

ARTICLE V

Days and Hours of Employment

A. **WORKDAY:**

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1. It is agreed that the professional duties of employees require both on-site and off-site hours of work, that the varying nature of such professional duties may not lend itself to a total maximum daily work time of definite or uniform length, and that such duties are normally expected to involve no fewer than eight (8) hours of total effort each workday for both classroom and non-classroom employees.

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It is further agreed that employees will be available to meet with students and parents at reasonable times before and after the instructional day by appointment. A schedule shall be posted prominently and maintained at each school site and posted on the school's website and the District approved learning management system teacher's page and counselor's page indicating times when teachers are available to meet with parents and/or students. Counselors will have one (1) day per week scheduled without supervision for conferring with parents and/or students. Copies of the schedule shall be sent home to parents twice a year.

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2. In the elementary schools, teachers shall report for duty and check their mailboxes no later than fifteen (15) minutes before the opening of class except when assigned before school duties. Teachers shall check their email at least once per duty day. In the event of site and/or District wide emergencies, teachers will be expected to check email ongoing throughout the length of the emergency. Teachers shall remain until after the close of the last scheduled class of the day for Grades 4 and 5, unless they have an after school duty, are excused earlier or are requested to remain by the principal. On Fridays, teachers may leave the building immediately upon the close of the regular school day for pupils except that if District meetings are scheduled on Friday another "early day" may be designated. Teachers of kindergarten ("Kindergarten" includes transitional kindergarten, as defined in Education Code Section 48000) and the first three grades remain on duty as long as teachers of the fourth and fifth grades, unless excused earlier by the principal.

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Teacher Librarians assigned to elementary school libraries work a seven-hour day, except on Friday when they may leave fifteen (15) minutes prior to the end of their regularly assigned workday.

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3. In the middle and senior high schools teachers shall, unless assigned to before school duty, report for duty at least fifteen (15) minutes before the opening of the first assigned class, conference period, or homeroom/advisory and shall check their mailboxes daily before the instructional day begins. Teachers shall check their email at least once per duty day. In the event of site and/or District wide emergencies, teachers will be expected to check email ongoing throughout the length of the

