

## ARTICLE 8 – BARGAINING UNIT MEMBER WORKING HOURS

- 8.1 The number of instructional days will be one hundred eighty (180) days. Bargaining unit members shall have four (4) additional workdays; three (3) days shall be prior to the beginning of school, of the three (3) days, one (1) day or two (2) half days shall be unencumbered by meetings. The fourth workday will occur at beginning of the second semester. This day shall be used exclusively for individual teacher classroom work and preparation.
- 8.2 All bargaining unit members, TK-12, have an official work day of seven (7) hours, plus duty free, thirty (30) minute lunch. Prep time applies to all bargaining unit members and is based on a five day work week. Prep time can be allocated, using the time the students are taught by the music and/or PE teachers and the first 30 minutes of early out days. Prep time shall be allocated for extended kindergarten teachers outside the instructional minutes. Bargaining unit members are required to remain on campus during their preparation period unless authorized to leave by immediate supervisor.
- 8.2.1 The following prep times at sites will be in effect:
- Grades TK-5 prep time is 140 minutes per week
  - Grades 6–8 prep time is 220 minutes per week (1 prep period per scheduled rotation)
  - Grades 9–12 prep time is 225 minutes per week (1 prep period per scheduled rotation)
  - Alternative Education prep time is 225 minutes per week
- 8.3 Bargaining unit members shall be entitled to at least one (1) thirty (30) minute, duty free lunch period daily, except in case of emergency which affects the health and safety of students.
- 8.4 All bargaining unit members are expected to perform certain non-teaching duties as an integral part of their job assignment, including supervision of students before, during and after school; attendance at faculty meetings; parent-teacher conferences; conferences with the immediate supervisor concerning employment matters; open houses and back-to-school night; and inservice meetings. For programs and activities other than those listed above, the immediate supervisor may assign bargaining unit members "professional responsibilities" in addition to the regular assignment. Professional responsibilities include school activities such as chaperoning dances, supervising sporting events, attending parent support group meetings and attending "after work hours" programs. Such programs and activities, other than those listed above, shall be equitably distributed among bargaining unit members.
- 8.5 Bargaining unit members, who must complete coursework during the current school year to meet state credentialing requirements, may request release time through Human Resources if all other alternatives have been exhausted.
- 8.6 Any bargaining unit member employed in grades TK-5 will take extra students when a substitute is not available and shall receive the per student rate for the day. Bargaining unit members in grades 6-12 who take extra students because of a split class shall receive the per student rate of pay. Bargaining unit members in grades 6-12 shall not be

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required to substitute during their preparation period unless the administrator is unable to find a volunteer. Administration will establish a volunteer list at the beginning of the year that can be changed throughout the year. A bargaining unit member who is assigned to substitute shall receive the hourly rate.

- 8.7 Involuntary period subbing shall be limited to absences as enumerated in Article 15 - Leaves, emergency situations, or student related events.
- 8.8 In-service meetings will be held during allowed early out days, whenever possible.