

ARTICLE IX

HOURS, DUTIES, AND WORK YEAR

1.0 General Workday Provisions: It is agreed that the professional workday of a full-time regular employee requires no fewer than eight hours of on-site and off-site work, and that the varying nature of professional duties does not lend itself to a total maximum daily work time of definite or uniform length. The workday for part-time employees shall be proportionate, or governed by the employee's individual employment contract.

2.0 Sign-in and Sign-out: All employees shall, upon each arrival to and departure from their assigned work location, enter their initials on a form provided by the District. Itinerant employees serving less than a full day at a work location and Early Education Center employees shall also enter the correct time as part of their sign-in and sign-out.

3.0 Minimum On-Site Obligation: It is understood that all full-time classroom teachers at a particular school or center (excluding those in the Division of Adult and Career Education) shall be assigned a minimum on-site duty obligation of uniform duration, but may have differing class schedules, hours of assignment and starting times.

3.1 Effective July 1, 2005, for the purpose of implementing a professional development banked time schedule, full time teachers shall have the following on site obligations:

<u>Grades</u>	<u>Before Instructional Day</u>		<u>After Instructional Day</u>		<u>Weekly Average Teacher Instructional Minutes (a)</u>	
	180 day	163 day	180 day	163 day	180 day	163 day
<u>Pre-K</u>	30	30	10	10	According to program requirements	
<u>AM – PM Kindergarten</u>	<u>30</u>	<u>30</u>	<u>10</u>	<u>10</u>	<u>1550(b)</u>	<u>1715</u>
<u>Full Day Kindergarten</u>	<u>21</u>	<u>20(c)</u>	10	10 (c)	1550	1715
<u>1 - 5/6</u>	<u>21</u>	<u>20(c)</u>	10	10 (c)	1550	1715
<u>6 - 12</u>	<u>7</u>	<u>6</u>	6	6	1550	1715

Elementary grades K - 5 instructional time is exclusive of teacher break (recess) and lunch. Secondary instructional time is inclusive of passing periods and exclusive of the preparation period, lunch and nutrition periods.

(a) Indicates the number of minutes on a weekly average. Daily minutes will vary due to professional development and early student release on Tuesday.

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(b) Kindergarten daily instructional time in a.m.–p.m. programs includes 200/221 minutes of instructional time and 110/122 minutes of instructional support.

(c) Elementary - for 180 day calendar schools, the total preparation time is 31 minutes. At 163 day calendar day schools, the total preparation time is 30 minutes. Preparation time minutes may be divided between a.m. and p.m. at local school site discretion.

3.2 Full-time Early Education Center teachers are to have a daily on-site obligation of eight hours, although it is understood that split shifts are permitted. Also, it is understood that assignments need not be limited to one location. (See also Article XXIII, Early Education Centers)

3.3 Adult education employees shall be at their assigned duty station at least ten (10) minutes before the first daily class or other assignment begins, shall remain at their assigned duty station at least ten (10) minutes after the last class or other scheduled period of work ends and shall also remain on-site beyond the minimum on-site hours as reasonably necessary to perform duties described in Section 4.0, below.

3.4 The following provisions apply to non-classroom teachers. For purposes of this Article, the term "non-classroom teacher" refers to those full-time employees whose classroom teaching assignment, if any, is fewer than three periods per day in secondary, or less than half-time in elementary.

a. Library media teachers shall have a scheduled minimum on-site obligation of sufficient duration that they can personally keep the library open to students one-half hour before and after the normal full pupil day for the school.

b. All employees paid on the Special Services Salary Table, including but not limited to psychologists, PSA counselors, and audiologists, are to have a daily scheduled obligation of eight hours (exclusive of duty-free lunch). This obligation may occasionally include off-site time when it is determined that the work can appropriately be performed off-site, and that the employee is not needed for other responsibilities on-site. The decision as to whether to grant or deny requests for off-site work time lies within the reasonable discretion of the immediate administrator.

c. Also subject to the hours and duties provisions of subsection b are non-classroom teachers paid on the Preparation Salary Table (including but not limited to counselors, "in-house deans," coordinators and advisers) who either (1) are assigned to a location other than a school site, or (2) accept a position which includes extra pay for hours and/or duties which are related to, or an extension of, their basic non-classroom assignments.

