

# ARTICLE 11: WORK YEAR

## A. Normal Work Year Contract Days

1. 174 student days
2. Five (5) paid holidays (Labor Day, Veterans Day, Thanksgiving Day, Presidents Day, Memorial Day)
3. Three (3) pre-service days. Each fall, prior to the start of the student year, the District and/or school administrator may utilize up to eight (8) of the twenty-four (24) hours for pre-service. The remaining sixteen (16) hours, including one entire workday, will be reserved for individual planning and preparation.
4. Four (4) grading/assessment days are for individual **bargaining unit** members to grade student work and create report cards **from a location of their choice**. Assessment days are for elementary members to be engaged in assessment activities as determined by each site staff. Appropriate activities are scoring, inputting scores, collecting, scoring and recording work samples, or communicating with parents about assessment.
5. Eight (8) staff workday/professional development days. These days shall be scheduled as a combination of administrator-directed professional development and collaboration (~~four~~ **five** consecutive hours including lunch) and member-directed work time (~~four~~ **three** consecutive hours). Administrator directed professional development shall be planned in collaboration with the staff, taking into consideration individual, team, building and District needs.
  - a. Two (2) days shall be scheduled before the student school year.
  - b. One (1) day shall be on the October state in-service day (may be taken off-site with prior approval of the administration).
  - c. Four (4) hours of administrator-directed time shall be used for the purpose of establishing a positive school climate and building-wide expectations. These four (4) hours shall be scheduled with input from building staff.
6. **When the district has a late start or early release schedule in place, the specific days identified in this section will not apply. Instead, the days set forth in Sections A.1 and A.5 shall be modified as follows:**
  - a. **Three (3) of the eight (8) staff workday/professional development days shall be converted to student instructional days, for a total of 177.**
  - b. **Two (2) of the eight (8) staff workday/professional development days shall be converted to exclusively staff**

workdays.

- c. All other days described in Section A.5 shall remain unchanged.
- d. Four (4) late start/early release periods each year shall be identified by the district as reserved for staff planning purposes, to be used at the discretion of the bargaining unit member.

**B. Parent-Teacher Conference**

1. Elementary and Middle School - Teachers shall participate in parent conferencing as scheduled by the District. No more than two (2) conference days in the fall nor two (2) conference days in the spring will be scheduled. At least two (2) hours of student-free conference preparation time shall be included in the schedule for every day of scheduled conferencing.
2. Each high school may schedule up to three (3) nights for parent contact/conferences (Unless release time is given, these three (3) nights would be included in the three unpaid nights in Article 10-A-3).
3. Conference Work Week Maximum – In no case shall the combination of regular workday time and conferences exceed twelve (12) consecutive hours per day and forty (40) hours per week.
4. No staff meetings or required committee meetings will be held during conference week.

**C. Emergency Closure**

1. If the District closes due to inclement weather or other emergencies, employees shall not lose any pay and there will be no deduction of sick or personal time off leave (Article 15.A and B herein) with the exception of those who are on extended leave, which shall be defined as an approved leave of more than ten (10) consecutive work days
2. In the event ~~of~~ inclement weather or other emergency closures ~~prevent the District from meeting required instructional hours set by ODE,~~ the days will may be made up without additional pay. ~~to ensure compliance.~~
3. The District shall notify the Association and bargain upon demand in accordance with ORS 243.698 prior to initiating remote work ~~learning~~ on inclement weather days.