

ARTICLE 14: DUTY HOURS

- 14.1 Work Hours:
 - 14.1.1 A unit member's work day shall be as required to perform professional duties. Professional duties shall not include mandatory attendance at events outside of the designated work year/day or adjunct duties.
 - 14.1.2 Unless assigned elsewhere by the principal or designee, all full time teachers shall be on campus, available for duty to assist in any situation where the health and safety of students would be adversely impacted, from twenty (20) minutes before school begins and until fifteen (15) minutes after school ends. Upon notifying the school office a teacher may leave campus during his/her duty-free lunch unless there is a school emergency. Upon notifying the school office a teacher may leave campus during his/her preparation period except if needed to substitute pursuant to section 14.5.2 or during a school emergency.
 - 14.1.3 The parties agree that changes that substantially impact on unit member duty hours will be subject to meeting and negotiating. In the event an individual school wishes to implement a program that requires substantial changes in duty hours, a waiver will be submitted and approved by WTA prior to implementation. In the event the District wishes to make these changes district-wide, they will be subject to meeting and negotiating.
- 14.2 Notice of faculty meetings shall precede the meeting by forty-eight (48) hours. An agenda shall be provided prior to the meeting. In addition to collaboration days, sites will hold not more than 2 staff meeting per month, each not exceeding one-hour in duration.
- 14.3 A duty-free lunch period shall be provided each unit member. It shall be at least thirty, (30) consecutive minutes, exclusive of passing periods and supervision of students.
- 14.4 Adjunct duties shall be defined as professional duties outside the unit member's defined day **and not inclusive of after school student supervision**. All adjunct duties will be student and school based in order to promote the District's programs and objectives.
 - 14.4.1 Unit members shall receive clear, written, duty expectations which include time requirements, responsibilities and emergency protocol.
 - 14.4.2 During adjunct duties, a viable means of communication shall be provided. Unit members shall not direct or supervise individuals under conditions known to be unsafe.
 - 14.4.3 Unit member participation in adjunct duties will be equally assigned.
 - 14.4.4 Adjunct duties will only be assigned during contracted days. Unit members on a voluntary basis only, may participate in activities held during non-contract days.
 - 14.4.5 A list of adjunct duties shall be determined with input from the staff and unit members shall not be required to perform more than twelve (12) hours per year.
 - 14.4.6 Special education teachers who conduct the majority of their IEPs after school will be exempt from adjunct duties.
- 14.5 Substitutes will be obtained for bargaining unit members. In emergencies, every effort will be made to arrange to provide substitutes who are willing to substitute by using the following:
 - 14.5.1 Substitutes from the District sub list.
 - 14.5.2 Teachers during their preparation period who will receive compensation for lost preparation period.

- 14.5.3 Classified staff on the site with a bachelor's degree, who have passed the CBEST and have obtained an appropriate credential.⁵⁰
- 14.5.4 Student teachers in their assigned classroom with the mutual consent of the master teacher, principal and university coordinator.
- 14.5.5 The principal or counselor.
- 14.5.6 Teacher specialists.
- 14.5.7 Combine classes whenever possible and utilize other available classified staff to reduce the adult-student ratio for supervision.

- 14.5.7.1 If combined classes are necessary, each unit member who agrees to accept, or is assigned additional students, will be compensated at the pro-rated hourly rate of the District retirees' single day substitute rate based on the number of reassigned students and the amount of time the additional students are present. If a unit member supervises another unit member's entire class for the entire school day they shall have the compensation options as indicated in Article 17.13.

- 14.5.8 Recall a teacher from a local workshop or staff development activity.

- 14.5.9 Certificated staff from the District Office.

14.6 Release Time K-8, K-5, K-2, 3-8: It is the intention of the District and WTA to focus on the teacher's role as a professional whose time and energy should be focused upon the learning process, not the supervision of children occupied in non-instructional activities, e.g., rainy day supervision, late buses, etc. Elementary school teachers shall not be assigned to supervise students engaged in non-instructional activities before or during morning recess (approximate hours 7:30 a.m. until the end of lunch recess). Teachers shall remain available to assist in any situation where the health and safety of students would be adversely impacted.

- 14.6.1 The District will employ appropriate classified employees to perform these supervision duties thereby providing the opportunity for more teacher preparation.

