

ARTICLE 13

WORKING HOURS AND WORK LOAD

Revised May 24, 2017

- A. The employee's normal work day will be seven and a half (7.5) hours. The normal workday of the Unit I employees~~teachers~~ will begin no earlier than 30-45 minutes before the students are scheduled to report and will end no later than 30-45 minutes after the students are dismissed. Employees of the Virtual Academy will have a workweek of 37.5 hours. Their workday will be scheduled so as not to exceed 10 (ten) hours.
- B. The contract days for ten (10), ten and a half (10.5), eleven (11), and twelve (12) month employees will be:

ten (10) month.....	190
ten and a half (10.5) month.....	200
eleven (11) month.....	210
twelve (12) month teacher.....	227
twelve (12) month administrator....	261

Ten and a half (10.5) and eleven (11) month employees in Unit I will follow the same work and holiday schedule as teachers unless prior approval is granted by their immediate supervisor. **Employees will be given one administrative day without work.**

- C. Any first year teachers who attend a mandatory New Teacher Orientation held in August during their first year, will be paid a stipend of ~~\$275~~\$240 per day for each day of documented attendance. These days will be in addition to the regular teacher work year as described above. Teachers will be paid the ~~\$275~~\$240 per day after documented proof is received that they have worked days beyond the normal work year. There will be no signing bonuses paid by the Board to any employee.
- D. MSEA Convention - Certificated employees who wish to attend the MSEA Convention, will be granted a day of administrative leave to attend conferences, workshops and other events associated with the Convention. Employees will provide evidence of attendance.
- E. Except where it is administratively necessary, all school-based Unit I and Unit II employees will not be required to report to work when schools are closed for students due to inclement weather. In the event of an early dismissal due to inclement weather, Itinerant teachers will not be required to travel between their assigned schools.

F. School-based ~~Unit I employees~~teachers may be required to remain after the end of the ~~Unit I employees'~~teachers' day, without additional compensation, for no more than three times a month at 1 1/4 hours each meeting, to attend faculty or other meetings. Mandatory training will be completed within the workday. Attendance at other meetings outside the regular workday will be at the option of the individual employee. Except in case of an emergency, ~~Unit I employees~~teachers will not be required to remain for faculty meetings on Fridays or the day before a holiday. Whenever possible, ~~Unit I employees~~teachers will be notified 48 hours in advance of any meetings scheduled outside the regular workday. Faculty meetings will not be held on days designated for report card preparation or on the day before a non-teacher work day.

G. ~~Employees~~Classroom teachers will have a duty-free lunch period of not less than thirty (30) minutes. When attending in-service events off site, where lunch is not provided, employees will have a duty-free lunch period of one (1) full hour.

H. Planning Time

Middle school and high school teachers shall normally be provided, in addition to their lunch period, one (1) self-directed planning period during the student day. ~~Elementary teachers normally will be provided 240 minutes per week self-directed preparation time during the student day.~~ In secondary block-scheduled schools, at least 45 minutes of the block will be self-directed teacher planning time; the remaining time in the block period may be used at the discretion of the principal for other purposes.

Elementary teachers will be provided 240 minutes per week self-directed preparation time during the student day. Planning time will be scheduled in blocks of no fewer than 40 minutes each day.

Virtual Academy teachers will be provided 240 minutes of self-directed planning time per week, in no less than 30-minute increments each day.

Resource teachers ~~ILT resource teacher members~~, Speech and Language Pathologists, Physical and Occupational Therapists, Counselors, Media Specialists and all other Unit I employees will structure their schedules to allow for flexibility while still providing the same time as described above for ~~Unit I employees~~teachers within the student day for planning and preparation. ~~Planning time will be scheduled in blocks of no fewer than thirty (30) minutes each day.~~

- a) Special Education – Special education teachers who do not have a recurring daily planning period designed for IEP case work, over and above normal planning as described above, will be provided with one full

day each quarter during the normal student day for IEP case work at the teacher's own direction. -The scheduling of these days of IEP planning will be developed in collaboration between the principal and the teacher so as to address the workload most efficiently.

b) In addition to the days described in paragraph a) above, special education teachers who serve as case managers for 5 or more students with IEPs may request up to one additional day per quarter for IEP case work. The principal will approve these additional days, as long as they are not scheduled so as to conflict with the school's educational program. The scheduling of these days of IEP planning will be developed in collaboration between the principal and the teacher so as to address the workload most efficiently.
b)

1) Report Card Preparation:

a) Quarters 1, 2 and 3:

A minimum of two (2) hours shall be provided at the end of each marking period for the purpose of report card preparation. At the end of the second quarter, one-half of the teacher workday will be devoted to report card preparation and other end of the semester activities at the individual teacher's direction.

The end of the marking period will be at least one day before the day designated for employee report card preparation time as described above.

Employees will not be required to export grades sooner than the end of the workday on the day after the designated planning time.

