Pittsburg Education Association Proposal# 1 Date 11.6.26 Time

ARTICLE 6 - HOURS OF EMPLOYMENT

6.1 Workday

6.1.1

The normal workday responsibilities for the classroom teachers shall include, ~~but not be limited to~~ preparation of lessons and classroom instruction. In order to provide supervision of students, remedial and special assistance to students and to ~~ie~~nsure school-home communications through conferences with students and parents, all unit members shall be available during the contracted workday. Other activities that are a part of the unit member's responsibility, but do not occur daily and which may involve an extended day include faculty meetings, in-service training, parent conferences, supervision of student activities and parent/community/school meetings. Faculty meetings shall have a written agenda provided to unit member at least two (2) workdays prior to the meeting (during contracted times of bargaining unit members). Failure to provide the agenda shall ~~not~~ result in cancellation of the faculty meeting. ~~however, the next extended day meeting shall be a teacher driven grade level or department collaboration meeting. If the site administrator determines it is not practicable to provide the next extended day as a teacher driven grade level/department collaboration meeting, then the subsequent extended day shall be a teacher driven grade level/department collaboration meeting. However,~~ Faculty meetings that extend beyond the contracted workday shall not occur more than once ~~every~~ during a month ~~other week~~ and should not exceed ninety minutes (90) past contract hours. ~~During the 2025/26 school year, faculty meetings that extend beyond the contracted workday shall not occur more than once every other week and shall not exceed sixty (60) minutes past the contracted hours. If the Mandatory Online Trainings MOU for the 2025/26 school year is added to the collective bargaining agreement,~~ the extended ninety (90) minutes shall be reduced to sixty (60) minutes past contract hours~~.~~ All ~~in-service~~ trainings or meetings that occur outside of the workday shall be voluntary and paid.

6.1.1.1

Every other month up to four times per year, one (1) hour of classroom teacher, all Special Day Class (SDC) teachers, Resource Specialist (RSP), and Adaptive Physical Education (APE) teacher-driven collaboration meeting time shall occur at each elementary school site, which purpose shall align with the District adopted educational goals and objectives.

6.1.1.2

Written agendas and logs for the elementary collaboration meeting, aligned with District

adopted educational goals and objectives, shall be written and developed at the sole discretion of the bargaining unit members. The agenda shall be provided to the site administrator, or designee, at least two (2) days in advance of the meeting (during contracted times of bargaining unit members) and bargaining unit members shall keep a log of the activities undertaken in the meetings.

6.1.1.3
These elementary collaboration meetings shall end at the end of the contracted workday and shall not occur on ~~an~~ the extended day.

6.1.1.4
By August 31st, the site administrator, or designee, shall identify and notify bargaining unit members of the four (4) dates for teacher driven elementary collaboration meetings, which shall be on the weekly early release days.

6.1.2
Preschool: The workday for preschool teachers shall be seven (7) hours and thirty (30) minutes.

6.1.3
Children Center (CCP): The workday for Children Center teachers shall be seven (7) hours and thirty (30) minutes.

6.1.4
Elementary: The workday for Transitional Kindergarten (TK), kindergarten, primary (1–3), upper grades (4–5), and elementary preparation release teachers shall be six (6) hours and fifty (50) minutes. The normal workday shall accommodate schools observing any start time or schedule.

6.1.5
Junior High: The workday for junior high school bargaining unit members shall be seven (7) hours and twenty-five (25) minutes.

6.1.6
High School: The workday for high school and continuation of high school bargaining unit members shall be seven (7) hours and twenty-five (25) minutes.

6.1.7
Bargaining unit members assigned to intersession or Saturday sessions shall be provided with a scheduled thirty (30) minute duty-free break and a continuous/uninterrupted one hour (1) preparation period each session day.

6.2 ~~6.1.7~~ Adult Education

6.2.1 ~~6.1.7.1~~

~~Adult Education:~~ The workday for adult education unit members shall be ~~according to the~~ determined by the number of classes assigned to the bargaining unit member. Bargaining unit members with the highest seniority shall be offered available classes in succession to avoid split shifts and shall include scheduled paid breaks.