- 14.6.2 Special Education credentialed and assigned teachers with no designated preparatory time will be provided one day per quarter on-site quarterly release time in order to work on IEPs. This time will be pre-arranged and coordinated with the site administration.

14.7 K-8 / K-5 / K-2 / 3-8 Annual Schedule:

- 14.7.1 Annual Schedule: Bell schedules and calendar shall include enough instructional minutes to exceed state requirements by between 1% and 2%. Start time will be when the first instructional bell rings.

- 14.7.2 Instructional minutes in departmentalized K-8 programs will be calculated per state regulations and may exceed the 2% maximum. Every effort will be made to maintain the same starting and ending times in all grades 4-8 at a site.

- 14.7.3 Regular Day Kindergarten

- 14.7.3.1 The regular day kindergarten teacher's day will consist of 200 minutes of daily instruction and 40 minutes preparatory time

weekly. When not providing instruction for their own students, these teachers shall provide instructional support to the unit member teaching the opposite 200 minutes of the AM/PM day. Should there be an odd number of kindergarten classes, teachers shall be assigned to instructional support duties equitably.

14.7.4 Extended Day Kindergarten

- 14.7.4.1 Extended day Kindergarten Program is defined as a day that goes beyond state instructional minute requirements and is not subject to percent limits.
- 14.7.4.2 No unit member shall be assigned to relinquish their preparation period except in accordance with the provisions of the agreement Article 14.5 and as otherwise allowed by current contract language. 51
- 14.7.4.3 The District shall consider requests from volunteers, via email, before assigning teacher(s) to teach in the extended day program.
- 14.7.4.4 The Extended Day Kindergarten teacher's day will consist of 245 minutes of daily instruction and between 135 – 150 minutes of preparatory time weekly, based upon the site's current practice, due to the unique demands of the Extended-Day Kindergarten teacher. The individual's schedule for the remainder of the day (total day is 6.5 hours inclusive of lunch) shall be worked out mutually with the teacher and the site administrator.

14.8 Grades 6-12 Annual Schedule:

- 14.8.1 Annual Schedule: Bell schedules and calendars shall include enough annual instructional minutes to exceed state requirements by between 1.5% and 2%.
- 14.8.2 In a departmentalized program full-time teachers in grades 6-12 shall be assigned one (1) preparation period equal in length and frequency to a teaching period. Teachers shall be assigned no more than five (5) regular teaching periods. Period length variations up to five (5) minutes shall be allowed and considered to be periods of equal length. Teachers may teach during their preparation period pursuant to section 14.8.6. If a teacher is assigned more than four (4) preparations they shall be excused from adjunct duties during that time period.
 - 14.8.2.1 Effective the 2014-15 school year, unit members who provide instruction during preparatory periods at the 4-5 grade level shall receive 120 minutes of preparatory time per week. However, if these unit members also provide two (2) or more periods per day of departmental instruction (6-8), they shall receive a daily prep time equal in length and frequency to a 6-8 teaching period.
 - 14.8.2.2 Effective the 2014-2015 school year, full time (6-8) teachers teaching on an A/B six (6) period schedule shall not be required to teach classes that require more than four (4) preparations per semester. Teachers shall be chosen utilizing selection criteria in 14.8.6.2.
 - 14.8.2.2.1 Teachers (6-8) who teach classes that require more than four (4) preparations per semester

shall be compensated at the hourly rate computed by dividing their per diem rate on the current teachers' salary schedule by 6 for the duration of the length of the assignment.