1 emergency. Teachers shall be present on site for an additional sixty (60) minutes
 2 weekly as selected at the professional discretion of the teacher.
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4 Historically, the secondary teacher workday is comprised of six periods (one of which
 5 is a conference period). Block Schedules and 7-period day schedules are alternate
 6 schedule options for secondary school sites. Administration and the Site Based
 7 Decision Making (SDM) will mutually agree upon the schedule format. In the
 8 absence of SDM, the Instructional Leadership Team (ILT) made up of a majority of
 9 teachers, may serve this role. Schedule formats must include a daily conference and
 10 may not exceed maximum student contacts. Approval of the schedule will be based
 11 on a majority of (50% plus 1) vote of those Bargaining Unit Members voting. The
 12 voting process will only occur to change a schedule. Approved schedules must remain
 13 intact for two (2) years. In the event of a fiscal emergency and/or changes in law
 14 impacting schedules, this process may be revisited by the District prior to the
 15 expiration of the two-year term after consultation with TALB. If a teacher volunteers
 16 to teach an additional class during his/her conference period his/her instructional day
 17 is extended approximately one hour before or after the regular instructional day to
 18 provide the employee with the conference period allowed for in this Agreement.
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- 20 4. During any school month, certificated staff may be required to attend on-site meetings
 21 not to exceed a total of four (4) hours beyond the instructional day or duty day for
 22 classroom teachers, or duty day for TOSAs, counselors and psychologists. Two (2)
 23 additional hourly monthly meetings may be added at the discretion of the bargaining
 24 unit and principal. The necessity for conducting the two (2) hourly meetings shall be
 25 determined monthly at each site by either a simple majority secret ballot vote of the
 26 bargaining unit employees who actually vote on the proposal and principal or by the
 27 site shared decision-making body. The determination of which process will be used
 28 shall be by an annual majority secret ballot vote of the bargaining unit and principal.
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30 Attendance is required at only those meetings authorized by the principal. Principals
 31 shall release site meeting schedules within the first two weeks of school.
 32 Modifications to the released meeting schedule shall be communicated no less than
 33 two (2) school days in advance through email. Teachers will be held accountable to
 34 Level Offices protocols addressing missed site meetings. Such meetings may be held
 35 before or after school and should be approximately one hour or less in length. Site
 36 meetings beyond the instructional day in a typical school month would include two
 37 (2) faculty meetings and two (2) other meetings; (e.g., grade level, department,
 38 program review and/or in-service). In the event of a school or District emergency, or
 39 urgent school business, principals may call additional meetings with the approval of
 40 the appropriate assistant/deputy superintendent.
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42 Special education teachers may be required to attend one off-site in-service meeting
 43 per month as authorized by the Assistant Superintendent, Special Education. Such
 44 off-site meetings beyond the instructional day should be approximately one hour or
 45 less in length and will be included in the monthly computation.
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1 During the term of this Agreement, the District shall maintain its practice of treating
 2 IEP meetings as mandatory; bargaining unit members attending such meetings beyond
 3 the duty day and in excess of four hours per month shall be paid therefore at their
 4 regular hourly rate provided they submit the Documentation of Mandatory Meeting
 5 Form to the Office of School Support Services.
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7 If mandatory meetings occur before or after the counselors'/psychologists' duty day,
 8 the counselors/psychologists may have their start or end times adjusted accordingly
 9 of the affected day(s). Counselors/psychologists required to attend mandatory site or
 10 district meetings beyond their duty day for which their start and/or end time cannot be
 11 adjusted, shall be paid at their regular hourly rate, provided they submit the
 12 Documentation of Mandatory Meeting Form to the Office of Student Support
 13 Services.
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- 15 5. The on-site workday for other unit members shall be as follows:
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17 On-site work hours for secondary school librarians, Teachers on Special Assignment
 18 (TOSAs), and program facilitators shall be eight (8) hours per day exclusive of lunch,
 19 except Friday when they may leave twenty (20) minutes prior to the end of their
 20 regularly assigned workday.
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22 On-site work hours for nurses shall be seven and one-half (7.5) hours per day
 23 exclusive of lunch, except Friday when they may leave twenty (20) minutes prior to
 24 the end of their regularly assigned workday. In cases of emergent student safety, the
 25 principal or designee may determine it is necessary for the employee to remain on-site
 26 to perform the assigned duties of the position or to fulfill professional obligations
 27 appropriate to the nurse assignment, the principal or his/her designee shall direct the
 28 employee to remain on-site up to a maximum of eight (8) hours a day.
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30 The on-site workday for counselors and psychologist shall be eight (8) hours per day
 31 exclusive of lunch.
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33 Modifications of the on-site work hours and the "early day" may be mutually agreed
 34 to by the employee and the site manager to accommodate a variety of job
 35 responsibilities that may be accomplished at a location other than the school site
 36 and/or outside of normal working hours. Driving time between District sites shall be
 37 included as part of the normal working day exclusive of the duty-free lunch period.
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- 39 6. Modification in the students' schedule shall have no effect on the unit member's
 40 workday as described above, except for Back-to-School Night in the fall and Open
 41 House in the spring. Additional exceptions may be approved by the appropriate
 42 assistant/deputy superintendent
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- 44 7. It is recognized that in carrying out job responsibilities, each employee shall perform
 45 many duties and adjunct responsibilities which occur outside of the scheduled on-site
 46 duty day. Duties include activities such as supervision of pupils, sponsorship of

