

## **Work to Rule – Know Your Contract**

### **Required Work Hours (Art.11.A)**

Classroom teachers are required to work 37 ½ hours a week exclusive of time for lunch.

### **Working Beyond Required Hours (Art.11.A)**

*Planning for the delivery of instruction* is the only requirement outside the required workweek.

### **Duties During Regular School Day (Art.11.A)**

- Regular classroom instruction

Additional related professional duties to include but not be limited to:

- Parent and student conferences
- Additional help to students
- Consultation with supervisors and administrators
- Studying and maintaining required records
- *Preparation* for instructional activities
- Attending professional meetings

### **Planning Time (Art.11.C)**

Every classroom teacher should have a minimum of 210 minutes of *individual planning time* each week to be used for *planning for the delivery of instruction*.

### **Duty-Free Lunch (Art.11.B)**

Every Unit I member shall be provided a duty-free lunch period of no less than 25 minutes scheduled within the time the cafeteria is open and serving lunch to students.

### **Attendance at Evening Activities (Art.11.F)**

Only one after-hours activity is required each work year, usually Back-to-School-Night. (Pupil services persons and teachers in non-classroom 12-month positions may have additional after-hours requirements.)

### **Duties Not Contributing to Teaching (Art.14.A)**

Non-professional duties should not exceed 20 minutes per day unless a different arrangement is agreed upon by Faculty Advisory Council and the Principal. (Supervision of students during arrival, departure, and classroom transitions excluded.)

### **Parent Conference Availability (Art.2.Q)**

The scheduling of dates and times for such meetings are to be established by *mutual agreement* between the Unit I member and the other persons involved.