6.2.2 ~~6.1.7.2~~

Adult Education ~~teachers~~ bargaining unit members who attend District-provided professional development shall be ~~paid at their~~ compensated at their non-instructional hourly rate for all time spent in attendance. Start and end times may be adjusted by mutual agreement between the site administrator and affected bargaining unit members, provided that the length of the bargaining unit member's normal workday and workweek is not reduced.

6.2.3

Current Adult Education certificated employees of the District who apply for Adult Education teaching positions shall be given priority over outside applicants.

6.2.4

All Adult Education teaching positions shall be posted at least twenty (20) calendar days prior to the application deadline.

6.2.5

In order to ensure that the widest number of unit members are eligible for the positions, posting for Adult Education shall contain only minimum qualifications.

6.2.6

The criteria for Adult Education selection shall be considered in the following order listed below.

6.2.6.1 Credential(s) in the applied for subject area;

6.2.6.2 Recent classes taught in the subject area in the last three years;

6.2.6.3 No unsatisfactory ratings in any category on the final evaluation, if available.

6.2.6.3 If all else is equal, seniority.

6.2.7 ~~6.1.7.3~~

Bargaining unit members who are currently teaching in an Adult Education assignment during

the school year shall be selected to continue teaching during the Adult Education Summer Session, provided they have the appropriate credential and the same or a similar course is offered. ~~If more than one member applies for the same position, selection shall be considered in the order listed below under "Selection Criteria." Each subsequent criterion will be considered only if there is a tie between the applicants' results from the preceding criterion and there are more applicants than available positions.~~
~~Selection Criteria:~~
~~Credential in the applied subject area: and~~
~~Recent experience taught in the subject area in the last three (3) years; and If all else is equal under the Selection Criteria in 6.1.7.3 above, then seniority.~~

6.3 ~~6.1.8~~
Non-classroom: Bargaining unit members covered by this agreement who are not classroom teachers shall have the following workday:

6.3.1 ~~6.1.8.1~~
Librarians, Work Experience Teachers and Counselors: The workday for junior high and high school librarians, work experience teachers and counselors shall be the same workday as the classroom teachers at their site. Secondary school counselors and site administrators may mutually agree to a flexible workday, which does not begin or end more than thirty (30) minutes beyond the workday at their site.

6.3.2 ~~6.1.8.2~~
Psychologists, Behavior Specialists and Speech Therapists: The workday for school psychologists, behavior specialists, and speech therapists shall be 8 hours. Beginning and ending times shall be determined at each individual site by mutual agreement of the bargaining unit member and site principal. The 8 hour day shall include a 45-minute duty free lunch.

6.3.3 ~~6.1.8.3~~
Resource specialists, Reading Specialists, Literacy Coaches, and Teachers on Special Assignment: The workday for resource specialists, literacy coaches, and teachers on special assignment shall be the same workday as the bargaining unit members at the site where they spend the majority of their work week.

6.3.4 ~~6.1.8.4~~
Other: For job titles not included in those listed above, the workday shall be determined by the immediate supervisor or principal, and shall not exceed an eight (8) hour workday, and shall include a thirty (30) minute duty free lunch; except for those with an 8-hour workday, which shall have a forty-five (45) minute duty free lunch.

6.4 ~~6.1.9~~
Beginning and ending times for the workday, but not the length of the workday or workweek may be adjusted by the principal or immediate supervisor.

6.4.1 ~~6.1.9.1~~
Nothing in this section prohibits a unit member and site administrator from mutually agreeing to a flexible workday, which does not begin or end more than one class period beyond the workday at their site.

6.4.2 ~~6.1.9.2~~
The parties to this Agreement must bargain any changes in the length of the teachers' workday/workweek or any impact within the scope of negotiations to changes in the students' instructional minutes that is not covered by collective bargaining agreements.