1 student activities, and participation in school, districtwide, and parent-community
 2 committees and/or functions. It is intended that such adjunct duties will be assumed
 3 equitably by all unit members. Volunteers will be sought and a site shared decision-
 4 making process may be used to distribute adjunct duties; however, if there are
 5 insufficient volunteers, the manager retains the right to assign unit members to meet
 6 the needs of the school. The maximum expectancy for any secondary school teacher
 7 shall be twenty (20) hours per semester or forty (40) per year, exclusive of
 8 faculty/department meetings.
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10 Nurses, Psychologists and counselors will not be subject to adjunct duty as described
 11 for teachers. However, Psychologists and counselors are responsible for coordination
 12 with outside agencies such as, but not limited to, Department of Family Services
 13 response, working with psychiatric response teams and School Based Mental Health.
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15 Up to five (5) representatives from the District and five (5) representatives from TALB
 16 shall meet no later than January 14, 2026 to form a joint advisory committee to meet
 17 on as needed basis to address adjunct (secondary) and additional (elementary) duties.
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- 19 8. All unit members shall be entitled to the statutory minimum duty-free lunch period of
 20 thirty (30) minutes. This entitlement also refers to alternate lunch schedules adopted
 21 because of inclement weather. Normally, teachers can expect to have the same length
 22 of lunch period as students except that the site manager may assign employees to
 23 supervisory duties during the passing periods and/or to meet the occasional needs of
 24 the school lunch period situation.
 25
- 26 9. The scheduled preparation period at the secondary level is defined as paid working time
 27 for the specific purposes of preparing materials; conferring with students, parents,
 28 support staff, and administrators; attending IEPs; and other duties subject to assignment
 29 by the principal. It may also, if deemed necessary by the immediate site manager, be
 30 used for providing replacement services (class coverage) for a temporarily absent unit
 31 member.
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33 Replacement service may be required when another teacher is absent, no substitute is
 34 immediately available and, in the judgment of the administrator, no other certificated
 35 employee is available. Over the course of the school year the site manager shall
 36 distribute these occasional replacement assignments as equitably as possible among all
 37 available non-classroom certificated personnel and unit members. A record of
 38 equitable assignments shall be accessible to employees. When a unit member is
 39 assigned to provide such replacement service, the first two (2) hours, cumulative, per
 40 school year of such service shall be deducted from the employee's maximum
 41 expectancy (twenty [20] hours per semester or forty (40) per year) for adjunct duties.
 42 When a unit member is assigned to provide replacement service in excess of two (2)
 43 hours, cumulative, the unit member shall be paid for such excess service at the
 44 substitute hourly rate, Schedule P, and shall be required to remain on-site after his/her
 45 duty day for an equivalent number of minutes of preparation.
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1 Efforts will be made to assign non-bargaining unit employees to provide replacement
 2 service. If a bargaining unit member who has been asked to provide replacement
 3 service is relieved by such an employee within the first twenty (20) minutes of service,
 4 the bargaining unit member will be credited with thirty (30) minutes of coverage. If
 5 the coverage time is in excess of thirty (30) minutes, the employee shall be provided
 6 with one (1) hour of credit for replacement service.
 7

8 Elementary teachers assigned extra students, as a replacement service for a temporarily
 9 absent unit member, will be compensated \$25 per daily occurrence, after three (3)
 10 occurrences.
 11

12 **10. Testing:**

13 Affected secondary teachers will maintain a conference period during testing
 14 schedules. It is understood the length of a teacher's conference period may be shorter
 15 in duration during testing schedules. In the event a teacher needs to provide coverage
 16 for a testing session during their conference period, guidelines regarding replacement
 17 service outlined in Article V, Section A9 will be followed. Testing schedules will be
 18 provided to all teachers and published at least ten (10) days in advance.
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21 **11. Elementary Preparation:**

