



## ACCORDING TO PEA:

**NOTE:** All employees from time to time want to pitch in and work beyond what is required. We in no way want to discourage anyone from feeling and participating in that “team spirit.” We simply want you to do it because **YOU** want to, not because you are being pressured or it is expected.

### Workloads -- Teachers

These directions are to assist members if given work assignments that cannot be done within their normal work day.

**Teachers** – are considered salaried and are expected to complete a core amount of work, regardless of the time required. The contract establishes that on student school days a teacher will have no more than 360 minutes of student contact for both instructional and non-instructional time. (see 6.2 below) During this time teachers would be teaching students or supervising students. **There is an established duty day (7 ¾ hours) so you cannot be required to attend staff, team, or parent meetings, in-services, or do other non-core tasks beyond that time.** Your contract also establishes minimum times for planning and lunch. You have the right to say “**NO**” to many things and PEA is ready and willing to assist our members with this as needed. You can not be disciplined or marked down on your assessment for:

- **Insisting that any time beyond your duty day is for your own personal use.**
- **Insisting that you take your duty free lunch.**
- **Insisting that you use your planning time to work on your own work.**

**What to Do:** -- If a given assignment or directive can not be completed within your duty day:

- Assess whether it is essential for student instruction (i.e. posting grades for report card distribution). If it is, do the assignment outside your duty day.
- Notify your administrator of your concern as early as possible and include your priorities that will be done before you work on this item. Ask your administrator for identification of any priority items that can be postponed or not done. It is best to document this by e-mail or in writing.
- If your administrator provides you with direction, follow that direction. If you feel threatened in any way or have any concern, contact PEA for assistance.
- Keep your administrator updated regarding your progress. Continue to ask for and accept guidance regarding your workload. Continue to collect positive written documentation of your communication.
- Do notify your administrator prior to any deadline passing and provide an estimate, if possible, as to when you expect to complete the assignment.
- Use your planning time for working on your primary duty of teaching and take your lunch time duty free.
- **Contact PEA if there is a problem!**

## **What Not to Do:**

- Do not say that you won't do an assignment or follow a directive, however, if you have a concern **do contact PEA.**
- Do not say that you can not do an assignment unless you provide a specific reason; i.e. equipment broken, information missing, training needed, health restriction, etc, however, if you have a concern **do contact PEA.**
- Do not ignore any directions or advice from your administrator, however, if you have a concern **do contact PEA.**
- Do not panic because your administrator gives you a direction, however, if you have a concern **do contact PEA.**

## **Teacher Collective Bargaining Agreement:**

### **Definitions:**

- Planning time – Teacher self-directed time during the teacher workday set aside for teachers to plan to meet the educational needs of their assigned students.
- Collaborative Planning – Time spent with other faculty focused on designing effective instructional plans by grade level or subject area in collaboration to improve student learning, share best practices, develop assessments for learning, and other practices designed to meet the educational needs of their assigned students.
- Professional Learning Community (PLC) – An extended learning opportunity to foster collaborative learning among colleagues within a particular work environment or subject area designed to meet the educational needs of the school's students.
- Instructional time - Time spent conducting activities that meet lesson plan, curriculum, AIP's or IEP's is instructional time.
- Non-instructional duty - Time spent supervising students in which no curriculum, lesson plan, AIP or IEP goals are met.
- Student Contact time - Time during which a teacher has direct responsibility for students; may include both instructional and non-instructional time.
- Special Programs – Self-contained instructional classrooms for Exceptional Student Education and teachers assigned to any alternative education program or worksite.

**6.1 Teacher Responsibility:** The Board and the Association acknowledge that a teacher's primary responsibility is to teach and that support personnel and volunteers shall be used to assist with and reduce teachers' non-instructional responsibilities. The Board and the Association agree that, in order to encourage the efficient use of time and to conserve paper, paperwork required of teachers should be kept to a minimum.

**6.1-1** As a part of teachers' professional responsibilities, they are expected to attend such after school activities as: parent teacher meetings, open house, graduation. The parties recognize that teachers have obligations outside their professional responsibilities and agree that schedules for such activities shall be provided no later than the last day of teacher pre-planning of each school year and that flex time be provided to those participating teachers by mutual agreement of the principal and teachers.

**6.1-2** For all grading periods, scan sheets will be issued to the teachers one week prior to the due date. With the exception of the last grading period, scan sheets/electronic grades will be due at noon the second working day following the end of the grading period. For the last grading period, middle and high school scan sheets/electronic grades will be due at 8:00 a.m. on the first workday following the last student contact day. The exact due dates and time for scan sheets will be published within the school calendar.

**6.1-3** If a teacher is required to utilize a specific software program in the execution of their job, that program must be available to them in their classroom. If software is unavailable appropriate hand written forms may be used.

