

ARTICLE 7 WORKDAY

7.1 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.

7.2 Workdays for professional educators shall only be Monday through Friday.

7.3 The standard workday for ~~professional educators~~ bargaining unit members, except as provided in Section 7.4 and 7.5 below, shall be eight (8) hours. On ten (10) Tuesdays, planning time outside of the student day may be used for professional learning for up to 60 minutes. This will not extend the ~~professional educators'~~ bargaining unit members' work day beyond eight (8) hours.

7.4 The standard workday for ~~professional educators~~ bargaining unit members working at High Schools shall be seven hours and ~~45 minutes.~~ 53 minutes. The last fifteen (15) minutes of the work day shall be designated as individual planning time for ~~professional educators~~ bargaining unit members, except on Tuesdays on which ~~educator~~ professional learning is held. On those Tuesdays, the last fifteen (15) minutes of time during the workday will be used as the first part of the 90 minute staff meeting. Up to 1 minute per daily class period of the duty time referenced in Section 7.5 below may be converted to student instructional time.

7.5 8-hour workday for all **Child Development** Specialists, **School Counselors**, School Social Workers, School Psychologists, Audiologists and Student Services Specialists.

7.5.1 The workday for **Child Development** Specialists, **School Counselors**, School Social Workers, School Psychologists, Audiologists and Student Services Specialists shall be eight (8) hours, including a minimum of thirty (30) continuous minutes for duty-free lunch. The daily work schedules shall allow for a fifteen (15) minute rest period in the a.m. and p.m.

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2 7.5.2 With mutual agreement, Child Development Specialists, School
3 Social Workers, **School Counselors**, School Psychologists,
4 Audiologists and Student Services Specialists may arrange their daily
5 schedule so that time required outside of normal business hours, such
6 as evening or weekend meetings with the parents and students, fall as
7 nearly as possible within the regular eight (8) hour workday and 40-
8 hour work week. The current practices in existence for scheduling the
9 workday for School Psychologists, Social Workers, Child
10 Development Specialists, **School Counselors** Audiologists and
11 Student Services Specialists will continue throughout the duration of
12 the Agreement.

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14 7.6 The workday for ~~professional educators~~ bargaining unit members in the
15 building shall begin at least fifteen (15) minutes before the
16 student day and shall extend at least fifteen (15) minutes beyond the
17 student day. ~~Professional educators~~ **Bargaining unit members** shall not be
18 required to perform duties for more than seven-and-one-half (7½) minutes
19 of the fifteen (15) minutes immediately before and/or for more than
20 seven-and-one-half (7½) minutes of the fifteen (15) immediately after the
21 student day. No ~~professional educators~~ **bargaining unit members** shall be
22 required to report prior to 7:45 a.m. or remain later than 4:30 p.m. For
23 program reasons, the afternoon ending time can be adjusted to 5:30 p.m.
24 for a few ~~professional educators~~ **bargaining unit members** in a building
25 providing that volunteers will be solicited whenever possible. The two
26 above exceptions will not extend the number of hours in a standard
27 workday.

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29 7.7 ~~Professional educators~~ **Bargaining unit members** may make reasonable
30 adjustments to their daily and weekly schedule, with prior written
31 approval of their building administrator, to accommodate professional
32 obligations and to meet personal needs. Any adjustments may not impact
33 student instructional time or other required responsibilities.

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35 7.8 If an administrator requests that a ~~professional educator~~ bargaining unit
36 member provide instruction (e.g. tutoring or small group
37 instruction), complete required training, or tasks as referenced in 12.5.1,
38 outside of the ~~professional educator's~~ **bargaining unit member's** workday,

1 and the ~~professional educator~~ **bargaining unit member** volunteers to do so,
2 such ~~professional educator~~ **bargaining unit member** shall be compensated
3 at their hourly rate of pay.
4

5 7.9 Duty-free Lunch 6

7 7.9.1 All ~~professional educators~~ **bargaining unit members** who work two-
8 thirds (2/3) or more shall have a minimum of thirty (30) continuous
9 minutes of duty-free lunch. Regardless of FTE, any ~~professional~~
10 ~~educator~~ **bargaining unit member** who works a full day shall have
11 thirty (30) continuous minutes of duty-free lunch on that day.
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13 7.9.2 Passing time during which a ~~professional educator~~ **bargaining unit**
14 **member** has direct responsibility for students shall not be part of the
15 thirty (30) minutes duty-free lunch. ~~Professional educators~~ **Bargaining**
16 **unit members** who leave the school site during such period shall notify
17 the school office.
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19 7.10 Individual ~~Educator- Bargaining Unit Member-Directed~~ Planning Time 20

