Planning/Prep Time and Workload

The contract language included here is the end product of negotiations, which is based on give and take by both the union and management. Emphasis given to certain policies and procedures in any one contract is a reflection of the collective bargaining needs at a particular place and point in time. Many factors will affect contract language, including state and local collective bargaining laws and current demographic and economic conditions. These materials are meant for local presidents and negotiators, who are in the best position to determine what language is appropriate to their local situation.

CONTRACT LANGUAGE SUMMARY
Use these summaries to help you locate language relevant to your specific needs.

Albuquerque Teachers Federation (N.M.)—Page 5

- Effort will be made to encourage the coordination of preparation time for teachers involved in teaming, integration, or inclusion programs;
- The principal will consult with individual teachers regarding preparation time.

Amesbury Federation of Teachers (Mass.)—Pages 5-7

- Teachers will be assigned to teach in their area of certification;
- All preparation periods will be no less than 30 minutes.

Anoka Hennepin Education Minnesota (Minn.)—Pages 7-8

- Teachers who voluntarily agree to teach during prep time will be compensated;
- Prep time provided in continuous block no less than 30 minutes long.

Arlington Teachers Association (N.Y.)—Pages 8-9

- Preparation time for elementary teachers is permitted daily and for high school teachers when scheduling permits.

Baltimore Teachers Union (Md.)—Page 9

- Secondary teachers are not required to teach for more than three periods, and elementary teachers are not required to teach continuously for more than three hours;
- Elementary teachers are not required to teach more than two different subjects or grade levels.

Brevard Federation of Teachers (Fla.)—Pages 9-10

- Three shortened school days at the end of the semester will be used for student evaluation;
• Teachers will be assigned one period of uninterrupted preparation time.

**Broward Teachers Union (Fla.)—Page 11**
• Classroom employees in middle and high schools will not be required to change subject area teaching stations more than two times during the school day to the extent possible.

**Collier County Education Association (Fla.)—Page 11**
• Employees who feel that their teaching loads are excessive or classroom conditions are detrimental to student learning can file a complaint to the principal to have the issue addressed.

**Douglas County Federation of Teachers (Colo.)—Pages 12-13**
• Teachers will be compensated for class coverage outside their normal duties;
• The district will provide additional support to elementary schools not having at least 31 FTES (full-time equivalents).

**Duval Teachers United (Fla.)—Pages 13-15**
• Teacher prep time is contingent on grade level taught.

**Hillsborough Classroom Teachers Association (Fla.)—Page 15**
• Teachers will have personal planning time;
• When possible, elementary teachers will not be required to teach more than three hours without a break.

**Houston Federation of Teachers (Texas)—Page 16**
• Employees will receive a scheduled planning period of 45 minutes per day.

**New Britain Federation of Teachers (Conn.)—Page 16**
• Preparation time in correlation to grades taught is provided.

**Ojai Federation of Teachers (Calif.)—Page 16**
• Bargaining unit members voluntarily accepting an occasional substitute assignment during their conference/prep period will be compensated.

**Palm Beach County Classroom Teachers Association (Fla.)—Pages 16-17**
• Elementary teachers will not be assigned or asked to stay with students while they are assigned to another employee (e.g., physical education teacher);
• If students are not assigned during the day to another employee for a period of time, the teacher will be provided with relief time.

**Paso Robles Public Educators (Calif.)—Page 18**
• K-8 teachers have daily preparation times for a minimum of 30 consecutive minutes;
• High school teachers can volunteer to teach during one of their prep periods and will be compensated—first-year teachers are excluded from this program.
Penfield Education Association (N.Y.)—Pages 18-19
- Preparation time in correlation to grades and subjects taught is provided.

Peoria Federation of Teachers (Ill.)—Page 19
- Teachers who “double-up” or use their preparation periods for teaching will receive extra compensation for each class session;
- The board will provide preparation time correlating to grades taught.

Perth Amboy Federation of Teachers (N.J.)—Page 19-20
- Teaching staff is entitled to five 45-minute preparation periods per week.

Philadelphia Federation of Teachers (Pa.)—Page 20-21
- Teachers will exercise professional judgment in their use of preparation time;
- A teacher will receive in writing the reason before the request is made that he or she cover an assignment during a preparation period.

Pinellas Classroom Teachers Association (Fla.)—Pages 21-23
- Each building’s faculty and administration jointly determine the allocation of planning time;
- Preparation time is permitted daily when scheduling permits;
- A subcommittee will review and devise a plan that reduces the number of mandatory meetings or training sessions and reduces paperwork.

Providence Teachers Union (R.I.)—Page 23
- Preparation time is provided in correlation to grades taught.

Rochester Teachers Association (N.Y.)—Page 24
- Elementary teachers will have 30 consecutive minutes of planning per day.

Saint Paul Public Schools (Minn.)—Pages 24-26
- Elementary school classroom teachers and special education teachers will receive on average 50 minutes of prep time per day;
- Secondary teachers will receive 5 minutes of prep time for every 25 minutes of classroom instructional time;
- Teachers will participate in 18 hours of group preparation activities during the school year, including 8 hours during four early release days.

United Educators of San Francisco (Calif.)—Pages 26-28
- Central and site administrators are responsible for establishing procedures and creating schedules for regularly scheduled non-classroom teachers;
- Teachers may be required to attend no more than two faculty meetings per month;
- The living contract committee will examine preparation needs for teachers.

United School Employees of Pasco (Fla.)—Pages 28-30
- Middle and high school teachers will receive at least 50 minutes of planning time per day, and elementary teachers will receive no less than 250 minutes of planning time per week.
United Teachers of Dade (Fla.)—Pages 30-31
• Secondary teachers will have one prep period per day of no less time than one teaching period, and elementary teachers will use time that a specialist is in charge of a class as prep time;
• Teachers that teach an extra period will be paid additional compensation.

Washington Teachers Union (D.C.)—Page 32
• Planning periods will be used in a relevant manner towards improving instructional programs;
• Teachers may be assigned to a duty in lieu of a teaching period.
Albuquerque Teachers Federation (2002-2004)

Article 8, CONDITIONS OF PROFESSIONAL SERVICE

E. Preparation Time

1. All employees on the teachers' salary schedule (Appendix A and B) shall have within the duty week a minimum of 200 minutes for preparation and planning:

   a. Elementary: Teachers shall have all modified Wednesdays for use as preparation free from specific duty assignments. * In addition, teachers shall have available for preparation time that time during which a teacher's class is receiving physical education instruction. * Federally funded programs may require a minimum number of inservices in order to meet the criteria for funding. Preparation time shall be in 15-minute block minimums.

   b. Middle and High School: Each teacher shall be provided preparation time which shall be equal to one (1) full class period during the instructional day with such time being free from specific duty assignments.

2. Additional preparation time free from specific duty assignments that is not part of this Agreement shall be mutually agreed upon by the teacher(s) and the principal through a collaborative process as defined in Article 1.D.6.

3. Every effort shall be made to encourage coordination of preparation time for teachers involved in teaming, integration, or inclusion programs.

Amesbury Federation of Teachers (2003-2006)

ARTICLE IV - WORKING CONDITIONS

A. Teaching Load; Teaching Programs

1. Grades 9-12

   a. A basic maximum of fifteen (15) teaching block per week. No teacher shall be assigned more than two subject preparations until all department members are
assigned at least two. Third subject preparations shall be determined on a voluntary
basis first. Teachers shall have four and one-half (4.5) preparation blocks and one-half
(1/2) of an administrative block per week.

b. For department chairs and directors a maximum of the equivalent of fifteen (15)
teaching blocks per week for one semester and ten (10) for one semester in a given year
or the equivalent thereof and the equivalent of one-half (1/2) an administrative block.

d. Preparations

(1) Teachers shall be assigned to teach in their area of certification.

