

FAQ – Part-Time Professional Educators

1. I am a part-time educator. How do I know what my workday and workload is supposed to be?

A. Take a look at Article 5.C. of the contract. The workday and workload for part-time professional educators is to be proportional to that of full-time professional educators. So, unless you are a specific Specialist*, your workday should be proportional to the 7.5 hour regular full-time educator workday. A provision in the contract (at page 14) provides a chart to help you calculate what your workday should be based on your assigned FTE.

Look at your start and end time; count the number of hours/minutes you are required to be at work (excluding the weekly staff meeting). Don't forget that your work day should begin at least fifteen (15) minutes before the student day and extend at least fifteen (15) minutes beyond the student day (7.5 minutes of each may be assigned to duty). And, if you meet the requirements for a planning period and lunch, you must also make sure adequate time for each is added into your schedule. When you total this up, how does it compare to the chart, based on your assigned FTE?

Your workload should also be proportional to that of full-time educators.

*(Child Development Specialists, Social Workers, School Psychologists, Audiologists and Student Service Specialists have an 8-hour workday.)

2. I am a half-time teacher (0.5 FTE). Instead of working one-half day, five days a week, I work two full days on Monday and Tuesday and a half-day on Wednesday. Since I work less than 2/3 FTE, I am not entitled to lunch or individual planning time. But going a full day without a break is killing me. What can I do?

A. New language in the contract speaks to this. Per Article 5.C.5., regardless of FTE, any professional educator who works a full day (7.5 hours) shall have thirty (30) continuous minutes of duty-free lunch. As Article 5.C.6. states, regardless of FTE, any professional educator who works a full day shall have planning time on that day. Additionally, the word "individual" was added in the contract language to make it clear that this is personal planning time that the educator will decide how to use - **not** time directed by the administrator to work with teams, PLCs, etc.

3. I am .8 FTE. Am I required to go to every staff meeting?

A. Since your workday/workload is to be proportional to that of a full-time educator, you are required to attend only .8 of the staff meetings, or attend each meeting for .8 of the time. Talk to your principal to discuss what would make the most sense in terms of which meetings/portions of meetings would be most important or relevant to your assignment.

Additionally, you are only required to attend staff meetings that are contiguous to your workday. The district cannot require you to work longer than 7½ hours (other than once a week for staff meetings) and cannot create a period of unpaid time during your day. If your workday ends at 3:15 and your school's staff meeting does not begin until 3:40, you can leave and not attend the staff meetings. You may be responsible for getting the information that was conveyed at the meeting.

Your obligation for after-school requirements such as evening events, parent-teacher conferences, etc. is also proportional to that of a full-time educator. Have a discussion with your administrator before the event to clarify which event(s) or portions of events you will cover.