

## ARTICLE 8 – HOURS OF EMPLOYMENT

### Section 1.      Definition

- A      "Emergency" -- for the purposes of interpreting this Article, an "emergency" shall be defined as an unforeseen circumstance that requires immediate action. For purposes of the "class coverage" provisions of Section 6 of this Article, the term "emergency" includes situations where the District is unable to obtain a substitute despite its good faith reasonable efforts to do so as, e.g., when no willing qualified substitute is available, or when there is insufficient notice of the need to contact a substitute, or when a substitute agrees to serve but fails to show on time. It also includes situations where the regular teacher's absence is known to be so brief that it would be unreasonable to hire a substitute who would be paid for at least a half day.
  
- b.      "Non-emergency" -- refers to situations such as when a teacher is released from his/her normal assignment in order to attend to school business such as field trips, athletic events, meetings or luncheons.
  
- c.      "Hourly rate of pay" -- a teacher's hourly rate of pay shall be determined by dividing his/her daily rate of pay by five.
  
- d.      "Daily rate of pay" -- a teacher's daily rate of pay shall be based upon the employee's annual salary divided by the number of assigned work days in the contract year as determined by Appendix "O" - Work Year.

### Section 2.      Basic Hours Obligations

#### a.      General On-Site Obligation

##### (1)      Teachers

- (a)      All full-time employees, excluding employees assigned to the Early Education and Extended Learning Programs and the College View School, shall be present at their assigned school or work location at least fifteen (15) minutes before the time prescribed for the opening of school. Except as provided in Section 3 of this Article, and except as provided below in Section 2 a (2), the on-site work day shall be seven hours (7) and fifteen (15) minutes, including but not limited to: a minimum of thirty (30) minutes of duty-free lunch, excluding passing periods; recess or snacks, with no more than one yard duty assignment per day for elementary teachers; breaks between periods; supervision periods; preparation/conference periods; and at least ten (10) minutes following the close of the final student instructional period.

Effective July 1, 1994, lunch periods in elementary schools shall be not less than forty (40) minutes and the student day shall be adjusted accordingly.

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- (b) The length of the on-site work day may be extended at the secondary level to accommodate the increase in instructional time required by the incentive provisions of SB 813, provided such an increase in on-site work day shall not exceed the increased instructional minutes.
  - (c) Minor additional adjustments in instructional minutes may be made in order to meet reasonable operational needs (e.g., minimizing the number of different bell schedules at a school).
  - (d) Upon request by any employee, a school's site leadership body shall review a school's yard duty/supervision schedule and make recommendations, if any, to reduce the frequency of duty, equalize among employees or otherwise adjust the yard duty-/supervision schedule.
- (2) Speech/Language/Hearing Specialists, Orientation/Mobility, Nurses, Teachers-Work Experience, Counselors
- (a) The normal professional work day for all Speech/-Language/Hearing Specialists, Orientation/Mobility, Nurses and Teachers-Work Experience shall be seven (7) hours and thirty (30) minutes, except for counselors, whose normal professional work day shall be eight (8) hours. These hours shall include, but not, be limited to: lunch; recess; and breaks.  
  
The minimum on-site work day for counselors shall be eight (8) hours exclusive of lunch break. They are also required to cover extended day activities relating to (i) the college/career day event, and (ii) on an as-needed basis, pre-registration/program distribution activities, in addition to the duties of Article 8, Section 3.
  - (b) The normal work day shall begin between the hours of 7:00 a.m. and 9:00 a.m., and employees shall be present at their assigned school or work location fifteen (15) minutes before the time prescribed for the opening of school or their assigned duty time.
  - (c) The beginning and ending of an employee's normal work day is subject to change at individual schools or special occasions, as scheduled by the immediate site supervisor.

b. Local School Variations

- (1) At the elementary level each individual school faculty shall annually by a majority vote, decide the standard beginning and ending time of the employees' basic on-site work day, provided that such standard times shall meet all constraints set forth in Section 2 a above.

