

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 applicable.

Is my standard workday 7.5 hours?	YES	NO
Does my workday begin at least 15 minutes before my student day?	YES	NO
If I am required to perform duty during those 15 minutes, is it 7.5 minutes or less?	YES	NO
Do I have 30 continuous minutes of duty free lunch daily ? <i>(The 30 minutes should not include any time during which you supervise students, e.g., monitoring lunchroom, escorting students, etc.).</i>	YES	NO
Am I assigned generally the same amount of duty as my colleagues?	YES	NO
<i>The contract says you may be required to attend meetings or training sessions for up to 2 hours beyond the workday on Tuesdays? If you are required to attend others, it must be voluntary and paid.</i>		
Am I required to go to only ONE weekly meeting beyond the workday, for no more than 2 hours?	YES	NO
Does my workday extend at least 15 minutes beyond the student day?	YES	NO
If I am required to perform duty during those 15 minutes, is it 7.5 minutes or less?	YES	NO
Planning time – Do I have the equivalent of one standard class period per day?	YES	NO
Educators Working in More than One Building -		
<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*)?	YES	NO
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

It pays to know your contract!

Specific Specialists* (Child Development Specialists, Social Workers, School Psychologists, Audiologists & Student Service Specialists)		
Is my workday 8 hours?	YES	NO
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

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