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- 23 a. In the elementary school, limited preparation time may be arranged at
 24 individual school sites through staffing patterns that (1) are educationally
 25 justifiable; (2) do not reduce total instruction time for students; (3) are
 26 developed jointly by the affected teaching staff and the site manager; and (4)
 27 are approved by the appropriate assistant/deputy superintendent.
 28
 - 29 b. At the elementary teacher's discretion, library time may be used as a
 30 preparation period when a credentialed librarian is scheduled to work with the
 31 entire class.
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 - 33 c. A school is not precluded from identifying additional opportunities for
 34 preparation time, especially for teachers of grades four and five, if the school's
 35 regularly scheduled, general funded, certificated staffing permits.
 36
 - 37 d. Teachers in Grades TK-5 shall receive a designated preparation time of 40
 38 minutes on dates identified by the District. Thursday shall be the scheduled
 39 preparation day which shall remain the same for all affected schools within
 40 the District. The dates shall be identified prior to the start of the new school
 41 year. The instructional minutes for Grades 1 through 5 must be consistent with
 42 the instructional minutes identified by the District for the particular grade
 43 level. Preparation periods shall normally be scheduled 35 times a year; but
 44 may be less in some years due to the placement of school holidays on the
 45 approved calendar. Scheduled preparation days shall not be changed due to

conflicts on the calendar, such as Back-to-School Night, Open House and Parent Conferences.

- e. Except in cases of emergencies, no meetings shall be scheduled by the site administrator during the scheduled preparation period. However, this does not preclude a teacher from scheduling and participating in meetings of their choice during this time.
- f. No waivers shall be accepted or approved to modify the 40-minute preparation period for teachers.
- g. The designated 40-minute preparation period is part of the teachers’ regular workday.

12. Employees who request and are granted a part-time assignment shall have a minimum on-site responsibility exclusive of any duty-free lunch period proportionate to their contract assignment. Elementary part-time teachers who teach half of the normal instructional time shall have a workday that is one-half (1/2) the workday of a full-time teacher. Secondary part-time teachers who are assigned to three (3) instructional periods shall have a workday that is one-half (1/2) the workday of a full-time teacher; other workdays shall be based upon the principle that exclusive of the lunch period, six (6) periods plus required time before and after classes constitute a full-time assignment. Teachers who work less than full-time shall not be scheduled for a preparation period as part of the workday. Employees who work half-time or less shall be exempt from all extra-duty responsibilities except for faculty meetings which are contiguous with the employee’s workday and annual open house activities.

13. At Alternative Education Sites not operating on a traditional on-site workday, it is agreed that the professional duties of employees require both on-site and off-site hours of work, that the varying nature of such professional duties may not lend itself to a total maximum daily work time of definite or uniform length, and that such duties are normally expected to involve no fewer than six (6) hours at the site except on staff minimum days and no fewer than eight (8) hours of total effort each workday for both classroom and non-classroom employees.

14. **Instructional Day.**

The hours of employment defined in Sections A.1., A.2., and A.3. above shall include at least the required number of instructional minutes to qualify for incentive funding provided in Education Code, Section 46201. The designation of instructional time shall conform to the law. Subject to the foregoing, the minimum number of instructional minutes shall be:

Kindergarten	36,000
Grades 1, 2, and 3	50,400
Grades 4 and 5	54,000

Grades 6, 7, and 8	64,800
Grades 9, 10, 11, and 12	64,800

except that:

- a. Schools with an organizational pattern of Grades K-8 shall provide a minimum of 54,000 instructional minutes for Grades 7 and 8.
- b. Schools which exceed the above required minimum number of instructional minutes for specified grade levels shall make no adjustment to reduce the number of instructional minutes at these grade levels without the express written consent of the appropriate assistant/deputy superintendent.

15. **Electronic Grading and Communication System**

At the secondary level, an online gradebook shall be maintained and updated by the unit member at least each month, or more frequently as determined by the Site Shared Decision-Making Committee. Grade scheme should be determined and selected by the twentieth day of the school year. Grades shall be submitted electronically by the unit members at all grade levels at the designated reporting periods. Grading guidelines and reporting period dates shall be provided at the beginning of the school year by the site administrator or designee. Grade reporting periods shall align with state mandates. Any technology failure shall be reported immediately by the affected unit member to the site administrator and/or designated support personnel (e.g. help desk).

