



KNOW YOUR CONTRACT

Secondary Prep Time and Class Coverage

WHAT DOES YOUR CONTRACT SAY?

Section 5.6: Unit members teaching in grades six (6) through and including twelve (12) shall have one (1) class period per day to be utilized for preparation time, except on modified days. The period shall be the same length as a regular instructional period. The District reserves the right to assign duties, including classroom instructional duties, at any time during the work day, other than the duty-free thirty (30) minute lunch period and assigned preparation time, as set forth herein.

There are several additional paragraphs dealing with Special Education caseload periods. Please refer to the contract or other "Know Your Rights" pages for an explanation of this information.

WHAT DOES THIS MEAN TO ME?

The district, except for emergency situations or modified days, cannot direct your work during your prep period. This means no class coverage, no IEPs, no mandated grading. Your prep period is **your** prep period. You may choose to do any of those things, but you are not required to. Early release Wednesdays are not modified days. You play an important role in protecting your prep time for yourself and your fellow members.

WHAT ABOUT CLASS COVERAGE?

"...except in the event of an emergency," your administration cannot force you to cover a class during your prep period. If you choose to, or if that emergency occurs, you will be compensated. You get compensated at your hourly rate, rounded up to the nearest 15 minute increment. For most classes you cover, you should be paid for a full hour. You can submit your hourly time sheet through the Etrieve system. The form is under "payroll" and is the "extra duty" form. If you are being directed to cover a class and it is not an emergency situation, you can file a grievance.

WHAT IF I'M SCHEDULED FOR AN IEP?

You are not required to attend an IEP during your prep time. Much like class coverage, you may still choose to attend. You do not get compensated for attending. You can request that your portion take place during your non-prep time and a sub be sent to your room.

WHAT IF I'M NOT A "CLASSROOM TEACHER"?

Members who do not have a classroom roster do not get prep periods. This includes members like Counselors and Nurses. If a counselor covers a class there is no language for that member to be paid for covering, nor is there any language that protects counselors from being directed to cover a class. Members are encouraged to schedule their time to ensure daily prep time.

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