

Work Day Class B Sample

Colstrip:

Section 4 - Duty Day: The duty day will be 8:00 a.m. until 4:00 p.m. The building principal, at his/her discretion, may extend the duty day one-half ($\frac{1}{2}$) hour per week twice a month with one working days' notice. A teacher may be required to perform the following additional duties that may extend beyond the duty day:

1. Parent conferences - no more than two (2)
2. Annual open houses - no more than two (2)
3. In-service attendance one day per month
4. Curriculum meetings will not extend more than one (1) hour per week per committee beyond the duty day, excluding Fridays, if an incentive credit is given. The incentive credit shall be approved by the District Professional Development/In service Committee.

"Early Bird" courses may be offered at the high school with the agreement of the course instructors. It is understood that these courses would require staff to begin classes prior to the times listed in this section. The length of day would remain the same, as the teacher would complete his/her duty day earlier.

NOTE: In the event an employee is required to attend a CST/IEP meeting which accumulates over one (1) hour per week beyond the duty day, the employee may exercise the option to sign out and leave school following student dismissal for an equivalent amount of time after other professional obligations are met. The building administrator must be notified prior to leaving the building.

Section 5 - Friday and Days Immediately Preceding School Vacations: The teacher duty day on Fridays, the day immediately preceding MEA convention days, and days immediately preceding school vacations will end ten (10) minutes after completion of the assigned instructional day

Poplar:

9.3 WORKDAY

9.3.1 Total length of the workday shall not exceed eight hours including the lunch period. A workday shall be defined as beginning at 8:00 AM and ending at 4:00 p.m.

9.3.2 Early dismissal times before school holidays will be predetermined and notice given to employees before the beginning of the school year. On days preceding 3-day breaks the

teachers' day shall end fifteen minutes after the close of the student day. Teachers will be released at 2:45 on Fridays.

Red Lodge:

The teacher workday is from 8:00 a.m. to 4:00p.m. The workday may be extended not more than twice a month. Each time addition cannot exceed 30 minutes. The workday may be altered at the discretion of the administration

Lame Deer:

Work Week: The workday shall be from 8:00 a.m. to 4:00 p.m. on Monday through Thursday. On Friday or the last workday of the week, teachers' workday will end after the teachers' supervision duties have been completed. The student day shall not exceed six hours and forty minutes. At times, teachers will be expected to attend IEP's that are scheduled outside the normal workday hours. When scheduling IEP's the teacher will be conferred with to arrive at a mutually agreeable time. Exception to the 8:00 a.m. to 4:00 p.m. would be for the Credit Recovery or tutorial positions which extend beyond the regular school day.

Deer Lodge:

Workday: The basic teachers' day, inclusive of lunch, shall be 7 3/4 hours. The specific hours at any individual building may vary according to the needs of the educational program of the District. The specific hours of each building will be designated by the District. On Friday and the day immediately preceding a holiday or vacation period, teachers may leave when the last class is dismissed.

Big Fork:

The basic teacher day, including a duty-free thirty (30) minute lunch period, shall not exceed eight (8) contiguous hours. The basic teacher day shall be from 7:40 A.M. – 3:25 P.M.

In order to achieve greater efficiency in the utilization of facilities and classrooms, the District may schedule classes before or after the normal student day begins and ends, but in no case shall the teacher's workday exceed eight (8) contiguous hours, including the duty-free lunch period. A teacher shall not be assigned classes before or after the normal day begins or ends without that teacher's prior approval.

Thompson Falls:

Basic Teacher Workday: The basic work day for teachers will be 8:00 a.m. to 4:00 p.m. Monday through Thursday. Dismissal on the last student day of the week will be with the departure of buses. Exceptions during the work week are Child Study Teams and Individual Education Plan meetings with parents and P.I.R. activities and staff meetings.

B. Travel: Teachers who are required in the course of their employment to travel between buildings shall be scheduled to provide sufficient time for such travel. Reimbursement shall be provided for such travel as per 13(F).

C. Faculty Room: The District will continue to provide "faculty rooms" for the use of teachers.

D. Lunch Break: All K-8 teachers shall receive a daily, duty free, uninterrupted lunch/noon recess of forty minutes or the student lunch period, whichever is greater. In the event that more supervision is needed, the elementary teachers will be given the option to cover noon-time duty (see E, below).

E. Pay: Pay for elementary staff to perform certain supervisory duties will be \$4.00 per session (supervising the lunchroom is considered one session and supervising the playground is considered one session). Payment will be made in one check at the end of the school year. Certified staff who supervise 7-12 students while they eat during their lunch time will be given a free lunch.