16. **Job Sharing:**

- a. The Job-Sharing Program is one in which two (2) permanent employees share the full responsibilities and the contract of employment of one (1) identifiable full-time position. The shared teaching assignment shall be (1) fifty-fifty (50-50) percent or (2) sixty-fourty (60-40) percent. The sharing shall be on a proportional division of the school day or of the school week.
- b. Applicants must be willing to provide a written commitment to serve a minimum of one (1) year in the shared position. If, because of extenuating circumstances, one of the participants cannot continue in a part-time assignment during the year, the District is under no obligation to return the individual to a full-time assignment until the following year; but the District may consider an earlier return if a position is available.
- c. Job sharing assignments shall be filled only by teachers who have jointly requested to work together. A listing of teachers interested in job sharing will be maintained by both the Certificated Personnel Office and the Teachers Association.

- 1 d. Applicants shall submit a joint written application to the affected site
2 manager(s) showing the names of the participants, positions affected, the
3 proposed sharing schedule, division of adjunct duties, and the potential benefit
4 to students. Mutual agreement between the two (2) employees, the principal,
5 the appropriate assistant/deputy superintendent, and the Assistant
6 Superintendent, Human Resource Services, is required before the job-sharing
7 assignment can be implemented. Applications shall be submitted on or before
8 March 1.
9
- 10 e. Individual job-sharing assignments will normally be evaluated prior to March
11 1. A decision with respect to continuance of each program will be made on or
12 before April 15.
13
- 14 f. Salary will be the prorated share of the amount an employee would have
15 earned had the employee not elected to exercise the option to participate in
16 job sharing. The contribution to STRS/PERS will be based upon the amount
17 of salary actually earned by the participant.
18
- 19 g. Job sharers will receive full District health and welfare benefits. The
20 District will contribute premiums on a prorated basis and participants will pay
21 the remainder of the required premiums. Employees not opting for District
22 health coverage shall provide evidence of health insurance from another
23 source.
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- 25 h. The employee in a shared assignment will receive all contractual leaves on a
26 prorated basis.
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- 28 i. If an employee on shared assignment is absent, the other party, whenever
29 possible and with the approval of the site manager, will trade days with his/her
30 partner or will agree to substitute for his/her partner in a regular substitute
31 status at the regular substitute rate.
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- 33 j. The employee on a shared contract will be expected to participate in
34 professional responsibilities such as, but not limited to, the following:
35 participation in school, district-wide, and parent-community committees;
36 faculty meetings; Back-to-School Night activities; parent/teacher conferences;
37 report card preparation. Details of shared responsibilities are defined in the
38 application.
39
- 40 k. If, because of extenuating circumstances, one partner cannot continue in the
41 shared assignment, one of the following shall occur:
42
- 43 (1) The remaining participant fills the previously shared position on a full-
44 time basis;
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- 1 (2) A new partner, mutually agreeable to parties, replaces the non-
 2 continuing partner;
 3
 4 (3) The remaining participant applies for a leave for which
 5 he/she is eligible.
 6
 7 (4) The remaining participant submits his or her resignation.
 8
 9 l. Continuation of any job-sharing partnership is contingent upon the annual
 10 mutual agreement of all parties.
 11
 12 m. Prior to approval of any job-sharing agreement the two teachers involved shall
 13 agree which of them shall remain at the site should the partnership be
 14 dissolved and both desire full-time assignment at that site but only one
 15 opening exists. In any circumstance, participants would have access to the
 16 District's voluntary transfer procedure.
 17
 18 17. **Parent/Teacher Conferences.** TK-5 classroom teachers in a TK-5 or TK-8 school
 19 shall have six (6) minimum days in the fall and two (2) minimum days in the spring
 20 for parent/teacher conferences.
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 22 18. **Library Media Teachers**
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 24 a. A library media teacher who maintains the library media center open for at
 25 least fifteen (15) minutes before school and fifteen (15) minutes after school
 26 will not be assigned bus and recess/nutrition duty.
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 28 b. Secondary classroom teachers shall stay with their classes when bringing them
 29 to the library media center; elementary teachers shall escort their classes to
 30 and from the library media center.
 31
 32 c. For classes brought to the library media center, contractual staffing ratios
 33 (including LMT and aides) shall be observed, except during Testing Periods
 34 or for special, occasional activities as determined by Site Based Decision
 35 Making.
 36
 37 d. Library Media Centers will close during the final week of school to allow
 38 LMTs time to close the library, conduct inventory, and complete other
 39 oversight tasks that are essential to running an effective library media
 40 program. The standard period for closing a library media center shall equal
 41 the number of days it is scheduled to be open during a regular week during the
 42 school year; the LMT in consultation with the site administrator may
 43 recommend a lesser or greater period depending upon the size of the center.
 44
 45 e. At the secondary level, the LMT at his/her discretion may continue to utilize
 46 a flexible schedule in order to service the entire school. At the elementary

