

**ARTICLE 6
WORK
YEAR**

- 6.1 Except as provided by Article 16, paid extended responsibility assignments, paid extra duty assignments, and voluntary attendance at in-service classes are excluded from this Article and are covered by Article 16 and Appendix B.
- 6.2 Standard Work Year
- 6.2.1 The standard work year for professional educators for all grade levels shall be 193 contract days consisting of:
- 6.2.1.1 176 instructional days
 - 6.2.1.2 Four and one half (4 ½) planning days
 - 6.2.1.3 Four (4) grading days
 - 6.2.1.4 Two and one half (2-1/2) Professional Development Days
 - 6.2.1.5 Six (6) paid holidays or seven (7) paid holidays for those professional educators whose work year extends over Juneteenth
- 6.2.2 The traditional state-wide in-service day shall not be part of the standard work year.
- 6.3 Extended/Reduced Work Year
- 6.3.1 ***FOR THE 2026-27 SCHOOL YEAR, THIS LANGUAGE WILL NOT BE USED BY THE DISTRICT.*** The District, at its discretion, may extend the contract year for professional educators who work in schools identified by ODE for comprehensive or targeted support by up to three (3) additional professional development days paid at the professional educator's per diem rate of pay. These days shall be scheduled contiguous to the standard school year through a collaborative process between the professional educators and the building administration. This section may be extended to professional educators for two (2) years after the comprehensive/targeted support designation has ended.
- 6.3.2 The District shall determine the number of additional contract days in a 6.3.1 prior to the beginning of the staffing process in the preceding school year.
- 6.3.3 Professional educators working in schools that have a change in grade levels (e.g.: newly converted middle schools or newly converted PK-5 feeder schools) shall have mandatory additional paid professional development days added to their contract year. This only applies to the school year of the conversion. Added days shall be as follows:
- 6.3.3.1 Newly converted middle schools: two (2) additional professional development days.
 - 6.3.3.2 PK-5 feeder schools: one (1) additional professional development day.
 - 6.3.3.3 Other schools: The District and PAT shall meet to determine if the number of added professional development days shall be one (1) or two (2). If no consensus is reached, one (1) day shall be added.
 - 6.3.3.4 Added days shall be compensated at the professional educator's per diem rate of pay.
 - 6.3.3.5 The District shall include the additional professional development days in the annual calendar and notify the professional educators assigned to work in these buildings at least three months in advance of these days unless newly hired or transferred to the schools within a shorter time period. If professional educators do not receive the three-month notice, they

are not required to attend the added professional development days and shall follow the standard published calendar.

6.3.4 Sections 6.3.1 – 6.3.3 are meant to extend the contract year for all positions.

6.3.5 New Professional Educators, **School Counselors, Social Workers, School Psychologists**

6.3.5.1 New Professional Educator **School Counselors, Social Workers, School Psychologists** Orientation

Newly hired professional educators, **School Counselors, Social Workers, and School Psychologists** shall be required to attend one orientation day which shall be paid at the professional educator's per diem rate of pay. At least one-half of the day shall be dedicated to the basic practical details of employment including but not limited to key contract provisions, substitute teacher finder, attendance and record keeping, leaves of absence, hardware and software requests and setup, etc.

The Association and the District Human Resources Department shall jointly create the agenda and jointly coordinate the presentation of material on this day. In addition, the Association shall continue to be afforded at least one (1) hour of time on the agenda to meet with the new professional educators, **School Counselors, Social Workers, and School Psychologists**. The new professional educator **School Counselors, Social Workers, and School Psychologists** orientation shall be scheduled within one (1) week preceding the beginning of the standard work year and again on the statewide in-service day for those who have not previously attended this orientation. No other meetings shall be scheduled on the orientation day. Additional new professional educator **School Counselors, Social Workers, and School Psychologists** orientations may be scheduled by mutual agreement between the parties.

The Association will receive (60) minutes with newly hired bargaining unit members who did not attend the New Employee Orientation at the start of the School Year. This orientation will occur monthly and all new employees shall be directed to attend. All new hires and designated Association representatives who attend the orientation shall not suffer a loss of pay or benefits.

Newly employed professional educators **School Counselors, Social Workers, and School Psychologists** who have a position with the District requiring an extended year (202- and 207-day work years) shall be able to attend the orientation.

