

## 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?	<b>YES</b>	<b>NO</b>
Does my workday begin at least 15 minutes before the student day?	<b>YES</b>	<b>NO</b>
If I am required to perform duty during those 15 minutes, is it 7.5 minutes or less?	<b>YES</b>	<b>NO</b>
<b>Do I have 30 continuous minutes of duty free lunch <b>daily</b>?</b>		
<i>(Those 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?	<b>YES</b>	<b>NO</b>
<i>The contract says I may be required to attend meetings or training sessions for up to 2 hours beyond the workday on Tuesdays? If I am to attend others, it must be <b>voluntary</b> and <b>paid</b>.</i>		
Am I required to attend only one weekly meeting, up to 2 hours, beyond the workday?	<b>YES</b>	<b>NO</b>
Does my workday extend at least 15 minutes beyond the student day?	<b>YES</b>	<b>NO</b>
If I am required to perform duty during those 15 minutes, is it 7.5 minutes or less?	<b>YES</b>	<b>NO</b>
<b>Planning time</b> – Do I have at least the equivalent of one standard class period per day?	<b>YES</b>	<b>NO</b>
<b>Educators Working in More than One Building -</b>		
<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*)?	<b>YES</b>	<b>NO</b>
Is my travel time enough to depart one building, drive, park, and enter the next building?	<b>YES</b>	<b>NO</b>
Is my travel time separate from my lunch or planning period?	<b>YES</b>	<b>NO</b>
Is my workday continuous ( <i>i.e.</i> , no periods of non-paid time during the day)?	<b>YES</b>	<b>NO</b>
<b>Specific Specialists*</b> (Child Development Specialists, Social Workers, School Psychologists, Audiologists & Student Service Specialists)		
Is my workday 8 hours?	<b>YES</b>	<b>NO</b>
Do I have a minimum of 30 continuous minutes of duty free lunch?	<b>YES</b>	<b>NO</b>
Does my schedule include a 15-minute break in the a.m. and p.m.?	<b>YES</b>	<b>NO</b>

**It pays to know your contract!**