1 level, the LMTs may utilize flexible scheduling for 20% of their scheduled
 2 work week at that particular site in order to permit collaborations with
 3 classroom teachers and their students for in-depth learning and research.
 4 LMT's without a Media Assistant shall close the library or be provided a
 5 substitute when required to attend District Mandated meetings, and
 6 professional development.
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8 19. Speech Language Pathologists
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10 It is agreed that the professional duties of employees require both on-site and
 11 off-site hours of work, that the varying nature of such professional duties may
 12 not lend itself to a total maximum daily work time of definite or uniform
 13 length, and that such duties are normally expected to involve no fewer than
 14 eight (8) hours of total effort each workday for both classroom and non-
 15 classroom employees. SLPs shall not be assigned to adjunct duty.
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17 The Preschool SLP caseload shall be as stipulated in Education Code
 18 56441.7. The District and the Association will review caseloads two (2)
 19 times per school year.
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21 20.. Nurses
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23 a. When students are not in session, nurses shall have a minimum of 30
 24 minutes protected time during each workday for the completion of
 25 IEP documentation, private parent/provider calls, training of staff,
 26 and other essential tasks. The specific timing of this protected time
 27 any further support needed to complete health assessments during the
 28 school day, will be determined through discussion and agreement
 29 between the nurse and the school principal, ensuring that it aligns with
 30 the needs of the school while minimizing disruption to student care.
 31 During this protected time the nurse will remain available if an
 32 emergency or urgent student health matters arises. Any necessary
 33 coverage during this protected time will be proved by support staff,
 34 as determined by administration in collaboration with the school
 35 nurse.
 36

37 B. **WORK YEAR:**

38 1. **Teachers** (including nurses, teachers on special assignment, and librarians):
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40 a. **Traditional Schedule.** The assigned work year shall be from the first day of
 41 the fall semester to the last day of the spring semester, inclusive. The school
 42 year encompasses (10.5) pay periods totaling two hundred and eleven (211)
 43 assigned days (one hundred eighty-four [184] actual duty days), dates which
 44 are specified in the calendars (see Appendix A). Beginning with the 2024-
 45 2025 school year, the assigned work year will include two (2) pupil free days.
 46 It is further agreed that in the middle and senior high schools two shortened

1 days for pupils will be scheduled at times to be approved by the appropriate
2 assistant/deputy superintendent.
3

4 The first and last days of the work year for all bargaining unit employees shall
5 be pupil free. All bargaining unit employees will have no fewer than four (4)
6 hours on each of these days to prepare for the starting and closing of school.
7