Employees who submit all necessary report card information by the designated deadline will not be required to submit ~~corrected edit sheets~~ report card corrections until the end of the next work day after receiving edit suggestions from administration. ~~following the day in which grades were exported.~~

b) Quarter 4:

Teachers will be provided at least four hours to complete final grades. Final grades will be due no sooner than the day before the final day of school for students.

Senior grades for the 4th quarter will be completed following the guidelines and due dates set by central office in relation to seniors' last day of school.

Two hours will be allotted for report card preparation. Final senior grades will be due no sooner than the end of this designated planning time.

- c) Special area teachers will not be required to submit their grades any earlier than the regular education teachers.

2) Early Dismissal Days

During ten (10) of the two-hour student early dismissal days contained in any year's school calendar, the time after the students leave will be provided to ~~teachers and other~~ Unit I employees for additional planning and preparation time at their own individual direction. No mandatory meetings will be scheduled during this time. These ~~teacher~~ designated planning days will be observed ~~on those days as~~ specified in the school calendar. ~~Per the appended Memorandum of Understanding between the Board and the EAGC, T~~he Board will make every effort to include in each year's calendar an average of one such early dismissal day per month (a total of 10 such days per school year) ~~when Unit I employees are given two hours of planning time at their own direction.~~ Unit I employees Teachers may opt to work the remainder of the day off-site, in an environment that is conducive to work, with notification to their immediate evaluating supervisor.

The Board will make every effort to align four of the ten teacher planning days described above on the calendar so that they can be used by teachers to prepare interim reports for students.

In addition to the ten (10) early dismissal days described above, one early dismissal day in October and one in January will be provided for school based staff development and meetings at the individual principal's sole direction.

- I. Where possible, department heads and team leaders should have additional time for planning and carrying out their other duties.
- J. The Board will provide class coverage for teacher participation in IEP meetings when the teacher is required to attend. Employees will not be required to attend IEP meetings during their self-directed planning and duty free lunch.
- K. Employees with more than five (5) years of teaching experience in Charles County who have received no unsatisfactory ratings in any category of their two (2) most recent evaluations may substitute a professional development plan for one (1) in-service day. Such plan must be approved by the school principal. The plan must address the individual growth needs of the employee and be submitted not later than ten (10) work days prior to the scheduled in-service day.

- L. Classroom teachers, media specialists, therapists, and [guidance](#)~~school~~ counselors, will have a minimum of two full employee workdays or 15 hours broken into no less than half days or 3.5 hour blocks of time at the start of the new school year, before the students arrive, at the individual employee's direction so that he or she may adequately prepare for the students. No meetings will be held during the two days/15 hours designated for such preparation.

One and a half of the two designated teacher planning days will be provided prior to the last teacher day before students arrive for the new school year. The remaining preparation time will be the last 3.5 hours of the day before students arrive. School based meetings and orientations may be held on the morning of the day before students arrive, but these activities must conclude before the middle of the normal employee work day.

- M. When the calendar provides for a two-hour early dismissal for students, teachers will be dismissed two hours early on the day before Thanksgiving, the day before winter break and the day before spring break unless inclement weather or other emergency delays student dismissal.
- N. Tenured teachers may volunteer to teach one extra class during their normal planning period; such teachers will have an amount equal to one-seventh of the annual pay for their step and lane added to their annual pay for the year in which they teach this extra class. This extra amount will be reflected on the teacher's assignment sheet so as to count towards his or her retirement benefit. All tenured teachers who are interested in teaching a class during their normal planning period as outlined above should contact the principal of the school to express their interest in doing so. The principal will consider all such requests before making a decision.

O. Lesson Plans

1. Lesson plans that have been approved by the Office of Instruction and that support the curriculum for each grade level and subject will be maintained on the BOE [network drive](#)~~web site~~, so that they can be downloaded and used by employees.
2. Teachers will be required to write lesson plans and have them available for review upon request of the administrator.
3. Administrators may ask for lesson plans to be submitted one day in advance for the following day only.
4. Teachers will not be required to submit lesson plans more than one day in advance unless one of the following conditions exists:

- a. lesson plans are required to be submitted as part of the formal professional practice observation
- b. planning is identified as an area of concern and a Plan for Professional Growth is implemented
- c. it is agreed upon between the teacher and the administrator as part of professional development.

If one of these conditions exists, they can be required up to one week in advance.

5. If a specific lesson plan format is required by the school level administrator, only the CCPS approved Lesson Plan Template shall be used. (indent)-----

P.Q. If a teacher must be assigned to teach more than three different preparations, the Principal will explain the reasons why and make reasonable efforts to provide accommodations to the teacher to account for expanded planning responsibilities. This would include reduced duties or additional planning time as accommodations.

R. Unit I employees will not be required to provide class coverage for another employee during their self-directed planning time or lunch. If a Unit I employee volunteers to provide coverage during their self-directed teacher planning time, they will be compensated \$25 per occasion so long as they are tenured and not on a Plan for Professional Growth.

Q.S. Employees will normally be given at least twenty-four hour notice for scheduled IEP meetings, parent teacher conferences, and parent visitations.