

ARTICLE VI

Professional Employee Working Conditions

- A. The length of the professional employee workday shall normally be seven (7) hours and thirty (30) minutes with the regular workweek no longer than thirty-seven (37) hours and thirty (30) minutes. On the day preceding Winter Break and the last day of school for students, the professional employees' day shall end one hour earlier than normal, or thirty minutes after the students are dismissed, whichever is earlier.
- B. During pre- and post-planning and other days during the school term when lunch rooms are not in operation, professional employees shall receive a one (1) hour duty-free lunch period.
- C. The regular school lunch period for each professional employee shall consist of thirty (30) minutes duty free during the school day. ~~Every effort will be made to schedule~~ This lunch period **will occur** during the time the cafeteria is serving lunch.
- D. The Board shall provide in each school a lunch area, restroom and lavatory facilities exclusively for employee use and at least one (1) room for staff lounge where space and facility is available.
- E. ~~Every effort will be made to prevent unnecessary classroom interruptions through the intercom and telephone system. Other interruptions will be kept to a minimum as determined by the administration after consultation with the professional employee. It is the intent of the Board to design facilities which will enhance the educational environment.~~ **Both parties agree that for the efficient operation of the school, it is necessary for interruptions during instructional periods to be made from time to time. Principals will be advised to keep interruptions from maintenance, custodial, and intercom to a minimum.**
- F. Classroom visitations by anyone other than Board employees shall be allowed only after consent has been granted by the building principal, or their designee, after consultation with the professional employee involved.
- G. The Board shall provide all safety items required by Florida law. Professional employees are required to furnish all personal items of clothing needed to effectively carry out their assigned responsibilities. The Association will encourage all employees to work safely, using all proper safety procedures.
- H. Professional employees shall not conduct Association business during duty hours. Both the Association and the Board recognize that the employee workday is specifically for performing teaching duties and other assigned responsibilities.
- I. A conference area shall be provided in each school for necessary professional employee conferences with parents or students.
- J. Professional employees shall be given notice of a parent conference and shall have the option of rescheduling of such appointment if it interferes with a prior commitment when scheduled during professional employee's duty time. In the event the parent conferences are scheduled before or after duty time, at least twenty-four (24) hours' notice will be given to the professional

employee and every attempt will be made to consider any specific needs of the professional employee.

- K. Nothing in this Agreement will be interpreted to prevent the Board from utilizing its employees in activities relating to accreditation, or minimum educational standards required by law, provided appropriate in-service points will be earned by the professional employees involved in these professional activities-, and it is during the professional employee's regular work hours.
- L. The administration will ~~make every effort to~~ avoid inequitable assignments of supervisory duties. When it is necessary that professional employees supervise students before and after the established school day, all professional employees shall participate in such duties. When a professional employee's assignment to a school is 59% time or less, they will be assigned no additional duties. When a professional employee's assignment is 60% or more, duties, when assigned, will be at an equitable rate.
- M. Professional employees shall be encouraged and may be required to participate in Inservice activities that relate to identified weaknesses, if scheduled during duty hours.
- N. When school is not in session, professional employees may be given access to the building, when necessary, by arranging such access with the building principal or designee.
- O. Telephones shall be designated by a principal or building administrator for reasonable use of a professional employee for local calls, provided that:
 - 1. The use of the telephone does not conflict with the professional employee's assigned duties and responsibilities.
 - 2. The telephone is used for personal, non-business (except school business) purposes.
 - 3. Any long distance calls made on school district phones are to be cleared with the principal or building administrator in advance and logged.
- P. Teachers may schedule among themselves relief periods, which assure proper supervision of their students provided the schedule is approved by the principal or their designee except in cases of emergency.
- Q. Off-street parking facilities shall be designated for professional employees where available.
- R. Both the Association and the Board recognize that the employee workday is specifically for performing teaching duties and other assigned responsibilities. However, ~~with the prior approval of the principal or supervisor, a professional employee may be authorized to leave their assigned school (absent from duty) during the professional workday for justifiable activities that cannot be scheduled after the professional employee's normal workday, such as:~~
 - 1. ~~Attending classes for professional development.~~
 - 2. ~~Legitimate personal appointments.~~

3. ~~Healthcare appointments.~~
4. ~~To attend regular meetings of the School Board provided the normal operation of the school is not impaired.~~
5. Other justified situations as approved by the principal/designee.

