

TENTATIVE AGREEMENT

ARTICLE IX HOURS OF EMPLOYMENT

1. The number of student contact minutes per day shall be established by the Board of Trustees after consultation with the Association. Starting and dismissal times may vary from school to school.

2. Hours of employment for teachers shall be defined as a professional day. A professional day means unit members will be available before and/or after instructional hours in order to fulfill all professional duties (e.g., student support, parent communication, professional collaboration, committee work, etc.).

The italicized language below shall not be in effect for 2024-25 school year.

In order to ensure the foregoing availability, unit members shall collaborate with their site administration to establish a fixed schedule of "office hours" of at least 120 minutes per week to occur before or after "instructional hours." Disagreements over configuration of these schedules shall be referred to the Superintendent and STA President for a final decision. These schedules shall be communicated to students, colleagues and parents.

a. "Instructional day" is defined as the 180 school days that students come to school.

b. "Instructional hours" are defined as the beginning and end of the instructional day for all students at the site, subject to section 2(c) below.

c. The professional day for unit members on a Shared Contract Program, a Part-Time Program, or unit members who teach "A" period shall be determined pursuant to Article X, section 16 as applicable.

3. Hours of employment for teachers include participation in school and District professional activities. Duties and responsibilities will be developed jointly by administration and teachers at district and each site's levels and shall be assigned equitably. There may be occasions when extra compensation is deemed necessary for additional responsibilities. These positions and the compensation for such shall be mutually agreed upon among administration and the Association (e.g., Leadership at Redwood Middle School). Refer to Article XVI.

4. When scheduling meetings, the administrator, staff, and teachers will make a reasonable effort to determine a mutually agreeable time, taking into consideration individual and scheduling needs.

5. The regularly scheduled workdays for each school year for the duration of this contract shall not exceed one hundred eighty six (186). Psychologists and Social Workers shall not exceed two hundred (200) work days. The number of student contact days shall not exceed one hundred eighty (180). The scheduling of workdays beyond one hundred eighty (180) shall be established by the District following consultation with the Association. Association members shall serve on the committee that meets annually to recommend the District school calendar for adoption.

6. Non-Student Days

- a. Planning and Preparation Days: There will be three (3) contract days designated as workdays for District, school site, and teacher planning and preparation. The time and structure of these days will be mutually agreed upon.
- b. Professional Development Days: Teachers and administrators will work together through the District Leadership Team (DLT) to determine the content of these days, which may vary from school to school.

7. Each unit member shall be entitled to one (1) duty-free, uninterrupted lunch period of thirty (30) consecutive minutes each workday.

8. The frequency and duration of relief periods and the scheduling of supervision shall be determined at each site by staff and administrator. It may vary from school to school. Funds will be allocated to hire paraprofessionals to cover the equivalent of one half hour per day per site of playground and/or traffic supervision in order to provide more time for professional duties for teachers.

9. Parent-Teacher Conference Days. The District shall provide minimum days for conferences as follows:

- a. Five (5) days for grades TK-5 near the end of the fall trimester.
- b. An additional five (5) days for grades TK-K near the end of the winter trimester.
- c. An additional two (2) days for grades 1-5 near the end of the winter trimester for conferences requested by parents or teachers.
- d. The early release day (currently Wednesdays) in the week immediately preceding the foregoing conference periods shall be used for conference preparation.

10. The last day of instruction before Thanksgiving and December break shall be either a minimum day or a release day for students and teachers. The last day of instruction before summer vacation shall be a minimum day for students.