Florence-Carleton:

B. Workday:

1. The Board reserves the right to set the teacher workday, which, including a lunch period, shall not be longer than eight hours without additional compensation per Section 5 of this Article. Each principal will, after consultation with the individual teacher, set the beginning and ending of the individual teacher's workday.
2. Teachers recognize their professional responsibility includes attending meetings that involve their students. Teachers will be expected to remain at these meetings until the meeting has ended unless they are released by the administrator or chair of the meeting. Every effort will be made to schedule these meetings within the eight-hour work-day. If a meeting occurs outside the teacher's scheduled workday, the teacher may adjust his/her leave or start time accordingly, on a mutually agreed upon date, with his/her administrator or the superintendent.
3. Teachers working a flexible schedule will adjust their school day start time to accommodate the student or faculty meeting schedule. Principals will give at least 48 hours' notice of such scheduled meetings.

4. The agreed upon schedule may be modified:

- a. When the District learns of a requirement to temporarily modify the schedule in advance, and when notification is given at least 48 hours before.
 - b. When the teacher is held longer as a result of the District learning that same day that there is an unanticipated event which must be addressed.
5. On Fridays and on days preceding holidays or recesses, the teachers' day shall end ten minutes after the last regularly scheduled student dismissal time.
6. On early release Fridays, and the last day of semesters, the teacher's day shall end no later than 3:30 p.m.
7. All teachers shall receive a daily, duty free, uninterrupted lunch period equal to the student lunch period.

St. Ignatius:

20.1 Teachers shall have a basic minimum duty day from the hours of 8:00AM to 3:40 PM Monday through Thursday, and 8:00AM to 2:15PM on Friday.

20.2 A teacher's obligations may extend beyond the basic minimum duty day, and as professionals, the teachers may also perform additional duties beyond the basic day: to attend to those matters requiring their attention, including consultations with parents, faculty meetings, open houses, assigned supervisory and extracurricular activities, curriculum meetings, parent conferences, and other professional responsibilities not scheduled during the regular duty day. Performance of specific extracurricular duties shall not be included as a condition of employment in individual **teacher contracts**.

20.3 All teachers shall have at minimum a thirty (30) minute duty free lunch.

Forsyth:

The contract term is not less than one-hundred seventy (170) and not more than one-hundred eighty (180) pupil instruction days. The maximum length of the pupil instruction year shall be one-thousand three hundred ten hours (1,310); [exclusive of lunch breaks]; however, the pupil instruction hours will meet Montana State Accreditation Standards. In addition, seven (7) pupil instruction related days will be added to the pupil instruction days. The length of the pupil instruction related days is outlined in Section VII, Article J, of this agreement.

H. Any certified employee submitting a resignation after July 1 of the ensuing school year shall forfeit a fee \$500. Any certified employee submitting a resignation after August 1 of the ensuing school year shall forfeit a fee of \$2,000. In specific instances of catastrophic circumstances, this may be waived by Board approval.

I. The school calendar will be formed by a joint committee consisting of three (3) FEA/MEA members, and three (3) representatives appointed by the Board. The calendar shall be developed in time for the March Board meeting for the upcoming school year. The Trustees shall have final approval of the calendar.

J. The workday (PI and PIR) shall consist of one-half hour before school starts to one-half hour after classes dismiss. PIR days will be no less than six (6) hours in length and no longer than a regular workday. On the day preceding a holiday, recess or weekend, the teachers' workday shall end at the close of the students' school day. Reference to days through this contract (except for the Grievance Procedure) shall be the teacher workday

Whitehall:

Section 1. The duration of the teacher's duty hours for all members of the bargaining unit shall remain the same for the duration of this contract as 8:00 a.m. - 3:45 p.m., with the following exceptions: On Friday, teachers may leave at 2:30.

Subsection 1.1. Teachers will be required to be at their respective duty stations 10 minutes before class time. A duty station is a classroom unless otherwise specified.

Subsection 1.2. Teachers will be provided a 30-minute lunch period and they will be assigned lunch period responsibilities on a daily rotating basis, at the discretion of the administration.

Three Forks:

- 1. The school years will consist of no more than 187 days, and up to 180 of those student instructed and 7 days of P.I.R. times. The teacher work day is from 8:00 a.m. to 3:45 p.m. Monday through Thursday with the exceptions of Fridays. On Fridays, or when school is dismissed early, teachers may leave after the school buses depart. Teachers who teach a zero hour period will have a work day from 7:10 a.m. to 2:55 p.m. Monday through Thursday. On Fridays these teachers will be allowed to leave at 1:40 p.m. It is further understood by both parties that staff meetings to two(2) monthly may begin before 8:00 a.m., and of other unforeseen conditions arise teachers may be asked to attend meeting(s) outside the defined working day.*

Glasgow:

Work Day: The time the student day commences may vary according to the needs of the educational program(s) of the School District. The scheduling of school hours shall be designated by the Board of Trustees. Regardless of the time the student day commences the workday for Teachers shall not exceed seven and one-half (7 ½) hours, exclusive of lunch.

