

# 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 5.

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

**Note:** If you have less than a full-time (< 1.0 FTE) assignment, complete the “Part-Time” worksheet instead

Work Site:	Date:
Grade(s) or Subject(s):	

**Please circle “yes” or “no,” as appropriate:**

Is my standard workday 7.5 hours?	YES	NO
Does my workday begin at least 15 minutes before the student day?	YES	NO
If I am required to perform duty during those 15 minutes, is it 7.5 minutes or less?	YES	NO
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Do I have 30 continuous minutes of duty free lunch <b>daily</b> ?	YES	NO
<i>(The 30 minutes should not include any time during which I supervise students, e.g., monitoring lunchroom, escorting students, etc.).</i>		
Am I assigned generally the same amount of duty as my colleagues?	YES	NO
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<i>The contract says I may be required to attend meetings or training sessions for up to 2 hours beyond the workday on Mondays or Tuesdays, but not both. If I am required to attend others, it must be <b>voluntary</b> and <b>paid</b>.</i>		
Am I required to attend only one meeting, up to 2 hours, beyond the workday?	YES	NO
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Does my workday extend at least 15 minutes beyond the student day?	YES	NO
If I am required to perform duty during those 15 minutes, is it 7.5 minutes or less?	YES	NO
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<b>Planning time</b> - Middle School Level (Grades 6-8, except self-contained 6 <sup>th</sup> grade classes):		
Do I have at least the equivalent of one standard class period per day?	YES	NO
<b>Planning time</b> – Elementary level (Grades K-5) & Self-contained 6 <sup>th</sup> grade classes:		
Do I have at least 260 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
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<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 7½ hour day. My planning time must equal the regular total daily and weekly requirements.</i>		
Is my workday 7.5 hours (8 hours for Specific Specialists*)?	YES	NO
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>i.e.</i> , no periods of non-paid time during the day)?	YES	NO
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<b>Specific Specialists*</b> (Child Development Specialists, Social Workers, School Psychologists, Audiologists & Student Service Specialists)		
Is my workday 8 hours?	YES	NO
Do I have a minimum of 30 continuous minutes of duty free lunch daily?	YES	NO
Does my schedule include a 15 minute break in the a.m. and p.m.?	YES	NO

**It pays to know your contract!**

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