(2) The number of lesson preparations shall be kept at a minimum.

2. Elementary School PreK-4
a. Preparation periods shall be used for unassigned professional work.

b. To the end of enriching curriculum, improving teaching service and providing
preparation periods, the services of teachers of music, art, reading, physical education,
library, etc. should be utilized.

c. During the school year, each teacher in grades K through 4 shall be provided with at
least one preparation period per day of no less than fifteen (15) minutes.

d. Weekly preparation time for each teacher in Grades K through 4 shall be a minimum
of 300 minutes.

e. All preparation periods shall be no less than 30 continuous minutes in Grades K
through 4.

f. For directors a maximum of the equivalent of fifteen (15) teaching blocks per week
for one semester and ten (10) for one semester in a given year or the equivalent thereof
and the equivalent of one-half (1/2) an administrative block.

3. Middle School 5-8
a. Subject preparation is considered the preparation of classes for a particular subject.
Each academic subject, i.e. Math, Science, English, and Social Studies, constitutes a
different subject preparation.

Special area teachers, i.e. home economics, industrial arts, music, art, computer
specialist, academic enrichment and physical education teachers, might have subject
preparations that cover all three grade levels. Grade level is to be considered analogous
to the ability grouping taught by academic teachers.

b. No teacher shall be assigned more than three (3) different subject preparations.
c. Weekly preparation time for each teacher shall be a minimum of 200 minutes per week. During the 2003-2004 school year, the staff at the middle school is committed to changing the schedule for the 2004-2005 school year. One of the priorities of this schedule will be to provide more meaningful time spent with students while providing a minimum of 300 minutes of prep time per week for teachers. At no point shall the prep time for teachers go below 230 minutes per week.

d. All preparation periods shall be no less than thirty (30) consecutive minutes.

e. Activity periods are those periods in which a teacher is scheduled to be involved with the pupil usually outside the area of the teacher’s certification. Activity periods shall not count as a separate subject preparation.

f. Administrative time shall be distributed on an equitable basis.

g. For directors a maximum of the equivalent of fifteen (15) teaching blocks per week for one semester and ten (10) for one semester in a given year or the equivalent thereof and the equivalent of one-half (1/2) an administrative block.

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**Anoka Hennepin Education Minnesota (2003-2005)**

**ARTICLE VII**

**HOURS OF SERVICE**

Section 1. Basic Duty Day

Subd. 1. The duty day shall be 7 hours and 40 minutes in length. This includes the equivalent of 1/2 hour before and 1/2 hour after school and minimum of a 25-minute duty free lunch. The remaining 375 minutes shall include a minimum daily average of 50 minutes for preparation to be provided on a weekly basis in middle and high schools and over a 5-day digital schedule in elementary schools. Every effort will be made to provide preparation time in a continuous block, but at no time shall a block be less than 30 minutes.

Teachers shall receive a minimum of 5 minutes preparation time for every 25 minutes of instructional time. The remaining time shall be used for passing students, supervision, I.E.P. preparation, team planning, traveling, advisor-advisee meetings, and other assigned non-instructional duties. Special Education teachers may be released from supervision responsibilities to attend required due process meetings or student assessments.

**ARTICLE X**

**BASIC SCHEDULES AND RATES OF PAY**

Section 11. Miscellaneous

Subd. 1. A teacher who voluntarily teaches an additional class period during their prep time on an extended basis (excludes occasional substitute situation in Section 12, subd. 3) will be compensated on the following pro rata basis:

A. The fourth class period overload assignments in a 4 period day schedule shall receive .29 of the teacher’s daily rate for the number of conference days and student contact days taught. The sixth class period overload assignments in a 7 period day
schedule shall receive .17 of the teacher’s daily rate for the number of conference days and student contact days taught.

B. If the assignments are in schools with different schedule period systems, then the pro-rata hourly rate of pay for each student contact day taught will be determined by taking the difference between the total percentage of the teaching assignments and .7143 if the teacher’s greater assignment is a seven period day, or .750 if the teacher’s greater assignment is a four period day.

C. Elementary teachers who voluntarily agree to teach during their prep time on an extended basis shall be compensated on a pro-rata basis.

Subd. 2. A secondary teacher assigned to two or more buildings shall be given travel time instead of before or after school duties, unless otherwise agreed to between the teacher and principal/program supervisor. An elementary teacher who travels between buildings during the duty day shall be given a minimum of 1/2 hour reduced student contact time and shall not be assigned to before or after school supervisory duties, unless otherwise agreed to between the teacher and principal/program supervisor. Teachers who travel are guaranteed preparation time as defined in Article VII, Section 1.

Subd. 3. If a teacher is requested by a Principal to teach during his/her preparation time, and accepts, he/she will be compensated at the rate of $17.98 in 2003-04 and $18.52 in 2004-05 for an elementary school or for one class period for those schools on a six or seven period day, and $26.97 in 2003-04, and $27.77 in 2004-05 for one class period for those schools on a four period day.

Subd. 4. In the event a substitute teacher is not available to fill the absence of an elementary teacher, and through initiation of the principal, students are placed into other elementary teacher classrooms, those teachers will be compensated at the beginning substitute rate divided by the number of elementary teachers absorbing the students. Where Early Childhood/ Special Education (EC/SE) teachers team teach, and a replacement teacher is not available to fill the absence of an EC/SE teacher for a half day or a full day, the other EC/SE teacher will be compensated at the beginning substitute rate.

Subd 5. In the event a part-time teacher’s primary assignment ends and he/she is requested by the Principal to serve as a substitute, and he/she accepts, he/she will be compensated at his/her hourly rate up to a maximum hourly rate as set forth in Section 6 of this Article.

ARTICLE XI
CLASS SIZE AND CLASS LOAD
I. PREPARATION TIME IN ELEMENTARY SCHOOLS
The elementary school teacher shall in addition to his/her lunch period, be permitted a preparation period of at least a minimum of thirty-five (35) minutes a day during
which s/he shall not be assigned to any other duty. Effective September 1, 2001, said preparation period shall be at least a minimum of forty (40) minutes a day. This period shall be scheduled by the principal when the pupils in the teacher’s class are being instructed by a specialist or at other times which may be administratively feasible.

**J. PREPARATION TIME IN SECONDARY SCHOOLS**

Where possible, and in light of scheduling requirements under Article XI(B)(2), secondary school teachers shall, in addition to their lunch period, have a preparation period(s), or its equivalent, during which time they shall not be assigned to any other duties.

**Baltimore Teachers Union (2003-2005)**

**ARTICLE VII**

**TEACHER HOURS AND WORKING CONDITIONS**

**7.5 Teaching Schedules**

A. Secondary teachers shall not be required to teach continuously for more than three (3) periods, nor three (3) hours where double periods are used. Elementary teachers shall not be required to teach continuously for more than three (3) hours.

B. Every effort shall be made to see that no secondary teacher is required to teach more than two (2) different subjects or grade levels.

**7.8 Available Preparation Time**

A. During the 2002-2003 school year, the Board will provide three (3) forty-five (45) minute preparation periods per week for all elementary school teachers.

B. When children are under the supervision of the physical education teacher, librarian, music resource teacher, or art resource teacher, the classroom teacher, at his option, may leave the teaching area and use that period as a preparation period. The teacher shall not be assigned any other duty at that period.

C. The Board will maintain a list of substitute teachers who will be used for resource teachers’ absences. This list should be available to each principal.

D. Each school having a rescheduled day shall allow thirty (30) minutes of that time for teacher preparation and planning.