21 7.10.1 ~~Professional educators~~ **Bargaining unit members** who work two-thirds
22 (2/3) time who directly provide instructional services to students shall
23 be provided ~~educator~~ bargaining unit member-directed planning time
24 during the workday as follows:
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26 7.10.1.1 High Schools (Grades 9-12): Not less than the equivalent of
27 one (1) standard class period of ~~educator~~ bargaining unit
28 member-directed time per day;
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30 7.10.1.2 ~~Middle Schools (Grades 6-8, except self-contained 6th grade~~
31 ~~classes): Not less than the equivalent of one (1) standard class~~
32 ~~period per day; Starting with the 2024-25 school year, Middle~~
33 Schools shall provide not less than the equivalent of one (1)
34 standard class period per day **during the student day** and no
35 less than four hundred ten minutes (410) of bargaining unit
36 member-directed time per standard work week (prorated for
37 partial weeks).

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2 7.10.1.3 ~~Not less than three hundred and twenty (320) minutes per~~
3 ~~standard work week (prorated for partial weeks). Starting with~~
4 ~~the 2024-25 school year,~~ Elementary Schools shall provide no
5 less than four hundred ten minutes (410) of bargaining unit
6 member-directed time per standard work week (prorated for
7 partial weeks). There shall be at least one daily block of
8 planning time of at least forty (40) continuous minutes during
9 the student day.

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11 7.10.1.4 Regardless of FTE, any ~~professional educator~~ bargaining unit
12 member who works a full day shall have planning time on that
13 day.

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15 7.10.2 ~~Professional educators~~ **Bargaining unit members** who work at least
16 half time (0.5) but less than two-thirds (2/3) time who provide
17 instructional services to students shall receive a prorated amount of
18 weekly planning time called for in 7.10.1.1 through 7.10.1.3, and
19 7.10.1.4 if applicable, based upon the ~~professional educator's~~
20 bargaining unit member's FTE.

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22 7.10.3 Core Enrichment Educators shall have at least 5 minutes of transition
23 time between classes.

24 25 7.11 Co-Teaching

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27 7.11.1 Co-teaching is the practice of pairing ~~teachers~~ bargaining unit
28 members together in a classroom to share the responsibilities of
29 planning, instructing, and assessing students. In a co-teaching setting,
30 the ~~teachers~~ bargaining unit members are considered equally
31 responsible and accountable for the classroom. This model differs
32 from push-in (one ~~educator~~ bargaining unit member responsible for
33 certain students in a group) and team teaching (one ~~educator~~
34 bargaining unit member is responsible for the students for only part of
35 the curriculum).

1 7.11.2 Reasonable effort will be made to provide common planning periods
2 to improve collaboration with general education teachers that are co-
3 teaching. When common planning cannot be achieved, up to ten (10) hours
4 per school year per partnership may be submitted by each co teacher for
5 common co-planning outside the work day. ELD educators will work with
6 theretheir -teaching partner to determine whether a pull out/push in model
7 best fits the needs of students and the worksite.
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9 7.12 Restroom Breaks

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11 The building principal shall ensure that arrangements are made for
12 restroom breaks for ~~professional educators~~ bargaining unit members.
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14 7.13 Meetings/Trainings

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16 7.13.1 ~~Professional educators~~ Bargaining unit members in K-5, K-8 and 6-8
17 schools may be required on ten (10) Tuesdays during the school year
18 to attend meetings or training sessions starting at the beginning of the
19 ~~teacher's~~ bargaining unit member's workday and ending fifteen (15)
20 minutes prior to the start of the student day or starting fifteen (15)
21 minutes after the student day ends for up to one hour. This will not
22 extend the ~~professional educator's~~ bargaining unit members' work day
23 beyond eight (8) hours.
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25 7.13.1.1 ~~Professional educators~~ Bargaining unit members who work
26 in High Schools may be required on ten (10)–thirty (30)
27 Tuesdays during the school year to attend ~~educator~~ professional
28 learning starting at the beginning of the fifteen (15) minute
29 planning time at the end of the day and continuing for up to one
30 hour and fifteen minutes beyond the workday.

