

Bend-La Pine Schools Guidance for Scheduling Part-time Certified Staff

The district recognizes that creating schedules for part-time staff can be challenging, and these staffers' schedules have been the subject of numerous complaints and grievances. This guidance is intended to help administrators create schedules that comply with our employee agreements. Your level leaders are available to review schedules, as well, if you have questions.

Step #1: Review the CBA (see relevant language below).

Middle Schools/High Schools

(From Article 15 of the CBA) A member's normal day for instructional duties shall be eight (8) hours. The workday shall include:

1. Not less than a thirty (30) minute duty-free lunch period during which members may leave the building without permission. The length of lunch in schools with more than one lunch period shall be the same. The lunch period shall not be reduced by passing time.
2. Middle Schools and Senior High Schools: a. No more than 300 minutes of student instructional time. b. Not less than one (1) daily preparation time equal in length to a normal class period.
4. A regularly scheduled amount of time before and after the pupils' day at each school.

Elementary Schools

(From Article 15 of the CBA) A member's normal day for instructional duties shall be eight (8) hours. The workday shall include:

1. Not less than a thirty (30) minute duty-free lunch period during which members may leave the building without permission. The length of lunch in schools with more than one lunch period shall be the same. The lunch period shall not be reduced by passing time.
3. a. A minimum of 270 minutes preparation time per week including a period of at least thirty (30) minutes duration per day, uninterrupted, within the student day for grades K-5. The thirty (30) minutes prep for half-day session Kindergarten teachers may be scheduled before or after the student day. Within the 270 minutes per week there shall be a minimum of two (2) forty-five (45) minute uninterrupted preparation periods and one (1) thirty (30) minute uninterrupted period within the employee workday per week.

b. Not less than one (1) fifteen (15) minute duty-free relief period for grades K-5. A second fifteen (15) minute relief period shall be scheduled for grade K-2 teachers, however, supervision of this period may be required on a rotational basis by the teachers. The relief periods shall not be reduced by "passing time".
4. A regularly scheduled amount of time before and after the pupils' day at each school.

Step #2: Start building a schedule around the employee workday. (All examples in this guidance will be for a .5 FTE employee because it's being written by an English major 😊.) Our full time staff have an 8-hour day, so a .5 staff member needs a 4-hour day, from report time to release time.

Step #3: Make sure the employee has a schedule **in writing** that provides a “regularly scheduled” amount of time before and after the employee’s student contact time (not the “pupil’s day” for part-time employees). The amount of time provided will depend on how much prep time the employee has during their student contact time (more on this to follow). Note: for high schools on a rotating schedule, this does NOT need to be the same report/release time every day. Schools will probably have an A-, B-, and C-day schedule for part-time employees.

Step #4: Provide any part-time employee at .5 FTE or above a 30-minute, duty-free lunch break.

Step #5A (MS and HS only): Calculate the total number of “prep time” minutes needed. Our full time certified HS staff have a full prep period during the pupil day (for example, 72 minutes), plus 45 minutes before school and 15 minutes after school, for 132 minutes total.

A .5 employee needs a schedule that provides them at least 66 minutes of prep, half of the 132 minutes referenced above. SO...if that employee has a full prep period of 72 minutes during the day, they can report 5 minutes before their classes start and leave 5 minutes after and more than meet the prep time obligation for the employee.

Step #5B (Elementary only): Calculate the total number of “prep time” minutes needed. Full time certified elementary staff have 270 minutes of prep per week, which includes a 30-minute prep during the pupil day, and two 45-minute and one 30-minute uninterrupted blocks during the employee day (after-school times, typically).

A .5 employee needs a schedule that provides them with 135 minutes of prep per week, which includes a 15-minute prep during the pupil day, and two 23-minute and one 15-minute uninterrupted blocks during the employee day (after-school times, typically).

Step #6: Clarify employee’s responsibility to attend SIW’s, work days, inservice week activities, and parent conferences proportional to their FTE.

(Article 15)

C. Part-time members’ obligations to attend in-service and/or collaborative late start or early release days shall be prorated as per their FTE and as approved by their principal.

Step #7: Build the plan (which includes the daily schedule, work day schedule, inservice week, parent conferences and SIW commitments) and share it **in writing** with each part time employee. When in doubt, consult your level leader!