

TENTATIVE AGREEMENT

11:39 am

ECRA/UTLA

February 24, 2016

ARTICLE XIII - HOURS, DUTIES, AND WORK YEAR

13.1 General Workday Provisions

It is agreed that the professional workday of a full-time regular employee requires no fewer than eight (8) hours of on-site and off-site work, and that the varying nature of professional duties does not lend itself to a total maximum daily work time of definite or uniform length. The workday for part-time employees shall be proportionate, or governed by the employee's individual employment contract.

13.2 Sign-in and Sign-out

All employees shall, upon each arrival to and departure from their assigned work location, clock in/out using the electronic system and equipment provided by ECRA.

13.3.1 Minimum On-Site Obligation

13.3.1 It is understood that all full-time classroom teachers shall be assigned a minimum on-site duty obligation of uniform duration, but may have differing class schedules, hours of assignment and starting times. Except as otherwise provided in writing, full time secondary teachers' minimum on-site obligation shall commence seven (7) minutes prior to the instructional day and continue through six (6) minutes after the instructional day

13.3.2 The following provisions apply to non-classroom teachers. For purposes of this Article, the term "non-classroom teacher" refers to those full-time employees whose classroom teaching assignment, if any, is fewer than half of the instructional periods per day, and/or less than half-time.

- a. Library media teachers shall have a scheduled minimum on-site obligation of sufficient duration that they can personally keep the library open to students one hour before and after the normal full pupil day for the school.
- b. All other unit members, including but not limited to deans, counselors, coordinators, psychologists, PSA counselors, and audiologists, are to have a daily scheduled obligation of eight hours (exclusive of duty-free lunch). This obligation may occasionally include off-site time when it is determined that the work can appropriately be performed off-site, and that the employee is not needed for other responsibilities on-site. The decision as to whether to grant or deny requests for off-site work time lies within the reasonable discretion of the immediate administrator.
- c. All non-classroom teachers shall remain on site when necessary to perform the duties described in Section 13.5 which are appropriate to their work.

- 13.3.3 Multiple schedules, such as staggered or offset session schedules, shall not result in an increased workday for non-classroom teachers.
- 13.4 The normal schedule of minimum on-site hours for all employees is also to be observed on such days as pupil-free days, and is also to be observed on minimum days and shortened days unless early dismissal of staff is authorized by the immediate administrator.
- 13.5 **Other Professional Duties**

13.5.1 Each employee is responsible not only for classroom duties (or, in the case of non-classroom teachers, scheduled duties) for which properly credentialed, but also for all related professional duties. Such professional duties include the following examples: instructional planning; preparing lesson plans in a format appropriate to the teacher's assignment; preparing and selecting instructional materials; reviewing and evaluating the work of pupils; communicating and conferring with pupils, parents, staff and administrators; maintaining appropriate records ; providing leadership and supervision of student activities and organizations; supervising pupils both within and outside the classroom; supervising teacher aides when assigned; cooperating in parent, community, back to school, and open house activities; participating in staff development programs, professional activities related to their assignment, independent study and otherwise keeping current with developments within their areas or subjects of assignment; assuming reasonable responsibility for the proper use and control of charter school property, equipment, material and supplies; and attending faculty, departmental, grade level, and other meetings called or approved by the immediate administrator.

13.5.2 Lesson plans or evidence of planning in a format appropriate to the teacher's assignment, shall be furnished by each classroom teacher upon request from the teacher's immediate administrator. No special format for a lesson plan shall be required.

13.5.3 All duties required of each employee shall meet the test of reasonableness, and shall be assigned and distributed by the site administrator in a reasonable and equitable manner among the employees at the school or center.

13.5.4 Faculty, Departmental, Grade Level, Staff Development, and Committee Meetings

No employee shall be expected to attend more than thirty (30) such meetings per school year (but not more than four in any month). Exempt from this limitation are administrative conferences with individual employees, meetings on released time, community meetings, voluntary meetings and meetings necessitated by special circumstances or emergencies. Under special circumstances, only one of the above meetings per month may be held during the employee's preparation period. These meetings should not, except in special circumstances or emergencies, exceed one hour in duration. Agendas for faculty meetings are to be distributed at least one day in advance, and



employees shall be permitted to propose agenda items. Employees shall be permitted to participate in discussions during the meetings. If a meeting is scheduled after school, it should be started as soon as practicable after the student day is completed.

13.5.4 Meeting on the Two Pupil-Free Days

Site administrators shall make a reasonable effort to limit required meeting time on the two pupil-free days in order to provide time for class and room preparation. Such meetings are not to exceed 3 hours each day total unless a majority of the involved faculty consents.

