



# PAT Contract Checklist

## to start the 2019-2010 School Year

*Numbers in parentheses refer to the applicable provision of the contract.*

- ✓ **Bookmark the 2019-2020 PAT 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 (ARTICLE 7).**
  - The standard workday is 7-hours and 45-minutes. (7.3).
  - The last 15 minutes of the workday 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 (7.3).
  - Staff meetings may be scheduled on 30 Tuesdays, designated in the School District Calendar. (7.10.1).
  - Make sure 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 contract language on *Overload Pay (8.3)* and *Overload Relief for Exceeding Number of Unique Preparations (8.4)* (Article 8).**
  - If your workload requires relief, let your principal and PAT Building Rep know to start the process for relief.
- ✓ **Make sure a minimum of 1.5 days of individual planning time is scheduled at the beginning of the school year (ARTICLE 6).**
  - Administrator-directed meetings (whether attendance is voluntary or required) should not be scheduled during the designated planning time on the days prior to the first student day. (6.5.1).



## Portland Association of Teachers

- ✓ **Complete four (4) hours of District mandatory online training** (ARTICLE 7).
  - This is to be done outside scheduled staff meeting time and no more than 4 hours is required.
  - There should be no staff meeting 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. (ARTICLE 12). (12.3.3)
  
- ✓ **Know your building's specific school climate and discipline plan, as well as the PPS Student Rights and Responsibilities Handbook/Guide** (ARTICLE 9).
  - The contract requires your worksite to have a process 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 your right to track or receive documentation of the disposition of the referrals. (9.3.1.6)
  - Copies of your building's discipline procedures/school climate plan shall be clearly communicated to all staff during Professional Development (PD) before the start of each school year. Copies must also be distributed to students and families by the end of the first week of school and posted online on the school's website.(9.3.2.2)
  
- ✓ **Review the PPS Educator Handbook for Professional Growth and Evaluation to familiarize yourself with the evaluation rubric, required procedures, and required forms** (ARTICLE 27).
  - Only the approved PAT/PPS evaluation forms included in the *PPS Educator's Handbook for Professional Growth and Evaluation* may be used. Evaluators are required to meet the timelines stated in the contract and the Handbook.
  
- ✓ **Note the potential inclement weather make up days** (ARTICLE 6).
  - Reserve Presidents' Day (February 17, 2020) and the 3 days at the end of the school year (June 8-10, 2020) in your calendar to be available to work in the event inclement weather make up days are required. (6.8.4)