

**ARTICLE IX**  
**UNIT MEMBER WORK HOURS AND RESPONSIBILITIES**

- A. **Unit Member Work Hours.** The unit member work day shall begin 30 minutes before the opening of school, and shall normally continue 7-½ hours, including lunch. Because the nature of a unit member's day-to-day professional responsibilities does not lend itself to an instructional day of rigidly established length, unit members shall remain at the school site to work during the established 7-½ hour work day, exclusive of the unit member's lunch period, and shall remain on site beyond such hours as needed to perform their additional instructional and professional duties.
- B. **Instructional Professional Responsibilities.** These duties include the planning of lessons, preparation of materials for instruction, review and evaluation of work of students, and conferring and counseling with students, parents, staff, and administrators, maintaining student records, and attending in-service, faculty, departmental, grade level, and student study team meetings. Such instructional duties also include assigned supervision of students within and outside the classroom, participation in back-to-school night, open house, promotion, parent conferences, parent teacher meetings, IEP meetings, certain evening performances by pupils, and emergency needs.
- C. **Non-Instructional Professional Responsibilities.** Non-instructional responsibilities, beyond the above defined duties, will be distributed by the site administrator as equitably as possible. Such responsibilities include, but are not necessarily limited to, special school programs, dances, carnivals, field trips outside of the regular school day, assigned school committees, and emergency needs.
- D. **Reduced Instructional Day for Parent Conferences, Traditional Track Programs.** During the parent – teacher conference period for the fall trimester, pupil instructional days for grades 1 - 8 shall be reduced by 1- ½ hours daily on days established in the District's student calendar.
- E. **Reduced Instructional Day for the First Day of School.** The pupil instructional day for grades 1 - 8 shall be reduced by 1-½ hours on the first day of school as established in the district's student calendar.
- F. **Early Departure on Days of Evening Programs.** On instructional days when unit members are required to return to school in the evening, a unit member may leave at the time his/her class is dismissed for the day, provided that his/her classroom is prepared for the evening program and for the next instructional day

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and as long as professional duties described in section B have been completed.

G. **Early Departure of Day Preceding Break Periods.**

On the final instructional day before Thanksgiving, the winter, spring, and summer recesses, instruction for grades 1 – 8 shall be shortened by 1-1/2 hour. A unit member may leave after the student dismissal time as long as professional duties described in section B have been completed.

H. **Preparation Time: Intermediate Schools.**

Unit members assigned at a District intermediate school shall have one preparation period during the regular instructional day. The preparation period shall be utilized by unit members for the purposes discussed in section B. The site administrator may reserve no more than one preparation period per week per unit member for required staff meetings or in-service. In addition, to the one preparation period during the regular instructional day effective July 1, 2014, the site Administrator may utilize one additional prep period during a week, not to exceed ~~ten~~ five (~~10~~ 5) weeks. It is understood and agreed that in the case of holidays, parent-teacher conferences, teacher absence from the school site, in-service or staff meetings described in this paragraph, that regularly scheduled preparation time missed will not be made up.

6 minimum days are available for the District's middle schools, to be directed by the principals for staff development, in-service and programs development. (NOTE: The District will add 6 additional minimum days to the school calendar at the intermediate level.)

Teachers who are selected to teach a sixth period shall receive one-sixth (1/6) of their daily rate for such additional assignment where the assignment is of 30 teaching days or more in duration. Should circumstances occur which necessitate the need for a teacher(s) to teach a sixth period, to the extent the master schedule allows, unit members at that site with the appropriate credentials and skills shall be given equal opportunity to assume this additional sixth period assignment.

I. **Preparation Time: Elementary Schools.**

The designated purposes assigned to minimum days are as follows:

- (1) Five (5) minimum days are available for the District's elementary schools, for required staff meetings, in-service, or program development as determined by the site administrator.

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- (2) The remaining minimum days shall be used for teacher planning and preparation. These planning and preparation minimum days shall be utilized by unit members for the purposes discussed in Article IX, Section B of the collective bargaining agreement. It is understood that in case of holidays, parent teacher conferences, teacher absence from the school site, in-service or staff meetings, that regularly scheduled elementary school preparation time missed will not be made up.

The decision as to which minimum days will be selected for the 5 that are directed by the Elementary Principals (see (1) above) is to be made by the principals of the school with input from the school's staff through its leadership team. During a school year in which the school site is participating in Program Quality Review, Coordinated Compliance Review, Distinguished School Application, Blue Ribbon School Application, or any other state mandated review process, the elementary principal may direct 10 minimum days. This decision will be made with the intent of selecting principal directed minimum days so as to best meet the needs of each individual school staff by allowing planning and preparation minimum days (see (2) above) to be selected for use during optimum periods.

