

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 a full-time (1.0 FTE) assignment, complete the “Full-Time” worksheet instead

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

How many hours do I work in a standard week? _____.		
Is my assigned FTE correct for the amount of time I’m working? (<i>See chart on reverse</i>)	YES	NO
Does my workday begin at least 15 minutes before my student contact time?	YES	NO
If I am required to do duty during those 15 minutes, is it 7.5 minutes or less?	YES	NO
If I work two-thirds time (2/3) (.67 FTE): do I have 30 continuous minutes of duty free lunch daily ? <i>Not including time during which I supervise students, e.g., monitoring lunchroom, escorting students to cafeteria, etc.</i>	YES	NO
If I work a full day on any day of the week (regardless of FTE): do I have 30 continuous minutes of duty free lunch on that day?	YES	NO
Am I assigned generally the same amount of duty as my colleagues? <i>The contract says I am not required to attend meetings or trainings that are not contiguous with my workday.</i>	YES	NO
Am I required to attend meetings/trainings only if contiguous to my workday? <i>The contract says my required attendance at meetings/trainings contiguous to my workday should be pro-rated. (Educator and administrator should work out a mutually acceptable arrangement.)</i>	YES	NO
Am I required to attend only my pro-rated share of meetings/trainings?	YES	NO
Does my workday extend at least 15 minutes beyond my student contact?	YES	NO
If I am required to perform duty during those 15 minutes, is it 7.5 minutes or less?	YES	NO
Planning Time - If I work two-thirds time (2/3) (.67 FTE) or more -		
Do I have at least 260 minutes planning per standard work week? (pro-rated for partial weeks)	YES	NO
Does it include a block of at least 40 continuous minutes of planning every day ?	YES	NO
If I work a full day on any day of the week (regardless of FTE), do I have a block of at least 40 continuous minutes of planning on that day?	YES	NO
Educators Working in More than One Building - <i>My workday should be proportional to a full-time workday and is covered by the planning time and other provisions of the contract. Travel time counts as part of my workday. My planning time, if applicable, must equal the regular total daily and weekly requirements.</i>		
Is my travel time enough to leave one building, drive, park, and enter the next building?	YES	NO
Is my travel time separate from my lunch and planning time?	YES	NO
Is my workday continuous (<i>i.e.</i> , no periods of non-paid time during the day)?	YES	NO

It pays to know your contract!

Specific Specialists* (Child Development Specialists, Social Workers, School Psychologists, Audiologists & Student Service Specialists)		
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

ARTICLE 5: WORK YEAR / WORKDAY / WORKLOAD

C. Workday

10. Part-time

- a. The workday and work load for part-time professional educators shall be proportional to that of full-time professional educators.
- b. The workday for part-time professional educators shall be stated as a percentage of full-time in accordance with the chart below. Other percentages shall be calculated in the same manner.

Workday – 7.5 Hours

Percentage	Time
10% (.10)	45 minutes
20% (.20)	1 hr. 30 minutes
25% (.25)	1 hr. 53 minutes
30% (.30)	2 hrs. 15 minutes
40% (.40)	3 hours
50% (.50)	3 hrs. 45 minutes
60% (.60)	4 hrs. 30 minutes
66% 2/3%	5 hours
70% (.70)	5 hrs. 15 minutes
75% (.75)	5 hrs. 38 minutes
80% (.80)	6 hours
90% (.90)	6 hrs. 45 minutes
100% (1.0)	7 hrs. 30 minutes

Workday – 8 Hours

Percentage	Time
10% (.10)	48 minutes
20% (.20)	1 hr. 36 minutes
25% (.25)	2 hours
30% (.30)	2 hrs. 24 minutes
40% (.40)	3 hrs. 12 minutes
50% (.50)	4 hours
60% (.60)	4 hrs. 48 minutes
66% 2/3%	5 hrs. 20 minutes
70% (.70)	5 hrs. 36 minutes
75% (.75)	6 hours
80% (.80)	6 hrs. 24 minutes
90% (.90)	7 hrs. 12 minutes
100% (1.0)	8 hours

- c. FTE for part-time professional educators may fluctuate from year to year from .5 FTE to .66 FTE, .67 FTE to .74 FTE, .75 FTE to .99 FTE based on the needs of the particular assignment. A reduction in FTE that results in a reduction of benefits/planning time/lunch etc., for the professional educator shall be considered a layoff subject to the provisions of Article 16.
- d. If there are disagreements over the part-time professional educator’s schedule and/or workload, the supervisor and the building representative shall write a summary of the dispute and submit the summary to the Human Resources Department and the Association for resolution.

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