The following conditions apply:

- a. ~~During non-scheduled student contact time, except on county-wide early release days, up to two (2) hours in a professional employee workday of "absent from duty" leave may be taken provided the professional employee is to make up this time within ten (10) working days on a schedule convenient to the professional employee and approved by the principal/designee.~~
- b. ~~Provided the Principal has been notified and has approved the request for "absent from duty" leave, a professional employee may take up to three (3) hours during the unenumerated planning day at the end of each quarter. The employee must make up this time within ten (10) working days on a schedule convenient to the professional employee and approved by the principal/designee or by using time already recorded as indicated in the note below.~~
- c. ~~Time off involving more than the hours designated in "a" and "b" shall not be authorized under the above provision. Should more than the defined "absent from duty" hours be required by the professional employee, the regular leave policies of this Agreement will apply (Article XIA, Leave With Pay).~~

employees shall be entitled to one hundred eighty (180) minutes of flexible time per month during non-instructional time. Prior notice of when flexible time will be taken must be provided to administration along with make-up dates/times. Flex time shall be made up within a two-week timeframe. Reasons for use of flex time shall not be required.

~~In addition to the above flexibility of professional employee workday, The building principal or supervisor may provide, if in their opinion it is justified, an adjusted workday within the 37 1/2 hour workweek to accommodate the needs of the professional employee or the school system. Any adjusted workday shall be mutually agreed upon by the principal and the employee.~~

The principal or supervisor may also use this flexibility of professional employee workday to compensate the professional employee for assigned duties outside the normal workday.

Note: A record-keeping system as determined by the principal (supervisor) or as required by the Board will be utilized by the professional employee to assure accurate records and meet auditing requirements. Also, the professional employee's failure to make up time ~~under (1) above within the outlined provisions will be charged leave under (2) above.~~

- S. In arranging schedules for teachers who are assigned to more than one school, an effort shall be made to limit the amount of inter-school travel. When required, travel will be paid at the currently approved Board rate.
- T. Except in emergency situations, professional employees will not normally be required to work under unsafe or hazardous conditions. Conditions which the professional employee considers unsafe or hazardous shall be reported promptly in writing to the professional employee's immediate supervisor or principal, who will determine if the condition is unsafe and what action is to be taken.
- U. Planning periods are provided for the purpose of **teacher directed, individual** instructional planning.
1. Elementary teachers shall have a planning period of at least thirty (30) consecutive minutes. ~~during the employee workday. Every effort shall be made to schedule planning time~~ **This planning period will occur** during the student day. An additional 100 minutes of planning time shall be established during the normal workweek. Every effort shall be made to ensure the longest block of consecutive minutes possible.
 2. Middle school teachers shall have a planning period of at least fifty (50) consecutive minutes. ~~during the employee workday. Every effort shall be made to schedule planning time~~ **This planning period will occur** during the student day.
 3. High school teachers shall have a planning period of at least fifty (50) consecutive minutes. ~~during the employee workday.~~ **This planning period will occur during the student day.**
 4. Alternative schools shall have at least 250 minutes of planning during the employee workweek. ~~Every effort shall be made to schedule such time in~~ **This will occur** daily **in** consecutive fifty (50) minute blocks. Those programs that currently require 6½ hours of student supervision shall be given 150 minutes of planning time during the employee workweek.
 5. **The principal shall not require instructional staff to attend common planning/Professional Learning Community Meetings during their planning period unless it is a decision made by the PLC team.**
 6. **Instructional staff at the secondary level, grades six (6) through twelve (12), shall not be assigned to teach more than two (2) course preps– a prep is a course in which the teacher must create an accompaniment of course materials– per semester. If the needs of the school require assignments of more than two (2), an additional planning period shall be scheduled for the affected instructional staff member.**

- V. Employees shall not be required to “clock in” or “out”.
- W. A two-way communications system shall be installed/available in every classroom.
- X. ~~Every effort will be made to give~~ Reasonable notice shall be given for any projects or assignments that professional employees are expected to accomplish.
- Y. In all cases, every effort shall be made to secure a substitute in the event of a professional employee’s absence.
- Z. ~~Any~~ Only as a last resort will unfilled substitute assignments shall be covered by other teachers. These assignments shall be rotated equitably among all professional employees; however, volunteers shall always be sought. Instructional staff performing this duty shall be compensated at their hourly rate.
- AA. Except in the case of an emergency, the students of an absent professional employee shall not be divided and placed into the classes of other professional employees. Instructional staff performing this duty shall be compensated as follows:
 - 1-3.25 hours = 1 hour at the employee’s rate of pay
 - 3.26-6.5 hours = 2 hours at the employee’s rate of pay
- BB. Teachers may not be asked to substitute in an absent teacher’s class during the designated planning period except in an emergency. Instructional staff performing this duty shall be compensated at their hourly rate.
- CC. All profits received from vending machines located in the faculty lounge shall be placed in a designated school fund. The faculty may elect a committee to assist the school administration in administering the school fund. The fund shall not be used for any purpose that would conflict with Florida State Law. The fund shall be subject to audit by the Employer.
- DD. Instructional staff shall have the choice to work remotely or at the work site for any planning day throughout the school year with the exception of pre-planning days