**6.1-4** Substitute teachers shall be employed, when available, for all absent teachers. Employees shall be able to report an illness with one contact 24 hours per day whether through a phone call or through a computer to an automatic substitute placement system. This contact shall satisfy any requirements for scheduling a substitute, if required. When a substitute is not available, the unfilled job number from the substitute placement system must be provided to impacted staff upon request. Substitute teachers shall be expected to perform all of the teacher duties normally performed by the regular teacher as determined by



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the building principal. Except in emergencies, classroom teachers will leave adequate written teaching plans for the substitute teachers so that the normal classroom activities may be carried out. A teacher may be requested, but not required, to substitute during his/her planning time for another teacher. In the instance of an employee who has been the subject of disciplinary action for absenteeism, a call to a school's administration can be required.

**6.2 Teacher Workday:** The workday for all teachers shall be no more than 7<sup>3</sup>/<sub>4</sub> hours. On non-student days teachers shall have a one (1) hour lunch break. **On student days a teacher shall be scheduled for a maximum of 360 minutes per day of student contact, a duty free lunch period equivalent to that of the students, and at least 45 minutes of uninterrupted planning time. Remaining minutes of student contact time may be utilized for non-instructional duties and may be accumulated within the week to facilitate this required coverage within the teacher's duty day.** The staff shall be involved in designing the non-instructional duty schedule.

**6.2-1** If the implementation of arrangements (e.g. re-assignment of paraeducators, changing of duty schedules, changing of teaching schedules of specialty teachers, etc.) for a duty free lunch equivalent to that of the students is not acceptable to a majority of the school faculty as determined by secret ballot vote, then this provision shall not apply. The determining secret ballot vote must occur at an announced time and place where ballots will be distributed, collected and counted publicly by the principal and teachers to include PEA representation, and, which allows for all teachers to attend. The vote must take place annually during the week of pre-planning.

**6.2-2** Teachers assigned to Traviss and Ridge Career Centers shall work a seven (7) hour day consisting of three hundred thirty (330) minutes per day of instructional contact time and three hundred (300) minutes per week of planning time. Those employees who are under a teacher contract but do not have 330 student contact minutes per day shall work the regular 7 <sup>3</sup>/<sub>4</sub> hour day.

**6.2-3** Teachers at the Area Career Centers in special programs (such as: State Licensure Programs, Less Than 5 Days, etc.) shall work no more than a 35-hour week with no more than 1950 minutes of student contact time per week and no less than 150 minutes of planning time per week. In certain situations teachers in these programs may not have a duty free lunch.

**6.2-4** Arrangements for classroom visits made during the prescribed teaching day shall be made by the teacher with the approval of the principal/immediate supervisor. Visits to a teacher's classroom by persons not connected with the Polk county school system shall be conducted only with the teacher's prior approval. Such access to public school classrooms shall not be unreasonably denied. Evaluative visits by School District office personnel shall be made with a two (2) work day notification to the teacher and principal/immediate supervisor, except in case of emergency. Teacher approval is not required for visits by the Education Practices Commission or for special open house visitation planned by the faculty and administration.

**6.2-5** Communication systems shall not be used for assessment purposes, nor shall they be used for monitoring classroom activities without the teacher's permission. School wide use of public address systems shall be kept to a minimum during student contact times. Morning and afternoon announcements shall be at predetermined times.

**6.2-6** When school is not in session, a teacher may be given access to his/her classroom by arranging such access through the principal.

**6.2-7** The principal or immediate supervisor shall have authority to grant a teacher's request for variation from the regular school day schedule when circumstances necessitate such a procedure. When granted, such variation shall not result in loss of pay or accumulated leave days to the teacher.

**6.2-8** Teacher Resource Specialist Trainers (TRST) hired before July 1, 2005 who work a 10 or 11 month contract, for 7.75 hours daily with a 30 minute lunch inclusive, will not receive the TRST supplement (Appendix D) and will be designated as a TRST I. No TRST hired after July 1, 2005 will be eligible for the

Level I designation. TRST I may elect to reclassify to the appropriate TRST II or TRST III position by notifying their supervisor in writing.

**6.2-9** Teacher Resource Specialist Trainers (TRST) hired after July 1, 2005 or those hired before July 1, 2005 who elect to be reclassified, will be designated as either a Level II TRST, working 10 or 11 month contract, for 8.5 hours daily with a 30 minute lunch inclusive and receiving the TRST supplement (Appendix D), or, will be designated as a Level III TRST, working a 12 month contract, for 9 hours daily with a 1 hour lunch inclusive and receiving the TRST supplement (Appendix D) and vacation days as outlined in school board policy.

**6.2-10** FS 1011.62 (2012) requires that for 2012-2013 and 2013-2014 each school district having one or more of the 100 lowest-performing elementary schools based on the state reading assessment have teachers or reading specialists, effective in teaching reading, provide an additional hour of intensive reading instruction each day of the school year at these schools. In order to comply with this mandate, teachers will work an eight (8) hour day with the additional time paid at their daily rate of pay. In the event that a teacher does not wish to work the eight (8) hour day, the principal shall have the authority to grant the request thus allowing the teacher to continue the traditional 7¾ hour day, as long as the additional hour of intensive reading instruction requirement can be met. All contractual rights including the amount of planning time as guaranteed in Article 6.3-1 will be honored.

