

## FAQ – Working in More than 1 Building

**1. I am a full-time teacher, but assigned part-time to each of two buildings. I know that my work day is 7½ hours. Does my travel time count within the 7½ hours?**

**A:** Travel time should be included as part of the 7½ hour day. The time allotted for travel should be long enough for you to leave one building, drive, park, and enter the second building. You should not have to travel during any part of your duty-free 30 continuous minute lunch or during a planning period.

**2. I am a K-5 art teacher. I'm supposed to have 40 minutes of planning time each day. Should this be split between the two schools? Is that part of my 7½ hour day?**

**A:** Elementary school educators (Grades PK-5 and self-contained 6<sup>th</sup> grade classes) are entitled to 260 minutes of individual planning time over the course of a week. Within that, a **daily** prep period of at least 40 continuous minutes is required; this is typically before or after the student day. To reach the total of 260 minutes for the week, an additional 60 minutes must therefore be provided, either during the student day or before or after the student day. This may be accomplished in a variety of ways, for example: daily prep periods longer than 40 minutes, or having a couple of 30-minute periods per week when specialists instruct your students, allowing you to have personal planning time. Your planning time does not have to be divided equally between two sites if you are travelling between them; however, it must equal the total daily and weekly requirements, and the minimum 40 minutes per day must be continuous. Planning time is included within your 7½ hour workday.

If you are in a 6-8 position (except self-contained 6<sup>th</sup>), you are entitled to an individual planning period of at least one standard class period per day, during the student day. Since it is supposed to be a block of continuous time, your planning period should be at one school or the other.

**3. I am a full-time teacher, but split between two schools. I am required to spend 2 nights, up to 3, at evening events. Do I have to do 2 at each school? Or 1 at each school?**

**A.** After-school requirements such as evening events, parent-teacher conferences, etc. must not exceed the total number required by the contract. How to divide the time up is something that you should decide with the two principals. If there is disagreement between the two principals over where you should report, you may invoke the dispute language on page 14 of the contract (Article 5, Section 9.d). Another choice might be for you to volunteer to work additional time at your per diem rate of pay. This must be mutually arranged between you and your principal – the administrator must agree and it must be voluntary on your part. If so, then you should be paid at your per diem hourly rate.

**4. My administrator and I disagree about my schedule. What can I do?**

**A.** Talk to your PAT Building Rep. If there are disagreements over the itinerant professional educator's schedule and/or workload, the supervisor and the PAT building representative are to write a summary of the dispute and submit it to HR and PAT for resolution. **(See Article 5, Section 9.d)** Submit it to the PAT Advocacy Committee.