

Work Schedule Guidelines  
for  
Teachers  
Employed Less Than Full-Time

*Work Hours, Planning Time, & Timesheets*

# Work Schedule Guidelines for Secondary Teachers Employed Less Than Full-Time

Assignment by Tenth	Total <u>Daily</u> Work Time On-Site * <i>(exclusive of lunch)</i>	Total <u>Biweekly</u> Work Time On-Site * <i>(exclusive of lunch)</i>	Maximum Number of Class Sections Taught	Minimum Individually Managed Planning Time Per Day **	Number Hours for Payroll Purposes <i>(Position Control &amp; PANs)</i>	
					Biweekly	Daily
<b>2/10</b>	<b>1 hr. 24 min.</b>	<b>14</b>	<b>1</b>	<b>9 min.</b>	<b>16</b>	<b>1.6</b>
3/10	2 hr. 6 min.	21	1	13.5 min.	24	2.4
<b>4/10</b>	<b>2 hr. 48 min.</b>	<b>28</b>	<b>2</b>	<b>18 min.</b>	<b>32</b>	<b>3.2</b>
5/10	3 hr. 30 min.	35	2	22.5 min.	40	4.0
<b>6/10</b>	<b>4 hr. 12 min.</b>	<b>42</b>	<b>3</b>	<b>27 min.</b>	<b>48</b>	<b>4.8</b>
7/10	4 hr. 54 min.	49	3	31.1 min.	56	5.6
<b>8/10</b>	<b>5 hr. 36 min.</b>	<b>56</b>	<b>4</b>	<b>36 min.</b>	<b>64</b>	<b>6.4</b>
9/10	6 hr. 18 min.	63	4	40.5 min.	72	7.2
<b>Fulltime (1.0)</b>	<b>7 hrs.</b>	<b>70</b>	<b>5</b>	<b>45 mins.</b>	<b>80</b>	<b>8</b>

\*This column represents the amount of time to be in the building each day, when the employee works the same schedule each day: however, when reporting time (worked, absent, on leave, etc.), please account for the time as shown in the last column.

\*\*Assumes seven 45-minute periods per day. As stated in the MCEA/BOE Contract (Art. 16 Sec. E), “Changes in the structure of the student day may not reduce the amount of daily planning time for secondary teachers... At the secondary level teachers may volunteer to accept a schedule that guarantees weekly rather than daily planning time”. Note that the daily time/period designations are based on an evenly distributed schedule, which need not be the case.

# Work Schedule Guidelines for Elementary Teachers Employed Less than Full-Time

Assignment by Tenth	Total <u>Daily</u> Work Time On-Site * <i>(exclusive of lunch)</i>	Total <u>Biweekly</u> Work Time On-Site * <i>(exclusive of lunch)</i>	Minimum Planning Time <i>(individual &amp; group)</i> Guaranteed Per Week, within the <u>Student Day</u> **	Minimum Planning Time <i>(individual &amp; group)</i> Guaranteed Per Week, within the <u>Teacher Day</u>	Minimum <u>Individually Managed</u> Planning Time Guaranteed Per Week, within the <u>Teacher Day</u>	Number Hours for Payroll Purposes <i>(Position Control and PANs)</i>	
						Biweekly	Daily
2/10	1 hr. 24 min.	14	51 mins.	1hr. 24 mins.	45 mins.	16	1.6
3/10	2 hr. 6 min.	21	1 hr. 17 mins.	2 hrs. 6 mins.	1 hr. 8 mins.	24	2.4
4/10	2 hr. 48 min.	28	1 hr. 42 mins.	2 hrs. 48 mins.	1 hr. 30 mins.	32	3.2
5/10	3 hr. 30 min.	35	2 hrs. 8 mins.	3 hrs. 30 mins.	1 hr. 53 mins.	40	4.0
6/10	4 hr. 12 min.	42	2 hrs. 23 mins.	4 hrs. 12 mins.	2 hrs. 15 mins.	48	4.8
7/10	4 hr. 54 min.	49	2 hrs. 59 mins.	4 hrs. 54 mins.	2 hrs. 38 mins.	56	5.6
8/10	5 hr. 36 min.	56	3 hrs. 24 mins.	5 hrs. 36 mins.	3 hrs.	64	6.4
9/10	6 hrs. 18 min.	63	3 hrs. 40 mins.	6 hrs. 18 mins.	3 hrs. 23 mins.	72	7.2
<b>Fulltime (1.0)</b>	<b>7 hrs.</b>	<b>70</b>	<b>4 hrs. 15 min.</b>	<b>7 hrs.</b>	<b>3 hrs. 45 mins.</b>	<b>80</b>	<b>8</b>