**Brevard Federation of Teachers (2003-2004)**

**ARTICLE VI**

**GENERAL CONDITIONS OF EMPLOYMENT**

**Section B - Calendar**

4. It is the intent that the three (3) shortened student days at the end of each semester be utilized for those activities required to complete the student evaluation process. Seven (7) hours of the teacher workday between semesters shall be for the purpose of uninterrupted teacher planning and preparation, and shall be within the thirty-five (35) teacher planning hours. Administrative time shall be scheduled at the beginning of the workday.

**Section C - School Day**

2. Except as provided herein, full-time teachers who are assigned to teach in elementary schools, middle schools, junior high schools, or high schools shall be scheduled for a period of uninterrupted preparation time.
a. The use of such preparation time shall normally be for the purpose of teacher preparation, student staffings, individual parent conferences, department meetings, evaluation conferences, and the like. It is not the intent of the parties for planning time to be used for those purposes which could be better accomplished by utilizing a schoolwide faculty meeting.

b. In the event a principal assigns a teacher to the class or classes of an absent teacher and/or the teacher loses his/her preparation time as a result of an assignment, compensatory time equal to the amount of lost preparation time shall be made available to the affected teacher for such preparation time.

c. The length of preparation time for full-time teachers in middle schools, junior high schools, and high schools shall normally be equal to the length of the students' class period on the day preparation time is granted. Except for schools with block scheduling, preparation time for part-time teachers shall be scheduled pro rata.

d. Full-time teachers in elementary schools shall be scheduled for no less than two hundred sixty (260) minutes of preparation time during each full five (5) day workweek. Sixty (60) of the two hundred sixty (260) minutes may be outside the normal student day. If the workweek is less than five (5) days, such preparation time shall be reduced pro-rata fifty two (52) minutes per day for each day students are not scheduled to attend full time. It is the intent of the parties that the allowance to schedule sixty (60) minutes of planning time as provided herein, should not be used to lower the amount of planning that has normally been scheduled during the student day.

e. Except as otherwise provided herein, preparation time as provided herein shall be scheduled within the six and one-half (6 1/2) hour period of time immediately following the beginning of the normal student day.

f. Vocational Teachers with multiperiod blocks of classes and/or other full-time teachers not normally assigned to class groups shall not be entitled to preparation time as described herein. This latter group includes, but is not limited to, counselors, occupational specialists, alternative education teachers, area counselors, resource teachers and media specialists not assigned a full class load.

Multiperiod blocks of classes as used herein shall mean only those instances in which a teacher's classes are scheduled in multiperiod blocks for the entire student day, e.g., three (3) classes of two (2) period blocks in a six (6) period day. Provided that in the event of an emergency, planning time as provided herein for an exceptional education teacher may not be provided.

g. It is not the intent of the Board herein to preclude reasonable preparation time for teachers not covered herein, where such preparation time may reasonably be provided.
**Broward Teachers Union (2001-2004)**

**ARTICLE TEN**

**EMPLOYEE PREPARATION, CONFERENCE AND PLANNING**

**A. Elementary Preparation/Conference Time:** Elementary school employees shall have a preparation conference time totaling not less than sixty (60) minutes per day, excluding relief periods. Additionally, elementary employees will use the time during which all their students are in special classes such as art, music, or physical education as a preparation/conference period and/or relief period.

**B. Secondary:** High school and Middle School Employees shall be given one (1) uninterrupted preparation/conference period per day of the same length as the regular class period. Every effort shall be made to provide no more than three (3) different course preparations per day.

**C. Block Schedule:** Middle school and high school employees on a block schedule shall have a preparation conference time totaling not less than ninety (90) minutes per day, excluding relief periods.

**D. Change of Teaching Stations:** Regular classroom employees in middle and high schools shall not be required to change subject area teaching stations more than two (2) times during the school day to the extent possible.

**E. Special Subject Teachers:** Teachers of art, music, physical education, laboratory sciences, media specialists, speech therapists, reading consultants, visiting teachers, counselors, all special education employees, cooperative education teachers and occupational specialists shall be provided preparation time to the same extent as other employees in the district and the time shall be used for that purpose. Elementary schools shall make every effort to provide special subject teachers with a fair and equitable work schedule. The parties agree to form a committee to study the special concerns of such teachers regarding their work load, preparation time, extra duties, and working conditions during the 2001-2002 school year. The committee will collect data and make recommendations to the Contract Administration Committee no later than February 1, 2002.

**Collier County Education Association (2001-2004)**

**ARTICLE 4--WORKING CONDITIONS**

**4.11** Any EMPLOYEE who believes that his teaching load is excessive or that classroom conditions are detrimental to his pupils’ learning may file a written request with the Principal to have the negative situation appropriately addressed. If the EMPLOYEE is dissatisfied with the decision of the Principal, he may forward the request to the SUPERINTENDENT for review. The EMPLOYEE(S) shall be notified in writing of the SUPERINTENDENT’s disposition of the matter.
Douglas County Federation of Teachers (2002-2005)

VI. TEACHER HOURS and TEACHING DAY

G. PLANNING TIME

1. Elementary teachers shall have at least forty (40) continuous minutes of duty-free planning time during each regular workday. When an acceptable schedule cannot be developed at a particular school to accommodate a continuous forty (40) minute period, the teacher shall have fifteen (15) calendar days to file a letter with the Building Level Committee claiming that hardship exists. If the Committee determines that a hardship exists, part of the teacher’s supervisory duties during the regular workday will be reassigned by the principal so long as the hardship exists.

2. Secondary school teachers shall have a time equivalent to one (1) instructional period set aside for planning and conference. However, when special schedules are in effect, planning and conference time should average the equivalent of one (1) instructional period per day.

3. Nothing in this section shall preclude any teacher and the administration from agreeing on additional planning time.

H. CLASS COVERAGE. In the event the District, after a good faith effort, is unable to hire a substitute for a classroom teacher and is unable to find teachers within the building to volunteer to cover classes during their preparation periods, the following procedure will be followed: Note: See Class Coverage Pay in Article XIV for payment information.

1. The building administration will first check any substitutes currently in the building to see if their planning time allows them to cover a class.

2. The building administration will assign a staff member on a non-voluntary basis to cover the class. The selection will follow guidelines established at each school and will be made without prejudice. All certified staff, including principals and counselors, will be equal participants in their school’s emergency class coverage plan.

3. All schools must submit their emergency class coverage plan to the Director of Human Resources within the first three (3) weeks of the school year.

XIV. COMPENSATION

D. CLASS COVERAGE PAY

1. Regularly appointed classroom teachers who agree to cover other teachers’ classes during their preparation periods at the request of the principal will be paid at an hourly rate equal to 80% of the District’s average teacher salary divided by 1487.5 hours, or an appropriate fraction thereof, in addition to their regular pay.

2. If a building splits a teacher’s class between two or more teachers for more than sixty (60) minutes, then each of the covering teachers will be paid at an hourly rate equal to 80% of the District’s average teacher salary, divided by 18.87 per hour, or an appropriate fraction thereof, in addition to their regular pay.
MEMORANDUM OF UNDERSTANDING REGARDING ELEMENTARY PLANNING
A. The District and the Union both value and recognize the importance of allotting reasonable time for elementary teachers to engage in individual and group planning for the delivery of quality instruction.

B. Elementary schools which do not have at least 31 FTE’s will be granted additional support. A school with less than 31 FTE’s will receive an additional .5 FTE for each FTE under 31. (Example: A school has a combined FTE of 25. The difference between the actual and base is 6 FTE. Formula: 6 FTE x .5 =3, or a total of 28 FTE’s.)

C. The District will contribute an amount equal to the negotiated base rate, multiplied by .0213 per FTE for extra planning time in each elementary school.

D. The purpose of these funds for additional planning time is to provide support to teachers in their efforts to address District initiatives and the accomplishment of District and/or school goals.

E. A plan for the utilization of these funds will be developed by the teaching staff at each school using guidelines established by the Union and the District. These plans require the support of the principal and site council prior to their implementation.

