

## ARTICLE XII -- TEACHER WORK DAY AND WORK LOAD

**Section 1. Basic Day:** The basic work day for teachers shall be eight (8.0) hours, inclusive of lunch.

**Section 2. Building Hours:** The specific hours of the basic teacher day at any individual building may vary according to the needs of the educational programs of the School District. The specific hours for each building and/or special program will be designated by the School District. For instance, teachers teaching a “zero” hour will have a different schedule than those teaching a regular schedule.

**Section 3. Preparation Time:**

**Subdivision 1.** Full-time elementary teacher will be scheduled for a least fifty (50) minutes of preparation time per day. While the school district will make an effort to provide such preparation time on a daily basis, the provisions of this section permit the averaging of such time over a period of no longer than one (1) week unless by mutual consent by a teacher and the administration. Preparation time shall be scheduled in blocks of at least twenty-five (25) minutes in length insofar as possible.

**Subdivision 2.** Preparation time for the middle school and high school teachers shall be a minimum of 50 minutes or one instructional period, whichever is greater, except that preparation time shall be two normal class periods for an 8-period day. In the event a schedule is adopted which would establish less than 50 minutes of preparation time, the administration/board shall negotiate said schedule/preparation time with the exclusive representative prior to the schedule’s adoption.

**Subdivision 3.** Preparation time, for all teachers, shall be scheduled between the time students start their first class and the time that students finish their last class of the day. For example, if the first class of the day is at 8:20 a.m., the time between 7:45 a.m. and 8:20 a.m. cannot be counted as part of the 50 minutes of allotted preparation time. Part-time teachers shall receive five (5) minutes of preparation time for every 30 minutes taught.

Teachers who are required to travel between schools, during the workday, in order to meet the requirements of their job shall be allowed twenty (20) minutes to travel between Staples and Motley and ten (10) minutes to travel between Staples Elementary and Staples Motley High School. Such time shall not be charged against the minimum amount of required preparation time referred to in this new section. It is understood that time used for travel beyond the allotted 10 and 20 minutes may be logged and submitted for billed payroll in increments of full or half hours. The additional pay will be based on the In-Service salary defined in Article VI, Section 4.

**Section 4. Teacher/Administrative Meetings:** For the purpose of this section, a teacher/administrative meeting is one that is called and directed by the administrator and for which attendance is mandatory. The time during the school day before classes start and after the classes are completed will be available for teacher/administrative meetings. The school administration shall not mandate attendance at such meetings for more than 50 minutes every two (2) weeks. Other administrative meetings, such as special education staffings may have to be scheduled during this time.

**Section 5. Lunch Periods:** Duty Free lunch for the purposes of this agreement shall mean that the district shall not assign an individual teaching or supervisory duties during this 30 minute period of time. Each teacher shall be provided a duty free, uninterrupted, daily lunch period that is at least as long as a regular student lunch period, but not less than 30 minutes. A teacher may agree to lunch period duties at his/her own discretion or as agreed to by the teacher and the administration.

**Section 6. Compensation for Excessive Work Load:** The parties agree that the work load and responsibility of each teacher should be reasonable and consistent with the work loads and responsibilities of the teacher’s colleagues. If a teacher’s work load or responsibility is demonstrably unreasonable or inconsistent, the teacher’s work load, responsibility and/or salary shall be adjusted appropriately. Teachers who agree to an overload shall be compensated according to the following formula:

$$\text{Extra Min.perYear} + 51,900 = \text{AnnualSalary}$$

For instance, a teacher who is earning \$30,000 and is doing an overload of 25 minutes per day for a full year would receive the following:

$$25\text{min.} \times 173\text{days} / 51,900 \times \$30,000 = \$2,499.90$$

(Note: 300 min. x 173 days = 51,900 min.)

**Section 7. Additional Activities:** The responsibility a particular teacher is to have for supervising student activities is a matter to be mutually agreed upon by that teacher and the school board or representative. In choosing persons who are to be given voluntary extra-pay assignments, such as teaching adult education courses or summer school classes, the School Board shall give preference to certified teachers with tenure who are regularly employed by the School District. This does not apply to Schedule B positions.

**Section 8. Teacher Qualifications:** Each teacher is to be qualified for the duties as defined in state statute for the duties to which the teacher is assigned, and no teacher is to be given responsibility for duties outside of their licensure unless there are no licensed teachers available in that area or not qualified to perform, unless an emergency exists and no better qualified person is available.

**Section 9. Mileage:** All teachers will be assigned a base site. That site shall be where they begin their normal teaching duties. Teachers who are assigned to work in a site other than their base site or who are required by the administration to attend meetings in a different site than their base site shall be paid the district mileage rate as set by the school board and as delineated below:

- a. During School Travel: Mileage shall be paid for travel between buildings in the event that a teacher must travel from their base site to another site during their normal teaching day. It is assumed that the mileage shall be paid for the trip from their base site as well as returning to their base site if it is deemed necessary to perform their contractual duties.
- b. Before School Travel: If teachers are required to attend a meeting before school at a site other than their base, they shall be paid mileage for their return trip to their base site to begin their normal teaching day. In the event that the district provides alternative transportation to a specific group of teachers for their travel between buildings, it is understood that no mileage shall be paid unless there are extenuating circumstances.
- c. After School Travel: If teachers are required to travel back to their base site or travel from their base site to another after school because of required meetings and/or extracurricular assignments, they shall be paid the district mileage rate for that trip according to the mileage set forth in "A" above.
- d. Teachers must submit mileage claims to the district office in order to be paid. Teachers may submit mileage claims as often as two times per month, and they MUST submit mileage claims by June 30<sup>th</sup> of any year in which they have mileage to be paid.

Mileage shall be paid as defined above, and it is understood that no mileage will be paid for teachers to travel from their home to their base school where they begin their normal teaching day. No mileage will be paid for teachers to travel home from their base site where they end their day.

**Section 10. End of Quarter Workshop Day** The "end-of-quarter workshop day" (usually in November), and the "end-of-semester workshop day" (usually in January), will each include 3.5 uninterrupted hours solely dedicated to teachers for work on class-related teacher responsibilities.