

### **Article 3 : Hours of Employment**

#### **2 | 3.1 Work Year**

3 | 3.1.1 The work year shall be composed of 186 days of service as set forth in the calendar which is  
4 | incorporated herein. The work year for psychologists shall be composed of 200 days of service,  
5 | the work year for school counselors and social workers shall be composed of 196 days of service  
6 | as set forth in the calendar which is incorporated herein.

7 | 3.1.2 Employment of unit members on days other than those defined in 3.1.1 above are not a part of the  
8 | work year and are exempt from the terms and conditions of this Agreement, except as otherwise  
9 | provided.

#### **10 | 3.2 Hours of Employment**

11 | 3.2.1 It is agreed that the varying nature of a unit member's day-to-day professional responsibilities does  
12 | not lend itself to a workday of rigidly established length. Unit members shall begin thirty (30)  
13 | minutes prior to the start of their students' instructional day and be expected to remain at the  
14 | school site during the hours indicated below, and shall also remain on site beyond such hours as  
15 | needed to perform their instructional and professional duties so as to fulfill all educational  
16 | responsibilities consistent with District rules, policies, practices, evaluation criteria, and directives,  
17 | as well as those responsibilities required by law and contained in this Agreement, provided that  
18 | such a period of time is not less than six and one-half (6 and 1/2) hours in duration, inclusive of  
19 | lunch as specified elsewhere in this Article.

20 | 3.2.2 The minimum assigned hours for unit members whose duties do not regularly include full-time  
21 | classroom teaching responsibilities shall be not less than the District-wide average of upper grade  
22 | classroom teachers' hours. Psychologists, social workers, project coordinators, and project  
23 | specialists shall work an eight (8) hour day including lunch.

24 | 3.2.3 In addition to the assigned basic teaching and support duties, unit members shall perform other  
25 | school-based duties as needed. Examples of these other duties include planning lessons;

selecting and preparing materials for instruction; reviewing and evaluating work of students; parent conferences; student supervision; serving on committees providing advice and service to the school or District; conferring and counseling with students, parents, staff, and administrators; tests and recordkeeping; and attending staff meetings, grade level meetings. Back-to-School Night, Open House, and one other evening meeting per school year per unit member. Attendance at any other evening meeting shall be left to the unit member's professional discretion. Unit members shall be notified of the evening meeting of required attendance during the first thirty (30) days of the school year each year. These meetings may be varied during the school year for extenuating circumstances upon at least ten (10) days notice.

3.2.4 Each unit member shall be provided with the same lunch period assigned to students of their school of assignment, of which not less than thirty (30) minutes shall be uninterrupted duty free. Members not assigned to a school shall be provided with a forty-five (45) minute lunch period, of which thirty (30) minutes shall be uninterrupted duty free.

3.2.5 Principals shall make reasonable efforts to provide a morning break for teachers in each school.

3.2.6 Unit members shall not be required to remain more than one and three-quarter (1 and  $\frac{3}{4}$ ) hours after the start of school staff meetings and District level meetings on modified days. District-level meetings shall commence within a reasonable time from the last student dismissal of unit members attending the meeting. School staff meetings shall commence within fifteen (15) minutes from the last student dismissal of unit members attending the meeting. When necessary, the District may substitute a modified day meeting for another day within the same or subsequent week. In such case, unit members may leave campus at the conclusion of the school's modified instructional day of the week in which the substitution occurs, or subsequent week. One modified day per month shall be reserved exclusively for unit members for on-site preparation and planning.

3.2.7 Temporary reductions in the workday on an individual basis may be made by the site administrator.

3.2.8 On any day in which the students' normal class schedule is reduced in time for whatever reason, or

on any day of required service when students are not in attendance, the workday of unit members shall not be less than the minimum day as defined in 3.2.1 and 3.2.2.

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

3.2.9 Hours of service given voluntarily by the unit member beyond the time required shall not be compensated.