APPENDIX E-PLAN TIME
Part time/Less Than Full Time/Traveling Teacher
Teaching/Planning/Duty Form

Teacher: _____ **EID#:** _____

Assignment and Percentage: (Eg: Art 75%): _____

Schools: _____

The principals and the teacher must work together to complete and submit this form. Provide a copy to the teacher, all involved Principals, Human Resource, and Thompson Education Association. Those copies are due two weeks after teacher's schedule is finalized, but as soon as a problem is identified to minimize student disruption.

Location	**Number of Classes Taught**	**Planning Time Per Week**	**Duty Time Per Week**

Total Planning Time: ☐

Elementary School: At least 300 minutes per week in a five-day week is scheduled for this teacher. (Or the correct % of FTE) (16-4-1)

Middle School: At least 390 minutes per week in a five day week is scheduled for this teacher. (Or the correct % of FTE) (16-4-1)

High School: At least 440 minutes per week in a five day week is scheduled for this teacher. (Or the correct % of FTE) (16-4-1)

Traveling teachers divide their amount of time for conferences **and professional days** at their respective buildings proportionally to student needs.

This schedule has been reviewed and the appropriate amount of planning time is scheduled.

Principal 1 Signature: _____

Teacher Signature: _____

Principal 2 Signature: _____

Teacher Signature: _____

Principal 3 Signature: _____

Teacher Signature: _____

Cc: Human Resources, Teacher, Principals, and Thompson Education Association President.

All traveling teachers will complete this form upon a change of schedule, and submit forms to Human Resources, Teacher, Principals, and Thompson Education Association President.

Situations where planning time MOU agreements are not being met, immediate resolution will be appealed by commencing at Step 2 of the grievance process.

APPENDIX E-TRAVELING TEACHER

Do you travel mid-day to two or more schools during the week? If yes, please give specifics of travel. (Example: Tuesday – class ends at Sarah Milner 11:30 travel to Cottonwood where class begins at 12:30)

Name: _____

Assignment: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
School 1 (Name)					
Stop Time					
Takedown Time (average amount needed)					
Travel Time to School 2					
School 2 (Name)					
Start Time					
Setup Time (average amount needed)					

	Monday	Tuesday	Wednesday	Thursday	Friday
School 3 (Name)					
Stop Time					
Takedown Time (average amount needed)					
Travel Time to School 4					
School 4 (Name)					
Start Time					
Setup Time (average amount needed)					

Teacher Signature: _____ Note: Each Principal must sign below

Principal School 1:_____ Principal School 2:_____

Principal School 3:_____ Principal School 4:_____