



KNOW YOUR CONTRACT

Elementary Prep Time and “TEC”

WHAT DOES YOUR CONTRACT SAY?

Section 5.7: Members who teach K-5 are entitled to 150 minutes of preparation time per week. There are some situations like modified days, holidays, or “unforeseen circumstances” that limit the availability of preparation time.

SECONDARY HAS PERIODS, BUT WE JUST GET KIDS ADDED TO OUR CLASS. WHAT CAN WE DO?

The only time a TK-5 member can be required to take on another kid in their class, is when a substitute can not be acquired, and students must be placed in your classroom. This means in other situations you can say no, like if a student is removed for discipline reasons. If this happens you are entitled to some compensation. This is called a “Temporary Expanded Class” or “TEC”.

If you are asked to take on students, and your class size goes above the highest class size in your grade level, you will be compensated. If you have 25 students and the largest class is 27, you get compensated for students above 27 at \$8 per student if they are in your class longer than 3 hours, and \$4 per student if they are in your class 3 hours or less. So in this situation, if your class size goes up to 35, you would receive \$64 for more than 3 hours and \$32 for 3 hours and less.

I AM NOT GETTING 150 MINUTES OF PREP TIME, WHAT DO I DO?

If you are not receiving your prep time, your contract is not being followed. You can contact your site leader or area representative to see if this is a bigger issue on your site and develop a plan to address the issue. You may need to start the grievance process by meeting with your administrator to solve the problem. If it does not get solved there, you can follow the next steps of the grievance process, and our union is here to help you through that.

Remember, prep time is **yours**. You play an important role in protecting that time for you and your fellow educators.

Temecula Valley Educators Association

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