

Duty-Free Periods

Certificated

7.2 Work day for teachers regularly assigned for the full year:

7.2.1 The length of the teacher work day, including preparation time and time regularly required before and after school, exclusive of the duty-free lunch period, shall be based on a work week of seven (7) hours per day or thirty-five hours per five (5) day week.

7.2.2 Teachers shall be provided a duty-free lunch period, equivalent in length to the lunch period of the teachers' students, exclusive of passing periods, or thirty (30) consecutive minutes, whichever is longer.

7.2.8.1.1 Secondary – Within the workday, high school and middle school teachers shall have a duty-free preparation period equal in length to a teaching period. The specific schedule for the workday shall be set by the site administrator.

9.3.1.2.3 Each teacher shall also receive two (2) days per semester of relief time as defined in contract section 7.2.6.1.5 for duty-free preparation. The designated schedule for such relief time shall be by mutual agreement with the principal.

25.2 Full-time (1.0 FTE) Early Education Department teachers shall be assigned to a 191 day work calendar, at 7.5 hours/day not including a duty-free lunch. Two of the 191 days (or 15 hours) shall be designated for professional development. Two and one-half (2.5) hours per week (out of the total 37.5 work hours per week) shall be utilized for preparation and planning time. At least two (2) of these hours per week shall be directed by the teacher for preparation time. Up to one half (.5) hour per week shall be directed for planning time.

25.2.2 Infant and Toddler Teachers

25.2.2.1 Full-time (1.0 FTE) infant and toddler teachers shall be assigned to a 219 day work calendar, at 7.5 hours/day not including a duty-free lunch. Two of the 219 days (or 15 hours) shall be designated for professional development.

26.1.6 Within the work day, a substitute teacher assigned to teach in high school or middle school shall have a duty-free preparation period equal in length to a teaching period.

Preparation time shall be expended at the assigned work site except as provided for in Section 26.1.2.

26.1.8 A substitute teacher working at least a half day assignment shall be provided a duty-free lunch period, equivalent in length to the lunch period of the teacher's students, exclusive of passing periods, or thirty (30) consecutive minutes, whichever is longer.

Special Education Contract References

It should be noted that references are made to special education teachers and the special education program throughout the contract. Of particular note are the following:

A. A duty-free lunch period and preparation time as provided in Article 7, Days and Hours of Employment for TK-12 Teachers, and in Article 25, Early Education for Early Education Department Teachers.

Counselors, Deans, Head Counselors Contract References

It should be noted that references are made to counselors, deans, and head counselors throughout the contract. **Of particular note are the following:**
A. A duty-free lunch period and preparation time as provided in Article 7, Days and Hours of Employment for TK-12 Teachers

Duty Free Periods Classified Contract

9.7 Rest Periods — All bargaining unit members shall be granted a fifteen (15) minute rest period during any work assignments that are four (4) or five (5) hours in duration.

Two such fifteen (15) minute rest periods shall be granted during work assignments that are five and one-half (5.5), six (6), seven (7) or eight (8) hours in duration.

9.7.1 Authorized rest periods are counted as hours worked for which there is no deduction from wages.

9.7.2 Wherever possible, rest periods shall be taken close to the middle of the work assignment.

9.7.3 Rest period scheduling is subject to the approval of the employee's supervisor.

9.7.4 Rest periods not taken cannot be accumulated or used to shorten the work schedule at either the beginning or end of the assignment.

9.7.5 Passing periods shall not be used as a substitute for rest periods.

9.8 Lunch Periods — Where program needs require the unit member to remain with students for instructional purposes during lunch, this time shall be part of the work assignment and paid.

Otherwise, lunch periods shall be non-paid and taken in accordance with the following schedule, unless changed by mutual agreement of the unit member and supervisor.

| Hours Worked | Lunch Period |
|--------------|--|
| 1, 2, 3, 4 | None |
| 5, 6, 7 | Minimum 30 minutes |
| 8 | Minimum 30 minutes Maximum 60 minutes |

9.9 Unit members shall be eligible to participate in in-service activities or other conferences offered. If the unit member is approved to attend, he/she shall be paid according to her/his regular hourly rate of pay for such attendance.