It is expected that most teachers will on most work days observe the standard on-site work day. However, teachers may work a different

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seven (7) hour, fifteen (15) minute on-site work day providing that they arrive no later than fifteen (15) minutes before their first instructional period (or on-site preparation/conference time), and depart no earlier than ten (10) minutes following the close of their last instructional period (or preparation/conference time). Such teachers shall record actual arrival and departure times on the sign-in roster (see Section 2 d below).

- (2) At secondary schools which are on a six-period day, the standards of Section 2 (a) above are applicable, except that by consensus the teachers' reporting time may be ten (10) minutes before the time prescribed for the opening of school, as part of an approved local plan to reorganize the standard on-site work day.

The District may adopt staggered starting times at secondary schools in order to accommodate a seven or eight period instructional schedule. In making assignments for these staggered starting times, the District shall first solicit volunteers. The District shall give reasonable consideration to the preferences of teachers. If the staggered schedule assignment creates a significant personal or economic hardship to a teacher, then the District shall not assign that teacher to a staggered starting schedule. Notwithstanding the above, no teacher shall be assigned non-consecutive instructional (including preparation) periods, without the consent of both the teacher and the Association. In the event that the additional periods result in an appreciable number of students enrolling in more than six periods, then the District shall increase the staffing allocation accordingly, pursuant to Article 12 - Class Size.

- c. Employees assigned to 40 percent or less time are subject to the provisions of this Article with the exception that such employees shall arrive at least fifteen (15) minutes before their first class and shall remain at least fifteen (15) minutes after their last class. Employees with a 60 or 80 percent assignment shall arrive at least ten (10) minutes before their first class or preparation/conference period, teach their assignment plus complete an assigned preparation/conference period, and remain at least ten minutes after their last class or preparation/conference period.

- d. Sign-In, Sign-Out

Except as provided in Section 2 b, each employee shall personally initial on a District sign-in roster located in the office of the assigned school or work location each day, indicating that he/she is available for the start of the assigned school day by initialing in the appropriate space for the day, and has completed the assigned day by initialing in the appropriate space at the conclusion of the required day.

- e. Early Education and Extended Learning Programs Teachers

Work Year: Consistent with other employees, Early Education and Extended Learning Programs employees will work a positive work year effective July 1, 2000, with the number of work days either 184 or 225. Also effective July 1, 2000, any accrued, unused vacation shall be "cashed out" at the employee's 99/00

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regular daily rate augmented by the 9% increase. Off-duty time shall be scheduled in the same manner as vacation days are currently scheduled.

Employees assigned to the Early Education and Extended Learning Programs shall work the following hours:

- (1) Pre-School - Regular full-time employees shall work eight hours including pupil (duty) free time. Less than full-time employees shall work the hours specified in the employee's contract.
- (2) School Age - A regular full-time employee working a divided assignment during the regular school year, as determined by the individual school site schedule, shall work seven (7) hours and thirty (30) minutes, including pupil (duty) free time. During the days when school is not in regular session and the Center is open, employees shall work eight (8) hours including pupil (duty) free time. Less than full-time employees shall work the hours specified in the employee's contract.
- (3) Regular full-time employees shall receive two fifteen (15) minute duty-free breaks, a thirty (30) minute duty-free meal period, and a thirty (30) minute duty-free preparation time during the work day except in an emergency situation.
- (4) There shall be at least two adults on Early Education and Extended Learning Programs sites at the opening hour and the closing hour, except in an emergency situation.
- (5) The District shall provide substitutes whenever appropriate (based upon student attendance and required State ratios) for absent Early Education and Extended Learning Programs employees. To request a substitute, the absent teacher shall contact either: a) a substitute of their choice from the District-provided current list of substitutes; or b) the Head Teacher of their assigned Center, provided that the Head Teacher should not be called between the hours of 8:00 p.m. and 5:00 a.m.

f. College View Employees

Regular full-time employees assigned to College View shall work seven (7) hours and fifteen (15) minutes, including lunch and breaks. The starting time shall be determined by the Coordinator III, Special Education, supervising College View, to meet the needs of the varied starting schedules of the classes.

g. Exceptions for Emergencies

It is understood that a site administrator may at his/her own discretion in an emergency situation (as defined in Section 1 a above), release any individual unit member from his/her normal site obligation. Such emergency releases shall not exceed two (2) hours or two periods of the required work day, and shall not be deducted from personal necessity time. Employees who are released under provisions of this section shall have an obligation to make up the time without compensation, by filling in for another employee under similar conditions at the

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request of the site administrator. Such make up for emergency release will be in addition to that which may be required under the provisions of Section 6 of this Article.