8 **2. Program Facilitators:**
9

- 10 a. **Traditional Schedule.** The assigned work year shall encompass two hundred
11 twelve (212) assigned days (one hundred eighty-seven [187] actual days), dates
12 for which are specified in the calendars (see Appendix A).
13
14 b. Based on identified program needs and the availability of sufficient special project
15 funds at individual school sites, program facilitators may request election for
16 additional service either before or after the regularly assigned work year, or during
17 designated non-work periods at year-round schools.
18

19 **3. Counselors and School Psychologists:**
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- 21 a. Traditional Schedule. The assigned work year shall encompass two hundred
22 twenty-four (224) assigned days (one hundred ninety-six [196] actual days), and
23 dates for which are specified in calendars (see Appendix A).
24

25 **4. Split Assignments.** In cases of split assignments, employees so affected shall work
26 each assigned day a number of hours which reflects the employee's assignments. A
27 split assignment refers to a full-time employee whose contract assignment includes
28 two job classifications (Example: teacher/program facilitator).
29

30 **5. Emergency.** In the event of an emergency or other event resulting in less than the
31 scheduled number of workdays, the District agrees to consult with the Association
32 before determining the number and dates of specific days to be rescheduled to ensure
33 the total contract workdays for all unit employees.
34

35 **6. Holidays.** The District agrees to grant all employees those non-paid, legal and Board-
36 designated holidays which occur during their specified traditional or year-round
37 calendars.
38

- 39 a. Legal holidays shall include Independence Day, Admission Day, Labor Day,
40 Veterans Day, Thanksgiving Day, Christmas Day, New Year's Day, Dr.
41 Martin Luther King Jr. Day, Lincoln Day, Presidents Day, and Memorial Day,
42 and Juneteenth.
43
44 b. In addition, the District agrees to grant two (2) holidays to be designated by
45 the Board of Education. One of these holidays shall be the Friday following
46 Thanksgiving Day.

- 1
2 c. When a legal holiday falls on Saturday, the preceding Friday shall be
3 observed as a holiday. When a legal holiday falls on Sunday, the following
4 Monday shall be observed as a holiday.
5

6 Consistent with the above provisions, the date of each holiday shall be set forth
7 in the calendar (see Appendix A).
8

- 9 7. **Summer School and Intersession Programs.** Teachers elected to provide additional
10 service during summer school on traditional calendar or intersession programs on
11 year-round calendars will be compensated per Salary Schedule P.
12

13 Note: Any changes in leave provisions or other benefits as a result of the collective
14 bargaining process will apply equally to summer school and intersession program
15 teachers.
16

17 All eligible employees will have an opportunity to apply to teach during intersession
18 or summer school. All employees whose most recent final evaluation is effective in
19 all areas directly related to classroom instruction and student achievement are eligible
20 for selection for summer school and intersession employment. Employees with one
21 “Developing” rating will also be eligible for the opportunity to apply to teach during
22 intersession or summer school if they receive approval from their current principal.
23 Applicants will be selected based upon (a) the needs of the program to be offered and
24 (b) when applicable, a system of rotation after having served three consecutive
25 intersessions or summer school assignments if there are other qualified applicants.
26 When the above considerations are substantially comparable, decisions shall be based
27 upon length of service in the District.
28

- 29 8. **Traveling Teachers in Secondary Schools.** Except in the most extraordinary
30 circumstances, secondary teachers serving in their initial year in the profession will
31 not be scheduled as traveling teachers.
32

- 33 9. Except in specific situations, teachers will be assigned a 180-day school year (184-
34 day duty year). Teachers who are asked to work beyond those days will be
35 compensated at their hourly rate for the additional time.
36

- 37 10. Mandated Training
38

39 Each fall, all bargaining unit members shall complete Annual Mandated Training
40 within the timeline established by the District. The District will reserve four (4) hours
41 of required meeting time established under Article V(A)(4) and/or Article V(B) (pupil
42 free days) to complete Annual Mandated Training. TALB and the District agree to
43 meet and negotiate immediately if Annual Mandate Training exceeds four (4) hours.
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46