

ARTICLE 4 HOURS

4.1 Workday

- 4.1.1 Except as modified elsewhere in this Agreement, the normal work day for full-time regular teachers covered by this Agreement shall be seven hours and fifteen minutes(7:15), exclusive of a duty-free lunch, beginning five(5) minutes before the first student period and ending fifteen(15) minutes after the last student period. The uniform school site schedule is attached as Appendix E. The regular teaching assignment shall be five(5) teaching periods and two(2) preparation periods between the hours of 7:25 a.m. and 3:10 p.m. A teaching assignment outside of the regular bell schedule must be negotiated between the parties.
- 4.1.2 The Independent Study Coordinator's hours may extend no later than 9:00 p.m.
- 4.1.3 All other unit members will not be required to work past 5:00 p.m. on a daily basis. If there is a need for unit members to serve on a daily basis past 5:00 p.m., it is agreed to re-open and discuss this Article.
- 4.1.4 Field trips are not subject to limitations set forth in section 4.1.1, inclusive, of this Article.
- 4.1.5 It is understood and agreed that hours of employment at Delta may be different from the hours of other unit members. The differences in terms and conditions of employment between unit members assigned to Delta, and teachers assigned to other schools in the District shall not be grounds for grievances because they are different. The District agrees to make no changes in adopted District Policies concerning hours of employment at Delta without negotiations with the Association. **The Delta site bell schedule is attached as part of Appendix E.**
- 4.1.6 The parties to this Agreement agree that the normal work day set forth above shall not be construed to limit the District's right to require, and/or the unit member's obligation to participate in or perform, adjunct duties outside the normal work day without additional compensation. If adjunct duties cannot be staffed by volunteers, assignments thereto shall be made in an equitable way as outlined in Appendix C.

4.2 Work Year

- 4.2.1 Except as otherwise provided in this Agreement, the work year for classroom unit members shall be no more than one hundred eighty-five(185) days per school year, including one hundred eighty(180) student contact days, two(2) unit member work days and three(3) staff development days conditional upon state budget allocations for the staff development days.

Should State funding be withdrawn, the unit member work year will revert to one hundred eighty-three(183) days, of which three(3) days are unit member work days.

4.2.2 Any time or day variation, requested by a site, from the normal work day schedule for the three staff development days will be negotiated.

4.2.3 If the two(2) unit member work day(s) cannot fit within the Monday through Friday cycle, the work day shall be worked at the unit member's discretion within a two(2)-week period of the first(1st) contact day, with reasonable notification to the Principal. No mandatory staff meetings will be held before the start of student contact days unless agreed to by the Association.

4.2.4 The District reserves the right to require non-classroom teacher unit members, including, but not limited to, Librarians, Coordinators, and Psychologists to work an additional number of days at their daily rate of pay under this Agreement.

4.2.4.1 Counselors will be guaranteed at least five(5) contiguous days of additional work per school year for the term of the Agreement.

4.2.4.2 **Psychologists shall be placed on Column V, and have a minimum placement of Step 9 and a maximum placement of Step 13, depending on experience, plus ten (10) percent of salary schedule placement.**

4.2.4.3 The work year for Psychologists and SBCP Coordinators shall have ten(10) additional days per school year, pro-rated if less than a full-time equivalent assignment.

4.2.4.34 Special Education Coordinators shall have seven(7) additional days beyond the one hundred eighty-five(185) contract days per school year, pro-rated if less than a full-time equivalent assignment.

4.2.4.45 The position of Special Education Department Chair and Special Education Coordinator shall not be held by the same unit member at any site, except by mutual agreement between the District and the Association. 4.2.4.5 School Nurses shall have five(5) additional work days per school year.

4.2.4.6 **Athletic Directors shall have a minimum placement on Column IV, and have a minimum placement of Step 9 and a maximum placement of Step 13, depending on experience, plus nine (9) percent of the salary schedule placement.**

4.2.4.7 **The work year for Athletic Directors shall have five (5) additional days per school year, pro-rated if less than a full-time equivalent assignment.**

4.2.5 All Agricultural teacher unit members, regardless of teaching load within the agriculture department, shall be offered twenty-eight(28) additional days for summer work at their daily rate of pay.

