

ARTICLE VIII – HOURS AND CONDITIONS OF WORK

- A. The standard recommended workday schedule for classroom unit members shall be provided annually by the Superintendent after consultation with the Association. Upon arrival at his/her assigned worksite, the unit member shall check in on a daily time sheet and shall call or sign out when leaving the worksite at the end of a workday. The unit member's workday ends as soon as his/her professional responsibilities and professional periods are fulfilled. On those occasions when a unit member intends to remain on campus beyond the time when the site office closes, he/she shall notify that office of his/her intentions and receive permission to do so.
- B. The unit member's workday shall include a thirty consecutive-minute lunch period without assigned responsibilities. Unit members may leave campus during their duty-free thirty minute lunch provided that the unit member checks in and out with the principal's office staff or signs a sheet designed for that purpose.
- C. All unit members are required to remain at their respective worksites during the workday except as provided for in Section B above unless otherwise authorized to leave by their immediate supervisor.
- D. The site will designate at least two days a month as meeting-free days. These days may not be on the second and third Thursdays of each month, when Association meetings are scheduled. On Association meeting days, except under the most unusual circumstances, meetings will be avoided after the normal work day.
- E. On "minimum" days, the teacher's workday shall end at 3:00 p.m. On minimum days scheduled at the high schools for such events as back-to-school night, parent conferences and/or open house, teachers will be released at 12:30.
- F. The minimum workday for all unit members other than regular classroom teachers shall be as follows, provided their professional responsibilities are being fulfilled:
 - 1. Speech and Language Therapist, Elementary Music Teacher: Same as upper grade (4-6) teachers.
 - 2. Resource Teacher, Teacher on Special Assignment, Nurse, Library Media Teacher Grades 7-12: Seven (7) hours excluding 30-minute duty-free lunch.
 - 3. Counselor: Eight (8) hours excluding 30-minute duty-free lunch.
- G. Each site will make an effort to develop a reasonably equitable supervisory duty schedule for duties during the workday.
- H. Professional Development Days
 - 1. Mandatory Professional Development Days
 - a. There will be two on-schedule mandatory Professional Development days.
 - (1) One day scheduled during the first pre-work service week for returning teachers.
 - (2) One day to be scheduled within the school year.
 - (3) Topics for all programs and/or meetings shall meet the goals and needs of teacher, site, and District plans. Professional development for each of these days will focus on instructional methods, including teaching strategies, classroom management, academic content in the core curriculum and other training designed to improve pupil performance, safety and well-being.

- (4) Mandatory Professional Development days will be six hours and thirty minutes excluding lunch and include a 10-minute morning break.
 - b. All days must meet the requirements of law and reflect site and district plans.
 - c. District-presented programs may provide mandatory materials and shall be coordinated with the Professional Development Team and school sites.
 - d. When scheduling Professional Development days, maximum ADA and isolated work days will be considered.
 - e. Pursuant to the Instructional Time and Staff Development Reform Program, Education Code Section 44579, et seq., all bargaining unit members shall be required to attend both of the mandatory staff development days scheduled, for the entire duration of the training session. If a bargaining unit member does not attend a staff development training session, due to circumstances which the unit member cannot be expected to disregard, he/she shall make up the missed training. Validation of the completion of the make-up training shall be presented to Human Resources and BPEA. Upon completion of make-up day(s), charged leave for missed day(s) will be credited back to the employee.
- I. The District will pay \$20.00 an hour for any mandatory after-school hours supervision duty assigned a teacher beyond eight hours a year. This would typically be for such activities as athletic events, school plays, dances, concerts, etc. This excludes such things as graduation, open house, back-to-school night, parent conferences, parent advisory meetings, P.T.A. meetings, and bus supervision. Payment for duty will be made at the end of each pay period provided the appropriate time sheet is submitted by the 15th of the month for that pay period.
 - J. An effort will be made by the site administrator to make a restroom break available to unit members not to exceed ten minutes each day.
 - K. Exceptions to the regular beginning or ending time for the unit member's workday without loss of pay may be made subject to the approval of the Superintendent or his designee for any reason which the District feels is to the advantage of the District.
 - L. Unit members shall not be required to perform specialized health care services.
 - M. Secondary (7-12) teachers shall have a daily professional period. The professional time will not be used for regular or special meetings unless by mutual consent of the affected unit member(s) and the site administrator. Each site shall have the option of making adjustments in the schedule set by the Board of Education to accommodate such things as home room, counseling and guidance periods, time banking, etc., as determined by mutual agreement (2/3 of staff).
 - N. Elementary classroom teachers in grades kindergarten through six will receive a 45-minute professional period per week. If professional time falls on a holiday, vacation and/or minimum day, it will not be rescheduled. Professional time will not be used for regular or special meetings.
 - O. Traveling Teachers
A traveling teacher who moves two or more times during a school day shall:
 - 1. Be assigned using volunteers first.
 - 2. Be recommended by the departments for the principal's consideration.
 - 3. Be assigned on a rotating basis to distribute these assignments equally over time except for specialized room assignments.
 - 4. Have no regular duty during the school day.

