



EDMONDS SCHOOL DISTRICT
 20420 68th Ave W
 Lynnwood, WA 98036-7400

EDMONDS EDUCATION ASSOCIATION
 19105 36th Ave W, Suite 101
 Lynnwood, WA 98036

Implementation Procedures

**SUBSTITUTE PLANNING
 TIME FOR HALF DAY
 ASSIGNMENTS**

Pursuant to Section 11.3 of the 2017-20 Procedural Agreement, half-day certificated substitute assignments will include 30 minutes of planning time.

THEREFORE, the parties agree to the following:

1. Provide at least fifteen (15) minutes of planning time prior to the beginning of a substitute teacher's half-day assignment in order for said substitute teacher to review the substitute plans left by the teacher, and make any necessary arrangements to carry out those plans.
2. Provide at least fifteen (15) minutes of planning time at the end of a substitute teacher's half-day assignment in order for said substitute teacher to leave notes for the absent teacher regarding how the day progressed.
3. Every effort will be made at each building to avoid assigning duties to substitute teachers working half days during the fifteen (15) minutes before and after his/her teaching assignments.
4. In the event a substitute teacher must be assigned to duties during the fifteen (15) minutes before and/or after his/her teaching assignment, the substitute will be given a time sheet to complete and submit to the building principal for payment of lost planning time.
5. For half-day substitutes assigned to a position for more than five (5) work days, in addition to the fifteen (15) minutes of daily planning time before and after the assignment, principals will also provide a block of thirty (30) minutes of daily duty-free planning time to provide time to plan and assess student work.

EDMONDS EDUCATION ASSOCIATION

EDMONDS SCHOOL DISTRICT NO. 15

Signature

Signature

10-23-17

10-25-17

Date

Date