- 14.8.3 Minor and infrequent changes to the schedule may be made by the principal. These changes may include slight changes to the length of passing period and adapting class periods for school needs. Some examples of adjusted schedules include rallies, extracurricular activities, special homerooms and mandated testing, etc. The normal preparation period may be adjusted by the principal on these days.
- 14.8.4 ROP and other extended day programs are not subject to the above conditions.
- 14.8.5 Full time teachers assigned to a 4 x 4 schedule shall teach three (3) periods per day and shall have one (1) preparation period per day. Each period shall be no more than ninety (90)-minutes in length. Passing time between periods shall be no less than five (5) minutes. However, no additional duty shall be required of unit members because of any increase in passing time.
 - 14.8.5.1 Unit members relinquishing their daily preparation period shall be paid one-third (1/3) the daily retired substitute rate. A unit member who relinquishes three (3) preparation periods may opt to receive one (1) day of compensatory time in lieu of pay.
 - 14.8.5.2 Opportunities for unit members relinquishing their preparation period shall be shared equitably. Preparation Period Buy-Outs shall adhere to the provisions of 14.8.6 of the collective bargaining agreement.
 - 14.8.5.2.1 Association approved unit member preparation "buy-out", who are willing to accept the assignment shall be compensated at an hourly rate computed by dividing the per diem rate of Group VI, Step 13 of the current unit members' salary schedule by 4 teaching periods.
 - 14.8.5.3 Unit members shall be notified prior to Winter Break of the classes they will be teaching for the next term.⁵²
 - 14.8.5.4 It is the intent that Unit members teaching on a four-period (4) schedule shall not be required to teach classes that require the planning for more than two (2) preparatories. Exceptions will be by mutual consent. If a teacher is assigned three (3) preparations they will be excused from adjunct duties.
 - 14.8.5.5 Class size shall adhere to all of the provisions of Article 16 Class Sizes of the Collective Bargaining Agreement.
 - 14.8.5.6 Teaching periods for Teachers on Special Assignment, e.g., Activities Director, Athletic Director, Department Chairs, Reading/Math Coaches ROP, Academy, etc. shall be proportionate to the number teaching period to which they are currently assigned.
- 14.8.6 Preparation Period Buy Out: The District shall have the right to assign teachers who indicate a willingness in writing to teach one class in addition to their normal assignment during their preparation period. Any teacher so assigned must hold or be eligible to obtain the appropriate certification and have permanent status. These assignments shall be for one semester and may be renewed for the final semester during the school year.

14.8.6.1 The number of teachers the District shall have the right to assign to teach an additional class shall be limited to no more than two (2) per discipline as defined in Article 16.3 unless a waiver is agreed upon by the Association and the Superintendent or his/her designee.

14.8.6.2 In the event there are more teachers who indicate in writing a willingness to teach an additional class than there are additional classes available, the District shall utilize the criteria listed in Article 5.3.2 of this collective bargaining agreement to determine which teacher or teachers it shall assign.

14.8.6.3 Teachers assigned to teach a class during their preparation period shall be compensated at the hourly rate computed by dividing the per diem rate of Group VI, Step 13 of the current teachers' salary schedule by six (6) for the number of contract days in one semester up to one full school year depending upon the length of the assignment.

14.9 Elementary and 4th-5th Grades Preparation Time: Prep-time provided by preparation-time release teachers for 4-5 grade classrooms will be 120 minutes a week. The impact of holidays on the equitable distribution of prep time shall be taken into account. In the event that preparation time is missed, unit members may elect either Blue-slip time off or paid time. Five missed preparation periods will constitute one day of compensatory time. Unit members will be compensated at the hourly rate of the District retirees' single-day substitute pay rate (single daily rate for retiree sub 1-20 days divided by 5 hours).

14.9.1 The District may increase the preparation time above 120 minutes for teachers in grades 4 and 5 in K-8 schools without establishing past practice. The increase may be limited to single grade levels at individual schools rather than being applied district-wide if program needs at a particular school increase teachers' preparation needs. The District may also reduce the preparation time back to 120 minutes without negotiating the change.

14.9.2 Beginning January 20, 2015 unit members in grades 1-3 shall receive one day per quarter of on-site release time for classroom preparation. This time will be prearranged and coordinated with the site administration. In instances where a prearranged substitute becomes unavailable, then the procedures in section 14.5 will be followed.

14.9.3 Kindergarten Preparation Time: Kindergarten teachers, during the part of the day where they are not required to be teaching class, will have forty (40) minutes a week scheduled for their preparation time. Individual schedules shall be worked out mutually with the teacher and the site administrator.

14.9.4 All instruction provided during preparatory periods shall be taught by a properly credentialed teacher as required by law.

14.10 Collaboration Time

14.10.1 Collaboration time shall be defined as time when teachers regularly meet in order to improve student learning. This time includes those grade level and department meetings related to improving student learning, but do not include meetings relating to general school operations.