F. Building plans will be implemented within forty-five (45) days from the beginning of the school year, and shall be submitted for information purposes to the Office of Human Resources who will share them with the Union.

Duval Teachers United (2002-2005)

ARTICLE VI - EMPLOYMENT CONDITIONS

I. Teaching Preparations
The parties agree that the Employer has the responsibility, from time to time, of preparing and promulgating teaching schedules for its teachers.

In secondary schools, within a department, every effort shall be made to schedule so that all members of that department will teach at least one (1) class of their choice and every effort shall be made to minimize and/or reduce the number of preparations each member of the department shall have.

In furtherance of this responsibility, the parties agree that teachers shall not be required to teach in more than three (3) certification areas, nor teach subjects involving more than four (4) different preparations or any combination to exceed four (4) preparations in secondary schools, unless:

1. The teacher consents to teach more than specified above, or;

2. The above limitations to any particular teacher(s) would create an unusual difficulty in scheduling within a school or create unusual hardships on students.
"Preparations" as used herein shall be construed to mean any different grade level, course title, subtitle, or specified level. It shall not be construed to mean different student ability levels with a grade level, course title, subtitle, or specified level.

Employees at each school shall not be required to teach six (6) periods without Employer action. Should such action be taken by the Employer, the Employer agrees to negotiate salary and working conditions for the additional period prior to implementation.

AA. Resource Periods and Planning Time
1. The Employer and the D.T.U. agree that adequate planning time is important to the improvement of the quality of education and should be encouraged and focused on professional tasks. School principals should form a teacher resource scheduling committee that includes resource teachers or some other method of receiving and discussing input from classroom, resource, and ESE teachers when developing the resource teacher schedule. Because of the implementation of the extended day kindergarten, kindergarten classes should be given the same time allotment consideration as other primary classes when developing classroom resource schedules at individual schools. The schedule must include planning time for each teacher in accordance with the following requirements.

2. Elementary Schools
   a. Elementary teachers shall not be required, except as part of a professional development plan, to accompany their students during periods when the students are being taught by a certified resource teacher (art, music, physical education, library, etc.). Such periods shall be used for professional activities as defined in this article.

   b. The school day shall be scheduled so as to normally provide classroom teachers 40 minutes for professional activities before the student day begins, within the current workday.

   c. Resource teachers, media specialists, and guidance counselors shall have forty (40) minutes of scheduled planning time daily, during the work day (or its equivalent in larger blocks of time throughout the week), in addition to lunch.

3. Middle Schools
   Each middle school teacher shall be provided at least forty-five (45) minutes of duty free planning time within the current workday.

4. High Schools
   a. Each high school teacher shall be provided with one duty-free planning period equal to one regular instructional period, exclusive of duty-free lunch, within the current workday. This planning period shall be available for planning and conferences except for emergencies or unusual scheduling problems.

   b. In schools where the student schedule includes a seventh period, each teacher shall use the additional period for planning and conferences. In addition, although not
mandatory, the principal may assign teachers to specific professional activities as defined in this article. Teachers who sponsor non-supplemented activities may be excluded from duty assignments.

**Hillsborough Classroom Teachers Association (2000-2004)**

**2. WORK YEAR AND HOURS**

**2.7 PLANNING AND LUNCH PERIODS**

2.7.1 Teachers shall have planning time during which they will not be responsible for students, attendance at faculty meetings, or be assigned to other duties except for emergencies. The school office shall maintain a duty roster available for teacher examination, to ascertain the equity of emergency assignments.

2.7.2 Secondary teachers (6-12) shall have a scheduled planning period of at least one full period during one-half the school year. During the other half, their planning period may be shortened to forty-five consecutive minutes in order to complete duty assignments, as may be necessary to ensure student safety. Such duty assignments shall be posted. (Exceptions may be necessary during lunch period supervision if other alternatives have been exhausted).

2.7.3 Secondary teachers in schools with seven student instructional periods shall have a scheduled planning period of at least one full period per day. Planning time for Middle school teachers, working on teams, shall normally be scheduled to accommodate team planning.

2.7.4 Except for Tuesdays, all elementary teachers shall have a scheduled block of at least 35 minutes planning period per day before or after the student day. Tuesdays may be used for necessary school related meetings, including but not limited to, principal called faculty, building committee, and grade level meetings. In addition to the Tuesday meetings, the principal shall have the right to call one additional faculty/grade level meeting per month for any given teacher.

2.7.5 Elementary teachers shall be provided with a weekly minimum of two and one-half hours of planning time within the student day (equivalent to thirty minutes per day). Elementary teachers’ planning time shall take place before or after the student day and during the day when students are with special services teachers.

2.7.6 Whenever possible, elementary teachers shall not be required to teach more than three hours without a break.

2.7.7 It is normal for teachers to be in their work area during their planning period. However, they shall not be restricted to their room or work area during the entire planning period.
Houston Federation of Teachers (1999-2004)

ARTICLE XIII
DUTY HOURS AND WORK YEAR
I. Professional employees shall receive a scheduled planning period of 45 minutes daily.

New Britain Federation of Teachers (2001-2004)

ARTICLE IV
TEACHING HOURS AND TEACHING LOAD
4:6 Teacher Preparations
In general, high school teachers shall not be required to teach more than two (2) subject areas nor to make more than a total of three (3) teaching preparations. Middle school teachers shall not be required to teach more than three (3) subject areas or to make more than a total of three (3) teaching preparations. (Classes, which require different courses of study, shall be considered different teaching preparations.)

Ojai Federation of Teachers (2002-2005)

Article 6
Teaching Conditions
6.2 The District shall provide preparation time of 3,000 minutes per year for each grade 4-6 teacher and 2,700 minutes per year for each grade 1-3 teacher. Conference/preparation periods shall be scheduled for all full-time secondary teachers for a minimum of one (1) conference/preparation period per day or the equivalent thereof.

6.2.1 If a full-time teacher volunteers to teach a sixth class for a semester, he/she is to be compensated at the rate of 16.6% of his/her salary. A sixth class teaching assignment shall be limited to short-term situations due to scheduling restrictions.

6.2.2 For any assignments less than 100%, an employee is to be compensated at the rate of 20% per period assigned at the appropriate placement on the salary schedule, with no additional compensation for a conference/prep period.

6.2.3 Members of the bargaining unit who voluntarily accept an occasional substitute assignment during their conference/prep period will be compensated at the certificated hourly rate.

Palm Beach County Classroom Teachers Association (2002-2005)

ARTICLE III - WORKING CONDITIONS
SECTION B - EMPLOYEE’S HOURS AND CONDITIONS
4. a. Planning Periods—Planning periods are provided for the purpose of instructional planning. Employees in the middle, high schools and schools instructing adults, shall be given a planning period equal to one (1) class period each day. Elementary school employees shall have a non-student contact planning period of forty-five (45) consecutive minutes, or two (2) blocks of thirty (30) consecutive minutes each instructional day. Such elementary planning period shall not be scheduled during an elementary employee’s relief time as set forth below. Elementary employees who have
after school activities with students may start such activities at the end of the regular student day and will not take any planning time scheduled at the end of the regular student day. Such planning time, if needed, will be taken after the completion of the after school student activity. The failure to take planning time will not be considered a forfeiture of elementary planning or a violation of this Agreement.

b. As a result of this Agreement, an elementary employee shall not be required to forfeit the lesser of either three (3) planning periods or one hundred thirty-five (135) minutes of his/her planning time per month (September through May) to attend meetings initiated by the administration unless otherwise agreed to by the school’s EBC.

c. An exception to this for an alternative schedule is as determined by a majority faculty vote conducted by the EBC and approved by the Principal. Once voted and approved, the alternative schedule will stay in place until a modification is proposed by either party and a new vote is conducted and approved.

