

* Implementation Procedures *

Revised 5/4/16

WORK DAY CALCULATIONS FOR CERTIFICATED EMPLOYEES

Questions often arise as to how to fairly calculate and administer the work days of certificated employees. The following guidelines should help answer these questions. These guidelines apply to all non-supervisory certificated employees, including specialists. *(Refer to Article VI, Section 6.1 for additional information.)*

FTE CALCULATIONS: The rule of thumb is that all paid segments of the day are proportionate to the FTE of the employee's contract. The table below illustrates this. The hours/minutes designate the total contracted time employees are to be "working." This includes **Assigned Time** (*student instruction*), **Unassigned Time** (*passing time, duty-free planning, before/after school time*). **Lunch is unpaid time, must be 30 duty-free minutes if the employee works 5 or more hours, and is in addition to contracted work time.** It is the responsibility of the supervising administrator to set the daily work schedule for certificated employees.

ASSIGNED TIME: These are minutes assigned to certificated staff that include classroom and/or instructional activities that assigned by an administrator. These minutes are not to **exceed 300 per day**, or averaged over a five-day week for any 1.0 FTE staff if agreed to by individual or through the building Draft 5 Decision-Making Process (6.1.B). Assigned Time is pro-rated based on FTE. Classroom or instructional activities **include** tutorial, study hall, release time from teaching for other duties, travel between work sites. (Travel time includes the minutes needed for travel between assigned sites, plus 10 minutes for take down and 10 minutes for setup at the second site.) *(NOTE: Assignments such as tutorial/study hall are considered assigned time, but are not considered in trigger calculations.)*

UNASSIGNED TIME: These are minutes **NOT** calculated in a certificated staff member's *Assigned Time minutes* in the classroom and/or instructional activities, but they are part of a certificated staff member's overall work day. Unassigned Time includes before and after school time, **passing time between classes**, and **duty-free planning time**. (Unassigned Time, which includes *duty-free planning time, is pro-rated by FTE.*) *The minimum minutes are reflected on the chart below. Designated duty-free planning time - see page 2.*

BEGINNING THE 2016-17 SCHOOL YEAR: The work day Monday through Friday shall consist of 7.33 hours per day (7 hours 20 minutes), plus an uninterrupted 30-minute duty-free lunch period (including lunch, 7 hours and 50 minutes). So each contract day, Monday through Friday, will be the same duration. The time before and after school is 60 minutes and 20 minutes every day. Individual schools will still determine the placement of the 60 minutes and 20 minutes. The chart below includes the increase of hours and minutes of assigned and unassigned time, based on an employee's FTE.

► MONDAY – FRIDAY ◀

FTE	1.0	.9	.8	.7	.6	.5	.4	.3	.2	.1
Hours	7.33	6.60	5.87	5.13	4.40	3.67	2.93	2.20	1.47	.73
Mins	7 & 20	6 & 36	5 & 52	5 & 08	4 & 24	3 & 40	2 & 56	2 & 12	1 & 28	0 & 44
Mins	440	396	352	308	264	220	176	132	88	44
Max min assigned	300	270	240	210	180	150	120	90	60	30
Unassigned, includes, planning, before & after school (minutes)	140	126	112	98	84	70	56	42	28	14

NOTE: A full daily class load schedule for 1.0 FTE Music, PE, or Library teacher is nine 30-minute sections.

Duty-Free Planning Time is a part of *unassigned time*. The District and the EEA have agreed that duty-free planning time for a full-time 1.0 FTE certificated employee will be a *minimum of 60 minutes per day*. Upon mutual consent of the employee and supervisor, or sufficient consensus as determined through the building decision-making process at the building level, contractual time may be measured on a weekly basis (6.1.B). **All duty-free planning time is prorated by an employee's FTE.**

All duty-free planning time minutes shall occur during the *instructional student day (students' start time in the morning for their first class, to the time that students are excused at the end of the day)*. If planning time for a part-time employee or a shared employee **cannot be scheduled completely** within the instructional student day, please contact the HR Certificated Director (7029) for guidance prior to completing a schedule.

Elementary/Secondary Duty-Free Minimum Minutes of Planning Time	
1.0 FTE	60 minutes per day
.9 FTE	54 minutes per day
.8 FTE	48 minutes per day
.7 FTE	42 minutes per day
.6 FTE	36 minutes per day
.5 FTE	30 minutes per day
.4 FTE	24 minutes per day
.3 FTE	18 minutes per day
.2 FTE	12 minutes per day
.1 FTE	6 minutes per day

60 MINUTES OF ELEMENTARY PLANNING TIME EXAMPLE SOURCES (Based on 1.0 FTE)

- 30-minute Specialist Time (PE/music/library) **PLUS**
15-minute AM recess/15-minute PM recess
-OR-
- 30-minute Specialist Time (PE/music/library) **PLUS**
15-minute AM recess/15-minute recess for students added to the certificated staff lunch
-OR-
- 30-minute Specialist Time (PE/music/library) **PLUS**
15-minute recess added to the certificated staff lunch/15-minute PM recess

Reminder: Each elementary building will be allocated two (2) hours per day of paraeducator time to use to provide more planning time for elementary teachers. (Section 6.1.J)

60 MINUTES OF SECONDARY PLANNING TIME EXAMPLE SOURCES (Based on 1.0 FTE)

- 45-55 minute *daily traditional schedule planning* period (teaching 5 periods - planning 1 period)
- 90-115 minute *block schedule planning* period (teaching 2 of 3 periods every other day - planning 1 period every other day)
- **Passing Time:** 4-10 minutes passing time 3-6 periods a day (passing periods may be counted as duty free if certificated staff members *are not scheduled for supervision*)

ANNUALIZED SCHEDULES FOR CERTIFICATED STAFF: Annualized work schedules are designed for **part-time certificated staff** who work fewer than 180 contract days. If there is a part-time employee who is not working every contract day, the building principal will be responsible to annualize his/her schedule and collaborate with the employee to schedule necessary modifications to the work year. Please memorialize modifications in writing and check with HR/EEA for guidance. **Things To Consider:** meetings, collaborative time, evaluation schedule and timelines, parent conferences, half-days, etc. *(Please contact the Certificated HR Director or the EEA President if assistance is needed.)*

TRAVELING EMPLOYEES: Where part-time employees serve more than one building, the employee's principals must work together to assure appropriate scheduling. The HR Certificated Director will calculate and authorize supplemental pay to employees for **unassigned/planning time lost due to travel between buildings**. Approval for travel compensation is a function in HR only. Compensated unassigned/planning time minutes that are approved for traveling staff are minutes the building principal is expected to add to the total daily minutes (paid) of the employee's day.

**Please contact the Certificated HR Director at 7029
If you have any questions regarding the scheduling of certificate time.**

For the District

For the EEA

Date _____

Date _____