### h. Exception for Smog Alert Days

On days when the Southern California Air Quality Maintenance District (AQMD) notifies the District Administration of a smog alert within zone 7 or zone 8 of the Glendale Unified School District, unit members may leave their work assignment ten (10) minutes after dismissal of their last regular student assignment. This exception of the normal working hours will be in effect only on days when the individual school principal or his/her designee has been notified by the District office of the official AQMD designated smog alert in the appropriate zone.

### i. Special Schedule

On days when the outside temperature exceeds ninety-five degrees at noon at the District Administration Center, the District office shall so notify the schools. Unit members may then depart the site ten (10) minutes after dismissal of their last regular student assignment or on-site preparation time. However, such early release shall not apply to those who have assigned after-school supervision responsibilities, or if there is a scheduled faculty meeting in an air-conditioned facility.

### Section 3. Additional Hours

In addition to the required hours specified in Section 2 of this Article, employees are expected to continue to perform other reasonable duties. Such duties include but are not limited to planning and selecting and preparing materials for classroom instruction; reviewing and evaluating work of pupils; conferring with pupils, parents, staff and administrators; providing and supervising any necessary weekly make-up period; keep records of student progress and other pupil records; supervising pupils and activities; and attending District, faculty, departmental and grade level meetings. (See Section 4, below.) Supervising and providing leadership of pupil organizations and clubs may be assigned with the employee's consent. In the event of unusual school needs, the site administrator may reasonably assign additional duties. Participation in and attendance at Back-to-School-Night (fall) and Open House activities (spring) are required. In cases where employees have multiple assignments, the specific assignments for the employees will be determined by the immediate supervisor.

### Section 4. Faculty Meetings

All unit members may be required to attend no more than ten on-site general purpose faculty meetings called by the site administrator. In addition, all unit members may be required to attend no more than five special purpose District or on-site meetings called by either a District or site administrator, or by other staff members with approval of the site administrator. The District will make a reasonable effort to utilize written memoranda in lieu of meetings when appropriate, to avoid unnecessarily lengthy meetings, and to provide at least three days advance notice specifying purpose(s) for the meeting. Meetings in excess of the above described meetings shall either be called only in emergencies (as defined in Section 1 a above) or shall be entirely voluntary. At the beginning of the school year, the site administrator shall announce the usual day, starting time, and estimated ending time for faculty meetings, after consultation

with the faculty. Unit members working half time or less will be required to attend no more than five general purpose faculty meetings, and no more than three special purpose faculty meetings.

Section 5. Preparation Periods

- a. Regular full-time secondary teachers shall be provided duty-free preparation/conference time equivalent to 1/5 of their regular assigned classroom instruction time, measured either on a daily or on a bi-weekly basis depending on the school schedule. Any plan that involves a preparation period on a non-daily basis shall comply with the above preparation period obligations, shall have been developed in compliance with Article 20, Section 2, and approved by the faculty pursuant to Article 20, Section 1. However, the Article 20 requirements do not apply to non-daily preparation schedules (which comply with the above 1/5 requirement) in the case of (i) newly opened school sites and other newly created school programs (for example, school within a school) so long as the schedule is described in the position application materials, or (ii) schedules for standardized testing or final exams.

Attendance at faculty meetings during preparation/conference time shall be voluntary.

Regarding secondary librarians, the site administrator or designee shall meet with the librarian in a reasonable effort, by scheduling, to provide a non-instructional daily period for preparation work which need not be at the same time each day.