5. Relief Time for Elementary Teachers

a. An elementary employee may be assigned to accompany his/her students to and from another location when such students are assigned to another employee during the school day, but shall not be assigned or asked to stay with such students while they are assigned to another employee. This would include, but not be limited to music, art, physical education and library (media center). Effective January 1, 2003, all elementary employees will be scheduled during regular student attendance days relief time on at least four (4) days of each regular five (5) day work week. Employees may use this time for personal relief time, for planning, attending conferences, and other non-student contact professional activities. The administration agrees not to schedule any employees duties/assignments or to schedule an employee’s lunch during this period of time, but may assign the employee to attend child study team meetings and parent conferences during his/her relief time. Affected employees shall be given compensatory time or shall have their relief time restored by the Principal at the first available opportunity, but not later than two (2) weeks after the assignment.

b. On those days when an elementary employee’s students are not assigned to another employee, the elementary employee shall be provided relief time of approximately fifteen (15) minutes as soon as possible after the employee has communicated with the office that he/she needs relief time. Relief time will be provided by using non-bargaining unit personnel. This relief time shall be available to all elementary employees.

c. In addition, each elementary school shall develop a plan for providing relief time when an employee finds it necessary (emergency) to leave students for which he/she is responsible. The school plan shall be mutually developed and agreed to by the Principal and the Employees’ Building Council (EBC). If a mutual agreement cannot be reached, the issue shall be submitted to the Area Superintendent for resolution.
**Paso Robles Public Educators (2002-2005)**

**ARTICLE 14**

**HOURS**

**K-8 Elementary**

G. It is the District's intention to provide a minimum of 30 consecutive minutes per day of student-free time within the assigned workday for unit members. 4th and 5th grade teachers will receive their 30 minute student-free time within the student day. This student-free time is exclusive of lunch and recess. K-5 teachers may use any unassigned time during the day for preparation time. Full-time teachers in grades 6-8 shall have preparation time scheduled on the seven-period day.

**9-12 High School**

N. Preparation Period. Each full-time teacher will receive an average of 275 minutes per week of student free time within the student instructional day. Classroom teachers with four classroom instructional periods and two out-of-class assignments can use parts of those two outside assignments for instructional preparation. When the district determines that additional teaching periods are necessary to balance class size at the high school they will post a notice of available teaching periods. Teachers may volunteer to teach one additional period during the day subject to the following conditions:

1. No more than two periods within a subject area.

2. On a semester by semester basis dependent on the need.

3. Teachers who volunteer to teach an additional period will be compensated on a pro-rata basis.

4. The total number of periods allotted will not exceed 10% of the total number of PRHS teachers, excluding all first-year teachers.

5. First-year teachers to the district will be excluded from participation in this program.

6. When three or more periods are necessary in a subject area the district will post half-time or full-time positions appropriate to the need.

**Penfield Education Association (2002-2005)**

**ARTICLE 7**

**TEACHING HOURS AND TEACHING LOAD**

**SECTION 7-3. TEACHER ASSIGNMENTS**

Middle school teachers of subjects which are taught in traditional periods will not be required to teach more than five (5) periods each day and will not be assigned more than one (1) additional period of administrative duty each day plus the equivalent of one (1) team planning period per day.
Teachers of subjects that are taught in blocks will not be required to teach more than five (5) block periods and to attend one (1) block team planning period every two days and will not be assigned more than one (1) period of administrative duty each day. High school teachers will not be required to teach more than five (5) periods each day and will not be assigned more than one (1) additional period of administrative duty each day. Each high school teacher will be assigned one (1) period of departmental instructional center or similar duty per week.

Secondary school teachers (7-12) will not be required to teach in more than two (2) departments, and English, math, science, social studies, and foreign language teachers will have no more than three (3) teaching preparations at any one time. A teaching preparation consists of one or more classes at a grade level in a non-regents, regents, or an honors level.

**Peoria Federation of Teachers (2000-2005)**

**ARTICLE VII**

**SALARY SCHEDULE AND REGULATIONS - FULL-TIME EMPLOYEES**

**C. Compensation for Additional Duties**

1. Regular teachers who “double up” or use their preparation periods for teaching shall receive extra compensation for each class session at the rate of $24.00.

**L. Hours of Work**

The BOARD shall provide each middle school teacher with at least five preparation periods per week, equal to the time of a class period.

The BOARD shall provide each primary school teacher with five 45-minute preparation periods per week.

Preparation Period: Collaboration between building administrator(s) and staff shall contribute to the development of the building’s preparation schedule.

**S. Preparation Period for year-round, Kindergarten/First Grade, Multi-age Classroom Teachers** - The BOARD shall provide five, 45 minute preparation periods per week to any year-round, Kindergarten/First Grade, multi-age classroom teacher.

**Perth Amboy Federation of Teachers (2002-2005)**

**Article III**

**WORKDAY**

**B. Preparation Periods**

All teaching staff shall be entitled to five (5) forty-five (45 minute) preparation periods per week, scheduled pursuant to contractual history and practice.

Compensation for loss of a prep period shall be:

- 2002-'03 - $ 25.60 per period
- 2003-'04 - $ 26.75 per period
- 2004-'05 - $ 27.80 per period
C. No secondary teachers shall be required to teach more than twenty-five (25) periods a week exclusive of lab periods; however, a teacher may be assigned five (5) additional periods to supervise study halls or to perform such other duties within his/her job description assigned by the administrator. This provision shall not apply to substitution duties. At locations where staff are assigned duty periods as part of their schedules, volunteers shall be sought to provide tutoring or other designated professional obligation services, in lieu of the duty period, on an as-needed basis. These volunteers shall not be compensated additionally.


XVIII. Working Conditions of Teachers

B. Work Schedule

1. Teaching Assignments and Preparation Periods

(a) Teachers will exercise professional judgment in their use of preparation time in order to further professional work and to promote greater classroom effectiveness.

(b) The preparation time for middle school teachers shall be at least the weekly equivalent, in total minutes, of three hundred sixty (360) minutes for advisors and two hundred seventy (270) minutes for non-advisors. If a middle school teacher loses more than the equivalent of one hundred eighty (180) minutes of preparation during any school year, than such teachers shall have the time restored for any additional lost preparation time within thirty (30) calendar days of each lost period of preparation.

(c) Each elementary teacher shall receive not less than two hundred twenty-five (225) minutes of preparation time each week in addition to recess and lunch periods. When possible, a preparation period shall be at least forty-five (45) minutes long and in no case shall it be less than thirty (30) minutes. Preparation time shall be distributed as evenly as possible during the week as scheduling permits. Regularly appointed teachers shall replace those teachers who are utilizing their preparation time. Teachers shall not be required to be present when specialist teachers such as teachers of art, music, or physical education are working with their pupils. This time is to be used for preparation by the teacher so relieved.

(d) If a teacher in an elementary school loses a preparation period during any school year, then he/she shall have the time restored, except that for only the first four (4) preparation periods lost during any school year he/she shall have the option to have restored such preparation period, or to receive pay at the prevailing extra-curricular rate of compensation for the lost preparation period.

(e) Specialist teachers shall be rostered for the teaching of their specialty to classes on a regularly scheduled basis with the amount of time for lunch and preparation periods equal to the amount of time afforded for such purposes to other teachers in the school.

(i) In each high school, each teacher shall receive at least two hundred twenty-five (225) minutes of preparation time each week. If a teacher loses more than one hundred eighty (180) minutes of preparation time during any school year, then such teacher
shall have the time restored for any additional lost preparation time within thirty (30) calendar days of each lost period of preparation.

(k) Whenever a teacher is required to cover an assignment during a preparation period, he/she shall receive in writing the reason therefore before the request or not later than the next school day.

