



# Antioch Education Association

## United for Students



### Antioch Education Association Proposal #3 January 26, 2023

#### ARTICLE 11 HOURS OF EMPLOYMENT

##### 11.1 Workday

11.1.1 The length of the regular teacher workday, including preparation time, lunch, non-instructional time and time required before and after student attendance shall be seven (7) hours and five (5) minutes per day Monday through Thursday, and seven (7) hours on Friday or the last working day of each week.

11.1.2 Adjusted Workdays: Bargaining unit members who are required or are otherwise assigned to work hours other than those established in Section 11.1.1 above, shall be required to work the same number of hours as the other unit members. When an alternative schedule is necessary, it shall be provided to members in writing before the first working day of the school year.

##### 11.2 Meetings

11.2.1 Meetings, including staff meetings, curriculum meetings, department meetings, committee meetings, and in-service experiences are considered an integral teacher duty and may extend beyond the limits of the regular workday.

11.2.2 Unit members shall not be required to attend more than two (2) meetings per month (as outlined in 11.2.1) outside of the contracted workday. These meetings shall not exceed seventy five (75) minutes beyond contract hours.

11.2.3 Meeting Guidelines: The following meeting guidelines should be considered and followed when planning and/or attending meetings to be held before, during or after the school day:

- A. Meetings should start and end on time.
- B. Meetings should be well planned and organized.
- C. There should be a real need for the meeting.
- D. An agenda for regularly-scheduled meetings shall be developed and distributed, emailed, or posted in a known location at least one (1) day before the meeting is to take place. Unit members may request to place items on the agenda of such a meeting.
- E. Before calling a meeting the most effective method of communication, e.g. memo, E-mail, small group representative meetings, etc., should be considered.
- F. The importance of everyone's time should be considered.



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### 11.3 Collaboration Time

The first early release Wednesday per month, except for August and June, will be designated as collaboration time with team members. This collaboration time will be teacher driven. Each collaboration group shall turn in the minutes recorded and a sign-in of those present.

11.4 Unit members shall attend student planning meetings, which include IEP, 504, and SST meetings, as required. When possible, such meetings will be scheduled to occur within the regular workday. Unit members who are required to attend such meetings outside their regular work hours shall be compensated at the hourly rate of pay (see Article 12 and Appendix G: Extra Duty Schedule) for any such time beyond ~~two (2)~~ one (1) hours per month.

11.5 Duty Free Lunch Period: All members of the bargaining unit shall be provided a duty free lunch period of not less than thirty (30) minutes.

### 11.6 Elementary Report Cards

For each report card period, all elementary unit members shall be provided at least ~~one~~ two early release Wednesday~~s~~ for report card preparation. ~~This day~~ These days shall be given during the ~~two~~ weeks prior to the due date required to submit grades to site administration, excluding collaboration Wednesdays. The Report Card access window will be a minimum of ~~two~~ three weeks prior to the first day of conferences. During the ~~2020-2021~~ 2023-2024 school year negotiations, the District and the Association shall evaluate and bargain elementary report card preparation Wednesdays.

### 11.7

### 11.14 Preparation Time

11.14.1 ~~Preparation Time in Grades 1-5: All bargaining unit members in grades 1 through 5, including 6<sup>th</sup> grade that are housed at elementary sites, shall be provided one hundred and eighty (180) minutes of preparation time during the instructional week. In addition, one early release Wednesday per month, except for June, will be designated as prep time for bargaining unit members. Wednesday prep dates for the entire school year will be provided to teachers at the beginning of the year along with the regular prep schedule. AEA will be given the prep schedule, Wednesday prep dates, and instructional minutes for each site by the end of the first month of school.~~

~~Beginning with the 2021-2022 school year, all~~ All bargaining unit members in grades 1 through 5, including 6th grade that are housed at elementary sites, shall be provided two hundred (200) minutes of preparation time during the instructional week.

- A. Prep teachers shall be assigned a "home" site and will be required to attend staff meetings only at that site.
- B. Prep teachers shall have the same amount of preparation time as all other elementary teachers and prep periods shall be not less than thirty (30) minutes at a time.



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Preparation Time in Transitional Kindergarten and Kindergarten:

~~Beginning with the 2021-2022 school year, TK and~~ Kindergarten teachers shall schedule two hundred (200) minutes of preparation times per week into their weekly schedules. Preparation time will occur outside the ~~TK and~~ Kindergarten instructional day but within the regular work hours and be subject to the approval of the site principal.

The rest of the article shall remain status quo.