

**CERTIFIED WORKDAY REQUIREMENTS INCLUDING EXTENDED
EMPLOYMENT, PREP TIME, & IN-SERVICE POLICY**

WORKDAY

At each school building, a Certificated Professional Teacher is expected to be at the school thirty (30) minutes before the first class of the day begins until thirty (30) minutes after the class day ends.

An exception to the above standard is for weekly Collaboration Days whereas the scheduled collaborative activity takes place before the first class of the day and Certificated Professional Teachers are expected to be present and participate in such activity.

The Certificated Professional Teacher's workday shall include a minimum thirty (30) minutes continuous duty-free lunch period each day.

**In individual and unique isolated situations, and upon approval of the Building Principal, an employees' time at work schedule (before, during, or after class) may be adjusted.

WORK YEAR

Each Certificated Professional Teacher's Standard Teacher Contract shall be based upon a 189-days school year.

Certificated Professional Teachers new to the District shall have one additional day of duty associated with an orientation program. Such day will not be part of their base Standard Teacher Contract but will be compensated to the Certificated Professional Teacher at their daily rate of pay.

EXTENDED EMPLOYMENT

A certificated professional teacher encompassed under the provisions of this Agreement, who is contracted for a day(s) longer than the regular school year shall be paid the amount equal to one additional daily rate of pay of their regular salary.

A certificated professional teacher who agrees to perform an assignment beyond that encompassed in the individual standard teacher contract (i.e. teaching a class period before or after the typical workday or during the certificated professional teacher's preparation period) shall have his/her salary augmented for such services via a stipend in an amount commensurate to the period of additional assignment. The District or an Administrative Employee of the District may make a request to any certificated professional employee regarding performance of such additional assignment. However, any certificated professional teacher may decline such a request for additional assignment without any adverse impact to the certificated professional teacher.

IN-SERVICE FACULTY DAYS

In-service Days – All certified teachers should attend all in-service days. Any certified employee who cannot attend any or all of an in-service day must take personal or sick leave accordingly.

ELEMENTARY PREPARATION TIME

Each Certificated Professional Teacher assigned to an elementary school position shall have an average of thirty (30) minutes of continuous duty-free preparation time each workday.

In the event that the building administrator is required to alter the normal building schedule, elementary preparation time may likewise be altered.

SECONDARY PREP TIME

Each Certificated Professional Teacher assigned to a secondary school position shall have an average of forty-five (45) minutes of continuous duty-free preparation time each workday.

In the event that the building administrator is required to alter the normal building schedule, secondary preparation time may likewise be altered.

ADOPTED: November 15, 2011 Reviewed: November 19, 2013 Revise: January 19, 2016
Revised: March 17, 2020