2. Rosters
(i) A teacher may, with his/her consent, be assigned to more than five (5) periods of teaching a week outside of his/her field of appointment.

(m) Middle school and high school teachers shall not be rostered to teach more than 180 minutes consecutively or 195 minutes in cases where block rosters exist.

Pinellas Classroom Teachers Association (2001-2004)

ARTICLE XXVII
PLANNING PERIODS AND LUNCH TIME
The parties agree that the allocation of planning and lunch time is best determined jointly by the faculty and administration given unique circumstances in each building. Schools unable to reach agreement shall be governed by the following provisions.

A. Each elementary teacher shall have a minimum of thirty (30) minutes planning period daily in a six (6) hour instructional day and the equivalent of two (2) hours per week outside the instructional day.

B. The regular daily schedule of each secondary and full-time post secondary school teacher shall provide for one (1) full period or its equivalent of planning time during the pupil day and a minimum of two (2) hours per week outside the instructional day free from assigned duties except in cases of emergencies. That when the nature of the subject that is taught is organized in such blocks of time as to make this provision unworkable without seriously hampering the instructional program, time shall be provided to the extent possible.

C. No teacher shall be required to forfeit planning time on a regular or continuing basis.

D. The regular daily schedule of each teacher shall provide for a minimum of thirty (30) minutes lunchtime, free from assigned duties or supervising students. Teachers can leave the school grounds during this period so long as regular classes are not interfered with and the office is notified of their absence. It is understood that certain emergency conditions may exist that would require an alteration to the schedule. Any significant alteration limiting the time requirement will qualify the teacher for compensatory time. Under no circumstances will teachers be required to limit lunch time on a regular or continuing basis.

E. Teachers shall use their planning time during the student day for preparation of their instructional program and work related activities.
F. Whenever a teacher is present in a regular classroom for the purposes of fulfilling the provisions of Article XXVII, Paragraph A, the regular classroom teacher shall be excused from the room and any duties pertaining thereto. The special opportunities provided by team teaching shall in no way be used to circumvent these provisions. The size of class or number of pupils under the control of any teacher shall not be increased to provide for the provisions of this Article. The needs of special programs (e.g., art, music, and P.E.) shall be considered. Planning time shall be of such length as to allow for appropriate activities.

G. Annually, the principal and staff shall establish a tentative planning time schedule. Normal planning time activities, outside the pupil day, shall be established at that time.

ARTICLE XXXIX
TEACHING HOURS AND TEACHING LOADS
D. The teaching load for secondary teachers shall not be in excess of five (5) teaching periods per day on a six (6) period overall school schedule and not more than five (5) teaching periods per day on a seven (7) period overall school schedule. The teaching load for post secondary vocational teachers shall be five (5) teaching periods in a six (6) period overall school schedule. Where innovative programs, such as flexible, modular scheduling are employed, teachers shall have a substantially equivalent ratio of teaching duties to planning time. When the nature of the subject taught is organized in such blocks of time as to make this provision unworkable without seriously hampering the instructional program, time should be provided to the extent possible. Instructional related time may include planning time, necessary faculty meetings, assisting students, parent conferences, and other activities directly related to instruction.

Except for schools which reach agreement pursuant to Article XV, schools impacted by the seven (7) period day, may utilize the following allocation formula: each secondary school teacher shall instruct twenty-five (25) hours per week or its equivalent of twenty-five (25) periods. All remaining time shall be designated as instructional related. Following discussion and input from the staff, the principal may allocate up to thirty (30) periods per year for supervisory responsibilities involving student safety or campus security. The remaining instructional related time shall be subject to reasonable restrictions and uses as determined by the school staff.

E. Secondary class teaching assignments should not include classes in more than two (2) subject areas. Similar general subject areas are excepted.

F. All assignments shall be established so that staff members have equivalent opportunities to teach subjects for which they are qualified.
APPENDIX C
OTHER COMPENSATION
Amendments
1999-2000

WORKING CONDITIONS: The parties agreed that teachers need more freedom from meetings, unneeded training and paper work. They recommend this:
The parties agree that each school site should create a working subcommittee comprised of the principal, or his/her designee, the faculty representative for PCTA and PESPA (where appropriate) and two additional staff members (1 selected by the administration, 1 selected by the faculty representative) that will meet to develop a plan by September 30 of each year to address the following:

1. A review of the number and types of "mandatory" meetings held at the school level and a plan that reduces the number of mandatory meetings/training sessions, where possible during non-student contact time. The plan will include a calendar showing all mandatory meetings/training sessions and will provide for a minimum of two hours per week free of such requirements, in accordance with Article 27, sections A & B."

2. The amount and types of required paper work that might be streamlined or reduced through the consolidation and/or elimination of reports, etc.

3. The completed plan will be approved by the faculty and signed by the principal and the faculty representative. A copy of each school's plan will be sent to the Area Superintendent and the PCTA office by October 15.

Providence Teachers Union (2001-2004)
ARTICLE 8
WORKING CONDITIONS
8-4 Unassigned Periods
Teachers shall have unassigned periods as follows:

8-4.1 Elementary Schools:
Teachers shall have at least one (1) thirty (30) minute unassigned period per day, except that a teacher may agree to a schedule which contains five (5) unassigned periods per week over four (4) days.

8-4.2 Middle Schools and High Schools:
Teachers shall have one (1) unassigned period per day, except that a teacher may be programmed unassigned periods totaling five (5) unassigned periods per week over four (4) days if scheduling problems make it impossible to provide a teacher with one (1) unassigned period per day.
Rochester Teachers Association (2002-2004)
SECTION 19
ELEMENTARY SCHOOL PLANNING TIME
All elementary school teachers will be provided thirty (30) consecutive minutes of planning time per day. Planning time resulting from the use of teachers of music, art, physical education, and other special subjects shall constitute compliance with the foregoing. All efforts will be made to provide this planning time between the hours of 9:15 and 11:00 a.m. or 1:30 and 3:00 p.m.

Saint Paul Public Schools (2003-2005)
ARTICLE 13 - TEACHERS’ BASIC CONTRACT YEAR AND TEACHERS’ DAY
SECTION 3. LENGTH OF TEACHERS’ DAY
Subd. 3. Elementary Planning Time. The School District will provide preparation/planning time for elementary classroom teachers on the basis of fifty (50) minutes per school day, or the equivalent.

Preparation periods shall be provided, as a norm, on each day, and shall be not less than twenty-five (25) minutes nor more than sixty (60) minutes in length.

Eligible teachers shall include:

• Grade 1-8 elementary school classroom teachers.
• Physical Education and Music Itinerant teachers.
• Special Education neighborhood school classroom teachers as listed:
  1. Early Childhood Special Education classroom teachers.
  3. Mental Impairment/Moderate-Severe classroom teachers.
  4. Specific Learning Disability classroom teachers.
  5. Emotional or Behavioral Disorder classroom teachers.

Thirty (30) minutes of preparation/planning time for kindergarten teachers is normally provided between morning and afternoon sessions with students, and does not involve time away from students during the students’ day. The additional twenty (20) minutes per day (equivalent) will be provided as scheduled by the District.

Subd. 4. Secondary Preparation/Planning Time
Within the student day, for every twenty-five (25) minutes of classroom instructional time assigned to a secondary classroom teacher on a regular daily basis, five (5) additional minutes of preparation time shall normally be provided in one or two uninterrupted blocks during the student day. Variations developed by the principal and staff in any school building and approved by the Superintendent and the Board of Education, shall be permitted, so long as the intent of this provision is observed, and...
the approximate equivalent to the preparation time per day prescribed herein, is provided within a week.