11. Prep Periods

- a. Preparation periods shall be utilized to enhance the educational program. To ensure the safety of District students and personnel, teachers who are off campus during their preparation period due to circumstances necessitating the conducting of District business or for the unexpected personal reason shall notify office staff.
- b. In furtherance of enhancing the educational program and allowing teachers to balance their responsibilities, the purpose of preparation time include but are not limited to:
 - i. Preparation of materials and other tasks which enable the teacher to perform his/her duties.
 - ii. Being available to colleagues for collaboration.

iii. Communicating with parents

iv. Improving instructional practice

c. The District shall establish the schedule and method of implementation of such preparation periods. Such methods may include variations from school to school, such as the utilization of substitutes or specialists, or other methods in the best interest of enhancing the educational program. The District shall consider the scheduling of prep period programs in coordination with professional development schedules.

d. Prep periods shall be established by the District and may not be withdrawn without Association's consent.

i. Each full time unit member/position in grades 6, 7, and 8 shall be granted one (1) preparation period per each full school day. Such preparation periods shall be utilized for such purposes as are determined by each individual unit member, within the purposes set forth in 11b above.

ii. Each full time unit member/position in grades K, 1, and 2 shall be granted a minimum of one hundred twenty (120) minutes per week of preparation time after student dismissal.

iii. Each full time unit member/position in grades 3, 4, and 5 shall be granted a minimum of one hundred twenty (120) minutes per week of preparation time within the student instructional day.

a. In the event that a prep teacher is not at school, substitutes will be called for elementary preps.

b. Subject to the exception provided in this section, teachers of grades 3-5 who miss their preparation period on a student instructional day shall be compensated one hour at the short term duty rate set forth in Article XIX, section 3. Exception: Preparation periods for grades 3-5 that are missed due to the unavailability of P.E. teacher shall be rescheduled by the District and site principal.

iv. Special Education unit members shall schedule one hundred fifty (150) minutes of preparation time per week for the purposes set forth in #2 above.

v. Teachers of combination classes shall receive one hundred fifty (150) minutes of preparation time per week. For K-2 combination classes some of these minutes can be during the instructional day.

vi. At the discretion of the District, additional preparation time may be granted.

vii. In addition to regularly scheduled prep periods, unit members may utilize those times when credentialed special unit members are conducting classroom sessions, unless the special unit member or site administrator requests the classroom teacher to be present.

e. No meetings will be scheduled the day before grades are due, the day before or the day of Back-to-School Night, Open House Night, Visitation Days, conferences, or evening meetings which require teacher attendance, unless mutually agreed upon.

f. Attendance at Back-to-School Night and Open House Night is required of all classroom teachers as part of their professional duties. In addition, middle school teachers shall be assigned to assist with either student supervision/logistics (e.g., parking etc.) immediately before commencement of the middle school graduation ceremony, or with the graduation ceremony itself.

12. District Camp

a. District participation in camp will be a mutually agreed upon activity. The unit member involved shall have the option of not attending. If the unit member chooses not to attend, he will be assigned other teaching duties within the District. If a unit member chooses to attend and remain on site overnight, the unit member will receive a stipend of two hundred fifty (\$250) dollars per night in addition to his/her regular salary.

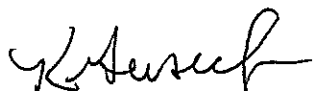
b. The length of the day for District unit members attending camp but not spending the night shall end one (1) hour past the normal student dismissal time at the home school.

c. The instructional day at camp will be conducted primarily by camp personnel. District unit members attending with their classes will perform only ancillary duties in conjunction with the program.

d. Unit members involved in camp on a daytime only basis will receive a mileage reimbursement at the District rate for the distance beyond regular school mileage. Any additional expenses incurred because of attendance at camp will be reimbursed in full by the District.

13. Split Classes When No Qualified Substitute Is Available

In the event that no qualified substitute is available to cover a teacher's absence from work, the site administrator may request or require two teachers each to assume responsibility for half of the absent teacher's students, and the two teachers will share equally the amount of money the District would have paid to a substitute for the period of time the unit members split the absent teacher's class. Splitting a class is a last resort, and the site administrator has the sole discretion to determine how to cover an absent teacher's class under the particular circumstances. The site administrator shall seek volunteers and determine that sufficient volunteers are not available before requiring any teacher to assume responsibility for a split class. A teacher may agree to assume responsibility for a split class and decline to accept the payment provided in this section.



Ken Geisick, Superintendent
Saratoga Union School District

5/28/24

Date



Michele Clement
Saratoga Teachers' Association

5/30/24

Date