- (3) Commencing with the ~~2016-2017~~ 2017-2018 school year the District will provide up to sixty (60) preparation periods each school year for unit members assigned to grades 1 through 5. These preparation periods will be ~~40~~ 50 minutes in duration during the instructional day—, whenever possible. In the event of inclement weather, scheduling conflicts, or other unforeseen circumstances, preparation time may be reduced to 40 minutes in duration. The preparation period shall be utilized by unit members for the purposes discussed in section B. The site administrator may reserve no more than fifteen (15) of these periods for required staff meetings, grade level meetings, trainings or in-service.

This arrangement shall not be subject to the contractual grievance procedure outlined in Article VII of this agreement.

- (4) Commencing with the 2017-2018 school year the District will provide two planning days during the school year for transitional kindergarten and kindergarten teachers.

J. **Preparation Time** SDC/RSP/SLP elementary/middle, grades Pre K-8

- (1) Each Special Education Teacher in the above assignment, grades Pre K-8, will be entitled to the same number of summer

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planning days as the regular education teachers at their assigned school site/program.

- (2) The district will provide three (3) release days per year for the purposes of writing/attending IEP's, conducting student assessments, IEP goal monitoring, observation of students, and collaborations with other specialist and support providers. Due to the limited availability of substitutes, the schedule for such coverage must be coordinated between the principal, the teacher, and the District. In the event that substitutes must be "pulled" from coverage to cover absences elsewhere in the District, the teacher will have the option to submit a time card for a full day of pay at the curriculum/instructional rate for a non-scheduled work day or reschedule the release day
- (3) Commencing with the ~~2016-17~~ 2017 -2018 school year the District will provide up to sixty (60) preparation periods each school year for unit members assigned to grades 1-5, teaching Special Day Classes. These preparation periods will be ~~40~~ 50 minutes in duration during the instructional day whenever possible. In the event of inclement weather, scheduling conflicts, or other unforeseen circumstances, preparation time may be reduced to 40 minutes in duration. The preparation period shall be utilized by unit members for the purposes discussed in Article IX Section B. The site administrator may reserve no more than fifteen (15) of these periods for required staff meetings, grade level meetings, trainings or in-service.
- (4) Five (5) Minimum days are available for the District's Elementary Special Education Teachers for required staff meetings, in-service, or program development as required by the District and their Site Administrator. The total number of required minimum day meetings (site meetings and Special Education meetings combined) for the District's Elementary Special Education Teachers cannot exceed five (5).
- (5) Six (6) Minimum days are available for the District's Intermediate Special Education Teachers for required staff meetings, in-service, or program development as required by the District and their Site Administrator. The total number of required minimum day meetings (site meetings and Special Education meetings combined) for the District's Intermediate Special Education Teachers cannot exceed six (6).
- (6) Teachers assigned to more than one site shall receive the greatest number of summer planning days issued by their sites.

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K. **Staff Meetings**

Estimated start and end times for school site staff meetings will be posted 72 hours prior to the meeting. Time will be set aside at the end of staff meetings to conduct Etiwanda Teachers Association business. Staff meetings will not be scheduled on days when teachers are required to attend evening school-wide events.

The District proposes establishing an MOU for the 2017-2018 school year regarding Supervision Responsibilities. The number of supervision assignments for unit members will be reduced by employing proctors and instructional aides to supervise students, before school, after school and during recess. The MOU would include the following:

**Supervision Responsibilities**

Scheduling of before and after school supervision assignments, bus supervision assignments, recess duty supervision assignments, and all other scheduled student supervision assignments shall be the responsibility of the principal at each school site.

Commencing with the 2017-2018 school year every effort will be made to ensure that teachers in grades 1-5 will not be scheduled for recess supervision assignments.

Commencing with the 2017-2018 school year every effort will be made to ensure that teachers in grades 1-8 will be scheduled for either morning supervision assignments or afterschool supervision assignments, depending on the unit member's preference. The number of supervision assignments during the school year will be reduced by including proctors and instructional aides in supervision responsibilities.

Commencing with the 2017-2018 school year every effort will be made to ensure that all special education teachers (SDC, RSP and SLP) in grades 1-8 will not be scheduled for supervision assignments before school, after school, or during recess.

In the event of an emergency or when there is a shortage of personnel available to provide student supervision, all unit members may be required to supervise students during their contractual day.