

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 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 classroom interruptions. Interruptions will be kept to a minimum and with administrative approval.
- 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 and with at least 24 hours' notice.
- 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 twenty-four (24) hours' notice of a parent conference and shall have the option of rescheduling such appointment if it interferes with a prior commitment when scheduled during professional employee's contract time.
- 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.
- L. The administration will make every effort to make equitable 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


7/28/26


28 JUL 26

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.
- 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.

The following conditions apply:

- 1. A professional employee shall be entitled to one hundred and twenty (120) minutes of flexible time per month during non-scheduled student contact time, except on county-wide early release days, when Professional Learning (PL) is scheduled. This "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.
- 2. 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 unencumbered 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.
- 3. Time off involving more than the hours designated in 1 and 2 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).
- 4. In addition to the above flexibility of professional employee workday, the building principal or supervisor may provide an adjusted workday within the 37 1/2 hour workweek to accommodate the needs of the professional employee or the school system.

Any temporary 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 and 2) above within the outlined provisions will be charged leave under (3) 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. Any conditions which the professional employee considers unsafe or hazardous shall be reported via email promptly to the professional employee's immediate supervisor or principal, who will determine if the condition is unsafe and what action is to be taken. The supervisor will respond via email within 5 working days.
- U. Planning time is provided for the purpose of instructional planning
 - 1. Elementary teachers ~~and Speech Language Pathologists at all levels~~ shall have a planning period of at least ~~thirty (30)-forty (40)~~ consecutive minutes during the employee workday. Every effort shall be made to schedule planning time during the student day. An additional ~~one hundred (100) one hundred fifty (150)~~ 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. No more than one planning period per week shall be reserved for PLC collaboration. ~~This will begin the 2027-2028 school year.~~
 - 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 during the student day. No more than one planning period per week shall be reserved for PLC collaboration.
 - 3. High school teachers shall have a planning period of at least fifty (50) consecutive minutes during the employee workday. No more than one planning period per week shall be reserved for PLC collaboration.
 - 4. Alternative schools shall have at least two hundred and fifty (250) minutes of planning during the employee workweek. Every effort shall be made to schedule such time in daily consecutive fifty (50) minute blocks. Those programs that currently require 6½ hours of student supervision shall be given one hundred and fifty (150) minutes of planning time during the employee workweek. No more than one planning period per week shall be reserved for PLC collaboration.

5. ~~Case Managers of students with IEPs or EPs will be provided on campus TDE days for the purpose of completing IEP or EP requirements at their worksite.~~
- a. ~~Seven (7) fourteen (14) cases: One (1) on campus Temporary Duty Elsewhere (TDE) day per school year.~~
- b. ~~Fifteen (15) twenty-nine (29) cases: Two (2) on campus Temporary Duty Elsewhere (TDE) days per school year.~~
- e. ~~Thirty (30) or more cases: Three (3) on campus Temporary Duty Elsewhere (TDE) days per school year.~~
- ~~At the agreement of the employee and their administrator these days may be used in full or half day increments.~~
6. In the event an employee teaches more than one prep, they shall only be required to be part of one PLC per week.
7. Every effort will be made not to assign a teacher more than two (2) preps.
8. Professional employees may be required to participate in in-service activities during normal duty hours. The parties agree that required in-service activities during normal duty hours should be scheduled at least ten days in advance. Inservice activities scheduled on weekly early release days may be scheduled twice a month. Two Wednesdays per month will be reserved for individual teacher planning. If there is a month with five (5) Wednesdays, the 5th Wednesday is reserved for individual teacher planning. Exceptions will be made where in-service is planned to meet specific identified weaknesses of an individual or when it is part of a school improvement plan and agreed to by consensus of the faculty at that school. Every effort will be made to provide the maximum amount of unencumbered time on weekly early release days for the purpose of planning for enhanced student achievement. In addition, every effort shall be made to involve teachers in the development of faculty meetings and in-service opportunities.
- 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. 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.
- ~~1. Any unfilled substitute assignments of instructional personnel shall be rotated equitably among all professional employees. Volunteers will be sought first.~~

- ~~2. When 4 or more students are placed into a classroom teacher's room by the principal/designee due to another teacher's absence, they shall receive their hourly rate of pay as follows:~~
~~a. Up to one half day: 1 hour at the teacher's hourly rate of pay~~
~~b. Over one half day: 2 hours at the teacher's hourly rate of pay~~
- ~~3. Middle and high school level classroom teachers who are assigned to substitute during their designated planning period shall be paid one hour at the teacher's hourly rate of pay. Those assigned a block schedule period shall be paid two hours at the teacher's hourly rate of pay.~~
- ~~4. Associate Teachers who take on the responsibility of lead teacher due to the absence of the lead teacher in any assigned classroom other than their primary assignment, shall receive their hourly rate of pay as follows:~~
~~a. Up to one half day: 1 hour at the Associate Teacher's rate of pay~~
~~b. Over one half day: 2 hours at the Associate Teacher's rate of pay~~
- ~~5. Deans, ILCs, Testing Coordinators, School Counselors, Media Specialists, and other non-classroom who are assigned to substitute shall be paid as designated in number two (2) above.~~
- ~~6. VE teachers should not be pulled from support facilitation duties. VE teachers who take on the responsibility of lead teacher during their designated planning period due to the absence of the lead teacher in any assigned classroom other than their primary assignment, shall receive compensation to align with #2 and #3 above.~~
- ~~7. In order to qualify for compensation, all jobs must be vacant and verified in the substitute system.~~
- Z. Any unfilled substitute assignments shall be rotated equitably among all professional employees; however, volunteers shall always be sought.
- 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.
- BB. Teachers may not be asked to substitute in an absent teacher's class during the designated planning period except in an emergency.
- CC. ~~At the beginning of the school year for year-long courses, or at the start of each semester for semester-long courses, administrators shall ensure the equitable distribution of regular education students. This applies by grade level or specialized area in elementary schools, and by subject and level in secondary schools. Equity shall be considered with respect to class size, student discipline history, and academic ability levels.~~
- Every effort shall be made ~~prior to the first day of school at the beginning of the school year (year-long courses) or semester (semester courses)~~ to provide for an equitable distribution of ~~students among teachers teaching common courses. of regular education students on any grade level or specialized area in the elementary schools and by subject and level in the secondary schools with respect to class size, discipline history, IEPs, and ability levels.~~ While reasonable efforts should be made to ~~maintain~~ **review** distribution levels as much as possible throughout the

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year, it is understood that mobility factors and the timely accessibility of student information will impact distribution equity. The school principal, **retains sole discretion and final authority over student placement decisions** ~~with input from classroom teachers, shall have the authority and the responsibility to provide for the foregoing provisions.~~