31 ~~(District proposal 4/1/26) 7.13.1.1 Professional educators~~
32 ~~working in high schools may be required to attend educator~~
33 ~~professional learning on up to ten (10) Tuesdays during the~~
34 ~~school year. These sessions may begin at the start of the fifteen~~
35 ~~(15) minute planning time or at the end of the student day, and~~

~~may continue for up to one hour and fifteen minutes (75) minutes beyond the regular work day.
(District proposal 4/1/26) "New Provision to be Renumbered" rejected in entirety.~~

7.13.2 The District will publish a schedule of the staff meetings before the end of the prior school year.

~~7.13.3 Professional educators Bargaining unit members will be responsible for completing District mandatory online training during any administrative directed time. For high school professional educators bargaining unit members, there will be no staff meetings on at least two (2) Tuesdays between the start of the school year and the due date of the mandatory online training to take such trainings.~~

7.13.4 For professional educators bargaining unit members working in High Schools as Child Development Specialists, School Counselors, School Social Workers, School Psychologists, Audiologists and Student Services Specialists may be required to attend trainings or meetings beyond the work day on Tuesdays only if the trainings or meetings fall within their workday/workweek provisions as set out in paragraph 7.5.

7.13.5 Part-time ~~professional educators~~ bargaining unit members shall not be required to attend meetings/trainings that are not contiguous with their workday. Required attendance at meetings/trainings contiguous with the workday and at evening events / Parent/Teacher Conferences shall be pro-rated for part-time ~~professional educators~~ bargaining unit members.

7.13.6 The District shall provide each ~~professional educator~~ bargaining unit member s professional development on implicit bias, anti- racism, and culturally responsive practices. One early release PD or staff meeting shall be used per quarter in school sites for this training. These trainings will also be available to all ~~professional educators~~ bargaining unit members within the workday and standard work year. PAT will review providers prior and give feedback after trainings through the IPC.

1 7.13.7 ~~Professional educators~~ Bargaining unit members may only be
2 required to take part in Professional Learning Communities (PLCs)
3 or similar meetings during the workday once per week. PLC time
4 scheduled by administration does not count as planning time.
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7 7.14 Itinerants

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9 7.14.1 The workday of a ~~professional educator~~ **bargaining unit member**
10 who works in more than one (1) building or is assigned outside the
11 District shall not exceed the workday above and shall be covered by
12 planning time and other provisions of this Article. Bargaining unit
13 members shall not exceed working in more than two (2) buildings and
14 every reasonable effort will be made to have bargaining unit members
15 work in one building when appropriate. Reasonable effort will be
16 made to ensure bargaining unit members do not need to change
17 buildings in one day.
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19 7.14.1.1 A bargaining unit member split between two (2) or more
20 schools shall be provided the option to work in one school per day for
21 the majority of the work week unless the bargaining unit member is
22 willing to work AM and PM in different schools.
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24 7.14.2 An adequate amount of travel time shall be allowed for ~~professional~~
25 ~~educators~~ bargaining unit members who must change worksites during
26 the workday.
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28 7.14.3 Neither planning time nor the duty-free lunch time shall be used for
29 travel time between worksites.
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31 7.14.4 If there are disagreements over the itinerant ~~professional educator's~~
32 bargaining unit member's schedule and workload, the supervisor(s)
33 and the building representative(s) shall write a summary of the dispute
34 and submit the summary to the Human Resources and the Association
35 for resolution.
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37 7.15 Work Spaces

7.15.1 All ~~professional educators~~ bargaining unit members who are not assigned a dedicated classroom shall be provided adequate storage space (as collaboratively determined by the ~~professional educator~~ bargaining unit member and the building administrator) in which to keep students' work, supplies, and equipment.

7.16 Part-time

7.16.1 The workday and work load for part-time ~~professional educators~~ bargaining unit members shall be proportional to that of full-time ~~professional educators~~ bargaining unit members.

7.16.1.1 Bargaining unit members working 0.5 FTE can work AM or PM 0.5 schedules that allow them the flexibility to substitute the other half of the work day. Bargaining unit members working 0.5 FTE may also work five (5) days per week, or 2.5 days per week unless the bargaining unit member requests another time agreeable to the member and administrator.

7.16.2 The workday for part-time ~~professional educators~~ bargaining unit members 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

1	50% (.50)	3 hrs. 53 minutes	50% (.50)	4 hours
2	60% (.60)	4 hrs. 39 minutes	60% (.60)	4 hrs. 48
3	66% 2/3%	5 hrs. 07 minutes	66% 2/3%	5 hrs. 20
4		minutes		
5	70% (.70)	5 hrs. 26 minutes	70% (.70)	5 hrs. 36 minutes
6	75% (.75)	5 hrs. 49 minutes	75% (.75)	6 hours
7	80% (.80)	6 hrs. 12 minutes	80% (.80)	6 hrs. 24 minutes
8	90% (.90)	6 hrs. 59 minutes	90% (.90)	7 hrs. 12 minutes
9	100% (1.0)	7 hrs. 45 minutes	100% (1.0)	8 hours

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7.16.3 FTE for part-time ~~professional educators~~ bargaining unit members 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~~ bargaining unit member 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~~ bargaining unit member'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.