6.4.3 ~~6.1.10~~
Individual exception to the workday requires the approval of the principal and shall not be interpreted as precedent for future exception. On the days when bargaining unit members are scheduled to work, but pupils are not present, on days of an emergency release of pupils, or on shortened instructional days, the workday shall be the same as the regular teaching day unless otherwise noted by the terms of this Agreement.

6.4.4 ~~6.1.11~~
Elementary schools which become involved in planning new or mandated school plans or programs, may upon request of the site administrator after consultation with bargaining unit members, be granted permission by the District for a modified instructional day. The purpose of such modified instructional day shall be for the preparation and development of these plans and programs.

6.4.5 ~~6.1.12~~
Bargaining unit members at the elementary level and special education preschool teachers are entitled to one duty free lunch period of no less than fifty (50) minutes, and bargaining unit members at the junior high and high school levels are entitled to one duty free lunch period of no less than thirty (30) minutes.

6.5 ~~6.2~~ Other Responsibilities

6.5.1 ~~6.2.1~~
Open House and Back-to-School Night

6.5.2 ~~6.2.1.1~~
The length of the workday for bargaining unit members TK-12, including five-day per week full day (four (4) hours or more) Special Education Preschool Open House or Back-to-School Night shall be a minimum workday. The adjusted workday of bargaining unit members shall be the day of, or the day following, the activity. On such minimum days the workday of bargaining unit members shall be equal to the student instructional day. Site administrators shall provide the Open Hours or Back-to-School Night date, duration, and schedule, ~~if applicable, at lest two (2) weeks prior~~ on the first day back to work per the PUSD Calendar via email to all staff at the site.

6.5.3 ~~6.2.1.2~~
The reduced student minutes involved in the above-mentioned minimum days shall not jeopardize the required annual instructional minutes required by the state.

6.5.4 ~~6.2.1.3~~
If Open House or Back-to-School Night requires Preschool Program teachers including four-day morning and afternoon session Special Education Preschool teachers to work beyond their normal workday and there is no minimum day workday provided, they shall be compensated at the per diem rate of pay established in Article 13.1.6 (B)

6.5.5 ~~6.2.1.4~~
Based on verification of meeting the required State instructional minutes, add two minutes per day to the 4th/5th grade instructional minutes schedule to create four minimum days (Tue-Fri) for parent/teacher conference for these two grades beginning in the 1998-99 school year.

6.5.5.1
Third grade teachers who serve in non-class size reduction classroom, will have four minimum days during the parent/teacher conference week, creating a reduction of eighty (80) in instructional minutes during that week.

6.5.5.2
If Class Size Reduction (CSR) is eliminated in future years the PEA and the District shall meet to bargain how to implement additional Parent/Teacher time for the non-CSR classes.

6.6 ~~6.2.2~~ **Supervision Duties at the Secondary Level**

6.6.1 ~~6.2.2.1~~
Supervision Duties are defined as those activities which extend a bargaining unit member's regular workday and must involve the supervision of students.

6.6.2 ~~6.2.2.2~~
Up to ten (~~10~~ 8) points of supervision duties in a school year shall be uncompensated. After providing ten (~~10~~ 8) points supervision duties bargaining unit members shall be compensated at the hourly rate of pay established in Article 13. For purposes of compensation one point (1) equals one (1) hour.

6.6.3 ~~6.2.2.2.1~~
A Class Advisor will be credited with six (6) points. Classes that have more than two (2) advisors will be prorated accordingly. A Club Advisor will be credited with six (6) points. Clubs with more than one (1) advisor will be prorated accordingly.

6.6.4 ~~6.2.2.2.2~~

Points shall be earned according to the Following formula:

6.6.4.1 One (1) point per hour/per event supervised until 7:00 p.m.

6.6.4.2 Two (2) points per hour/per event supervised after 7:00 p.m. or on Saturdays, or any event prior to the first instructional day of the school year.

