

# 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 applicable.***

|  |     |    |
|--|-----|----|
| Is my standard workday 7.5 hours?  | YES | NO |
| Does my workday begin at least 15 minutes before my student day?<br>If I am required to perform duty during those 15 minutes, is it 7.5 minutes or less?   | YES | NO |
| Do I have 30 continuous minutes of duty free lunch <b>daily</b> ?<br><i>(The 30 minutes should not include any time during which you supervise students, e.g., monitoring lunchroom, escorting students, etc.).</i>  | YES | NO |
| Am I assigned generally the same amount of duty as my colleagues?  | YES | NO |
| <i>The contract says you 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 you are required to attend others, it must be <b>voluntary and paid.</b></i><br>Am I required to go to only <b>ONE</b> weekly meeting beyond the workday, for no more than 2 hours? | YES | NO |
| Does my workday extend at least 15 minutes beyond the student day?<br>If I am required to perform duty during those 15 minutes, is it 7.5 minutes or less?   | YES | NO |
| <b>Planning time</b> – Do I have the equivalent of one standard class period per day?  | YES | NO |
| <b>Educators Working in More than One Building -</b><br><i>My workday should 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 |
| <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?   | YES | NO |
| Does my schedule include a 15 minute break in the a.m. and p.m.?   | YES | NO |

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