

ARTICLE 5 - TEACHING HOURS

5.1 Unit Member's Workday:

- 5.1.1 The classroom unit members' workday shall include seven contiguously scheduled equal periods, only five of which shall be used for teaching. The other two periods shall be utilized for preparation and other school related activities. The classroom unit member assigned to work 1/5, 2/5 and 3/5 will be assigned one prep period, and the classroom unit member assigned to work 4/5 will be assigned 1 3/5 prep periods.
 - 5.1.1.1 The classroom unit members' workday shall begin thirty minutes before the unit member's first scheduled period and end fifteen minutes after the last scheduled period of the day, including preparation period.
- 5.1.2 The Non-Classroom Unit Member's Workday: Non-classroom unit members include counselors, librarians, speech and language specialists, psychologist, inclusion specialists, nurses, and any other non-classroom unit member positions created by the Governing Board during the duration of this Agreement.
 - 5.1.2.1 During the 186-day school calendar, the workday for non-classroom unit members begins thirty minutes before the unit member's first scheduled period and ends fifteen minutes after the 7th period or the employee's last scheduled period of the day.
 - 5.1.2.2 Librarians' workday shall be the equivalent number of hours as those of other certificated, non-management employees.

5.2 Classroom Unit Member Teaching Six Periods: Permanent full-time classroom unit members may teach a sixth period based upon the following conditions:

- 5.2.1 If no qualified part time classroom unit member at the site or at other sites is interested;
- 5.2.2 The District shall notify the Association (AEA President or designee) when it seems imminent that a classroom unit member will be needed to teach a sixth period. A classroom unit member will only be allowed to teach a sixth period when all other possibilities have been exhausted.
- 5.2.3 A teaching assignment greater than five periods is open to a permanent classroom unit member with a "Overall Rating" of "Satisfactory" on his or her last evaluation (Form B) who is assigned to teach at the site in need. If more than one qualified classroom unit member volunteers to teach a sixth period, the following criteria, in the following order or preference, shall apply:
 - 5.2.3.1 Availability of the classroom unit member;
 - 5.2.3.2 Valid Credential;
 - 5.2.3.3 Teaching experience in the subject area;
 - 5.2.3.4 Seniority in the District;
 - 5.2.3.5 If all candidates meet the criteria set forth in 5.2.3 equally, then the final recommendation rests with the principal.
- 5.2.4 Any teaching assignment greater than five periods shall be with Association approval.

5.3 Participation in co-curriculum activities: Unit members shall participate in the following activities:

- 5.3.1 Parent and student conferences scheduled at mutually agreed upon times.
- 5.3.2 Department, faculty, and other meetings held during the unit member's scheduled workday.
- 5.3.3 Back-to-School night (one per year in the fall) and Open House (one per year in the spring).
 - 5.3.3.1 The ending time for both Open House and Back to School Night will be no later than 8:30 pm. Unit members will be required to report no earlier than

6:00 pm for a maximum of two hours of assigned duty.

5.4 Extra Duty: Unit members shall participate in extra duty according to the following procedures:

- 5.4.1 At each school site, an Activities Advisory Committee shall be established. The Committee shall be composed of an administrator designated by the principal, two classroom unit members elected by the faculty and an AEA representative. The Committee shall develop a system that assures the equitable distribution of other activity assignments requiring faculty supervision. The Committee will determine the activity assignments and present them to the principal annually. The principal shall make the final assignments.
- 5.4.2 Those unit members who supervise activities which are listed in Appendix C (Paid Assignments) shall be remunerated at the rates set forth in Appendix C. These supervisions will not be counted towards or assigned as Extra Duty.
- 5.4.3 Unit members who travel between two sites during the school day will be exempt from extra duty requirements at all sites where they work.

5.5 Substitution: When requested by an administrator any classroom unit member, including part-time classroom unit members, will substitute for another classroom unit member during his/her preparation period. Such substitution shall not exceed two substitutions per semester.

- 5.5.1 If a classroom unit member volunteers to substitute more than twice in a semester, he/she shall be paid per Schedule B.
- 5.5.2 Unit members who travel between two sites during a school day will be the last asked to do prep period substitution at the school site where they have their prep period.

5.6 It is agreed that unit members who are asked by their supervisor to perform their normal work duties outside of their normal work year (e.g. 504 coordinators or nurses who work during the summer to prepare materials for the follow school year) will be paid at their per diem rate.

5.7 Unit members, who are required by their supervisor to travel between two sites during a school day, will receive a \$1,000 stipend paid on a monthly basis. Mileage will be paid to unit members based on the current government-approved rate on the date of travel.

5.8 New teacher orientation, held prior to the school year, will be compensated either at the District workshop rate or with professional growth units.

5.9 Block Scheduling: In schools which use block scheduling, the total teaching hours and total preparation time shall be equal in any one week, the time allotted in Section 5.1 of this Article. On minimum or shortened school days, the principal may establish a schedule that differs from the standard practice here described.