

Article 5 – Hours of Employment

5.1 Hours of Employment

5.1.1 With the exception of those bargaining unit members identified in 5.1.2, the regular hours of work for bargaining unit members shall be six and three quarters (6 3/4) hours exclusive of a duty-free lunch period, plus a reasonable number of adjunct duties.

5.1.2 The following members of the bargaining unit shall work seven and one half (7 1/2) hours:

5.1.2.1 Teachers/Counselors

5.1.2.2 Teachers/Assistant Principals

5.1.2.3 Librarians

5.1.2.4 Counselors

5.1.2.5 Work Experience Coordinators

5.1.2.6 Psychologists

5.1.2.7 Speech and Language Pathologists, effective July 1, 2006

5.2 Bargaining unit members shall be entitled to an uninterrupted duty-free recess and lunch break equal to the regular student recess and lunch period.

5.2.1 Bargaining unit members and the administrator at each school site will develop an inclement weather recess and lunch schedule.

5.2.2 Duty free recess may be reduced during inclement weather. Minutes equal to the regular recess break may be made up that day or the next day.

5.2.3 Duty free lunch break may be reduced to 30 minutes during inclement weather. Minutes equal to the regular lunch break may be made up that day or the next day.

5.3 Extra duty assignments shall be defined as voluntary assignments which are beyond the normal workday for which the bargaining unit member receives additional compensation.

5.4 Adjunct Duties shall be defined as assignments beyond normal student contact time and for which the bargaining unit member receives no additional compensation.

5.4.1 Adjunct Duties for the subsequent school year shall be determined in the spring by a committee at each site composed of a minimum of three (3) bargaining unit

members, one of whom shall be a TEA site representative, and the site administrator(s).

5.4.2 Adjunct duties shall be reasonable in length and distributed equitably.

5.4.3 Adjunct Duties shall be agreed and selected by the bargaining unit members at the first staff meeting of the work year.

5.5 Bargaining unit members may be permitted to leave the school premises during the normal workday at the discretion of the principal or supervisor.

Bargaining unit members may leave the work site at their own discretion during the duty-free lunch time. If leaving the site during the duty-free lunch time, the bargaining unit member shall advise the administrator/designee.

5.6 Preparation Periods, Non-student Work Days and Planning Days

5.6.1 Full time elementary classroom teachers shall receive ninety (90) minutes per week for such purposes as parent-teacher conferences, class preparation, correction of student papers, etc. Minutes per week will be prorated for those teachers less than full time. Such time shall be within the six and three-quarters (6 3/4) hour workday.

5.6.2 In addition to 5.6.1, classroom teachers of grades three (3), four (4), or five (5) shall receive approximately one (1) hour of release time per week through the implementation of an elementary music program. In the event a classroom teacher does not have release time during the week due to the District calendar, school schedule or absence of a bargaining unit member, no release time shall be rescheduled.

5.6.3 Classroom teachers of grades three (3), four (4), or five (5) shall have two (2) release days for planning during the year which shall be student instructional days and shall be scheduled by the bargaining unit member on dates mutually agreed upon by the grade level team and the site administrator.

These teachers may choose to work one (1) or both days during the first two (2) weeks before or after the bargaining unit members' work calendar, or during spring break, and be compensated at the long-term sub rate of pay, provided that summer cleaning, deferred maintenance and construction are not disrupted.

5.6.3.1 If the planning day is to be taken off-campus, the site administrator must give prior approval.

5.6.3.2 Whenever possible, release days for planning days shall not be scheduled on Mondays and Fridays.

5.6.3.3 Scheduled planning shall not be lost due to illness or unanticipated circumstances that require the bargaining unit member's attendance. In such case, the planning day shall be rescheduled by the bargaining unit member and shall be approved by the site administrator.

5.6.4 If the District and TEA agree to reduce or eliminate the planning time for grade 3, provided for in Sections 5.6.2 and 5.6.3, refer to Article 5, Section 5.8.1.

5.6.5 Teachers of (Grades 6-12) shall receive one class period per workday for such purposes as parent-teacher or student-teacher conferences, class preparation, correction of student work, etc. Such time shall be within the six and three-quarter (6 3/4) hour workday. Assignment of preparation periods shall be at the discretion of the principal.

Sites may implement a modified schedule to meet their needs for state testing. By the end of the site testing window, all bargaining unit members shall have received an equal number of preparation minutes.

5.6.6 All bargaining unit members shall have two non-student work days per work year.

5.6.6.1 One day shall be scheduled between the first day of the bargaining unit members' work calendar and the end of the first trimester.

