

# 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)

Please circle “yes” or “no,” as appropriate.

How many hours do I work in a standard week? _____		
Is my assigned FTE correct for the amount of time I am 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 perform duty during those 15 minutes, is it 7.5 minutes or less?	YES	NO
<b>If I work two-thirds (2/3) (.67 FTE), do I have 30 continuous minutes of duty free lunch daily?</b> ( <i>It should not include any time during which I supervise students, e.g., monitoring lunchroom, escorting students to cafeteria, etc.</i> )	YES	NO
<b>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?</b>	YES	NO
Am I assigned generally the same amount of duty as my colleagues?	YES	NO
<i>The contract says I am not required to attend meetings or trainings that are not contiguous to my workday.</i>		
Am I required to attend meetings/trainings only if contiguous to my workday?	YES	NO
<i>The contract says my required attendance at meetings/trainings contiguous with my workday should be pro-rated. (An arrangement should be worked out mutually between me and my administrator).</i>		
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 time?	YES	NO
If I am required to perform duty during those 15 minutes, is it 7.5 minutes or less?	YES	NO
<b>Planning time –</b>		
<b>If I work two-thirds (2/3) (.67 FTE) or more -</b>		
Do I have at least the equivalent of one standard class period per day?	YES	NO
<b>If I work a full day on any day of the week (regardless of FTE), do I have at least the equivalent of one standard class period per day?</b>	YES	NO
<b>Educators Working in More than One Building -</b>		
<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 is included in my workday. My planning time, if applicable, must equal the regular total daily and weekly requirements.</i>		
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)		
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

**It pays to know your contract!**

**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

Workday – 8 Hours

<u>Percentage</u>	<u>Time</u>	<u>Percentage</u>	<u>Time</u>
10% (.10)	45 minutes	10% (.10)	48 minutes
20% (.20)	1 hr. 30 minutes	20% (.20)	1 hr. 36 minutes
25% (.25)	1 hr. 53 minutes	25% (.25)	2 hours
30% (.30)	2 hrs. 15 minutes	30% (.30)	2 hrs. 24 minutes
40% (.40)	3 hours	40% (.40)	3 hrs. 12 minutes
50% (.50)	3 hrs. 45 minutes	50% (.50)	4 hours
60% (.60)	4 hrs. 30 minutes	60% (.60)	4 hrs. 48 minutes
66% 2/3%	5 hours	66% 2/3%	5 hrs. 20 minutes
70% (.70)	5 hrs. 15 minutes	70% (.70)	5 hrs. 36 minutes
75% (.75)	5 hrs. 38 minutes	75% (.75)	6 hours
80% (.80)	6 hours	80% (.80)	6 hrs. 24 minutes
90% (.90)	6 hrs. 45 minutes	90% (.90)	7 hrs. 12 minutes
100% (1.0)	7 hrs. 30 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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