6.2-11 A reasonable amount of travel time of at least thirty (30) minutes shall be allowed each way during the regular duty day if teachers are required to attend partial day meetings at locations other than their regularly assigned schools. For full day meetings, a reasonable amount of travel time of at least thirty (30) minutes shall be allowed each way.

**6.2-12** When scheduled by the District administration, teachers may have their start and end time adjusted by up to ninety (90) minutes when given at least a two (2) week notice for attending a partial or full day inservice/meeting.

**6.3** Planning Time: All teachers are to be guaranteed an uninterrupted block of at least 45 minutes of planning daily. Planning time shall be used primarily for lesson/program planning, parent conferences, student conferences, and conferring with other faculty members. The principal may have up to two (2) of these 45-minute blocks per week designated for Collaborative Planning, Professional Learning Community (PLC), or Faculty Meetings (one (1) per month). One day shall be used for collaborative planning by grade level or subject area. The second day shall be used for a PLC focused on meeting the educational needs of students or a faculty meeting (up to one (1) meeting per month). Collaborative Planning shall occur weekly except on a rare occasion when the principal may hold two (2) PLCs in one week and the following week shall have no PLC or Faculty Meeting. The remaining three (3) blocks shall be used by the teacher solely for self-directed planning time. Recognizing that curriculum changes are inevitable throughout all areas of instruction, team/common planning may occur and is encouraged in order to meet the needs of the students. Teachers are responsible for the proper utilization of the self-directed portion of planning time.

**6.3-1** During weeks when there is a full Staff Development Day, Student Early Dismissal staff development day, or a shortened week, teachers will still have three (3) days of self-directed planning that week.

**6.3-2** Elementary school teachers shall have an uninterrupted, continuous block of time of no fewer than forty-five (45) minutes per day of scheduled duty free planning time during the student contact time. Should a continuous forty-five (45) minute block be unfeasible, the principal will schedule a continuous thirty (30) minute block during the student day and an additional fifteen (15) minute continuous block of time during the duty day for planning. Elementary teachers shall stay with their students when the students are participating in regularly scheduled special classes only when there is no certified instructor available.

**6.3-3** Middle school teachers shall have an uninterrupted, continuous block of forty-five (45) minutes per day of scheduled duty free planning time during the student contact time. Middle school schedules should include time for teacher planning time for such concepts as team planning, back to back planning periods, parent conferences, student conferences, etc. In middle schools that elect to participate in a seven (7) or eight (8) period day, the normal teaching load will be six (6) out of seven (7) or seven (7) out of eight (8) periods. (Advisor/advisee instruction will count as a teaching period.) Teachers, excluding those teachers assigned to Special Programs, shall not be involuntarily assigned a teaching schedule requiring more than



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three (3) preparations. To indicate acceptance of a schedule with more than three (3) preparations, the teacher must be presented with the schedule in writing and indicate acceptance by attaching their signature.

**6.3-4** High school teachers shall have an uninterrupted, continuous block of forty-five (45) minutes per day of duty free planning time during the student contact time. A normal teaching load will be six (6) out of seven (7) periods. Instructional time will be arranged according to the school's approved schedule and in accordance with Southern Association of Colleges and Schools (SACS) guidelines. Teachers, excluding those teachers assigned to Special Programs, shall not be involuntarily assigned a teaching schedule requiring more than three (3) preparations. To indicate acceptance of a schedule with more than three (3) preparations, the teacher must be presented with the schedule in writing and indicate acceptance by attaching their signature.

**6.3-5** Regular program and academic teachers at Traviss and Ridge Career Centers shall have three hundred (300) minutes per week of planning time. Special program and Alternative Education teachers who have no more than 1,950 minutes of student contact time per week shall have no less than 150 minutes of planning time per week.

**6.3-6** Teachers are required to make arrangements with the principal or immediate supervisor prior to leaving school grounds during this planning time. Arrangements shall not be unreasonably difficult so as to deny teachers the ability to leave.

**6.3-7** The Board shall structure a schedule for students that dismisses all students 150 minutes early to provide teachers 150 minutes of planning time in addition to the planning time described in Sections 6.3 through 6.3-5. There shall be at least seven (7) of these Student Early Dismissal Days distributed throughout the school year as mutually agreed upon. The days shall be designated as four (4) Teacher Self-Directed Planning Days and three (3) Staff Development Days. The additional 150 minutes of preparation time for up to three (3) of these Student Early Dismissal days may be designated for staff development. All remaining time shall be used by the employee for self-directed planning activities.

**6.4 Non-instructional Duty:** Representatives of the school staff shall be involved in developing the non-instructional duty schedule. All teachers shall be notified and volunteers solicited to participate. All volunteers shall be allowed to participate. There shall be, insofar as possible, a fair and equitable distribution of non instructional duties and responsibilities among all teachers and staff consistent with the law and School Board policies. No teacher will be required to work more than their contracted time. When If a problem with planning or distribution of non instructional duties and responsibilities becomes apparent that cannot be resolved by the staff, it shall be referred to the Safety, Maintenance and Non-Instructional Duties Committee.

**6.4-1** Except for regularly assigned duty, teachers shall not be responsible for students before or after regularly scheduled student contact hours.