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d. Non-classroom teachers assigned to a school site and paid on the Preparation Salary Table (including but not limited to nurses, counselors, "in-house deans," and advisers) who do not receive any extra pay (see c., above) shall observe on-site hours which are to be not less than the hours observed by the teachers at the site, and remain on-site as necessary to perform the assigned duties of the position and the professional obligations of Section 4.0 which are appropriate to their work. These employees may depart after the regular departure time for teachers and at the completion of all of their on-site job obligations. This reduced on-site obligation has been agreed upon with the explicit understanding that it will not be interpreted or applied so as to (1) diminish and/or expand any services whatsoever, or (2) cause classroom teachers to assume any of the non-classroom teachers' responsibilities. School psychologists assigned to school site(s) shall also be covered by the above provisions.

e. All non-classroom teachers shall remain on site when necessary to perform the duties described in Section 4.0 which are appropriate to their work.

f. Multiple schedules, such as staggered or offset session schedules, shall not result in an increased workday for non-classroom teachers. In Concept 6 and Modified Concept 6 schools the workday for non-classroom teachers shall be extended proportionately to the longer workday for classroom teachers in such schools.

3.5 The normal schedule of minimum on-site hours for all employees is also to be observed on such days as pupil-free days, and is also to be observed on minimum days and shortened days unless early dismissal of staff is authorized by the immediate administrator.

4.0 Other Professional Duties: Each employee is responsible not only for classroom duties (or, in the case of non-classroom teachers, scheduled duties) for which properly credentialed, but also for all related professional duties. Such professional duties include the following examples: instructional planning; preparing lesson plans in a format appropriate to the teacher's assignment; preparing and selecting instructional materials; reviewing and evaluating the work of pupils; communicating and conferring with pupils, parents, staff and administrators; maintaining appropriate records; providing leadership and supervision of student activities and organizations; supervising pupils both within and outside the classroom; supervising teacher aides when assigned; cooperating in parent, community and open house activities; participating in staff development programs, professional activities related to their assignment, independent study and otherwise keeping current with developments within their areas or subjects of assignment; assuming reasonable responsibility for the proper use and control of District property, equipment, material and supplies; and attending faculty, departmental, grade level and other meetings called or approved by the immediate administrator.

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4.1 Lesson plans or evidence of planning in a format appropriate to the teacher's assignment, shall be furnished by each classroom teacher upon request from the teacher's immediate administrator. No special format for a lesson plan shall be required.

4.2 All duties required of each employee shall meet the test of reasonableness, and shall be assigned and distributed by the site administrator in a reasonable and equitable manner among the employees at the school or center.

4.3 Faculty, Departmental, Grade Level, Staff Development and Committee Meetings: No employee shall be expected to attend more than 30 such meetings per school year (but not more than four in any month). Exempt from this limitation are administrative conferences with individual employees, meetings on released time, community meetings, voluntary meetings and meetings necessitated by special circumstances or emergencies. In secondary schools, under special circumstances, only one of the above meetings per month may be held during the employee's preparation period. These meetings should not, except in special circumstances or emergencies, exceed one hour in duration. Agendas for faculty meetings are to be distributed at least one day in advance, and employees shall be permitted to propose agenda items. Employees shall be permitted to participate in discussions during the meetings. If a meeting is scheduled after school, it should be started as soon as practicable after the student day is completed.

4.4 Meeting on the Two Pupil-Free Days: Site administrators shall make a reasonable effort to limit required meeting time on the two pupil-free days (see Section 10.0c.) in order to provide time for class and room preparation. Such meetings are not to exceed 3 hours each day total unless a majority of the involved faculty consents.

4.5 Required Orientation Inservice for Teachers: Pursuant to California Code of Regulations 80026.5, classroom teachers serving on a full-time emergency permit initially issued after January 31, 1994 shall attend two (2) 8-hour days of unpaid orientation inservices prior to the commencement of their first full-time teaching assignment as authorized by the emergency permit. Such employees who cannot attend the required inservice prior to beginning their teaching assignment shall attend the next scheduled UTLA/District sessions for an equivalent amount of time on an unpaid basis. Emergency permits for such employees cannot be renewed unless the above orientation inservice requirements are met. Required topics for the inservice shall incorporate state requirements and District priorities. Training shall be conducted by QED-C trained personnel or other personnel using QED-C developed modules in District-wide, cluster, complex, or school meetings.

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5.0 Duty-Free Lunch: Each employee shall, except in emergencies or special situations requiring intensive supervision, be entitled to a duty-free lunch period of not less than thirty (30) minutes, as scheduled by the site administrator.

5.1 The normal elementary lunch break shall be not less than 30 minutes and not more than 45 minutes (of which 30 minutes are duty free). Any lunch break longer than 45 minutes shall require agreement between the site administrator and a majority of the staff. The UTLA Chapter Chair is to assist in determining the desires of the staff.

