



# PAT Contract Checklist

## to start the 2018-19 School Year

*Numbers in parentheses refer to the applicable provision of the contract.  
This checklist, with links to relevant resources, will be sent to PAT Reps and members*

- ✓ **Bookmark the 2016-2019 PAT/PPS contract at [pdxteachers.org](http://pdxteachers.org)**
- ✓ **Review your paycheck to confirm that your salary placement is correct.**
- ✓ **Review your daily schedule to make sure your workday conforms with the contract.** This is the first year for the 7-hour and 45-minute workday (7.3). The last 15 minutes of the work day shall be scheduled as individual planning time, except on Tuesdays on which staff meetings are held. On those days, the 15 minutes at the end of the day will be included in the 90-minute staff meeting. Staff meetings may be scheduled on 30 Tuesdays. (7.10.1). Doublecheck that your duty-free lunch (7.7), individual planning time (7.8), travel time (7.11), duty time (8.5), and time at the beginning and end of the student day (7.5) follow the protections in your contract.
- ✓ **Review the new contract language on *Overload Pay (8.3)* and *Overload Relief for Exceeding Number of Unique Preparations (8.4)*.** If your workload requires relief, let your PAT Building Rep know. We will develop a process to monitor this new language over the first two months of the year. Do not call the PAT office right away and let us roll this process out first.
- ✓ **Make sure a minimum of 1.5 days of individual planning time is scheduled at the beginning of the school year.** Administrator-directed meetings (whether attendance is voluntary or required) should not be scheduled during the designated planning time. (6.5.1).
- ✓ **Complete four (4) hours of District mandatory online training.** This is to be done outside scheduled staff meeting time and no more than 4 hours is required. There should be no staff meetings on at least 2 Tuesdays between the start of the year and the due date of the mandatory online training. (7.10.3).

- ✓ **Submit proof of completion of new coursework to HR prior to October 31<sup>st</sup>** to receive salary adjustment retroactive to the beginning of the school year. (12.3.3)
- ✓ **Know your building's specific school climate and discipline plan, as well as the PPS Student Rights and Responsibilities Handbook/Guide**  
New contract language requires your worksite to have a process be in place which allows you to submit referrals for any student under your supervision at any stage of the referral process. It also guarantees your access to referrals written by you and that you can track or receive documentation of the disposition of the referrals. (9.3.1.6)
- ✓ **Review the PPS Educator Handbook for Professional Growth and Evaluation to familiarize yourself with the evaluation rubric, procedures and required forms.** PAT has just settled a major arbitration over the district's use of other evaluation forms. Only the approved PAT/PPS evaluation forms included in the *PPS Educator's Handbook for Professional Growth and Evaluation* may be used.
- ✓ **Note the potential inclement weather make up days.** Reserve Presidents' Day (February 18, 2019) and the 3 days at the end of the school year (June 10-12, 2019) in your calendar to be available to work in the event inclement weather make up days are required. (6.8.4)