- a. **Work Day Duties:** Besides their teaching responsibilities, Teachers are obligated to participate in faculty meetings, department meetings, parent conferences, and in-service meetings.
- b. **Open Houses:** Teachers are obligated to attend open houses that generally occur during the evening hours.

Shelby:

Workday

The teacher's' basic workday shall be defined as beginning at 8:00 AM and ending at 4:00 PM. During student contact hours, each teacher shall have a minimum of 3 hours and 45 minutes of preparatory time per five (5) day work week, not including their duty-free lunch period. Preparatory time may be used for meetings, and IEPs, as needed.

Roundup:

10.2 Work Day

10.2.1 A teacher's normal work day shall be defined as beginning at 8:00 AM and ending at 4:00 PM.

10.2.2 On days preceding holidays and professional meeting times sponsored by the Montana Education/Montana Federation of Teachers (historically held in the middle of October), the teacher's day shall end at 2:00 p.m. and/or when students have cleared the building.

10.3.3 Elementary Teachers will be provided two (2) fifteen (15) minute relief periods each day except when assigned on a rotating recess duty schedule by the building principal. (Number changes are reflected 1, 2, and 3 compared to previous agreements. The definition of work day coincides with current Board policy and should clear up confusion among membership.)

Choteau:

10.2 Work Day

1 Teachers shall begin their work day thirty minutes before the students' school day begins and shall continue until twenty-eight minutes after the students 'normal day ends.

2. The last day of each school week shall end with a 2:30 p.m. dismissal. On days preceding holidays or recesses, the teacher's day shall end at the close of the student's day.

Baker:

No work day listed in CBA

Harlem:

8-4 M-TH Leave after last bus on Friday.

Huntley Project:

13.4 WORK YEAR

The work year will not be more than 187 days including PIR days, two of which will occur during MEA Convention.

Sweet Grass County HS:

8.2 Work Day

Teachers shall not be assigned more than six (6) class periods of responsibility.

8.3 Prep Time

Each full-time teacher shall have no less than one (1) class period for preparation. Preparation time for part-time teacher shall be pro-rated.

8.4 Work Time

The teacher workday shall start at 8:00 a.m. and end at 3:50 p.m.

8.5 Lunch Period

Each teacher shall have a lunch period of no less than 29 minutes.

Libby:

Section 1. Basic Day: The basic teacher's day shall be eight hours.

Section 2. Building Hours: The specific hours at any individual building may vary according to the needs of the educational program of the District. The specific hours for each building will be designated by the District. Teachers shall be consulted if the building hours are changed during the school year.

Section 3. Additional Activities: As professionals, teachers may also be required to perform additional duties as is required by the District, to attend to those matters requiring their attention, including consultations with parents, meetings, open houses, supervisory and extracurricular activities, curriculum meetings, and other professional responsibilities not scheduled during the regular duty day. The District shall make every attempt to keep such activities to a minimum.

Section 4. Preparation Time:

Subd. 1. Elementary (K-5) Preparation Time: Each full-time teacher shall have a minimum of 200 minutes per week (at least 25 minutes per day) during the teacher's instructional school day for the purpose of planning, preparation or conferring. A full-time teacher's instructional day will begin with the building's first morning class and end with the regularly scheduled afternoon dismissal of students.

Subd. 2. Middle/High (6-12) School Preparation Time: Each full-time teacher shall have a minimum of one duty free class period per instructional day for the purpose of planning, preparation or conferring. A full-time teacher's instructional day will begin with the building's first morning class and end with the regularly scheduled afternoon dismissal of students.

Section 5. Duty Free Lunch: Each full-time employee will be guaranteed a 25-minute period for lunch free from assigned student or building supervision, except in cases of an emergency.

Cut Bank:

45 min duty free lunch
Board sets school day

Columbus:

School Day Begins 8:00 am. School Day Ends 4:00 p.m.

If you are unable to follow the above schedule due to an emergency that requires you to leave the building, the Principal's office is to be notified and approval granted. On Fridays, teachers may leave after the route buses have departed. Lunches taken away from the building when the teacher is not assigned duties will not exceed 30 minutes.

Manhattan:

Work Year

8.1 School Calendar

The scheduling of duty days shall be recommended to the Board each year by a joint committee comprised of staff, administration, and board members. The school calendar shall be determined prior to May 1 for the succeeding year.

