

# MCEA Contract “Frequently Asked Questions”

## THE DUTY DAY

- **How long is the duty day, from starting time to dismissal?**
  - *7.5 hours: 7 hours of on-site work, plus your 30-minute, duty-free lunch. Your work day is reported as 8 hours for pay purposes, accounting for an hour of work each day offsite. – See Article 16.B.1 and 3*
- **Can you be required to attend meetings during your lunch?**
  - *No! Lunch is duty-free. – See Article 16.B.3*
- **When are you expected to be at school if there is a delayed opening? What about when there are early dismissals?**
  - *Teachers are expected to arrive 20 minutes before the students are schedule to arrive in the case of a delayed opening. – See Article 16.B.7*
  - *Teachers may leave as soon as the students in their care are dismissed, in the case of an early closing. – See Article 16.B.7*
- **What are the limitations on required after-school meetings?**
  - *Meetings should not exceed 3 hours per month beyond the duty day. In addition, meetings should begin no more than 15 minutes after the students have been dismissed. No meeting may last longer than 1.5 hours. – See Article 16.C.1 and 2*
- **How many evening and/or weekend duties can you be required to attend each school year?**
  - *Back to school night and two other duties, one of which may be chosen by the teacher. – See Article 16.C.3*
- **What is “flexible professional time” and how is it to be planned and used?**
  - *This time is to be used for team planning or other collaborative work with colleagues on improving student achievement. These hours are in lieu of professional days, and are to be scheduled beyond the duty day or duty year. Pay for this time is included in your annual salary, and the time must be worked. At the end of the year, 10-month unit members are responsible for being able to document the dates and hours worked and a brief description of the tasks completed. – See Article 16.K*
- **What non-instructional duties cannot be required? Are there any exceptions?**
  - *You cannot be required to perform building maintenance functions, nor can you be asked to supervise breakfast, lunch or recess duties. In rare instances when the regularly scheduled person is absent, or there are extreme safety needs, unit members may be asked to perform such duties. – See Article 16.O*

## PLANNING & GRADING TIME

- **How much time do teachers get during the pre-service days for their own planning, preparation and room setup?**
  - *Two total days, which may be split up into half-day blocks. – See Article 16.L*
- **Elementary: How much individual planning time do elementary teachers get within the student day? Within your duty day? What other parameters define planning time?**
  - *Elementary teachers are guaranteed at least 7 hours of time per week for individual and group “instructionally related work” during the onsite teacher duty day. A minimum of 4 hours and 35 minutes per week of that time must be within the student day. At least 3 hours and 45 minutes of the overall 7 hours is guaranteed for individually managed time. Planning time must be given in increments of at least 20 minutes. No planning time can be used to supervise children. – See Article 16.D.1 and 2*
- **Secondary: How much individual planning time do secondary teachers get within the day? What about in block schedules?**
  - *In a typical seven period day schedule, secondary teachers get a minimum of one period per day, or 50% of the total non-instructional time during the student day, for individually managed planning time. In an alternative schedule, like block schedules, the amount of time may be considered on a one-week or two-week basis. – See Article 16.F.1*

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- **How much time do teachers have at the end of each marking period for grading & planning for the next term?**
  - *Teachers will have one full day at the end of each marking period. An additional half day for grading is provided during each semester. You cannot be required to turn in your grades before the end of the workday set aside for the completion of grades. Educators who have demonstrated the ability to submit grades on time will be eligible to telework on grading & planning days at the end of marking periods 1, 2 and 3. First-year teachers will be required to work on-site for the first two marking periods on these days. – See Article 16.M.1-3*

## SUBSTITUTES

- **What is the responsibility of an educator who needs to call in sick?**
  - *Teachers must notify the appropriate official as early as possible if s/he is unable to report for work. – See Article 30.C.7*
- **Are teachers required to secure their own substitutes?**
  - *No, teachers are not required to get their own substitutes. All you have to do is call in and register the request with the automated substitute system. All substitute days must be called in, even if you have personally arranged for a substitute. – See Article 16.P.1*
- **Can you be paid if you are required to cover somebody else’s class?**
  - *Teachers will be paid (at the stipend rate of \$14/hr) if they are asked to cover another teacher’s class, under certain circumstances: (a) the coverage must occur during your planning period and (b) the absent teacher must have called a substitute request in to the automated substitute system (with the system having failed to locate/assign a substitute). – See Article 16.P.4*

## MCEA MEMBERSHIP

- **How much are MCEA dues, and are they tax deductible?**
  - *It you itemize miscellaneous deductions on your federal income taxes, your membership dues in MCEA, MSEA and NEA can qualify as a deductible business expense (see <http://www.irs.gov/pub/irs-pdf/p529.pdf>). The 2015-16 combined dues (MCEA, MSEA & NEA) for full-time members is \$34.82 per pay period.*
- **Am I required to pay MCEA/MSEA/NEA dues?**
  - *All unit members hired after August 31, 1984 are required to either join the Association or pay a representation fee for the services the Association is legally required to provide and from which you benefit. – See Article 23.G.1*

## OTHER CONTRACT INFORMATION

- **What other information can I find in the contract?**
  - *The framework of the labor/management relationship, including the authority & responsibilities of the school’s leadership team – Articles 1-7*
  - *Guidance for effective school environments, including student discipline, safety, security and information about instructional materials and supplies – Articles 8-13*
  - *The guidelines around the Professional Growth System and Evaluations – Articles 14-15*
  - *Time for Teaching & Learning, including information about schedules & work load, planning time, staffing and assignments – Articles 16-18*
  - *Salary, Stipends & Benefits – Articles 19-23*
  - *Transfers (Voluntary & Involuntary) – Articles 24-26*
  - *Leaves (Sick, Personal, Professional, and etc.) – Article 30*
- **Where do I find a copy of the contract?**
  - *It is available electronically at [www.mceanea.org](http://www.mceanea.org)*
  - *Every member is provided with a paperback copy*