5. Be given a cart to transport materials between classrooms, if needed.
6. Be provided with secure (locking) storage for materials.

Classroom teachers who travel two or more times within a school day shall be granted a yearly stipend as listed below:

Four times (five rooms)	3.0% of Salary Schedule A 1
Three times (four rooms)	2.5% of Salary Schedule A 1
Two times (three rooms)	2.0% of Salary Schedule A 1

Travel stipend shall be paid for each full month of travel at the end of the pay period, provided the appropriate time sheet is submitted by the 15th of the month for that pay period. This traveling stipend excludes people that travel for instructional programs, for example--speech pathologists, music teachers, and special education teachers.

Principals shall provide a list of traveling teachers to Human Resources by the end of each school year. A copy is to be provided to the Association. The use of unit members as traveling teachers in an assignment that requires rooms with specialized physical structures may be restricted to travel among these rooms, i.e. science labs, industrial arts, home arts, computer labs, and physical education.

- P. Job sharing shall refer to two unit members on regular contracts sharing one position.
1. Unit members may share a job assignment for a minimum of one year.
 2. The District shall approve or deny requests and notify, in writing, the applicants of its decision by May 1.
 3. If the request is denied, applicants will be notified in writing of the specific reasons for the denial.
 4. Notwithstanding other provisions of the Agreement, job sharing unit member's wages, benefits and paid leaves shall be prorated relative to the actual time worked. In no event shall the total amount of health and welfare benefits for the job sharers exceed the amount the District would have paid if the position had not been shared.
 5. Each job sharing unit member shall receive a salary schedule increment each two years of service provided they actually work 75% of the total full-time equivalent days in two successive years. Days can only be accumulated over two successive years.
 6. Upon request of the two unit members a job sharing assignment may be renewed provided the two unit members notify the District prior to March 1. In the event the two unit members fail to notify the District of their desire to continue the job sharing assignment, or in the event the District does not approve the continuance of the assignment, the unit member shall be returned to full-time assignments.
 7. In the event a job share is dissolved, the affected job share teacher(s) shall be considered for available vacancies consistent with Article XI – Assignments, Reassignment and Transfers.
 8. Job Sharing Agreement form is in Appendix E.

Q. Part-time employment will be determined by need.

1. The percentage of employment will be the basis to prorate salary, fringe benefits, sick leave, retirement benefits, and preparation period.
2. Teachers who are working part-time will advance on the salary schedule one step for each two years provided they actually work 75% of the total full-time equivalent days in two successive years. Days can only be accumulated over two successive years.
3. Teachers must work on all non-teaching days. Teachers must attend all scheduled faculty and department meetings.
4. Teachers must handle all regular professional responsibilities such as parent conferences, lesson preparations, room environment, attendance reports, grading, attending IEP meetings, attending Student Study Team meetings, etc.
5. Night functions: Teachers will attend all open house activities, back-to-school nights, graduation, and any other functions that are required of other teachers.
6. Evaluations: Teachers will be evaluated in the regular manner.
7. Teachers will assume responsibility for fostering clear, accurate, and ongoing communication with department heads, parents, administrators, and staff with whom they may have responsibility.
8. Part-time Employment Agreement form is in Appendix F.

R. Shortened Days for Professional Development

1. Topics for all programs and/or meetings shall meet the goals and needs of teacher, site, and District plans. Professional development for each of these days will focus on instructional methods, including teaching strategies, classroom management, and other training designed to improve pupil performance, safety, and well-being.
2. Topics for workshops shall be determined through the shared decision making process unless mandated by the state.
3. Common planning time for grade level and subject area collaboration is one appropriate use for this time.
4. Shortened days will end at 3:00 p.m.

S. During the last week of the instructional year, unit members shall be responsible for completing the District "Year-End Check-Out form" and obtaining written approval from their site administrator. This activity shall not interfere with the unit member's instructional duties and/or responsibilities.

T. Common Meeting Time

1. Common Meeting Time (CMT) is for the purpose of professional development collaboration and staff meetings. A Common Meeting Time of 50 minutes shall normally be scheduled once during each school week. Unit members are required to attend.
2. CMT Meetings address instructional methods, including teaching strategies, classroom management, and other training designed to improve pupil performance, safety, and well-being. Methods for achieving these objectives would include: Staff meetings, department meetings, grade level meetings, vertical alignment meetings, WASC focus group meetings, etc.

3. Normally, additional school site meetings will not be scheduled unless there is a legitimate educational need. It is understood that meetings held for evaluations, new teachers, leadership, student study team (SST), special education IEP meetings, and School Site Council will continue in addition to CMT.
4. The intent is that over the course of the school year, 50% of the meetings will be focused on unit member collaboration.