

## PPS Proposal - 5/19/21

### 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, except as provided in Section 7.4 below, shall be seven hours and 45 minutes. The last fifteen (15) minutes of time during the work day shall be designated as individual planning time for professional educators, except on Tuesdays on which staff meetings are 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.
- 7.4 8-hour workday for Child Development Specialists, Social Workers, School Psychologists, Audiologists and Student Services Specialists.
- 7.4.1 The workday for Child Development Specialists, 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.
- 7.4.2 With mutual agreement, Child Development Specialists, Social Workers, School Psychologists, Audiologists and Student Services Specialists may arrange their daily schedule so that time required outside of normal business hours, such as evening or weekend meetings with the parents and students, fall as nearly as possible within the regular eight (8) hour workday and 40-hour work week. The current practices in existence for scheduling the workday for School Psychologists, Social Workers, Child Development Specialists, Audiologists and Student Services Specialists will continue throughout the duration of the Agreement.
- 7.4.3 This section does not apply to any other professional educators not specifically listed above.
- 7.5 The workday for professional educators in the building shall begin at least fifteen (15) minutes before the student day and shall extend at least fifteen (15) minutes beyond the student day. Professional educators shall not be required to perform duties for more than seven-and-one-half ( $7\frac{1}{2}$ ) minutes of the fifteen (15) minutes immediately before and/or for more than seven-and-one-half ( $7\frac{1}{2}$ ) minutes of the fifteen (15) immediately after the student day. No professional educators shall be required to report prior to 7:45 a.m. or remain later than 4:15 p.m. For program reasons, the afternoon ending time can be adjusted to 5:15 p.m. for a few professional educators in a building providing that volunteers will be solicited whenever possible. The two above exceptions will not extend the number of hours in a standard workday.
- 7.6 If an administrator requests that a professional educator provide instruction (e.g. tutoring or small group instruction, outside of the professional educator's workday, and the professional educator volunteers to do so, such professional educator shall be compensated at their per diem hourly rate of pay.
- 7.7 Duty-free Lunch
- 7.7.1 All professional educators who work two-thirds ( $\frac{2}{3}$ ) or more shall have a minimum of thirty (30) continuous minutes of duty-free lunch. Regardless of FTE, any professional educator who works a full day shall have thirty (30) continuous minutes of duty-free lunch on that day.
- 7.7.2 Passing time during which a professional educator has direct responsibility for students shall not be part of the thirty (30) minutes duty-free lunch. Professional educators who leave the school site during such period shall notify the school office.

## 7.8 Individual Planning Time

- 7.8.1 Professional educators who work two-thirds (2/3) time who directly provide instructional services to students shall be provided planning time during the workday as follows:
- 7.8.1.1 High Schools (Grades 9-12): Not less than the equivalent of one (1) standard class period per day;
  - 7.8.1.2 Middle Schools (Grades 6-8, except self-contained 6<sup>th</sup> grade classes): Not less than **320 minutes per standard work week (prorated for partial weeks)**. ~~the equivalent of one (1) standard class period per day;~~ **There shall be at least one daily block of planning time of at least forty (40) continuous minutes.**
  - 7.8.1.3 **Elementary Schools:** Not less than three hundred and twenty (320) minutes per standard work week (prorated for partial weeks). There shall be at least one daily block of planning time of at least forty (40) continuous minutes.
  - 7.8.1.4 Regardless of FTE, any professional educator who works a full day shall have planning time on that day.

## 7.9 Restroom Breaks

The building principal shall ensure that arrangements are made for restroom breaks for professional educators.

## 7.10 Meetings/Trainings

- 7.10.1 Professional educators may be required on thirty (30) Tuesdays during the school year to attend meetings or training sessions starting at the beginning of the fifteen (15) minute planning time at the end of the day and continuing for up to one hour and fifteen minutes beyond the workday.
- 7.10.2 The District will publish a schedule of the thirty (30) staff meetings before the end of the prior school year.
- 7.10.3 Professional educators will be responsible for completing four (4) hours of District mandatory on line training outside of scheduled staff meeting time. 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.
- 7.10.4 Child Development Specialists, 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 7.4.
- 7.10.5 Part-time professional educators 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.

## 7.11 Itinerants

- 7.11.1 The workday of a professional educator who works in more than one (1) building or is assigned outside the District shall not exceed the workday above and shall be covered by planning time and other provisions of this Article.
- 7.11.2 An adequate amount of travel time shall be allowed for professional educators who must change worksites during the workday.
- 7.11.3 Neither planning time nor the duty-free lunch time shall be used for travel time between worksites.
- 7.11.4 If there are disagreements over the itinerant professional educator's schedule and workload, the supervisor(s) and the building representative(s) shall write a summary of the dispute and submit the

summary to the Human Resources and the Association for resolution.

**7.12 [Incorporated unchanged]**