

## ARTICLE 6 WORK YEAR

6.1 Except as provided by Article 16, paid extended responsibility assignments, paid extra duty assignments, and voluntary attendance at in-service classes are excluded from this Article and are covered by Article 16 and Appendix B.

### 6.2 Standard Work Year

6.2.1 The standard work year for professional educators shall be 192 contract days consisting of:

6.2.1.1 174 instructional days (included in this are 3 days for conferences, so total instructional is 177)

6.2.1.2 Six and one half (6-1/2) planning days

6.2.1.3 Two and one half (2-1/2) Professional Development Days

6.2.1.4 Six (6) paid holidays

6.2.2 The traditional state-wide in-service day shall not be part of the standard work year.

### 6.3 Extended/Reduced Work Year

6.3.1 The District, at its discretion, may extend the contract year for professional educators ~~who work in schools identified by ODE for comprehensive or targeted support~~ by up to three (3) additional professional development days paid at the professional educator's per diem rate of pay. These days shall be scheduled contiguous to the standard school year. ~~through a collaborative process between the professional educators and the building administration. This section may be extended to professional educators for two (2) years after the comprehensive/targeted support designation has ended.~~

6.3.2 The District, at its discretion, may extend the contract year for professional educators by up to three (3) student instruction days paid at the professional educator's per diem rate of pay.

6.3.3~~2~~ The District shall determine ~~which schools or programs~~ and the number of additional contract days in a 6.3.1 and 6.3.2 prior to ~~March 1~~ the beginning of the staffing process in of the preceding school year.

6.3.3 Professional educators working in schools that have a change in grade levels (e.g.: newly converted middle schools or newly converted PK-5 feeder schools) shall have mandatory additional paid professional development days added to their contract year. This only applies to the school year prior to conversion and the school year of after the conversion. Added days shall be as follows:

6.3.4.1 Newly converted middle schools: two (2) additional professional development days.

6.3.4.2 PK-5 feeder schools: one (1) additional professional development day.

6.3.4.3 Other schools: The District and PAT shall meet to determine if the number of added professional development days shall be one (1) or two (2). If no consensus is reached, one (1) day shall be added.

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6.3.4.4 Added days shall be compensated at the professional educator's per diem rate of pay.

6.3.4.5 The District shall include the additional professional development days in the annual calendar and notify the professional educators assigned to work in these buildings at least three months in advance of these days unless newly hired or transferred to the schools within a shorter time period. If professional educators do not receive the three-month notice, they are not required to attend the added professional development days and shall follow the standard published calendar.

6.3.5 Sections 6.3.1 – 6.3.3 are meant to extend the contract year for all positions.

6.3.6 New Professional Educators

6.3.6.1 New Professional Educator Orientation

Newly hired professional educators shall be required to attend one orientation day which shall be paid at the professional educator's per diem rate of pay. At least one-half of the day shall be dedicated to the basic practical details of employment including but not limited to key contract provisions, substitute teacher finder, attendance and record keeping, leaves of absence, hardware and software requests and setup, etc.

The Association and the District Human Resources Department shall jointly create the agenda and jointly coordinate the presentation of material on this day. In addition, the Association shall continue to be afforded at least one (1) hour of time on the agenda to meet with the new professional educators. The new professional educator orientation shall be scheduled **within one (1) week the Friday** preceding the beginning of the standard work year and again on the statewide in-service day for those who have not previously attended this orientation. Additional new professional educator orientations may be scheduled by mutual agreement between the parties.

6.3.6.2 New Professional Educator Training

The District may mandate the equivalent of up to two additional paid training days for newly hired professional educators. If these days are scheduled beyond the start of the standard work year, the newly hired professional educator shall receive at least one month's advance notice of scheduling.

