week?	<b>YES</b>	<b>NO</b>
Does it include a block of at least 40 continuous minutes of planning every day?	<b>YES</b>	<b>NO</b>
<b>If I work a full day on any day of the week (regardless of FTE), do I have a block of at least 40 continuous minutes of planning on that day?</b>		
	<b>YES</b>	<b>NO</b>
<b>Is my workday continuous (i.e., no periods of non-paid time during the day)?</b>		
	<b>YES</b>	<b>NO</b>
<b>Educators Working in More than One Building -</b>		
<i>MY workday shall not exceed a regular full-time workday and is covered by the planning time and other provisions of the contract. Travel time is part of the workday. My planning time 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?	<b>YES</b>	<b>NO</b>
Is my travel time separate from my lunch or planning period?	<b>YES</b>	<b>NO</b>
Is my workday continuous (i.e., no periods of non-paid time during the day)?	<b>YES</b>	<b>NO</b>

**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.

<u>Workday – 7.0 Hours 45 Minutes</u>		<u>Workday – 8 Hours</u>	
<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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