

ARTICLE VII

Hours

A. Working Hours

~~1. All unit members shall be available to students and other staff members before opening and after the closing of school each day.~~

1. All unit member's on-site regular working day shall include a cumulative total of 30 minutes before or after the student day. Unit members shall arrive at school a sufficient time before school begins and remain a sufficient time after the end of the student day to be prepared for instruction and be available to students.

2. Included in the above **minimum** time are other instructional day duties as assigned, which include, but are not limited to, program development, parent conferences, committee assignments, site and District meetings, special help to student(s), and student supervision. Unit members are encouraged to pursue individual programs of professional growth and development and to participate in parent-school meetings.

3. General education teachers assigned to two or more sites, in the same day, shall not be assigned any extra pupil supervision. General education teachers assigned to two or more sites, in the same week, may be assigned extra pupil supervision in an amount not to exceed that for unit members assigned to one site in the week. Special Education teachers assigned to two or more sites shall not be assigned any extra pupil supervision.

4. At all times possible, site and District administration shall provide staff with three (3) days' advance notice of meetings not calendared at the beginning of the year.

5. Mandated staff development programs shall be scheduled on shortened teaching days, as part of regular department meetings or when released time is provided for those unit members involved.

6. Grades K-6 teachers (including K-6 SDC teachers) shall be given up to four days of released time per year for the purpose of conducting bi-annual Fall and Spring parent conferences or a stipend equal to four days at the daily rate specified in Appendix H, for conducting parent conferences outside the school day. Elementary (K-5) Resource Specialist, and Elementary ELL, Reading Specialists, and Speech/Language teachers shall be given up to four days of released time per year, or a stipend equal to a maximum of four days at the daily rate specified in Appendix H, for the purpose of attending and participating in bi-annual Fall and Spring parent conferences beyond the federal and state mandated meetings (e.g. IEP meetings).

7. A. Meeting time for Elementary Teachers

- a. Elementary teachers will not be required to attend more than an average of four (4) hours per month calculated over a period of two months for such meetings outside the regular day.

OR

- b. Elementary sites may jointly determine to schedule staff meetings, leadership team meetings, staff development and staff collaboration activities on restructured days, which may occur on any regular day, including Wednesdays.
- c. The principal and the teaching staff/leadership team at each elementary school site will jointly determine an annual schedule of mandatory staff meetings with specified start and end times. This schedule may include, but not be limited to, site, grade level, cluster, department, and faculty meetings.

B. Meeting Time for Secondary Teachers

- 1. Faculty and department meetings will be scheduled on restructured days, which may occur on any regular school day.
- 2. The principal and the leadership team at each secondary site will jointly determine an annual schedule of mandatory staff meetings within the restructured days.

C. Part-time teachers shall be required to attend site meetings proportionate to their regular percentage FTE assignment.

- 8. Mandatory meetings of staff will be run in an efficient manner. The PAEA site representative, after discussion with the principal, may ask for the Superintendent or designee's assistance in the event that the meeting practice at the site is inefficient.
- 9. Salary advancement credit will be earned for service on a school site council or as a designated school or grade level representative on a district committee mutually identified as being eligible for salary advancement credit by the Superintendent/designee and President of the Association. One unit for salary advancement is earned for each 15 hours of actual attendance at school site council or identified committee meetings. If actual attendance is less than 15 hours, the unit member will receive a prorated amount of hours or a prorated amount of the stipend provided in Appendix H. Unit members on column BA+90 will earn the stipend specified in Appendix H in lieu of salary advancement credit provided site council/district committee attendance is a minimum of 15 hours of attendance. On occasion, the Association will provide the stipend. (See Appendix B for details)
- 10. The District, will, consistent with law, notify the Association of any proposed changes to the school day which might have negotiable impact on unit members hours.

B. Minimum Days

At the beginning of the school year, the District shall furnish each employee a calendar of specific minimum days, identifying those for staff. In addition, the Superintendent, or his designee, shall approve all additional minimum days or any departure from the established hours prior to a change in any such schedule at a particular school within the District.

Elementary and Secondary teachers shall be dismissed at the end of the student instructional day on the Friday before Labor Day Weekend no matter which week their school holds its Back to School Night.

d. Minimum Day Schedule

- a) Secondary: Follow school site schedules for minimum days
- b) Elementary: Students are released at the same time as Wednesday early dismissal

C. Working Days

1. The work year shall be 187 days which shall be configured as follows:
 - a. 180 - Student attendance days
 - b. 3 - Staff development days
 - c. 1 - District workday for site and District meetings
 - d. 3 - Teacher directed workdays for preparation, collaboration, and school year completion.
2. If the District requires a unit member to work additional days, said unit member shall be compensated at a daily rate in accord with the unit member's placement on the salary schedule.
3. The work year for unit members appointed by the District to be District Teachers on Special Assignment (DTOSA) shall be 200 days. This work year does not apply to a unit member appointed by a site to be Site Teacher on Special Assignment (STOSA).
4. The work year for secondary school counselors shall be the teacher work-year plus four (4) additional days. The four (4) additional workdays may occur before first teacher workday and/or after the last teacher workday of the school year. The school principal shall determine the specific workdays, in consultation with the counselor. If the District or school principal requires a unit member to work additional days, said unit member shall be compensated at a daily rate in accord with his/her placement on the salary schedule. Three workdays are contingent upon the District's continued ability to receive funding according to Education Code Section 44579.
5. In developing the work calendar for the succeeding school years, the parties will use the following process:
 - a. By November 1, the negotiating teams for PAEA, CSEA, and the District will publicly meet and negotiate over the work calendar.
 - b. The tentative agreement will be forwarded to the Board of Education for consideration in a session open to the public.
 - c. If the Board does not adopt the tentative agreement, the joint parties will meet and negotiate again, or at the election of PAEA, will meet and negotiate separately on mandatory subjects related to the school calendar.

D. Reduced Workload Program

Requirements unit members must meet to participate in the Reduced Workload Program (Willie Brown Act); **are** referenced in Appendix D-1 "Pre-Retirement Employment and Post-Retirement Programs." ~~are available in the Certificated Human Resources Office.~~