6.3.5.2 New Professional Educator, **School Counselors, Social Workers, and School Psychologists** Training

The District may mandate the equivalent of up to two additional paid training days for newly hired professional educators, **School Counselors, Social Workers, and School Psychologists**. If these days are scheduled beyond the start of the standard work year, the newly hired professional educator **and/or School Counselors, Social Workers, School Psychologists** shall receive at least one month's advance notice of scheduling.

6.3.6 Professional educators who work beyond the 193-day work year shall be paid a daily rate of pay computed at 1/193 of their annual basic salary. With the exception of Sections 6.3.1, 6.3.3, 6.3.4, 6.3.5, 6.3.7, and 6.3.8, professional educators shall not be assigned work beyond the standard work year unless there is mutual agreement between the administrator and the professional educator. Professional educators who work less than the 193-day work year shall have their salary adjusted downward using the same daily rate of pay formula.

6.3.7 Teacher librarians shall be placed by the District on a work year of 202 days or 207 days for those responsible for more than one library. For teacher-librarians with more than one assignment, the principal and teacher-librarian will mutually agree upon the number of days. Up to ten (10) additional days will be available when warranted by workload and mutually agreed upon by the administrator and the librarian. Central Staff Professional Librarians are employed on a twelve-calendar month basis with one (1) month vacation pay.

- 6.3.8 **For the 2026-27 school year**, counselors shall be placed by the District on a work year of **193 (elementary) or 202 (middle and comprehensive high school)** days. **For those on a 202 calendar year**, ~~a~~At least 5 days will be **available** before the first work day of the 193-day work year calendar and **up to** 4 days after. In addition, up to ten (10) additional days will be available when warranted by workload and mutually agreed upon by the administrator and the counselor. Scheduling of the additional days shall be mutually agreed upon.
- 6.3.9 Mentor-Induction Coaches, School Based Instructional Coaches and professional educators on special assignment shall be placed on a 193-work year.

6.4 Holidays

- 6.4.1 The six paid holidays shall be: Labor Day, Veterans Day, Thanksgiving, New Year's Day, Presidents Day, and Memorial Day. Juneteenth is paid to those professional educators whose work year extends over the Juneteenth holiday.
- 6.4.2 To receive pay for a paid holiday, a professional educator must work (or be on paid leave) on the workday immediately preceding or following the holiday. If the first day of work for the newly hired professional educator is immediately following the holiday the professional educator will not receive pay for the holiday.

6.5 Planning Days and Grading Days

- 6.5.1 A minimum of one full day and one half (1.5) planning days shall be scheduled prior to the first student day in the fall. These days shall be reserved for professional educators to set-up and plan for the beginning of the year.
- 6.5.2 There shall be one (1) planning day scheduled at the end of the first three quarters for a total of three (3) days. No voluntary or mandatory trainings or professional development or meetings may be scheduled for professional educators on these planning days.
- 6.5.3 There shall be one (1) grading day scheduled at the end of each quarterly grading period for a total of four (4) days. Professional educators shall have a minimum of 2 full working days to submit grades/progress reports at the end of quarters 1, 2 and 3. At the end of the 4th grading period, professional educators will submit grades/progress reports before they check out for the school year. No voluntary or mandatory training, professional development or meetings may be scheduled for professional educators on these grading days.
- 6.5.4 One-half (1/2) of each grading day may be used by administration for meetings with professional educators that do not submit grades. Planning days remain educator-directed.

6.6 Professional Development Days

The District will schedule two full and one half (2.5) district-directed professional development days prior to the first student day. All calendared early release days will be used for professional development and learning directed by the district or the administrator.

Administrator directed professional development shall be planned in collaboration with the Instructional Leadership Team **and/or the other appropriate team, where applicable**. The District shall prioritize providing training for educators on new curriculum and new initiatives, **and Restorative Justice practices**, within the work day and work year.

