

Implementation Procedures

SIXTH PERIOD TEACHING ASSIGNMENT

The Procedural Agreement contains language which provides the District with the ability to offer a 6th period teaching assignment to a 1.0 FTE employee. We have agreed to the following principles and guidelines when the need arises to offer a 6th period teaching assignment.

GENERAL GUIDELINES – The District may offer a 1.0 employee the option of teaching six (6) periods under the following guidelines:

- A. This provision is optional for an employee. No employee will be required to accept a sixth period teaching assignment.
- B. This provision becomes an option only after all other hiring practices have been exhausted. These include:
 - 1. Recalling an employee from the recall pool who has the required endorsements and available FTE.
 - 2. Offering employees with less than 1.0 FTE in the building, who possess the required endorsements and available FTE.
 - 3. Offering employees with less than 1.0 in other buildings, who possess the required endorsements and available FTE.
 - 4. Posting the position for hire. If the FTE is in an area designated as hard to fill, hiring administrators can access the pool in lieu of posting.
- C. Employee with a sixth period assignment will be paid on a time sheet for their daily planning time at the rate and process established in Section 3.2 D. The employee's supervisor is responsible for monitoring the timesheets (1.47 hours per teaching day).
- D. All assignments will be made on a semester by semester basis. The employee or the District can choose to terminate the sixth period assignment by giving notice to the other party within two weeks of the end of the semester.
- E. No one who is on a long form or comprehensive evaluation will be offered a sixth period teaching assignment.
- F. The maximum amount of daily classroom and/or instructional time is 360 minutes per day.

- G. Employee may be assigned a maximum of 50 minutes non-instructional supervisory duties per week. No after school supervision will be assigned.
- H. Employee is not required to attend after school staff meetings.
- I. Employee is not required to attend IEP/504/ML meetings after school which are held during his/her planning time, unless compensated by the administrator.
- J. Employee will be eligible for trigger pay when the teaching load norms reach 186.
- K. The discretionary supplies allocation will be calculated at 1.2 FTE (e.g. \$400 x 1.2 = \$480).
- L. Substitutes for the employee will be compensated for covering the sixth period class. The employee is responsible for ensuring that the substitute is aware of the assignment.
- M. An employee with a sixth period assignment can only coach if the practice and/or games begin 1.47 hours after the end of their contract day.
- N. With the addition of an additional class, principals should be mindful that response time to phone calls and emails may be extended.

Please call the Certificated HR Director or EEA President if you have any questions.