

ARTICLE II
DAYS, HOURS and
ADJUNCT DUTIES
(Revised 2022-2023)

1. **Professional and Adjunct Duties** - The District recognizes that unit members participate in professional and adjunct duties.

1.1. Professional duties include but are not limited to supervision of pupils; providing direction to teacher aides; attending faculty, department, and grade level meetings; participating in staff development, parent conferences, open house, back-to-school night; and attending IEP/504/SST meetings.

1.2. Adjunct duties include, but are not limited to supervising pupils for extracurricular activities; supervising and providing leadership in pupil organizations; and participating in parent, community, and school site activities.

2. The site principal shall make every effort to see that adjunct duty responsibilities of unit members are equally shared by all unit members at a particular school, seeking volunteers prior to assigning responsibilities to unit members.

2.1. In exceptional circumstances, a unit member may be exempted from adjunct duties by the principal or designee. If an exemption is granted, the principal shall notify the president of TCEA.

3. **Work Year** – The work year for each year covered in this Agreement shall be 184 days for returning teaching unit members and 186 days for teaching unit members new to the District. It is agreed that the calendar for the school year shall be presented in Appendix A of this agreement.

3.1. Extended Day/Year Unit Members (counselors, librarians, Athletic Director, psychologists, speech and language pathologists and occupational therapists) shall work 186 days excluding staff development days. In the event Extended Day/Year Unit Members are required to work more than 186 days (excluding staff development days), compensatory time in an equal amount of days shall be granted. If the principal requires attendance at staff development, compensatory time will be earned if attendance causes the unit member to exceed the 186-day work year. The use of compensatory time

must be mutually agreed upon by the principal and unit member and exhausted in the same school year.

3.2. Teaching days covered by this Agreement shall not exceed 180 days.

3.3. Education Specialists who manage a full case load will have the flexibility to take four (4) half days or two (2) full days as on campus release days to fulfill legally required tasks.

4. **Staff Development Days** - The teaching salary schedule reflects the addition of two staff development days. All teaching unit members including part-time and job shares shall be required to attend all district staff development days in full.

5. **Work Day** - Unit members are to arrive and remain at school a sufficient amount of time to take care of student needs, attend scheduled conferences and meetings, and participate in professional and adjunct duties.

5.1. Consideration has been given to the amount of time unit members spend in IEP/504/SST meetings. It is the expectation that facilitators will discuss meeting time constraints at the onset of the meeting. If these meetings have not concluded by 4:00 pm and 4:15 pm for TCHS, the meeting shall be halted and reconvened at another date and time. If all district IEP team members agree to continue the meeting beyond that time, the meeting can be extended to an agreed upon time.

5.1.1. - Unit members are not obligated to attend IEP/504/SST meetings during their duty-free lunch.

6. **Break and Preparation Periods** - Each unit member shall be provided a minimum of thirty (30) minutes uninterrupted duty-free lunch daily, and a relief break of at least ten (10) minutes within every two and one-half (2.5) hour block of time.

6.1. Each school staff and administration shall mutually develop and implement a plan, which meets this provision.

6.2. Each teaching unit member shall receive an uninterrupted period for the purposes of preparation and planning.

6.2.1 Secondary Teachers: The scheduled preparation period may also, if deemed necessary by the immediate administrator as a last option, be used for providing replacement services for a temporarily absent unit member.

a) The immediate supervisor must exhaust all other options, including substitute teachers, voluntary teachers, and administrators.

- b) A unit member who provides replacement services for a temporarily absent unit member at the direction of the immediate supervisor shall be compensated at the instructional rate.
- c) Replacement service may be required when another unit member is absent, no substitute teacher is available, and, in the judgment of the administrator, no administrator or counselor is available.
- d) The site administrator shall make reasonable effort to distribute replacement assignments equitably via a rotating list of qualified staff members.

6.3. Each secondary teaching member shall be scheduled one fifty (50) minute period each day. Daily conference periods will be prorated at the unit members FTE. Each elementary unit member shall receive preparation time of at least 150 minutes per week evenly distributed within a minimum of three days.

6.4. The unit member shall remain on campus during this period for purposes of preparation/planning unless leaving campus is required to attend school or district business or unless an emergency occurs requiring the unit member's presence with notification to site administration.

6.5. No secondary unit member will have an open, non-paid period within his/her workday (must have consecutive periods).

6.6. Any secondary part-time unit member working 60% or less shall have his/her conference period before or after his/her regularly scheduled classes.

6.7. Section 6 may be modified by mutual agreement.

7. Overload Assignments - A full-time teaching assignment at the secondary level shall be five (5) teaching periods and one (1) conference period.

7.1. Any teaching assignment of a regular full-time unit member in addition to the above shall be considered an overload.

7.2. The parties agree that overload assignments shall be kept to a minimum and only be authorized with the following procedure:

7.2.1. TCEA will be notified by the Personnel Department when the possibility of overloads exists.

7.2.2. Whenever there are four or more open sections within a credentialed area the District shall attempt to locate the services of a part-time teacher. If efforts to obtain the service of an additional teacher are unsuccessful, the District may solicit the services of a

full-time qualified tenured teacher for overload assignment by contacting the affected department chairperson(s).

7.2.3. For each and every year an overload assignment is available, qualified part-time teachers will be offered the position first in order of seniority (not subject to an increase of FTE based on original hire date). If a part-time teacher does not exist or is not interested the overload assignment will be offered to the most senior qualified teacher within the department at the site based on the District seniority list. If the teacher declines the assignment or another overload exists for that same school year or subsequent years, the next senior teacher within the department at the site will be offered the overload assignment. Each year the process will begin where the previous year's list ended. This process will continue until the list is exhausted. At that time, the rotation will start again with the most senior teacher.

7.2.4. If an overload assignment cannot be filled within the department, other qualified unit members will be offered the assignment in order of seniority.

7.3. The procedure to fill an overload assignment for classes that are not in a particular department will be as follows:

7.3.1. The position will be flown by the Personnel Office.

7.3.2. Candidates will notify the Personnel Office of the desire to be considered for the position.

7.3.3. A committee consisting of an equal number of administrators (selected by the district) and teachers (selected by the Association), will interview all qualified candidates.

7.3.4. Selection will be based on the following criteria:

- a) Appropriate certification;
- b) Meets the position requirements as prescribed in the posted notice;
- c) Documents, observations, and other materials in the personnel file;
- d) Seniority within the bargaining unit when there is more than one qualified candidate.

8. Only tenured unit members may serve in overload assignments

8.1 Overload class assignments will be evaluated each semester to determine continued need.

8.2 Compensation for overload assignments shall be at the rate of one-fifth (1/5) of the unit member's regular annual salary.

9. Members of any committee representing the interests of teachers shall be selected by their peers with input from site administrators regarding the responsibilities of the assignment. Final selection will be decided upon election conducted by the Association.