6.6.4 ~~6.2.2.3~~
Supervision Duties shall be shared equitably by all bargaining unit members.

6.6.5 ~~6.2.2.4~~
Supervision Duties (adjunct duties) at the high school must involve the direct supervision of students: adjunct duties which do not require full faculty participation shall be reasonable and equitable and based on the following process:

6.6.5.1 ~~6.2.2.4.1~~
Supervision Duties shall be shared equitably by all bargaining unit members at the site. Equitability shall be based on the anticipated number of hours a unit member is involved in after school supervision assignments.

6.6.5.2 ~~6.2.2.4.2~~
Every effort shall be made to assign bargaining unit members an equal number of supervision duties or equivalent before additional paid extra duties are assigned.

6.6.5.3 ~~6.2.2.4.3~~
Bargaining unit members shall have the opportunity to self-select supervision duties.

6.6.5.4 ~~6.2.2.4.4~~
Prior to the teacher's last workday of the school year, the principal or their designee shall develop a list of supervision duties for the ensuing school year. This list shall contain at least the following: a list of anticipated events; proposed dates, the number of bargaining unit members needed for each event, the anticipated number of points per event; the total points needed for each event. The completed list of adjunct duties shall be given to each unit member at the high school for review. Suggestions and/or corrections shall be forwarded to the principal or their designee.

6.6.5.5 ~~6.2.2.4.5~~
Prior to the end of the second instructional week, the principal or their designee shall make necessary revisions to the list. To determine the number of points each bargaining unit member will be responsible to self-select for the current school year, the total number of points needed to cover all after school supervision assignments shall be divided by the number of bargaining unit members at the site.

6.6.5.6 ~~6.2.2.4.6~~

Bargaining unit members shall be notified when and where the agreed upon list of after school supervision assignments will be posted. Bargaining unit members shall have one week to self-select their preferred adjunct duties.

6.6.5.7 ~~6.2.2.4.7~~
The principal or their designee, after reviewing and analyzing the resulting list for equity and adequate coverage, shall make appropriate assignments where needed.

6.7 ~~6.2.2.5~~
Assigned Supervision Duties at the Elementary Level: All assigned supervision duties of students at the elementary level shall be shared equitably by all bargaining members at the site and occur only within the unit member's contracted workday.

6.7.1 ~~6.2.2.5.1~~
Every effort shall be made to assign bargaining unit members an equal number of assigned supervision duties.

6.7.2 ~~6.2.2.5.2~~
Bargaining unit members shall have the opportunity to self-select supervision duties.

6.7.3 ~~6.2.2.5.3~~
Prior to the teacher's last workday of the school year, the principal or their designee shall develop a list of duties for the ensuing school year. This list shall contain at least the following: a list of the number of bargaining unit members needed for each duty, the anticipated number of minutes per duty. The completed list of duties shall be distributed to each unit member at the site for review. Suggestions and/or corrections shall be forwarded to the principal or their designee. Special consideration shall be given to SDC and CEC classes, which require additional supervision. SDC and CEC teachers shall have the opportunity to provide input on the staffing and supervision needs of their students before the list of duties is finalized.

6.7.4 ~~6.2.2.5.4~~
Prior to the end of the second instructional week, the principal or their designee shall make necessary revisions to the list.

6.7.5 ~~6.2.2.5.5~~
Bargaining unit members shall be notified when and where the agreed upon list of school supervision assignments will be posted. Bargaining unit members shall have one week from notification to self-select their preferred duties.

6.7.6 ~~6.2.2.5.6~~
The principal or their designee, after reviewing and analyzing the resulting list for equity and adequate coverage, shall make appropriate assignments where needed.