\*This column represents the amount of time to be in the building each day when the employee works the same schedule each day; however, when reporting time (worked, absent, on leave, etc.), please account for the time as shown in the last column.

\*\* For classroom teachers, including art, music and physical education teachers. Other school based specialists are guaranteed at least one (1) hour of their planning time within the student day – which would be pro-rated for part-time school based specialists. Note that the daily time designations are based on an evenly distributed schedule, which need not be the case.

*The following excerpt from the MCEA/BOE negotiated agreement addresses elementary planning time:*

## **Article 16 Section D - Elementary School Schedules**

1. When developing elementary schedules, teams will consider the need for both individually managed time and work that is defined by the leadership and completed in group settings. Teachers' schedules will include at least seven hours per normal week for such instructionally related work. At least four hours and fifteen minutes of this time will occur during the student day.
    - a. Within the teacher onsite workday, teacher schedules will include a minimum of 3 hours and 45 minutes of time that is for individually managed planning and work during regular workweeks. Other time during the workday is available for group managed activities including meetings and training.
    - b. Some non-instructional time is occupied with supervision of students prior to and after the official student day. This time is not available for planning (individual or group) unless the teacher is not responsible for student supervision.
    - c. Teams will determine when they will meet during the workday. This decision is contingent on teams being able to adhere to parameters identified by school leadership teams. When teams are unable to identify meeting times that adhere to the outlined parameters, the principal or designee will determine when the team will meet. Parameters outlined for teams may include who needs to attend meetings and what needs to be accomplished through the meetings. Parameters must take into account the other duties assigned to teachers and the requirement to provide a minimum of 3 hours and 45 minutes for individually managed planning and work.
    - d. For work weeks that are not typical, teams and leadership will determine how work will be accomplished. When a decrease in total available non-instructional time is unavoidable, it is expected that, except for emergencies, group meeting time will be adjusted to a greater degree than individually managed time.
    - e. This provision will apply to elementary art, music, and physical education teachers as well.
    - f. All other school-based unit members will have schedules that include a minimum of one hour of time for this instructionally related work during the student day.
  
  2. At the elementary level, each art, music, physical education teacher, and media specialist will participate in the process by which their teaching schedule is developed. In developing elementary art, music, and physical education schedules, schools should use the following guidelines:
    - Planning requires a block of at least 20 minutes of uninterrupted time.
    - Transition time between classes should be no less than 5 minutes and no more than 10 minutes.
    - Art, music, and physical education teachers should begin and end instruction on the same days of the school calendar as other classroom teachers do, including the first and last days of school.
  
  3. Every effort will be made to provide equal distribution for this non-instructional time throughout the organization in keeping with the desires of the staff and individual schedules. However, at least one hour a week shall be uninterrupted.
- In elementary schools, in consultation with the appropriate art, music, or physical education teacher, and the classroom teacher, the principal shall release teachers for other professional activities when teachers of art, music, and physical education are instructing their students.
4. Effort will be made to schedule Education Management Team (EMT), Individual Education Program (IEP), and building level CAP meetings requiring the participation of classroom teachers at times when coverage is available for their classroom, and not at times that result in loss of guaranteed minimum individually managed time. When such meetings pre-empt a teacher's lunch period, coverage will be sought to provide a lunch period at a different time.