

Work Schedule Guidelines
for
Teachers
Employed Less Than Full-Time

Work Hours, Planning Time, & Timesheets

Work Schedule Guidelines for Secondary Teachers Employed Less Than Full-Time

Assignment by Tenth	Total Daily Work Time * <i>(exclusive of lunch)</i>	Number of Hours Teacher Must be in Bldg. <i>(biweekly)</i>	Maximum Number Class Periods Permitted to Teach Daily **	Minimum Daily Planning Time Guaranteed **	Number Hours for Pay Purposes <i>(Position Control & PANs)</i>	
					Biweekly	Daily
2/10	1 hr. 24 min.	14	1	9 min.	16	1.6
3/10	2 hr. 6 min.	21	1	13.5 min.	24	2.4
4/10	2 hr. 48 min.	28	2	18 min.	32	3.2
5/10	3 hr. 30 min.	35	2	22.5 min.	40	4.0
6/10	4 hr. 12 min.	42	3	27 min.	48	4.8
7/10	4 hr. 54 min.	49	3	31.1 min.	56	5.6
8/10	5 hr. 36 min.	56	4	36 min.	64	6.4
9/10	6 hr. 18 min.	63	4	40.5 min.	72	7.2
Fulltime (1.0)	7 hrs.	70	5	45 mins.	80	8

*This column represents the amount of time to be in the building each day, when the employee works the same schedule each day: however, when reporting time (worked, absent, on leave, etc.), please account for the time as shown in the last column.

**Assumes seven 45-minute periods per day. As stated in the MCEA/BOE Contract (Art. 16 Sec. E), “Changes in the structure of the student day may not reduce the amount of daily planning time for secondary teachers... At the secondary level teachers may volunteer to accept a schedule that guarantees weekly rather than daily planning time”. Note that the daily time/period designations are based on an evenly distributed schedule, which need not be the case.

Work Schedule Guidelines for Elementary Teachers Employed Less than Full-Time

Assignment by Tenth	Total Daily Work Time <i>(exclusive of lunch)</i>	Number of Hours Teacher Must be in Bldg. * <i>(biweekly)</i>	Minimum Planning Time Guaranteed Per Week, within the <u>Student Day</u> **	Minimum Planning Time Guaranteed Per Week, within the <u>Teacher Day</u>	Number Hours for Pay Purposes <i>(Position Control and PANs)</i>	
					Biweekly	Daily
2/10	1 hr. 24 min.	14	51 mins.	1hr. 24 mins.	16	1.6
3/10	2 hr. 6 min.	21	1 hr. 17 mins.	2 hrs. 6 mins.	24	2.4
4/10	2 hr. 48 min.	28	1 hr. 42 mins.	2 hrs. 48 mins.	32	3.2
5/10	3 hr. 30 min.	35	2 hrs. 8 mins.	3 hrs. 30 mins.	40	4.0
6/10	4 hr. 12 min.	42	2 hrs. 23 mins.	4 hrs. 12 mins.	48	4.8
7/10	4 hr. 54 min.	49	2 hrs. 59 mins.	4 hrs. 54 mins.	56	5.6
8/10	5 hr. 36 min.	56	3 hrs. 24 mins.	5 hrs. 36 mins.	64	6.4
9/10	6 hrs. 18 min.	63	3 hrs. 40 mins.	6 hrs. 18 mins.	72	7.2
Fulltime (1.0)	7 hrs.	70	4 hrs. 15 min.	7 hrs.	80	8

*This column represents the amount of time to be in the building each day when the employee works the same schedule each day; however, when reporting time (worked, absent, on leave, etc.), please account for the time as shown in the last column.

** For classroom teachers, including art, music and physical education teachers. Other school based specialists are guaranteed at least one (1) hour of their planning time within the student day – which would be pro-rated for part-time school based specialists. Note that the daily time designations are based on an evenly distributed schedule, which need not be the case.

The following excerpt from the negotiated agreement addresses elementary planning time:

Article 16 Section D. - Elementary School Schedules

1. Principals will grant seven hours of planning time per normal week, at least four hours and fifteen minutes of which will be during the elementary teachers' student day.
 - a. Elementary teams and their administrators will collaboratively determine the meeting schedule for grade level teams before, during, or after the student day and within the teacher day.
 - b. Classroom teachers, academic support teachers (staff development teachers, reading specialists, etc.), and the administration will collaboratively determine the meeting times for academic support of the classroom teacher before, during, or after the student day and within the teacher day.
 - c. During the first two years of this Agreement the parties will appoint a joint work group to study and recommend the amount of additional planning time that can be provided during the student day effective July 1, 2009, utilizing available funds.
2.
 - a. This provision will apply to elementary art, music and physical education teachers as well. All other teachers who are school-based specialists will receive seven hours planning time per normal week, at least one hour of which will be during the specialists' student day.
 - b. At the elementary level, each art, music, physical education teacher and media specialist will participate in the process by which their teaching schedule is developed. In developing elementary art, music and physical education schedules, schools should use the following guidelines:
 - Planning requires a block of at least 20 minutes of uninterrupted time.
 - Transition time between classes should be no less than five minutes and no more than 10 minutes.
 - Art, music, and physical education teachers should begin and end instruction on the same days of the school calendar as other classroom teachers do, including the first and last days of school.
3. Every effort will be made to provide equal distribution for this planning time throughout the organization in keeping with the desires of the staff and individual schedules. However, at least one hour a week shall be uninterrupted.

In elementary schools, in consultation with the appropriate art, music, or physical education teacher and the classroom teacher, the principal shall release teachers for other professional activities when teachers of art, music, and physical education are instructing their students.
4. Effort will be made to schedule EMT, IEP, and building level CAP meetings requiring the participation of classroom teachers at times when coverage is available for their classroom, and not at times that result in loss of guaranteed minimum planning time. When such meetings pre-empt a teacher's lunch period, coverage will be sought to provide a lunch period at a different time.