6.8 ~~6.3~~
Preparation and Planning

6.8.1
Bargaining unit members shall be paid at the Intervention Hourly Rate for attendance at IEP meetings, 504 meetings, and SST meetings scheduled outside of the unit member's workday and during their preparation period.
~~The parties mutually agree to reopen the above paragraph in Article 6.3 in the 2025-2026 school year without counting towards the number of reopeners each party has that year.~~

6.8.2
Special education teacher in Pre-K through Adult Education shall be entitled to up to ~~two (2)~~ (5) five release days, within the student calendar year to conduct assessments, write reports, and prepare for IEP or 504 meetings. These days must be requested at least three (3) workdays in advance and approved by the direct supervisor and may not be consecutive days of release.

6.8.3 ~~6.3.1~~
Kindergarten and transitional kindergarten: Bargaining unit members teaching kindergarten and transitional kindergarten shall be provided with ~~the equivalent of three (3) forty-five (45)~~ daily consecutive blocks of sixty (60) minute preparation period~~s per a five-day week, for a total equivalent of one hundred and thirty-five (135) minutes per a five-day week.~~ This preparation period shall be provided at time other than when their assigned students are in attendance. This preparation time is set aside for preparation and planning. Exceptions may occur when the normal school day is shortened or classes are rescheduled for specific activities.

6.8.4
SDC Elementary : Bargaining unit members teacher SDC classes shall be provided with daily (45) forty-five minute daily preparation periods. This preparation time is set aside for preparation and planning. Exceptions may occur when the normal school day is shortened or classes are rescheduled for specific activities.

6.8.5 ~~6.3.2~~
Elementary: Bargaining unit members teaching in grades one through five in self-contained regular and special education classrooms and prep teachers shall be provided the equivalent of three (3) 45-minute preparation periods per five-day week, for a total equivalent of 135 minutes per a five-day week set aside for preparation and planning. A minimum of five (5) minutes of passing time shall be provided between all classes and shall not be reduced. Instructional time shall not extend into bargaining unit members' preparation periods or duty-free time. Any time lost to such an extension shall be restored to the affected member on the

same day. Exceptions may occur when the normal school day is shortened or classes are rescheduled for specific activities.

6.8.6
The District and the Association shall establish an Elementary School Task Force to evaluate and make recommendations to the Superintendent to improve the Elementary school schedule and programs. The Association and the District shall each appoint three members to the Task Force. The Task Force shall meet by the start of the second quarter and determine jointly their meeting dates. The Task Force will report directly to the Superintendent and at end of the fourth quarter present to the PUSD School Board .

6.9 ~~6.3.3~~ **Junior High**

6.9.1 ~~6.3.3.1~~
Preparation and Planning: Full-time bargaining unit members teaching junior high school (6-8) shall have one (1) unassigned period per day set aside for preparation and planning. Exceptions may occur when the normal school day is shortened or classes are rescheduled for specific activities. The fifteen minutes before school shall be non-instructional time.

6.9.2 ~~6.3.3.2~~
Effective July 1, 2001, the remaining non-instructional time of at least 30 minutes in the workday shall be dedicated to enhancing the educational program of students. The specific educational activities during this period shall be collaboratively planned by the administrative and teaching staff at each site. Activities may include, but are not limited to, student tutoring, student clubs and activities, parent/teacher conferences, school study team (SST) meetings, strategy/planning meetings to develop strategies for implementing standards and increasing student performance, and/or house- and department-level meetings. It is expected that a variety of activities will take place during this time, designed to enhance and enrich the educational program of junior high students.

6.9.3 ~~6.3.3.3~~
No meeting shall begin sooner than 15 minutes after the end of the students' instructional day.

6.9.4 ~~6.3.3.4~~
The District and the Association shall establish a Junior High School Task Force to evaluate and make recommendations to the Superintendent to improve the junior high school schedule and programs. The Association and the District shall appoint an equal number of members to the Task Force. The Task Force shall meet by the start of the second quarter and determine jointly their meeting dates. The Task Force will report directly to the Superintendent and at end of the fourth quarter present to the PUSD School Board .

6.10 ~~6.3.34~~

High School: Full-time bargaining unit members teaching high school shall have (1) unassigned period per day set aside for preparation and planning. Exceptions may occur when the normal school day is shortened or classes are re-scheduled for specific activities.

