

Work-to-contract hours and duty form

VUEA unit members will use this form to identify **their contracted work hours and duties**. The unit member's intention is to comply with her or his contract work hours and duties as listed here.

Staff name	
Site	

A. Bargaining unit members shall be on campus and responsible for instructional and other assigned duties for a minimum of **seven hours and 15 minutes**. Each day shall include a duty-free lunch period equal to the pupils' lunch period but not less than 30 minutes. No elementary teacher shall be required to be on duty for more than two (2) hours and fifteen (15) minutes without a relief break of ten (10) minutes.

Specifically, enumerate the hours of my contracted work time (my Work Hours)

	Monday	Tuesday	Wednesday	Thursday	Friday
Day Start					
Day End					
Lunch start					
Lunch end					
Break start					
Break end					

K. Adjunct Duties:

A bargaining unit member may volunteer for site-specific existing duties. If duties remain uncovered, each bargaining unit member may be assigned **no more than two adjunct duties**. Adjunct duties shall be assigned in an equitable manner. **Each assigned adjunct duty shall not require more than six (6) hours** of the bargaining unit members time. School site meetings and graduation are not considered adjunct duties. Assign teachers who serve as VUEA Site Representative or Executive Board Members one less adjunct duty.

Adjunct Duties

		date					
		Hour #1	Hour #2	Hour #3	Hour #4	Hour #5	Hour #6
Adjunct duty #1	duty						
Adjunct duty #2							

Principal / supervisor signature

date

ARTICLE 8

BARGAINING UNIT MEMBER DUTIES. ADJUNCT DUTIES. WORK YEAR. HOURS, AND CONDITIONS

- A. Bargaining unit members shall be on campus and responsible for instructional and other assigned duties for a minimum of **seven hours and 15 minutes**. Each day shall include a duty-free lunch period equal to the pupils' lunch period but not less than 30 minutes. No elementary teacher shall be required to be on duty for more than two (2) hours and fifteen (15) minutes without a relief break of ten (10) minutes. Beginning and ending time of a bargaining unit member's day may vary among the schools in the District. The site administrator, in conjunction with the bargaining unit members assigned to that site, shall develop a work schedule sufficient to meet the needs of the assignment. Site and individual work schedules shall be in writing. Individual bargaining unit members may arrange for modifications to accommodate unique differences in scheduling with the approval of the site supervisor.
- In cases of disagreement about the work schedule meeting the needs of the assignment for bargaining unit members with non-teaching assignments, the site administrator may require an accounting of hours following a consultation with bargaining unit members affected by the accounting.
- B. Bargaining unit members will devote 40 hours each week to teaching and related activities. In addition to time spent in the classroom, the normal unit load includes the participation of all bargaining unit members, as needed, in the following activities for which the bargaining unit member will not receive added remuneration: district level meetings, occurring at the end of the instructional day, that will not exceed 90 minutes; lesson planning; special help to students; Open House and/or Back-to-School Nights; student supervision; and other professional meetings for which the bargaining unit member may volunteer.
- C. Assignment Duties:
- Elementary School Level: Each school site shall develop a procedure that provides 45 minutes of preparation time within the duty day of 7 hours and 15-minutes, except as provided for in Article 36.
- Middle School Level: The duty day of 7-hours-and-15-minutes shall include a 45-minute preparation period equivalent to a regular instructional period. No teacher shall have more than six (6) assigned classes during the duty day. (Exceptions to this shall be maintained at the level of current practice within the school district.)
- Traditional High School Level: Bargaining unit members shall not be required to have more than five (5) assigned classes. The duty day of 7-hours-and-15-minutes shall include a preparation period equivalent to a regular instructional period. Non-traditional schools include alternative and magnet schools.
- Foothill Technology High School: The duty day of 7-hours-and-15-minutes shall include a preparation period equivalent to . Individual bargaining unit members may arrange for modifications to accommodate unique differences in scheduling with the supervisor's mutual agreement.
- D. On days when unit members are required to return for an Open House and/or Back-to-School Night Bargaining Unit Members shall be permitted to leave school at the end of the pupil instructional day or the day after Back to School night.
- E. School Site Meetings: There shall be no more than twenty-seven (27) hours of required school site meetings during the school year. A school site level meeting is defined as any a regular instructional period. No teacher shall have more than six (6) assigned classes.
- Pacific High School: The duty of 7 hours and 15 minutes for bargaining unit members shall include a 45 minute prep period. No teacher shall have more than 6 assigned classes.
- Early Intervention Preschool Teachers: The duty day for an Early Intervention Preschool Teacher shall be 7-hours-and-15-minutes and shall include an average of 200 minutes of instruction per day. Sixty minutes of additional professional assistance shall be spent on tasks such as: inclusion support, parent support, co-teaching with am/pm teacher, serving on the assessment team, etc. The principal and/or administrative designee shall meet and confer each year with Early Intervention Preschool Teachers to determine assignments. The teacher's strengths, talents and interest shall be considered when the additional assignments are being determined.
- Speech and Language Pathologists: The duty day for a Speech and Language Pathologist (SLP) shall be 7-hours-and-15-minutes. SLP's working multiple sites shall be allotted appropriate travel time as part of the work day.
- Whenever administratively practicable and whenever the District's financial resources allow, the following caseloads will be maintained:
- 40 students for SLPs working solely with preschool-age students
 - An average of 55 students for SLPs working with school-age students
 - An adjusted average caseload for SLPs working with both populations
- School Nurses: School nurses are licensed health care professionals who serve the school sites/districts . The duty day for a school nurse shall be 7-hours-and-15-minutes. Nurses working multiple sites shall be allotted appropriate travel time as part of the work day. Individual bargaining unit members may arrange for modifications to accommodate unique differences in scheduling with the site supervisor's mutual agreement.
- Librarians and Counselors: The duty day for librarians and counselors shall be 7-hours-and-15-minutes. Individual bargaining unit members may arrange for modifications to accommodate unique differences in scheduling with the site supervisor's mutual agreement. Librarians and counselors should only be used as a substitute as a last resort and/or in cases of emergencies; then they should only be used until a qualified substitute arrives or an administrator can relieve them.
- Teachers on Special Assignment: The duty day of teachers on special assignment shall consist of an agreed upon 7- hour-and-15-minute schedule meeting required by a school site administrator (i.e. Principal or Assistant Principal). These include (but are not limited to) faculty meetings, grade level meetings and department meetings. Not counted as part of the twenty-seven (27) hours of required school site level meetings during the school year are: Back-to-School Nights, Open House, parent conferences, IEP, SST and inclusion meetings, meetings involving individual student and/or staff personnel problems, buy-back days and teacher initiated meetings. The site principal and a VUEA site representative may keep a log of the school site meetings.