14.10.2 There will be a maximum of fourteen (14), ninety-minute (90) meetings calendared throughout the school year. By mutual agreement, the District and individual sites may adjust the number and length of collaboration days as long as the total number of

minutes equals 1260 per school year. The site administrator will be responsible for developing an agenda for each session.

14.10.2.1 Prior to the first district wide collaboration session of the school year, the District and WTA agree to form a committee representing a diversity of grade levels and subject areas, in order to develop a program of studies that supports the instructional objectives of the district, and publishes a calendar that improves the access of teachers to quality staff development.

14.10.2.1.1 The bargaining unit and district recognize that planned content and activities in district-wide collaboration days may need to be modified based on changes in instruction and assessment. In such cases, a revised agenda shall be distributed at least four (4) days in advance.

14.10.2.2 Site-based collaboration day professional development content and outcomes shall be jointly developed with staff input and the on-site teacher leadership team. The site administrator will be responsible for providing an agenda for each session to be distributed at least four (4) days in advance.

14.10.2.3 At the conclusion of each site-based or district wide collaboration day's activities, an evaluation form shall be collected from participants to provide feedback on the content. Feedback forms will be reviewed by presenters and sent to Ed.Services to be shared with the collaboration committee or leadership team.

14.10.3 The collaboration session may be held before school, after school, or a school staff may choose to lengthen their current work day in order to bank minutes to conduct the collaboration sessions during 90-minute late start or early out days.

14.10.3.1 The decision to either bank minutes or hold the meetings before or after school will be determined by a simple majority of the entire certificated staff at the site. Because of bus schedules, all schools that choose to bank minutes will have to meet together on an annual basis to create a workable calendar for collaboration sessions. All collaboration calendars must be determined by March 1st of the preceding year.

14.11 Parent Conferences: Parent conferences may be scheduled on up to five (5) minimum days in each of the fall and spring semesters.

14.11.1 Each site administrator shall determine conference time and procedures after input from the site staff as a result of their grade level meetings.

14.11.2 During all required conference time periods, an administrator or designee shall be on site. A viable means of communication shall be established and communicated.

14.11.3 Unit members shall normally be scheduled to attend not more than fifteen (15) hours of conferences during designated conference days.

- 14.11.4 Parent conferences shall normally be scheduled prior to 5 pm.
- 14.11.5 Conferences outside the designated times may be arranged by individual unit members with the approval of the site administrator.
- 14.11.6 Parent conferences at each site shall include all general education teachers who provide instruction to students.
 - 14.11.6.1 Due to the large number of student contacts, grades 6-8th parent conference procedures will prioritize at-risk students and parent requests for conferences. These procedures will be determined in accordance with Article 14.11.1.
- 14.11.7 The District will advise principals that the grade reporting window will be extended to include the days designated for parent conferences. These days may also be used for the preparation of standards-based report cards.

14.12 Teaching Outside of the Defined School Day

- 14.12.1 For the purpose of Article 14.12, "Teaching" is defined as instruction for which attendance is tracked for ADA purposes and course credit may be earned.
- 14.12.2 Beginning with the 2015/2016 school Year, teaching outside of the defined day will be implemented in the same manner as classes scheduled during the regular school day. A substitute teacher will be hired if the regular teacher is absent.
- 14.12.3 The classes will be taught on instructional days as defined in Article 15.
- 14.12.4 A site administrator will be present on campus during all instructional times.
- 14.12.5 The District shall have the right to assign teachers who indicate a willingness in writing to teach outside of the defined day. If the number of volunteering teachers exceeds the available number of assignments, then the criteria listed in Article 5.3.2 shall be followed.
- 14.12.6 Full time teachers who teach outside of the defined day, shall teach the same number of periods and have the same amount of preparatory time as teachers teaching within the defined day.
- 14.12.7 If teaching outside of the defined day, results in a Preparation Period Buy-Out, then Article 14.8.6 will be followed.

14.13 Miscellaneous

- 14.13.1 The District will advise the principals of the practice that schedules three minimum days at the end of the year. These days are designed for teacher work. Group meetings on this time will be voluntary.
- 14.13.2 Certificated teaching personnel will not have a change in working conditions with regards to supervision during the summer school day, i.e., no morning duty, no lunch duty, etc.

14.13.3 This article shall not apply to ECE Full Day and ECE AM/PM unit members with the exception of Special Education Preschool unit members.