SECTION 4. PREPARATION/PLANNING TIME PROVIDERS. Teachers whose primary assignment is to provide instruction for classes of students during the preparation/planning periods afforded classroom teachers, shall normally be scheduled for a maximum of ten (10) class sessions per day. These class sessions may include fifty (50)-minute periods as well as the more typical twenty-five (25)-minute periods. If it becomes necessary to assign such a teacher to more than ten (10) class sessions per day, that teacher will be additionally compensated based on the rates as defined in Appendix D, Hourly Rates for sessions in excess of ten (10), using the shortest period(s) of the day to compute any compensation due. A teacher who voluntarily accepts or seeks assignment of more than ten (10) class sessions shall not be eligible for this additional compensation.

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STATEMENT OF INTENT

Time and Teacher Workload

The St. Paul Federation of Teachers and District agree that school reforms have changed the working conditions in our schools. In the past, students were solely responsible for academic achievement. Teachers worked primarily in isolation from one another. School administrators made management decisions. Today, schools share responsibility for student achievement. Teachers regularly team with their colleagues and serve on numerous school governance and management committees. These changes have increased teacher workload and time spent working with colleagues.

Time

The Federation and District agree that teachers need additional time to work with their colleagues to improve student achievement. During the 2002-2003 school year, four early release days will be scheduled. This will provide eight (8) hours of teacher-directed, group preparation time to enhance learning at the site. Additionally, teachers will participate in at least ten hours of group preparation activities (committee work, teaming, department meetings, curriculum planning, etc.) beyond the early release time. Schools will include a description in their School Continuous Improvement Plans of how this time will be used to improve student achievement.

Therefore, the District is committed to reorganizing the Opening Week schedule to provide more in-building time for teachers to work individually and together. It is understood that the schedule for Opening Week will include a majority of teacher directed time for individual preparation and group planning.

Workload

In addition to the issue of time, the Federation and District explored ways to reduce unnecessary paperwork without compromising the professional responsibilities of teachers. These discussions led to the elimination of the loss of credit report forms at
the secondary level and the sub skill grading option for the elementary report cards in grades two - six. The District and Federation are committed to working together to revise and improve the current elementary report cards, including the K-1 reporting systems, for the 2002-2003 school year.

United Educators of San Francisco (2001-2004)
7. Days and Hours of Employment for K-12 Teachers
7.2.5. Whenever the term “preparation time” or “preparation period” is used, it is to mean the time within the workday of teachers set aside for planning, grading papers, contacting parents and other instructional tasks to be determined by the teacher.

7.2.5.1 Preparation time within the workday for classroom teachers

7.2.5.1.1. Secondary - Within the workday, high school and middle school teachers shall have a duty-free preparation period equal in length to a teaching period. The specific schedule for the work day shall be set by the site administrator.

7.2.5.1.2. Elementary - The District and the Union recognize the need of elementary school teachers to have duty-free time for preparation.

7.2.5.1.2.1. Currently such time can be scheduled by the UBC and site administrator following the process outlined in Section 25.3.7.

7.2.5.1.2.2. Commencing with the 2002-2003 school year the UBC and site administrator, as they fulfill the requirements of Section 7.2.7 regarding meeting schedules within the workday and workweek, may choose to plan schedules that provide duty-free preparation time within the workweek. At a minimum such schedules should permit sixty (60) minutes of duty-free preparation time per week.

7.2.5.1.2.3. Using resources made available by the Weighted Student Formula or non-general fund sources, sites are encouraged to provide preparation time in the form of relief time for teachers within the instructional day. Relief time, as distinguished from preparation time, is the time provided elementary school teachers during the instructional day when teachers, who may be subject specialists, teach art, music, or physical education, for example, assume responsibility for student instruction, thus relieving the elementary school teacher for duty-free preparation time.

7.2.5.2. Preparation time within the workday for non-classroom teachers

7.2.5.2.1. Within the work day, high school and middle school teachers, not meeting regularly scheduled classes for five (5) periods a day, shall have preparation time during the school day. Central and site administrators are responsible for establishing procedures and constructing schedules for non-classroom regularly scheduled teachers in a manner which shall reflect the need for preparation appropriate to the tasks of each position.
7.2.6. Every good faith effort shall be made to assign no more than three (3) subject matter preparations per day to teachers regularly assigned to middle and high schools. Multiple preparations required in core programs in middle schools should be taken into consideration.

7.2.7. Teachers may be required to attend no more than two (2) faculty meetings per month, such time to be considered part of the work week described above. Time for common planning time, after school parent events and all other meetings shall be considered part of the workweek described above. This time shall be scheduled with the concurrence of the UBC, except in case of emergency. Site administrations and UBC’s are encouraged to complete the year’s schedule within the first two weeks of the school year.

7.2.8. The District shall provide two (2) additional conference/preparation periods to each regular high school for Advanced Placement (AP) classes, plus an additional conference period for each twenty (20) AP exams above forty (40) taken at said school the prior year. Teachers of AP classes may make recommendations to the principal for allocating AP additional conference/preparation periods.

7.2.9. The Union and the District agree to review the following issues involving the workday:

7.2.9.1. The Living Contract Committee shall create a sub-committee with the following mandates: analyze the impact on staffing and costs of an absolute limit of three (3) preparations per day for middle and high school teachers with core programs at the middle school counted as two preparations; and determine the feasibility of this area as a subject for resolution through site shared decision making and submit a report for re-opener bargaining for 2003-2004.

7.2.9.2. The Living Contract Committee shall create a sub-committee with the following mandates: collect information related to Advanced Placement class preparation and coordinator workloads and determine costs of any changes; and review differences among sites and study the feasibility of referring this issue for resolution through shared decision making and submit a report for re-opener bargaining for 2003-2004.

7.2.9.3. The Living Contract Committee shall create a sub-committee with the following mandate: review the preparation requirements for teachers of bilingual classes and submit a report for re-opener bargaining for 2003-2004.

7.2.9.4. In preparation for re-opener bargaining for 2003-2004, the Elementary School Committee shall develop a feasible proposal that specifies ways in which elementary preparation time in the form of relief time can be provided during the instructional day. The proposal shall specify the costs of each element.

7.2.9.4.1. Relief time, as distinguished from preparation time, is the time provided elementary teachers during the instructional day when teachers, who may be subject
specialists, teach art, music, or physical education, for example, assume responsibility for student instruction, thus relieving the elementary school teacher for duty-free preparation time.

7.2.9.5. In addition, the Elementary School Committee shall devise plans that enable each site to provide elementary school classroom teachers duty-free preparation time within the workweek. The Elementary School Committee’s recommendation for re-opener bargaining for 2003-2004 should specify acceptable amounts or ranges of time for these activities and be cost neutral.

7.2.9.6. In addition, the Elementary Committee shall explore and recommend for reopener bargaining for 2003-2004 options for assisting teachers of 4th and 5th grade. The recommendation should include cost projections for each option.

7.2.9.7. In preparation for re-opener bargaining for 2003-2004, the Elementary School Committee shall examine current practices regarding instructional minutes and implementation of full-day Kindergarten. The Elementary School Committee shall recommend ways to improve the program and make implementation more consistent throughout the District.

7.2.9.8. The Living Contract Committee shall create a sub-committee with the following mandate: examine Regional Occupational Program (ROP) teacher schedules to determine changes necessary to bring the schedules into conformity with State guidelines in order to qualify for full state funding and submit a report for re-opener bargaining for 2003-2004.


ARTICLE VII - WORKING CONDITIONS
SECTION S - Teaching Assignments and Duties
12. Planning time for teachers shall be defined as that time in which teachers may be assigned to do one or more of the following:
   a) Plan for classroom activities.
   b) Confer with parents.
   c) Meet with grade-level or subject area team members on matters related to curriculum and student progress.
   d) Attend and participate in staffings.
   e) Complete Southern Association accreditation activities.
   f) Attend administrative meetings related to their performance and/ or student concerns.

