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 7.

If you answer “No” to any question, talk to your PAT Building Rep and administrator.

If you have a full-time (1.0 FTE) assignment, complete the “Full-Time” worksheet instead.

<table>
<thead>
<tr>
<th>Work Site:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Assigned FTE:</td>
<td>Grade(s) or Subject(s):</td>
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How many hours do I work in a standard week? ________________.

Is my assigned FTE correct for the amount of time I am working? *(See chart on reverse)*  YES  NO

If I work two-thirds (2/3) (.67 FTE), do I have 30 continuous minutes of duty free lunch daily?

*It should not include any time during which I supervise students, e.g., monitor lunchroom, escort students, etc.*  YES  NO

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?  YES  NO

Am I assigned an amount of duty proportional to that of my full-time (1.0 FTE) colleagues?  YES  NO

If my assignment ends at the end of the workday, do I have the 15 minute end-of-day planning?  YES  NO

The contract says I am not required to attend meetings or trainings that are not contiguous to my workday. Am I required to attend meetings/trainings only if contiguous with my workday?  YES  NO

Full-time educators may be required on 30 designated Tuesdays to attend meetings or training sessions for up to 90 minutes beyond the workday, starting at the beginning of the end-of-day 15 minute planning period. If other meetings beyond the workday are required, attendance is voluntary and must be paid. As a part-time educator, my required attendance at meetings/trainings contiguous to my workday should be pro-rated. (Educator and administrator should work out a mutually acceptable arrangement.) 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

Planning time - Middle School Level (Grades 6-8, except self-contained 6th grade classes):

If I work two-thirds (2/3) (.67 FTE) or more -

Do I have at least the equivalent of one standard class period per day?  YES  NO

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 on that day?  YES  NO

Planning time – Elementary level (Grades K-5) & Self-contained 6th grade classes:

If I work two-thirds (2/3) (.67 FTE) or more -

Do I have at least 320 minutes per standard work week? (pro-rated for partial weeks)  YES  NO

Including at least one daily block of at least 40 continuous minutes?  YES  NO

If I work a full day on any day of the week (regardless of FTE), do I have a block of at least 40 continuous minutes of planning on that day?  YES  NO

Is my workday continuous (i.e., no periods of non-paid time during the day)?  YES  NO

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