5.6.6.2 When the first non-student day is scheduled after the first day of the student instructional year, bargaining unit members may choose to prepare their classrooms and instructional materials within the two (2) weeks prior to the beginning of the bargaining unit members' work calendar and be compensated for one day at the long term substitute rate of pay, provided that summer cleaning, deferred maintenance and construction are not disrupted.

5.6.6.3 The second non-student day shall be at the end of the first semester.

5.7 Work Year

5.7.1 The District shall not assign more than one hundred eighty-five (185) workdays per year for bargaining unit members, excluding counselors and nurses, of which no more than one hundred eighty (180) shall be instructional days.

5.7.2 Additional days outside the one hundred eighty-five (185) day calendar, to be worked by nurses and counselors, shall be scheduled by mutual agreement between the bargaining unit members and their administrators.

5.7.2.1 The District shall not assign nurses more than one hundred eighty-eight (188) workdays each school year, one hundred eighty-five (185) days of which shall be the bargained calendar.

5.7.2.2 The District shall not assign counselors more than one hundred ninety-four (194) workdays each school year, one hundred eighty-five (185) days of which shall be the bargained calendar.

5.7.3 Any member of the bargaining unit who wishes to work voluntarily for the District on his/her own time without compensation may do so.

5.7.4 Holidays and Breaks

5.7.4.1 *Commencing with the 2015/16 Calendar ...* Thanksgiving Break shall be Monday – Friday of the week of Thanksgiving.

5.7.4.2 There shall be two (2) holidays in February annually; one (1) four-day weekend in odd number years and two (2) three-day weekends in even number years.

5.7.4.3 *Commencing with the 2015/16 Calendar ...* Spring Break shall be five (5) days (Monday – Friday) and shall be scheduled approximately midway between the beginning of the second semester and the end of the school year.

5.8 Instructional Minutes

5.8.1 The District shall not require bargaining unit members to serve classroom instructional minutes beyond those established for the first semester, 1985/86, with the exceptions for grades kindergarten through fifth, as noted in Appendix F.

Commencing in the 2016-17 school year, instructional minutes for students of Grades 1-5 shall be 54,760 annually; however, if the District and TEA agree to increase class size in grades 1 or 2 (Article 10, Section 10.2) and/or to reduce or eliminate planning time for teachers of grade 3 (Article 5, Section 5.6), instructional minutes shall revert to the minutes in Appendix F and bargaining unit members shall resume recess supervision.

5.8.1.1 Commencing the 2022-23 school year, instructional minutes for students Grades 6-8 shall range from 61,000 – 62,000 minutes annually. Minutes do not include zero period or eighth period. Middle School administration will gather input from staff when creating the Middle School Bell Schedule. Input for the subsequent year shall be taken in the Spring.

5.8.2 At TK-5 and K-8 schools, student instructional time shall be extended on Monday, Tuesday, Thursday, and Friday to allow for early dismissal on every Wednesday.

A minimum of nine Wednesdays shall be scheduled as classroom work time during the time created by early dismissal.

- 5.8.3 At Middle Schools, student instructional time shall be extended on Monday, Tuesday, Thursday, and Friday to allow for students to start late on every Wednesday.

A minimum of nine Wednesdays shall be scheduled as classroom work time during the time created by late start.

- 5.8.4 At alternative High Schools, student instructional time shall be extended on Monday, Tuesday, Thursday, and Friday to allow for students to start late on specified Wednesdays.

- 5.8.5 Any staff who does not wish to structure the instructional week as delineated in sections 5.8.2, 5.8.3, and 5.8.4 may hold a contract waiver election through the process identified in Article 28 – Contract Waiver Procedures.

5.9 Staff and Committee Meetings

- 5.9.1 Bargaining unit members shall not be required to attend more than three (3) hours or one hundred eighty (180) minutes of staff and/or committee meetings required by the site/program administrator outside of the instructional day per month.

- 5.9.2 No meeting shall last longer than ninety (90) minutes.

- 5.9.3 An additional six (6) hours of meeting time shall be allotted for the entire work year for special circumstance needs as are related to health and safety, and state and federal mandates.

5.10 Professional Responsibilities

- 5.10.1 TK-8: Two (2) days shall be designated for Back-to-School Night and Open House, or a community engagement event that is held outside of the 6 ³/₄ building hours. Bargaining unit members shall attend and participate in such activities as required by the immediate supervisor.

High School: Four (4) days shall be designated for events such as, but not limited to, Back-to-School Night, Open House, Report Card Night, Graduation, or a community engagement event that is held outside of the 6 ³/₄ building hours. Bargaining unit members shall attend and participate in such activities as required by the immediate supervisor.

These events will receive a teacher minimum day on a future pre-selected date with staff input.