13.5.5 Required Orientation Inservice for Teachers

Pursuant to California Code of Regulations 80026.5, classroom teachers serving on a full-time emergency permit initially issued after January 31, 1994 shall attend two (2) 8-hour days of unpaid orientation inservices prior to the commencement of their first full-time teaching assignment as authorized by the emergency permit. Such employees who cannot attend the required inservice prior to beginning their teaching assignment shall attend the next scheduled UTLA/ECRA sessions for an equivalent amount of time on an unpaid basis. Emergency permits for such employees cannot be renewed unless the above orientation inservice requirements are met. Required topics for the inservice shall incorporate state requirements and ECRA priorities. Training shall be conducted by trained personnel.

13.6 **Duty-Free Lunch**

Each employee shall, except in emergencies or special situations requiring intensive supervision, be entitled to a duty-free lunch period of not less than thirty (30) minutes, as scheduled by the site administrator.

13.7 **Preparation Period**

Each regular full-time classroom teacher (including the library media teacher) shall be assigned five scheduled class periods weekly as preparation periods. Preparation periods are to be used for professional duties including preparation for class and conferences with parents, students and staff members; during the preparation period the employee shall not be expected to perform supervisory or classroom teaching functions except as reasonably needed to provide such services during school related activities, during emergencies, or when replacement or auxiliary pay is received pursuant to this Agreement . In order to provide such preparation time, ECRA shall assign personnel other than classroom teachers to perform regularly scheduled non-classroom supervision duties such as before and after school and nutrition supervision. Preparation periods scheduled during the first period of the instructional day are to be distributed equitably among the staff over a period of time.

13.8 **Additional Special Education Non-Classroom Time**

Resource Specialist Teachers and Special Day Class teachers have supervisory responsibility for each student's total instructional program throughout each school day.

The aggregate or composite of the individual IEP's is the primary determinant of such teachers' daily schedules. Consistent with such responsibilities and IEP requirements, ECRA shall make a reasonable effort to provide an expanded period of time for the purposes of counseling, assisting regular program teachers and preparation/conference.

13.9 Work Year

The regular work year for teachers at ECRA shall be a total of 182 work days (two of which are non-instructional days and inclusive of 22 paid holidays) for a total of 204 paid days. Additionally, in its discretion, ECRA may schedule up to three (3) mandatory professional development days, each to be compensated at the regular daily/hourly rate and the placement on the calendar for such days to be determined by the Executive Director and the Chapter Chair.

13.10 Special Provisions

13.10.1 Nurses

If a nurse's scheduled duty-free 30 minute lunch break is interrupted for emergencies or special situations (see Section 13.6 above) compensatory time shall be granted or the lunch period extended so that the situation is handled in an equitable manner.

13.10.2 Special Education

(a) Resource Specialist teachers shall not be assigned to teach or cover regular or Special Day Classes except in emergency situations of a non-recurring nature or as part of a plan to provide additional non-classroom time pursuant to Section 13.8 of this Article.

(b) ECRA shall, in accordance with applicable statutes, provide staff development training to regular-program teachers who teach Special Education students.

13.10.3 Psychologists: Assessment and testing of Special Education students for initial placement, change of placement, and three-year re-evaluation shall be the responsibility of the School Psychologist(s).

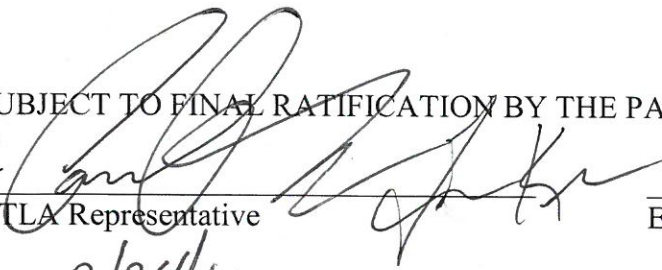
13.10.4 Medical Procedures: No employee shall be requested or required to perform any medical procedure on a student (such as intermittent catheterization, injections, suctioning or drainage) except for a School Nurse or person otherwise trained and qualified.

13.10.5 Retention of "Novice Teachers": To assist with the retention of "novice teachers" (those in their first full school year of service in the career), to the extent practicable, novice teachers shall:

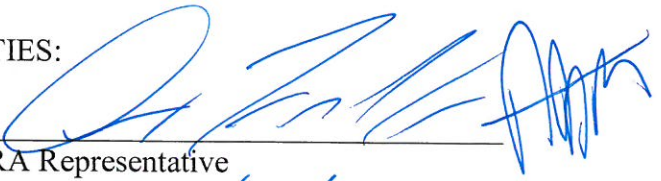
(a) Not be assigned adjunct duties (coordinatorships, coaching, auxiliary periods, activity assignments, etc.),

- (b) Be exempt from "traveling" assignments, i.e. teachers assigned to teach in more than once classroom per day, and
- (c) Be limited to no more than two (2) preparations in a secondary class assignment.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

H. B. ...


UTLA Representative



ECRA Representative

Date: 2/24/16

Date: 2/24/16