6.11 ~~6.3.5~~
Adult Education: Unit members teaching adult education shall receive the amount of preparation time listed below for their classroom teaching hours at their hourly rate of pay.

6.11.1 30-40 hours of teacher per work week = ~~1~~ (2) two hours prep/week.

6.11.2 20-29.5 hours of teaching per work week = ~~45 minutes~~ (1.5) one and a half hour prep/week.

6.11.3 ~~1~~ Up to 19.5 hours of teaching per work week = ~~30 minutes~~ (1) one hour prep/week.

6.11.4
The preparation time is considered non-instructional hours.

6.12 ~~6.4~~ **Compensation for Class Coverage**

6.12.1 ~~6.4.1~~
Beginning July, 1, 2012, a bargaining unit member who volunteers or is assigned to teach all or any part of a period during their preparation time shall be compensated. Compensation for class coverage shall be one-half (1/2) the Class Coverage hourly rate for the first fifteen (15) minutes of coverage. Compensation for class coverage above (15) minutes shall be at the full Class Coverage hourly rate.

6.12.2
The principal or designee shall document all class coverage, including the date, start and end times, and the bargaining unit member providing coverage and submit a time sheet. Compensation shall be paid no later than the end of the following pay period.

6.12.3 ~~6.4.2~~
A "period" is defined at the secondary level, as the length of a student period for the day during which the substitution takes place. At the elementary level, a "period" is the length of teacher's preparation period contained in this Agreement. For Kindergarten, a "period" is defined by clock hours. ~~If an absent classroom teacher's class is divided among multiple teachers, then each unit member who takes or receives additional students for all or part of the day shall be given credit for one period of coverage and shall be compensated at the Class Coverage hourly rate of pay. In addition, bargaining unit members who substitute during their regular workday (e.g. kindergarten teachers, teachers on special assignment, etc.) shall be given credit for one-half (1/2) period for the first fifteen (15) minutes of substituting and one full period for substituting that exceeds fifteen (15) minutes.~~

6.12.4
A bargaining unit member who covers all of a absent bargaining unit member's class or classes for a full instructional day shall be compensated at the District's daily substitute teacher rate, in addition to their regular salary.

6.12.4 ~~6.4.3~~
Each site administrator shall compile a list of bargaining unit members who wish to volunteer for class coverage. The volunteer list shall be posted at a central location chosen by the site administrator and emailed to all bargaining unit members at the site. A second roster shall be compiled listing the remaining bargaining unit members at that site and their prep time. If no volunteers are available for substituting, substitutes are to be selected from the second list. The second list shall be made available to any bargaining unit member to review upon request. Bargaining unit members shall be requested to substitute on a fair and equitable basis. A 120% contract is authorized only for unit members teaching a class during their preparation period.

6.12.5 ~~6.4.4~~
Compensation for Adult Education Class Coverage

6.12.5.1
Bargaining unit members at the Adult Education Center who volunteer or are required to accept students during their regular hours, due to teacher absence or other reason, shall receive the Adult Education Class Coverage Rate per hour of coverage. The process for securing Adult Education Class Coverage by accepting students during their regular hours shall be in accordance with Article ~~6.4.3~~ 6.12.4. Compensation for voluntary or assigned class coverage for the first fifteen (15) minutes of class shall be at one-half of Adult Education Class Coverage Rate per hour of coverage. Compensation for class coverage by accepting students during their regular hours above fifteen (15) minutes, shall be at the full Adult Education Class Coverage Rate per hour of coverage. Bargaining unit members who volunteer to substitute for a class outside of their regular hours shall be paid at their Adult Education hourly rate.

6.16 ~~6.5~~
Online Mandatory Trainings

6.16.1 ~~6.5.1~~
Online Mandatory Trainings shall be completed within the contracted workday, not during preparation time, and within the first twenty (20) school days.