6.0 Secondary Preparation Period: Each regular full-time secondary classroom teacher (or library media teacher) shall be assigned five scheduled class periods weekly as preparation periods. Preparation periods are to be used for professional duties including preparation for class and conferences with parents, students and staff members; during the preparation period the employee shall not be expected to perform supervisory or classroom teaching functions except as reasonably needed to provide such services during school related activities, during emergencies, or when replacement or auxiliary pay is received pursuant to Article XIV, Sections 25.0 and 28.0. In order to provide such preparation time, the District shall assign personnel other than classroom teachers to perform regularly scheduled non-classroom supervision duties such as before and after school and nutrition supervision. Preparation periods scheduled during the first period of the instructional day are to be distributed equitably among the staff over a period of time.

7.0 Elementary Preparation Period: Each regular elementary classroom teacher shall be provided with a daily period of preparation of 40 minutes within the minimum on-site obligation (30 minutes before school, 10 minutes after school). In order to provide such preparation time, the District shall assign personnel other than classroom teachers to perform regularly scheduled non-classroom supervision duties (such as supervision of grounds and bus arrival/departure) during those periods of time. Preparation periods are to be used for professional duties including preparation for class and conferences with parents, students and staff, and shall not be used for supervisory duties except as provided below. Faculty meetings are not to be scheduled during the morning preparation period except in schools where a majority of the affected employees has approved of such a schedule. In situations where the other personnel are not available to cover the supervision, classroom teachers may be assigned such duties on a rotating basis, but for such time shall be paid at the employee's regular rate of pay. Additional pay shall not be authorized for any of the following:

- a. Supervision reasonably assigned on inclement weather schedule
- b. Emergency crisis situations (e.g., earthquake, flood, fire, civil disturbance); or

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c. Supervision of the teacher's students to and from the classroom; or

d. Any normally assigned basic duties apart from the above described non-classroom supervision.

7.2 The above rules are applicable to regular elementary programs. Elementary teachers, who are in programs which are combined with secondary and which are departmentalized and include a secondary preparation period, are to be covered by the rules applicable to secondary teachers. If, however, in a combined elementary-secondary program the teacher remains in a situation which is equivalent to the regular elementary pattern, he or she shall be covered by the basic elementary rules; those teachers in that program who remain covered by the secondary rules shall not have their supervision duties increased as a result of the relief granted to the elementary teachers.

7.3 In an effort to facilitate earlier class starting times during hot weather months in new year-round elementary schools without functioning air conditioning, the 30 minute preparation period in such schools may be observed after school hours. Once approved by the Local School Leadership Council, individual teachers would then determine (on a regular basis) whether they would observe this prep period before or after school.

7.4 If an Early Education Center teacher is assigned during the students' rest period, such period shall be treated the same as the elementary preparation period. The District shall make a reasonable effort to schedule aides to supervise the children in order to allow an uninterrupted preparation period.

7.5 Elementary Supervision Time: Except as provided below, the District shall assign personnel other than classroom teachers to perform regularly scheduled non-classroom supervision duties (such as supervision of grounds and bus arrivals/departure) during recess or lunch, or during the period of time following the 10 minute preparation period at the end of the school day. In situations where the above-assigned personnel are not available to cover the supervision, or other compelling circumstances exist, classroom teachers may be assigned such duties on a rotating basis but such assignments and pay shall be as provided herein, below.

a. The additional pay shall not be authorized for non-classroom teachers or for any of the following situations involving classroom teachers:

- (1) Supervision reasonably assigned on inclement weather schedules;
- (2) Emergency crisis situations (e.g., earthquake, flood, fire, civil disturbance);

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- (3) Supervision of organized student activities and student organizations;
- (4) For teachers who have a "T+" or coordinatorship differential which covers the supervision duties (provided that, in such cases, the District shall not impose new supervision duties which are unrelated to the purpose of the coordinatorship);
- (5) Supervision of the teacher's students to and from the classroom; or
- (6) Any normally assigned basic duties apart from the above-described non-classroom supervision.

b. Assignment and Pay: Commencing at the start of any school year, elementary teachers shall be permitted to place themselves (on a voluntary basis) on a "first call" list for paid supervision duties as needed, with the understanding that such services will be paid at the Extended Teaching Assignment hourly rate (Appendix E, Section 6.0). If from time to time the demand for paid supervision exceeds the capacity of the volunteer "first call" list, the remainder of the teachers will be subject to assignment on a rotating, non-voluntary basis, but will be paid at the individual's own regular rate of pay.

c. The above rules are applicable to regular elementary programs. Elementary teachers, who are in programs which are combined with secondary and which are departmentalized and include a secondary preparation period, are to be covered by the rules applicable to secondary teachers. If, however, in a combined elementary-secondary situation the teacher remains in a situation which is equivalent to the regular elementary pattern, he or she shall be covered by the above basic elementary rules, and the teachers in that program who remain covered by the secondary rules shall not have their supervision duties increased as a result of the relief granted to the elementary teachers.

