

**SAINT PAUL PUBLIC SCHOOLS
PROPOSAL 2 EA
ARTICLE # 27
05/29/25**

**EA Contract
DC Planning Time Clarification**

RATIONALE: The current labor agreement language has led to some confusion regarding the length of planning time that must occur without student contact. In practice, Group Leaders have received 60 minutes of planning time without student contact. Recently, there has been interest in allowing planning time to occur while students are present or in the same space. We are not proposing a change to the intent of the existing language, but rather a clarification to ensure consistent understanding of the required length of planning time without student contact.

**ARTICLE 27 DISCOVERY CLUB WORK DAY AND ASSIGNMENTS
SECTION 27. 1.1 and 1.5,**

27.1.1 - 27.1 A full time Discovery Club EA1 (group leaders) works 6.5 hours/day (32.5 hours per week), including 30 minutes of no student contact for planning per day. ~~Group leaders that plan for more than 1 group will be given additional planning time each day to be coordinated with site manager.~~

27.1.5 - Group leaders will receive 60 minutes for activity prepping and planning time per day (except when field trips suspend the regular day). Group leaders will get additional hours for any prep and planning time missed due to program needs, this time will be approved by their Site Manager or program administrators. Site Managers will also ~~to~~ do their best to organize schedules and rotations to give group leaders additional time to prep and planning time whenever possible.

Full-time Discovery Club EA1s (Group Leaders) work at least 6.5 hours per day (32.5 hours per week). Each day, full-time Group Leaders will be scheduled for a total of 60 minutes of planning and preparation time, **of which at least 30 minutes must be without student contact.**

This time is designated for activity planning, material preparation, and other professional duties related to leading programming.

If program needs (e.g., field trips or staffing shortages) result in planning time being missed, Group Leaders will be compensated with additional hours, approved by their Site Supervisor or program administrators. The Site Supervisor will make every effort to support planning time through schedule and rotation design.