5.2.5 The service year for child welfare and attendance counselors shall be five (5) days

the workday or teaching schedule as applicable for individual members of the bargaining unit assigned to the administrator's work site.

- 5.3.87 The scheduling of the service day for personnel without classroom duties on a regular basis, including lunch schedules and breaks, shall be specified by the site or unit administrator after conferring with the individual employee.
- 5.3.98 Every effort will be made for teachers who are assigned to more than one (1) school to minimize travel time and ensure an adequate amount of time for lunch and preparation periods.
- 5.3.109 Principals of schools served by the same elementary special subjects specialists or any other teachers serving at two (2) locations will confer to make every effort to see that the duties assigned that teacher will be no greater than those of any regular teacher on the staff of the school.
- 5.3.11 When eight hour employees are required to work beyond their regular eight (8) hour day, they will be granted compensatory time off equivalent to the overtime worked.
- 5.3.12

g. Language to reflect Kindergarten for collaborative time and instructional minute requirement for Extended Day Kinder.

5.4.21 Primary Grades

5.4.21.1 The maximum regularly scheduled primary teachers' (EK/TK-3)

provided that regularly scheduled middle school teachers' instructional day on Thursdays (unless it is a shortened day) shall be 254 minutes.

5.4.7<u>6</u> **High Schools**

The maximum regularly scheduled high school teachers' instructional day shall be 279 (SB 813 from 1983) minutes excluding lunch, passing time, relief breaks, and preparation. With the incorporation of collaborative time, the maximum regularly scheduled high school teachers' instructional day shall be 289 minutes provided that regularly scheduled high school teachers' instructional day on Thursdays (unless it is a shortened day) shall be 239 minutes.

For purposes of calculating instructional minutes, the School of Engineering and Sciences and Kit

- Flexible prep time for prep specialist teachers in Elementary Schools. Ordinarily, prep time is expected to be provided in approximate 45 minute segments. However, in order to facilitate scheduling, prep specialist prep time may be allocated in shorter segments less than 45 minutes per week when documentably necessary. In return, time on shortened days after the student day shall be considered prep time for prep specialists.
- 5.6.2.3 The preparation specialist teaching prep day is understood to be the same as all other grade 1-6 teachers at the site.
- 5.6.2.4 In those schools where additional minutes are available within a preparation specialist's instructional day, those minutes are to be used to provide additional minutes of preparation time on a regular or intermittent basis to qualifying teachers. The available minutes are to be distributed as equitably as possible among the qualifying teachers. It needs to be reiterated that it is not appropriate for a preparation specialist's time to be assigned to other programmatic uses outside of the elementary preparation program at a site even though it is acknowledged that there are many such needs.
- 5.6.2.5 For Transitional Kindergarten and Kindergarten teachers, the preparation period will be held after the end of the student day during regular (nonshortened) work day.
- 5.6.2.6 The preparation time described above will be pro-rated for employees working less than a full time equivalent (1.0 FTE).
- 5.6.3 Each site, in consultation with the Liaison Committee, shall determine how to best and fully utilize its above staffing allocation for the school year.
- 5.6.4 The time scheduled for elementary special subject teachers in each elementary school shall be rounded upward to the nearest whole day.
- 5.6.3 All special day class teachers as including special day class teachersmissing the special day class teachers as including special day class teachersmissing the special day class teachers as including special day class teachers are special day class teachers as including special day class teachers are special day class teachers.

Teachers shall not be required to assume other duties or responsibilities during preparation time without their consent, except under emergency circumstances to provide for the supervision and/or protection of students. No teacher shall be required to give up more than two six (26) preparation periods for emergency situations per year, except in those schools where an alternative program has been approved by the faculty.

In the event a teacher is required to give up more than two (2) six (6) preparation periods in a school year, the teacher may request payment for the lost preparation period. Payment will be made to the teacher based on the contract hourly rate.

5.7 Relief Breaks

- 5.7.1 The service day shall include twenty (20) minutes of relief breaks at the rate of ten (10) minutes in the morning and ten (10) minutes in the afternoon. In no case shall a single break be less than five (5) minutes.
- 5.7.2 The site administrator shall be

- 5.123.1.1 Child Development teachers shall work the <u>regularly assigned hours</u> same hours as classified Children's Centers employees during the winter recess and summer vacation.
- 5.123.1.2 For Child Development teachers who eat lunch with their assigned children, the service days will be eight (8) hours including lunch.
- 5.123.1.3 The service day for a Child Development teacher shall be eight (8) hours including relief breaks and excluding lunch.
- 5.123.2 Schedules for holidays and vacation periods shall be established through consultations between the teachers and management. Individual preferences and special circumstances will be given serious consideration by management; however, management reserves the right to make the final decision in the interest of the total program. Any request for vacation shall be acted upon within six (6) working days from the date of submission of the written request and such decision shall be conveyed immediately to the teacher.
- 5.12.2.1 Child Development teachers shall be granted half of the Board granted vacation days during the winter holidays in addition to vacation days. The winter holiday schedule shall be established and posted by November 15 of each year.
- 5.123.2.2 Child Development teachers may carry over no more than twelve (12) vacation days from year to year, up to a maximum of 40, but vacation days lost will be compensated at the teacher's per diem rate.
- 5.11.2.1 Children's Center teachers may carry over no more than twelve (12) vacation days from year to year, but vacation days lost will be compensated at the teacher's per diem rate.
- 5.123.2.2.1 If at the end of the fiscal year (June 30), staff has vacation days that have not been used, those days may be cashed out up to twelve (12) days per fiscal year or carried over without reduction. Request for cash out should be submitted in accordance with Payroll Department procedures.
- 5.123.3 The number of contracted work days per year for Child Development teachers in 12 month positions commencing on July 1 Child Development shall be 223 days.
- Fee-based Child Development programs that operate for 12 months of the year shall have at least one (1) teacher who shall work the 223-day <u>C</u>contract year.
- 5.123.4.1 Child Development teachers at who are on a 223-day Contract may be required to work at another site

a. By June 1st of each year, the District operational calendar which begins July 1 for the 12 month child development programs will be provided to SCTA.

b.

5.134.63 Hours of on-site service time shall be the hours of assignment plus fifteen (15) minutes before and fifteen (15) minutes after the daily assignment. Except that on service days preceding scheduled holidays,