8.0 Additional Special Education Non-Classroom Time:

Resource Specialist Teachers and Special Day Class teachers have supervisory responsibility for each student's total instructional program throughout each school day. The aggregate or composite of the individual IEP's is the primary determinant of such teachers' daily schedules. Consistent with such responsibilities and IEP requirements, the District shall make a reasonable effort to provide an expanded period of time for the purposes of counseling, assisting regular program teachers and preparation/conference by:

- a. Integrating (mainstreaming) the students into regular classes and/or

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b. Arranging for team teaching or other flexible scheduling of students within the Special Education program at the site. Such additional time is not guaranteed, but if provided, is to be in addition to the preparation time specified in Sections 6.0 and 7.0 above. Administrators shall make a reasonable effort to schedule a number of shortened days to accommodate some of the IEP conferences which Special Education teachers attend.

9.0 Variations and Experimental Situations: It is not the desire of UTLA or the District to discourage reasonable experimentation with school schedules which may vary from the above-described normal patterns. However, affected employees and UTLA shall be consulted with respect to any such variations prior to implementation and approval of a majority of the faculty shall be obtained.

10.0 Work Year: Employees may be assigned or reassigned to any of the following bases of assignment, provided that such change in assignment basis shall not be made for the purpose of depriving employees of holiday or accrued vacation benefits:

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Certificated Assignment Days

2004 – 2006

(Not applicable to Adult and Substitute teachers)

NOTE: The following chart is for information only.

Basis	Year	Assigned Days	Paid Work Days*	Paid Holidays	Paid Days
A	2004-05	261	249**	12	261
	2005-06	261	249**	12	261
B,P,R	2004-05	221	197	24	221
	2005-06	221	197	24	221
E,Y,W	2004-05	234	210	24	234
	2005-06	234	210	24	234
C,J,S	2004-05	204	182	22	204
	2005-06	204	182	22	204
T	2004-05	187	165	22	187
	2005-06	187	165	22	187
K,L, N	2004-05	214	192	22	214
	2005-06	214	192	22	214

*Includes 2 pupil-free days, as applicable.

**Includes vacation days.

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The following assignment basis definitions reflect assigned days, as set forth in the chart, above.

- A From July 1 to June 30, inclusive.
- B 221 days, excluding Saturdays and Sundays but including legal and school holidays occurring during the period of assigned time, as designated by the Superintendent or authorized representative.
- P Commensurate with B basis, but flexible as to the days assigned, such assigned time to include the equivalent of whatever paid non-work days are applicable to B basis employees. Equivalent salary will be paid on an annualized basis on each school month payday in 13 equal payments.
- R From July 1 through June 30, with annual hours commensurate with B basis, but flexible as to the days assigned, such assigned time to include the equivalent of whatever paid non-work days are applicable to B basis employees. Equivalent salary will be paid on an annualized basis on each school month payday on a 13thly basis. This is applicable only to employees serving in or supporting four-track year-round schools.
- G From July 1 through June 30, with annual hours commensurate to B basis for certificated personnel serving in certain three-track year-round schools, as designated by the District. Adjustment factors shall be applied as necessary so that the annual assignment includes net working hours (including pupil-free hours and paid non-working hours commensurate with B basis). Equivalent salary will be paid on an annualized basis on each school month payday on a 13thly basis. This is applicable only to employees serving in or supporting Concept 6 or Concept 6 Modified schools.
- C 204 days, excluding Saturdays and Sundays but including legal and school holidays occurring during the period of assigned time, as designated by the Superintendent or authorized representative. Regular K-12 schools shall hold a pupil-free day on the first school day of the first semester and a pupil-free day on either the first or the last day of the second semester. Provided, however, that the 180 pupil attendance days required by State law must be met, even if it means cancellation of the pupil-free day for the second semester.
- J Commensurate with C basis, such assigned time to include the equivalent of whatever paid non-work days are applicable to C basis employees. Equivalent salary will be paid on an annualized basis on each school month payday in 12 equal payments.