6.7 Evening Events/Parent-Teacher Conferences

- 6.7.1 Professional educators may be required to participate in up to three (3) evening school events per school year. However, principals will make a reasonable effort to see that professional educators are not required to attend more than two (2) evening events a year. **This maximum of three (3) evenings applies to all bargaining unit members, regardless of whether they may work multiple sites. For those who do work at multiple sites, the bargaining unit members and relevant administrators will work collaboratively to ensure the maximum number is met.** Evening events shall generally last no more than two (2) hours and end by 9:00 p.m. on Monday through Thursday. Two-week's **minimum** written notice shall be provided to affected professional

educators. Evening events shall generally not be required on holidays as recognized on the district calendar, Fridays or on days preceding holidays. ~~This provision does not apply to Social Workers, School Counselors, Child Development Specialists, School Psychologists, Audiologists and Student Services Specialists,~~ **may be required to attend evening events pursuant to this Article 6.7.1 provided however, that the District will be provide them with corollary compensation time (flex time) or extended hours pay for any time beyond three (3) days.**

6.8 Parent Guardian and Educator Conferences

In addition, the District shall schedule two (2) parent conferences in the evening on two consecutive evenings. The two consecutive evening conferences must be scheduled after the planning day that follows the end of the first quarter. The calendar day following the second evening conferences scheduled must not be a workday (e.g.: can be an unworked holiday). A duty-free dinner break of at least sixty (60) consecutive minutes shall be scheduled prior to evening conferences. Evening conferences shall last no longer than three (3) hours and shall conclude by 8:30 p.m. **Conferences may be provided in person or virtually, with approval of the administrator.**

- 6.7.2 In consideration of the two consecutive evening conferences scheduled, the professional educators shall be given one paid day off which shall be notated as such on the District's published calendar.
- 6.7.3 Modifications to this provision must be processed using the contract exception process described in Article 1 of this Agreement.
- 6.7.4 At the request of a parent/guardian, a professional educator shall schedule a make-up conference for the parents/guardians who missed the regularly scheduled conference. No educator may be required to schedule a make-up conference outside of the standard work-day.
- 6.7.5 *The District and PAT will meet to collaboratively define expectations for virtual and in person conferences, including but not limited to attendance, work location and duration.*
- 6.7.6 The **District** will not hold staff meetings or required committee meetings **the one-week prior to** ~~during~~ parent-conference week.

6.8 School Calendar

- 6.8.1 By **December 1** ~~January 15~~ of each year, the Association shall submit to the Superintendent its recommendations regarding the school calendar for the **two** subsequent school years. **The District will provide a written response to the PAT recommendation before the Board votes on a calendar for a given year.** With respect to the calendar ultimately adopted, the District retains the right and authority to change the days on which school shall be held and make other adjustments to the school calendar; provided such adjustments are consistent with this article. No change in this calendar shall result in any reduction of the annual salary provided for professional educators by this Agreement or in increasing the aggregate number of workdays without the consent of the Association.
- 6.8.2 Professional Development days and planning days shall be set in the school calendar before the end of the prior school year.
- 6.8.3 The following shall be considered when determining the school calendar:
 - 6.8.3.1 Instructional days, added Professional Development days for schools identified by ODE for comprehensive/targeted support (per Section 6.3.1), and District organized Professional Development cannot be scheduled on the following days:
 - a. Martin Luther King, Jr. Day
 - b. Day after Thanksgiving
 - c. The calendar week in which July 4th falls
 - d. December 24th to and including January 1st
 - e. Saturdays
 - f. Sundays
 - g. All recognized PAT holidays
 - h. The Monday preceding the beginning of the work year
 - i. Juneteenth

6.8.3.2 This exclusion does not include:

- a. Extended Responsibility
- b. Clubs
- c. Outdoor school
- d. Field Trips
- e. Competitions
- f. Athletics
- g. Non-District organized Professional Development/Events/ Training

6.8.4 Inclement Weather

6.8.4.1 The District may schedule up to a total of three inclement weather make-up days for school closures. Days not scheduled in advance on the District school calendar may not be required make up days. The District will let professional educators know by April 1st of each year if they will be required to make-up any inclement weather days.

6.8.4.2 With thirty (30) day notice, the District may use Presidents' Day as one of the three make-up days.

6.8.4.3 The four (4) potential make-up days shall be marked on the school calendar, but professional educators will be required to make up a maximum of three unless 6.8.4.4 is required.

6.8.4.4 Notwithstanding 6.8.4.1, if the three days are insufficient for the District to meet the state required instructional time, the District and Association shall meet and discuss options. In the absence of an agreement how to make up days, the District may require professional educators to work additional days at the end of the year necessary to meet state requirements.

6.8.4.5 The District counts instructional minutes and parent-teacher conference days towards meeting the state required instructional time.

6.8.4.6 The District will consider inclement weather when setting the seniors' graduation date.