8.2 Defined Duty Days

Teacher contract is 187 days. Contract days consist of 180 student contact days (or equal to, but not less than, 1080 hours) and 7 days of Pupil Instruction Related days, as defined by OPI. Any district required days, hours, or Curriculum Training sessions that go beyond the contracted 187 days (or equal hours) will default to the Extended Employment (12.3. A or B) Section of this same contract.

Arlee:

Four-day school week.

Powell County HS:

WORKING CONDITIONS 130

5.1 The District will adhere to ARM 10.55.713 regarding teacher load and class size at the 131 high school level. An attempt will be made to reduce the size of classes that contain 132 students with disabilities requiring a disproportionate amount of the teacher's time or 133 attention. In no event shall a student be excluded from an academic class when there is 134 no other educational alternative. The board or its designee shall make all decisions on 135 teacher-student ratios and class size. Consultation with classroom teachers is 136 encouraged. 137

5.2 Each full-time classroom teacher shall have one 51-minute class period during the 138 teacher's duty day for purposes of lesson planning, classroom preparation, or similar 139 professional activities. 140

5.3 Each full-time classroom teacher shall have access to a classroom for instructional 141 purposes. 142

5.4 Two teachers, per week, will be assigned noon duty on a rotational basis. 143

5.5 As educators, teachers shall be required to perform duties such as consultations with 144 parents, faculty meetings, curriculum meetings, parent conferences, student 145 assistance meetings, and class advisors as assigned. Non-paid supervisory activities or 146 other additional duties will not be required beyond thirty-six (36) hours during the 147 contract year. 148

5.6 PCHS is a drug-free, tobacco-free school.

Townsend:

Duty Year

The basic duty year for regular full-time teachers shall consist of 187 duty days (unless changed by legislative action) which includes 7 PIR days as required by state law as scheduled by the school district. For purposes of the article, a duty day shall mean a day when the teacher is available to perform services as prescribed by the school district.

7.2 Calendar

The scheduling of duty days shall be established each year as a school calendar. Upon timely request, the school district shall meet and confer with the exclusive representative of the association and a representative of the classified staff regarding the calendar. The school calendar shall be part of the school district policy and shall not be part of this agreement.

7.3 Rescheduling

In the event that an employee duty day is lost due to school closing, the teacher shall perform duties on such other day in lieu thereof as the school district determines, if any.

7.4 On all days preceding holidays or recesses the teachers' work day shall end fifteen minutes from the end of the student school day.

Troy:

Section 1. Preparation Period

Each classroom teacher shall, if possible, have a minimum of thirty (30) minutes of uninterrupted time during the school day for the purpose of planning and/or preparation.

Boulder:

ARTICLE VIII- TEACHER WORK LOAD AND CONDITIONS

8.1 The Board recognizes that the primary duty and responsibility of the teacher is to teach and shall organize the school and school day toward ensuring that the energy of the teacher is utilized primarily to this end. Therefore, when teachers are assigned to perform the

following duties: (1) bus duty, (2) cafeteria duty, (3) collecting monies, (4) playground duty, (5) class sponsorship, (6) hall duty, (7) study hall duty, and all other nonprofessional chores, he/she will be asked to do so only on a comparable sharing basis with all other teaching staff members.

8.2 "Standards for Accreditation of Montana Schools" shall be used as minimum standards except as specifically stated in this Agreement.

8.3 The weekly teaching load for all teachers shall be no greater than twenty-eight (28) hours of assigned pupil contact time. Contact time is defined herein as any time a teacher is assigned for the purpose of classroom instruction or supervision of groups of pupils during a school day. The twenty-eight (28) hour limit does not apply to student activities before or after school hours or weekend activities.

8.4 Certified personnel of specialized programs, (with the recommendation of the building Principal and

Superintendent), will have the option of receiving an extended contract for more than a standard school year of teaching. They will receive salary and leaves figured on the hours beyond a standard school year, commensurate with the collective bargaining agreement in effect at that time.

- Salary divided by one thousand three hundred nine (1309) hours then added as extended salary for each hour worked.
- Leaves (sick/personal) calculated as per sections 3.1 and 3.6.

(Exclusions to this would be drivers' ed./coaching/workshops and clinics)

8.5 All teachers shall receive a daily lunch break of at least 30 minutes, with a minimum of 20 minutes that will be free from playground duty. When duties are assigned during the lunch period, they will be assigned on a comparable sharing basis among all staff members.

8.6 A committee consisting of the principal and three teachers (chosen by the Association) will be formed to make recommendations to the Board regarding class schedules and teaching assignments. In creating class schedules and making teaching assignments, the following will be considered: individual preferences, teaching experience, and educational emphasis and seniority. A school schedule will be given to the staff no later than 5 calendar days following the June board meeting. Should schedule changes become necessary before the start of school, affected teachers will be notified no later than July 15, unless unforeseen circumstances arise.

Conrad:

No defined duty day