6.3.7 Professional educators who work beyond the 195-day work year shall be paid a daily rate of pay computed at 1/195 of their annual basic salary. With the exception of Sections 6.3.1, 6.3.3, 6.3.4, 6.3.5, 6.3.7, 6.3.8, and 6.3.9, professional educators shall not be assigned work beyond the standard work year unless there is mutual agreement between the administrator and the professional educator. Professional educators who work less than the 195-day work year shall have their salary adjusted downward using the same daily rate of pay formula.

6.3.8 Media specialists/librarians shall be placed by the District on a work year of 195 days or ~~205~~ **202** days for those responsible for more than one library. Up to ten (10) additional days will be available when warranted by workload and mutually agreed upon by the administrator and the librarian. Central Staff Professional Librarians are employed on a twelve-calendar month basis with one (1) month vacation pay.

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6.3.9 Counselors shall be placed by the District on a work year of 202 days. Up to ten (10) additional days will be available when warranted by workload and mutually agreed upon by the administrator and the counselor.

~~6.3.9 Athletic Directors shall be placed on a work year of 202 years.~~

6.3.10 Teacher's on Special Assignment (TOSAs), Counselors on Special Assignment (COSAs), Mentor-Induction Coaches, and School Based Instructional Coaches shall be placed on a 202 work year.

### 6.4 Holidays

6.4.1 The six paid holidays shall be: Labor Day, Veterans Day, Thanksgiving, New Year's Day, Presidents Day, and Memorial Day.

6.4.2 To receive pay for a paid holiday, a professional educator must work (or be on paid leave) on the workday immediately preceding or following the holiday. If the first day of work for the newly hired professional educator is immediately following the holiday the professional educator will not receive pay for the holiday.

### 6.5 Planning Days

6.5.1 A minimum of one full day and one half (1.5) planning days shall be scheduled prior to the first student day in the fall. These days shall be reserved for professional educators to set-up and plan for the beginning of the year.

6.5.2 There shall be one (1) planning day scheduled at the end of each quarterly grading period for a total of four (4) days; plus one day at the end of the year. However, professional educators shall have a minimum of two (2) full working days to submit grades/progress reports at the end of each grading period. Educators who teach seniors may need to adjust their grading days depending on how many additional days are added to the school year to meet the student's graduation date. ~~No voluntary or mandatory trainings or professional development or meetings may be scheduled for professional educators on these planning days.~~

6.5.3 One-half (1/2) of planning day time may be used by administration for meetings with Child Development Specialists, Social Workers, School Psychologists, Audiologists, and Student Service Specialists.

6.5.4 Special Education Case Management Time:

In addition to contractually provided planning days, special education professional educators required to conference with parents and write IEPs shall be provided four (4) days of released time, per year, for that purpose. A special education professional educator may elect to use these days or the equivalent hours before or after the school year or outside his/her workday at his/her per diem hourly rate of pay.

### 6.6 Professional Development Days

The District will schedule two full and one half (2.5) district-directed professional development days prior to the first student day.

### 6.7 Evening Events / Parent-Teacher Conferences

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6.7.1 Professional educators may be required to participate in up to three (3) evening school events per school year. However, principals will make a reasonable effort to see that professional educators are not required to attend more than two (2) evening events a year. Evening events shall generally last no more than two (2) hours and end by 9:00 p.m. on Monday through Thursday. Two-week's written notice shall be provided to affected professional educators. Evening events shall generally not be required on Fridays or on days preceding holidays. This provision does not apply to Social Workers, Child Development Specialists, School Psychologists, Audiologists and Student Services Specialists.

6.7.2 In addition, the District shall schedule two (2) parent conferences in the evening on two consecutive evenings. The two consecutive evening conferences must be scheduled after the planning day that follows the end of the first quarter. The calendar day following the second evening conferences scheduled must not be a workday (e.g.: can be an unworked holiday). A duty-free dinner break of at least sixty (60) consecutive minutes shall be scheduled prior to evening conferences. Evening conferences shall last no longer than three (3) hours and shall conclude by 8:30 p.m.

6.7.3 In consideration of the two consecutive evening conferences scheduled, the professional educators shall be given one paid day off which shall be notated as such on the District's published calendar.

