

Article 16-Work Day: Highlights of 2023-27 CBA

2. Part-time certified staff (.5 FTE and above)

- Instructional and non-instructional time is pro-rated. Attendance at SIW's, staff meetings, etc. "outside of the Certified Employees (CE) regular workday" shall be voluntary and compensated.
- CE's at or above .75 FTE will have a 30-minute duty-free lunch.
- District shall provide part-time CE's a detailed schedule no later than the first student contact day.

4. The district may adjust the hours of the normal workday during inservice week and for conferences.

6. Schools will develop a process for creating a main schedule that provides opportunities for CE's to provide input and feedback.

7. CE's may request a problem-solving meeting with their supervisors to address atypical workload concerns, as well as possible solutions.

B. Full time classroom teachers

Beyond SIW's, no more than...

- 75 minutes of staff meetings per month
- 90 minutes of committee meetings per month
- 45 minutes of PLC/MTSS per week

3. Secondary classroom teachers

- Shortened weeks (holidays, cancellations, PD) may impact prep time.
- CE's shall have an annual average of no more than 50 minutes per week of supervision time, including supervision of passing periods.
- District will provide curriculum for advisory programs.

5. Elementary classroom teachers

- Prep time: teachers will have 385 minutes a week of prep time, including 30 minutes uninterrupted during the student contact day and three 45-minute uninterrupted. Shortened weeks may impact prep time.
- CE's shall have no more than 45 minutes per day of supervision.
- K-5 CE's shall have two 15-minute breaks per day, with one of those having rotating supervision duties.
- Kindergarten staff will meet with supervisor no later than the first week of April to develop plan for incoming K students.
- Kindergarten staff who attend ECSE transition meetings will either be subbed out or compensated at their daily rate.
- Co-curricular teachers (music, PE, etc.) are excused from attending weekly site-level PLC meetings to plan for programs.
- If it is necessary to combine parts of classes, supervisors and co-curricular teachers will have a problem-solving meeting.

C. Full-time Specialists

- Specialists with case management responsibilities will have 215 minutes each week for this work, in blocks of no less than 30 minutes. Atypical weeks may impact this time.
- When a substitute is not available, a specialist's workload may be adjusted. Supervisors will confer with the employee and the Association regarding adjusted workloads.
- Learning specialists will have two additional days/year of release time for case management responsibilities.

D. Itinerant Staff

- In addition to prep time, breaks, and lunch, itinerant CE's will have 20 minutes of travel time between sites.
- CE's prep time requirements may be met by a weekly or rotational average. If an itinerant CE works at multiple levels, prep time will be prorated by level. Supervisors will develop complete schedules for itinerant CE's who work between levels, in consultation with the CE and the Association.
- Itinerant staff will not be assigned supervision duties.

E. MOA Supervision Duty

- Counselors may be assigned up to an hour of supervision duty per day and they will be paid at their per diem hourly rate for supervision exceeding the limits set out in Article 16 b.
- Additional Student Service Employees who voluntarily agree to supervise beyond the limits in Article 16 may also be assigned additional supervision duty and be paid their per-diem rate.