13. Middle and high school teachers shall be given at least one class period of at least fifty (50) minutes for planning each day students are in attendance and the regular class schedule is in effect. However, a teacher in an alternative school for disruptive students shall receive his/her fifty- (50) minute planning period during the teacher workday.
14. Elementary school teachers shall be given no less than 250 minutes of planning time each full week of student attendance and the regular class schedule is in effect. A total of 120 minutes of this time shall be assigned by the principal in four (4) 30-minute blocks of time on four (4) different student days. The remaining 130 minutes may be assigned as schedules permit during the week.

15. Elementary, middle, and high school teachers will receive at least one hundred (100) minutes of planning time each week students are in attendance and the regular class schedule is in effect to plan for their specific classroom activities. At the elementary school level, the one hundred (100) minutes shall be implemented before or after the student day. When possible, two (2) fifty minute periods will be scheduled. This time may be altered as a result of the following:
   a) parent conferences;
   b) required meetings to implement changes due to state or federal mandate;
   c) voluntary participation in professional activities;
   d) personal activities; or,
   e) emergencies.

Elementary teachers will be informed when planning time is scheduled prior to the week it occurs.

16. In cases where special teachers (art, music, physical education) are used, the regular teacher will not be required to remain in the classroom at the same time the special teacher is present. This time will be used as a preparation/planning time by the regular teacher.

17. Planning time for media specialists and other support staff shall be equal in length to that of classroom teachers at their school provided that access to their services is not denied.

18. Required staff development or lengthy faculty meetings shall be kept to a minimum on teacher planning days.

19. During the five (5) teacher planning days prior to students returning for a new school year, teachers shall be provided at least sixteen (16) hours to plan for personal classroom activities. Principals will schedule this time in at least two (2) hour blocks. However, sixteen (16) hours may be reduced as a result of the following:
   a) an emergency;
   b) required meetings to implement changes due to state or federal mandates;
   c) voluntary participation in professional activities;
   d) or personal activities

20. Principals will give priority to scheduling time during the planning day at the end of each quarter for teachers to prepare student report cards and plan for classroom activities.
a) Grades will be due no earlier than the end of the third workday following the close of the grading periods one, two and three.  
b) Elementary schools will vote whether or not to send report cards home with students on the student’s last day of school.  
c) Teachers who instruct seniors will be notified of the end of the year grade reporting procedures for seniors no later than the beginning of the fourth quarter.  
d) Final grades for quarter four (4) will be due no earlier than the start of the second workday following the close of the grading period for grades six (6) through eleven (11).

23. Teacher participation on teams and departments is a necessary and important function, and committee participation gives teachers opportunities to provide input and participate in school-based decisions relative to school activities. Committee participation will be kept to a minimum to allow as much planning time as possible so that adequate lesson preparation is achieved.

United Teachers of Dade (2003-2006)

ARTICLE IX -- TEACHING ASSIGNMENT

Section 3. Number of Preparations

Unless the principal stipulates good cause, in writing, necessitating a deviation in scheduling, secondary teachers shall not be required to teach more than two subject areas or to have more than three teaching preparations at any one time.

ARTICLE XX -- TEACHING CONDITIONS

Section 5. Planning/Preparation Days

A. Elementary teachers of special education students shall dismiss their classes on preparation days on the same basis as all other elementary teachers.

B. In order to provide preparation time for elementary teachers, pupils in the elementary schools shall be dismissed one hour early one afternoon a week, using Wednesday for this purpose.

C. The principal or immediate supervisor shall assist employees in utilizing employee preparation days by providing materials and other instructional data requested by the faculty and/or individual teachers, as soon as possible, prior to the date of the employee preparation days.

D. Days designated in the school calendar as planning/preparation days, pre- or post-planning days, or teacher workdays shall be elsewhere referred to as teacher planning/preparation days and shall not be used for area or county meetings, except as designated on the school calendar.

E. The majority of time during teacher planning/preparation days is to be used by the employee, who may choose from among the following activities: instructional planning, recording of grades, and reviewing student cumulative folders and/or instructional material or activities.
Section 7. Planning/Preparation Periods
A. As a part of the workday, all secondary teachers shall have one uninterrupted planning/preparation period daily of no less than one teaching period.

B. Classes shall not be combined in order to provide teachers with preparation periods.

C. Preparation/planning time is not to be used for faculty meetings or other such compulsory meetings, except in cases of emergency or by mutual agreement of the faculty and the principal.

D. In elementary schools, whenever a specialist, i.e., music, art, physical education, is in charge of a class, the classroom teacher shall be entitled to leave the classroom and use this time for planning. To the extent possible, such planning time shall be in uninterrupted segments.

E. As a part of the workday, all elementary teachers, including art, music, physical education, library/media specialists, and any other special teachers at the elementary level, shall be provided appropriate time for planning.

APPENDIX E -- COMPENSATORY BENEFITS

Section 5. Supplements for Extra Teaching Periods
Teachers who teach an extra period shall be paid additional compensation equal to their daily rate on a prorata basis of one-eighth of the annual salary, excluding supplements.

The following requirements must be met for an extra teaching period supplement to be authorized:

1. Secondary instructional staff members who teach an extra teaching period during the regular workday shall not be required to work beyond 7 hours and 20 minutes. In order to provide students with greater course options, secondary instructional staff members who elect to teach an extra period beyond the regular workday shall receive a duty-free planning period.

2. Extra teaching period supplements for district-funded enhancement programs shall be authorized only for instructional purposes (i.e., courses which generate credit, as determined by the State Course Code Directory).

3. To become eligible to receive an extra teaching period supplement, secondary teachers must be currently teaching five instructional periods and elect to teach a sixth instructional period. Exceptions may be granted only by the respective Associate/Region Superintendent and the appropriate Deputy Superintendent.

4. Elementary teachers who teach an extra period in a secondary school shall be eligible for the supplement, subject to meeting the above requirements.

ARTICLE XXV. POLICIES RELATING TO WORKING CONDITIONS OF TEACHERS
C. Secondary Schools (High Schools, Junior High Schools, Middle Schools, and Grades 7 and 8 in Educational Centers)

1. Planning Periods
   a) All secondary school teachers (except shop teachers in career development centers) shall be given at least five (5) planning periods per week.

   b) The parties agree that planning periods shall be used in a relevant manner towards improving the instructional program. In addition to such professionally related duties as lesson planning, grading papers, studying and maintaining student progress records, developing student profiles, teachers shall also be available for scheduled conferences (e.g., pupil-teacher, teacher-teacher, administrator-teacher, and parent-teacher conferences).

3. Program Assignments
   a) In the secondary schools, there shall be no more than three (3) consecutive periods of academic teaching assignments, except where the teacher concerned agrees otherwise.

   b) In the secondary schools, the number of lesson preparations shall be kept at a minimum, consistent with an effective teaching program.

   c) A teacher may be assigned to a duty in lieu of a teaching period.

D. Elementary Schools

1. Planning Periods
   a) Teachers in the elementary school shall be given at least three (3) planning periods per week totaling a minimum of one hundred thirty five (135) minutes per week. A planning period shall be a minimum of forty five (45) minutes in duration. In all schools where it is possible to do so, five (5) planning periods per week shall be provided for all elementary teachers. The supervisor of each elementary school, in consultation with the School Chapter Advisory Committee will review the schedule of his/her school to the end that each teacher shall have five (5) planning periods per week as rapidly as possible. All grievances concerning this section shall be expedited beginning at Step 3 - the Superintendent’s level.

   b) The parties agree that planning periods shall be used in a relevant manner towards improving the instructional program. In addition to such professionally related duties as lesson planning, grading papers, studying and maintaining student progress records, developing student profiles, teachers shall also be available for scheduled conferences (e.g., pupil-teacher, teacher-teacher, administrator-teacher, and parent-teacher conferences).