

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 less than a full-time (< 1.0 FTE) assignment, complete the “Part-Time” worksheet instead

Work Site:	Date:
Grade(s) or Subject(s):	

Is my standard workday 7 hours and 45 minutes? (8 hrs for Specific Specialists*)	YES	NO
Does my workday begin at least 15 minutes before 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
Do I have 30 continuous minutes of duty free lunch every day ?	YES	NO
<i>(Those 30 minutes should not include any time during which I supervise students, e.g., monitoring lunchroom, escorting students, etc.).</i>		
Am I assigned generally the same amount of duty as my colleagues?	YES	NO
<i>The contract says I 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 on my part and must be paid.</i>		
Do I have to attend one weekly meeting beyond the workday, for no more than 90 mins?	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 at least 320 minutes per standard work week? (pro-rated for partial weeks)	YES	NO
Does it include a block of at least 40 continuous minutes every day ?	YES	NO
Do I have 15 minutes of planning at the end of the day (except staff meeting Tuesdays?)	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 7hr45min day. My planning time must equal the regular total daily and weekly requirements.</i>		
Is my workday 7 hours and 45 minutes (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 and planning time?	YES	NO
Is my workday continuous (<i>i.e.</i> , no periods of non-paid time during the day)?	YES	NO
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

The strength of our contract depends on the strength of our union membership.