4.2.6 The specific calendar for these days shall be assigned after consultation with the unit member.

4.3 Preparation Periods

4.3.1 The District agrees not to change the proportion of teaching to preparation periods for the duration of this Agreement (five[5] periods teaching, two[2] preparation periods).

4.3.2 Non-classroom personnel shall not be entitled to preparation periods, but shall be entitled to two(2) fifteen(15)-minute rest periods during a normal work day. Such rest periods shall be taken at times which do not disrupt or interfere with regular duties.

4.3.3 Classroom unit members who travel from one(1) campus to another shall use a portion of their preparation period for such travel. The remainder of the period shall be used for preparation. No classroom unit member shall be required to make more than one(1) campus change for instruction per day. Classroom unit members will only be assigned to two(2) schools when necessary.

4.3.4 Preparation Period teaching assignments shall be offered to volunteers who are regular part-time employees on a rotating seniority basis. If no regular part-time employee volunteers, preparation period teaching assignments shall be offered to volunteers who are regular full-time employees on a rotating seniority basis.

4.3.4.1 Each school site shall post potential assignments and offer unit members an opportunity to volunteer for Preparation Period assignments at the beginning of each school year.

4.3.4.2 Volunteers will be listed by department and by hire date seniority from the most senior to the least senior. If an opportunity arises, it shall be offered to the most senior employee in the department.

4.3.4.3 If an employee declines an offer, he or she shall not receive another offer until the other employees on the list have accepted or declined subsequent offers. Upon request, the District will provide the Association a copy of each list utilized pursuant to paragraph 4.3.4.2.

4.3.4.4 The District agrees that Preparation Period assignments shall be limited to twelve(12) sections per school site, unless the site Principal and Association President agree to a higher number.

4.4 Campus Supervision

4.4.1 The District agrees to review its campus supervision requirements of unit members with the Association at least twice a year. In case of an emergency the District and the Association agree that emergency supervision requirements will be reviewed and approved by the Principal and the Association President or designee at each site.

4.5 School Calendar Consultation

4.5.1 The Association shall be consulted annually on the calendar prior to its adoption by the District. If no agreement is reached by the April Board meeting, the Board may act unilaterally.

4.6 Schedules

4.6.1 The regular schedule shall begin with Period One at 7:30 a.m. and end with Period Seven at 2:55p.m. Each teaching and preparation period shall be fifty(50) minutes in length. The passing time between periods is ten(10) minutes, except that passing time between periods Three and Four shall be fifteen(15) minutes and serves as a nutrition break. Lunch is between Fifth and Sixth periods and shall be forty(40) minutes in length, including ten(10) minute passing time (See Appendix E). If an In-School Intervention teacher's regular assignment requires covering students during the scheduled nutrition break and/or lunch period, the equivalent amount of time shall be scheduled by mutual agreement with the Principal. The Intervention teacher lunch period will be held either immediately before or after the regular lunch period. Prior to each school year, the Principal and the Intervention teacher at each site will mutually agree on which time frame will be used for lunch. The District and Association shall determine uniform "special day" schedule(s) by mutual agreement.

4.7 Job Share Provisions

4.7.1 The District agrees to consider requests for teachers to job share in a way that is agreeable to the Principal and the department and student needs. It is understood that the District does not owe a full-time teacher a part-time assignment.

4.7.1.1 All job shares are subject to annual approval by the District. Deadline dates for requesting leaves are referred to in Article 6, section 6.11.3. A teacher may apply for a job share for either a full year or a semester, pending successful hiring of a qualified replacement.

4.7.1.2 If the job share request is approved, the Principal, in conjunction with the Department Head and the requesting teacher(s), will work out the specific arrangements of the assignment. Priority is given to the program needs.

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- 4.7.1.3 Teachers will find their own job share partner within the District, otherwise outside applicants are subject to the District hiring process. If no qualified teacher is found, the District may deny the request.
- 4.7.2 While teachers are allowed to request the percentage of their job share, the final schedule is subject to approval by the District. All pay will be pro-rated, and benefits will be provided as set forth in Appendix B.