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- S Commensurate with C basis, but flexible as to the days assigned, such assigned time to include the equivalent of whatever paid non-work days are applicable to C basis employees. Equivalent salary will be paid on an annualized basis on each school month payday on a 13thly basis. This is applicable only to employees serving in four-track year-round schools.
- T From July 1 through June 30, with annual hours commensurate to C basis for six-hour certificated personnel serving in certain three-track year-round schools as designated by the District. The normal full-time assignment for compensation purposes pursuant to Article XIV, Section 1.1 of the District/UTLA Agreement shall be 6.6 hours per working day for positions which are assigned to T basis as determined by the District and are in classifications which are indicated in Section 1.1 as 6 hours. Adjustment factors shall be applied as necessary so that the annual assignment includes net working hours (including pupil-free hours) and paid non-working hours commensurate with C basis for six-hour positions. Equivalent salary will be paid on an annualized basis on each school month payday on a 13thly basis. This is applicable to employees serving in Concept 6 and Concept 6 modified schools.
- K 214 days, excluding Saturdays and Sundays but including legal and school holidays occurring during the period of assigned time, as designated by the Superintendent or authorized representative.
- L Commensurate with K basis but flexible as to the days assigned to include the equivalent of whatever paid non-work days are applicable to K basis employees. Equivalent salary will be paid on an annualized basis on each school month payday in 13 equal payments.
- M From July 1 to June 30, inclusive, or portions thereof, in accordance with the contract of employment of the employee while on limited contract in categorically funded programs. The number of pay periods, assigned days, and actual workdays for M basis varies with the contract of employment of the employee. Unpaid furlough days for M Basis shall be the same as for C Basis.
- X Periods of assignment, as needed, not otherwise defined herein, including assignments in substitute, temporary, and relief status. For use when an employee is not performing regular, ongoing duties, or when the employee is performing regular duties and the assignment is 10 working days or fewer in length
- Z The period between the ending date of an employee's assignment basis in one school year and the beginning date of the regular basis for the following school year, or the intersession periods for year-round school employees. This is restricted to employees having regular

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status in other than A basis positions. For use when an employee is performing regular duties and the assignment is more than 10 working days in length.

- E May either follow the District-designated assignment dates for their respective assignment basis, or flexibly schedule some of their workdays, as approved by the appropriate administrator/supervisor. Employees at Adult and Career Education schools, however, must follow the District-designated single-track calendar dates.

10.1 The school calendar summaries are attached hereto as Appendix D.

11.0 Special Provisions

a. Nurses:

- (1) The District shall provide an in-service training program, or permit attendance at an accredited institution in order to help nurses meet their licensing renewal requirements. Such a program will be partially on a released time basis and partially after-hours.
- (2) If a nurse's scheduled duty-free 30 minute lunch break is interrupted for emergencies or special situations (see Section 5.0 above), compensatory time shall be granted or the lunch period extended so that the situation is handled in an equitable manner.
- (3) If nurses are required to work outside of their assigned annual basis, they must be granted compensatory time off, or paid for the time at their regular rate.

b. Special Education:

- (1) Resource Specialist teachers shall not be assigned to teach or cover regular or Special Day Classes except in emergency situations of a non-recurring nature or as part of a plan to provide additional non-classroom time pursuant to Section 8.0 of this Article.
- (2) The District shall, in accordance with applicable statutes, provide staff development training to regular-program teachers who teach Special Education students. Such staff development training shall be treated as a priority purpose for use of the existing allocation of minimum or shortened days.

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- (2) Special Education personnel who have been directed to be available at a given time for additional days of employment shall be informed as to confirmation or Cancellation 30 calendar days prior to such additional employment.

c. Psychologists: Assessment and testing of Special Education students for initial placement, change of placement and three year re-evaluation shall be the responsibility of the School Psychologists.

d. Medical Procedures: No employee shall be requested or required to perform any medical procedure on a student (such as intermittent catheterization, injections, suctioning or drainage), except for a School Nurse or person otherwise trained and qualified.

e. Continuation Schools: Except in compelling circumstances necessitating confidentiality, continuation high school teachers shall, as soon as practicable, be advised of the reasons a new enrollee is being referred to the school.

f. Retention of “Novice Teachers”: To assist with the retention of “novice teachers, (those in their first school year of service as a teachers defined as the equivalent of 130 full-time paid days during the period July 1 - June 30), to the extent practicable, novice teachers shall:

- (1) Not be assigned adjunct duties (coordinatorships, coaching, auxiliary periods, activity assignments, etc.) Be exempt from roving (see Article XXII, 11.0)
- (2) Be exempt from “traveling” assignments, i.e. teachers assigned to teach in more than one classroom per day, and
- (3) If secondary, be limited to no more than two preparations.