

ARTICLE IV. EMPLOYEE RESPONSIBILITY

Section A: Length of Work Day

1. The length of the employee's instructional work day shall be seven and one-half (7.5) hours which shall include preparation time, instructional time, WAC time, and lunch time.
2. Daily preparation time for classroom teachers shall be scheduled for at least a weekly average of forty-five (45) minutes per day. A duty-free lunch time of thirty (30) minutes per day shall be also provided. No more than ten (10) mandatory staff meetings per year will be held during planning time, unless otherwise agreed by the building Shared Decision Making process.
3. Less than full-time employees shall have their work day determined by the Director.
4. Additional assignments such as evening or weekend classes, or summer session, shall first be made available to incumbent instructors prior to being advertised outside of the Skills Center.

Section B: Length of Work Year

1. The instructional work year shall be 182 days as long as the state continues to fund employee salaries on a 182-day base. Two (2) of these days shall be non-student days and used as Learning Improvement Days. These days must be used for activities related to improving student learning consistent with state law and the requirements for receipt of the state's budget appropriation for these days. One (1) of these days shall be District-directed, and one (1) of these days shall be individually-directed. If the state no longer funds these two (2) extra days as part of a 182-day base salary, each employee base contract shall revert to the number of days and salary amount so funded for these days.
2. For the duration of this agreement there shall be five (5) per diem supplemental staff days to be allocated as follows:
 - (a) District Preparation Day: One (1) day mandatory attendance, district-directed, scheduled to occur on a weekday during the ten (10) business days before school.
 - (b) Teacher Optional Day: Three (3) days optional attendance, individual directed, individual scheduled. One additional day may be granted for work associated with differentiated instruction requirements.
 - (c) There shall be one (1) additional per diem supplemental staff day mandatory attendance, district-directed with input gathered through a

shared decision making process for the professional development of the staff.

4. Activities on optional days [subsection 2(b) above] must be supportive of the employee's instructional program within the classroom or the support personnel's certificated responsibilities, as verified by the employee's immediate supervisor. Examples of such service activities will include but not be limited to:
 - (a) preparation of instructional materials;
 - (b) participation in instructional-related District committees;
 - (c) professional conferences, workshops or classes;
 - (d) grade level/department/team meetings;
 - (e) curriculum development.

Prior approval is not needed for activities within the five (5) categories listed above. The employee must receive prior approval from the immediate supervisor for performance of services that do not fall within the categories listed above. Optional day services must be performed on non-contractual work time and reported in minimum blocks of one-half (1/2) day units.

5. Employees may not use paid leaves on supplemental days. Employees may not use personal leave on Learning Improvement Days.

Section C: Calendar

The Association and district shall collaborate in establishing the calendar for the school year. This process shall be completed as near to June 1 as possible. The Association shall have the opportunity for input, if practical, for rescheduling of days during the school calendar year.

Six (6) early release days shall be provided annually for grading purposes. The six (6) early release days shall be as follows: end of first quarter (1), end of first trimester (1), end of semester (1), end of third quarter (1), end of second trimester (1) and end of year (1).

Section D: Additional Mandatory Events

If the Skill Center schedules a second open house outside of the school day, employees will be paid at the curriculum rate of \$26.00/hour.