

Work to Rule

I understand what I do not have to do, but what does it mean to “meet all contractual obligations?” What am I supposed to do?

- Schedule and attend parent conferences at a mutually agreeable time
- Fulfill all requirements to maintain your certification
- Participate in extra-curricular activities for which you have signed a contract, receive compensation, or for which you have previously committed to performing
- Attend all required meetings and professional development
- Make the appropriate notifications and follow all rules regarding the use of sick leave, personal business leave, annual leave, and all other types of leave
- Report to work on time and leave on time unless an individual exception has been worked out between you and your principal
- For classroom teachers, work your entire 37 ½ hour work week, exclusive of lunch
- Sign the payroll register
- Participate in and utilize all planning time, 410 minutes per week for classroom teachers
- Continue to plan for the delivery of instruction outside the required workweek if necessary
- Complete all report cards, progress reports, and interim reports in accordance with the negotiated agreement and BOE policy during your normal work hours
- Participate in all related professional duties during your normal work hours including parent and student conferences, additional help to students, consultation with supervisors and administrators, studying and maintaining required records, preparation for instructional activities, and attending professional meetings
- Complete all requirements relative to SLO's
- Engage in all individually assigned non-professional duties, not to exceed 20 minutes per day
- Prepare and leave adequate substitute plans when absent

- Comply with all directives relative to observations and ratings
- Take your duty free lunch and make sure it is duty free
- Ask your supervisor for additional time during the normal work week to complete assigned tasks and responsibilities if you cannot complete them within the time you have been given
- Follow all directives issued by your supervisor

Workload issues continue to be a major concern. Teachers are increasingly being asked to perform duties that cannot be completed during the normal work week. While most of these tasks are part of teacher responsibilities, time should be provided to complete them during the normal work week. If you are unable to do so and need to complete these tasks during your lunch, planning period, or outside your normal work day, contact TAAAC immediately. It may be appropriate to file a grievance.

If you have any questions regarding these requirements, contact TAAAC.