6.7.4 Modifications to this provision must be processed using the contract exception process described in Article 1 of this Agreement.

6.7.5 At the request of a parent/guardian, a professional educator shall schedule a make-up conference for the parents/guardians who missed the regularly scheduled conference.

~~6.7.6 District will explore a pilot with a small group of schools to hold conferences differently (through the contract exception process for the 2019-20 school years).~~

~~6.7.6.1 Options for consideration in this pilot include but are not limited to:~~

~~a. Tracking number of hours for conferences to be scheduled based on parent and teacher availability rather than having specific days scheduled~~

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~~i. Logistics related to things like dinner breaks for teachers and time beyond which conferences can't be schedule must be considered~~

~~ii. Exploring if HS should do something different~~

~~(1) First day open conference and second day invite only; or~~

~~(2) Spring conferences~~

~~iii. Video conferencing~~

~~b. Pilot must take into consideration other groups that may be affected such as:~~

~~i. Custodians~~

~~ii. Nutrition Services~~

~~iii. Transportation~~

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~~iv. Educational Support Professionals~~

~~e. With respect to the pilot references above, the District shall circulate a bulletin following the 2016 Fall Parent/Teacher Conferences to Senior Directors and building leadership encouraging and promoting the ability to explore new ways to conduct Parent/Teacher Conferences for the 2019-20 school years.~~

~~d. The District's Office of School Performance (OSP) will summarize the results of the pilot referenced above and present that summary to PAT Contract Administration Committee no later than May 1 of each year.~~

6.8 School Calendar

6.8.1 By January 15 of each year, the Association shall submit to the Superintendent its recommendations regarding the school calendar for the subsequent school year. With respect to the calendar ultimately adopted, the District retains the right and authority to change the days on which school shall be held and make other adjustments to the school calendar; provided such adjustments are consistent with this article. No change in this calendar shall result in any reduction of the annual salary provided for professional educators by this Agreement or in increasing the aggregate number of workdays without the consent of the Association.

6.8.2 Professional Development days and planning days shall be set in the school calendar before the end of the prior school year.

6.8.3 The following shall be considered when determining the school calendar:

6.8.3.1 Instructional days, added Professional Development ~~days for schools identified by ODE for comprehensive/targeted support (per Section 6.3.1), and District organized~~ Professional Development cannot be scheduled on the following days:

- a. Martin Luther King, Jr. Day
- b. Day after Thanksgiving
- c. The calendar week in which July 4<sup>th</sup> falls
- d. December 24<sup>th</sup> to and including January 1<sup>st</sup>
- e. Saturdays
- f. Sundays
- g. All recognized PAT holidays
- ~~h. The Monday preceding the beginning of the work year~~

6.8.3.2 This exclusion does not include:

- a. Extended Responsibility
- b. Clubs
- c. Outdoor school

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- d. Field Trips
- e. Competitions
- f. Athletics
- g. Non-District organized Professional Development/Events/ Training

### 6.8.4 Inclement Weather

6.8.4.1 The District may schedule up to a total of three inclement weather make-up days for school closures. Days not scheduled in advance on the District school calendar may not be required make up days.

6.8.4.2 With thirty (30) day notice, the District may use Presidents' Day as one of the three make-up days.

6.8.4.3 The four (4) potential make-up days shall be marked on the school calendar, but professional educators will be required to make up a maximum of three unless 6.8.4.4 is required.

6.8.4.4 Notwithstanding 6.8.4.1, if the three days are insufficient for the District to meet the state required instructional time, the District and Association shall meet and discuss options. In the absence of an agreement how to make up days, the District may require professional educators to work additional days at the end of the year necessary to meet state requirements.

~~6.8.4.5 The District counts instructional minutes and parent teacher conference days towards meeting the state required instructional time.~~

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~~6.8.4.6 If the District converts instructional days to professional development days, it will count those days toward state required instructional time.~~

6.8.4.5 The District will consider inclement weather when setting the seniors' graduation date.

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