- b. Regular full-time elementary classroom teachers shall be provided duty-free preparation/conference time totaling not less than twenty-five minutes per day, subject only to required meetings (as provided in Section 4 above), and supervision schedules.
- c. An employee may leave the work site during the preparation/conference period on school-related business only, and must notify the office prior to leaving.
- d. Regular full-time secondary teachers shall normally be assigned no more than three (3) different course preparations per semester. Each different course title or number shall constitute a separate preparation. An exception shall be made when multiple courses are assigned within the same class. If it appears that due to exceptional circumstances it may be necessary for an administrator to assign more than three different course preparations per semester within the normal five-period teaching day, prior to making the final decision, the administrator shall meet with the teacher, explain the circumstances, and consider in good faith any alternatives suggested by the teacher.
- e. Duty-free preparation/conference time for all regular full-time classroom teachers in grades 4, 5, and 6 of one hundred twenty (120) minutes per week (within the student instruction day) shall be implemented, effective no later than Monday of the second full week of the school year. For full-time classroom teachers of grades 1 - 3, the interval between the student dismissal time (or starting time) for grades 1 - 3 and grades 4 - 6 shall be designated as duty-free preparation/conference time. This time shall be at least twenty (20) consecutive minutes, unless an individual school develops a plan which provides for non-

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consecutive time. In that case, the school plan is subject to approval by the vote of the faculty. (This approval procedure shall be superseded by future site-based management processes, when applicable.) Attendance at faculty meetings during these preparation/conference times shall be voluntary.

- f. Preparation/conference time is reduced on special schedule days. See Section 9, below.
- g. In secondary schools, when special events of extended duration (e.g., assemblies or disaster drills of a protracted nature) are planned during the normal instructional time, teachers whose preparation time is thereby lost or reduced shall be compensated at their regular hourly rates for the time in question; however, if the bell schedule for that day is revised so as to equalize the loss of instructional and planning time among the various periods and teachers, there shall be no additional compensation. Also, neither the additional compensation nor the equalized schedules shall be applicable to unplanned interruptions or emergencies, or to planned interruptions of brief duration (e.g., fire drills).
- h. One (1) day of substitute time, with an additional day as needed annually shall be allocated to each elementary Special Day Class (SDC) teacher as determined by the teacher and school principal, for the purpose of reviewing Individual Education Plans (IEP) with parents.
- i. If an employee misses his or her assigned preparation period due to absence, attendance at staff development, or any other reason other than those described in paragraphs f and g above or Section 6 below, there shall be no additional or rescheduled preparation time or additional compensation granted relating to the missed preparation period.
- j. A maximum of two (2) pupil-free days shall be allocated to each elementary Resource Specialist Program (RSP) teacher as determined by the teacher and school principal, for the purpose of reviewing Individual Education Plans (IEP) with parents.
- k. Parent conferences at elementary schools shall be conducted upon request by the teacher and/or parent during the designated daily conference/preparation period, or before or after the instructional day or on-site work day at a mutually agreeable time.
- l. Office time of thirty (30) minutes per day shall be provided for counselors and nurses during the work day, with such time to be student free. The time designated for office time shall be prior to and/or immediately following the student attendance day as designated at each assigned work site, and shall be subject to approval of the site administrator.
- m. Office time of two (2) one-half days per week shall be provided for Speech/Language/Hearing specialists, such time to be scheduled by the immediate supervisor. The time is to be used for testing, office duties and duties to comply with PL 94-142.

- n. Effective with the 2000-2001 school year, Secondary Special Education teachers in addition to the assigned preparation period specified in Section 5 a, the District shall provide up to five (5) full days per semester of released time from regular class duties, for each full-time secondary Special Education employee (pro-rated for less than full-time or full year), as needed for the duties described in the paragraph below, with the understanding that some employees may not be able to justify the full five-day allotment due to their relatively low student loads and/or their relatively non-complex IEP duties. This allotment is inclusive of the two days previously allotted by the Special Education Department. Unused released time does not carry over to future semesters.

Such released time shall be used for duties relating to the reports, plans, meetings and related duties associated with IEP's assigned to the employee. Employees on such released time shall remain on site, actively performing such duties. The released time shall be allotted on a full-day basis, to provide a full-day substitute for the employee, but the resulting released time and substitute services may be used cooperatively among the special education team at the site.

Any request for such released time shall be submitted to the site administrator and the Director of Special Education at least one week before the proposed usage. Any released time requested and granted may be scheduled by the District to meet school or program needs, including substitute availability concerns.

Section 6.      Class Coverage

- a. If a teacher at either the elementary or secondary level is directed by a site administrator to cover another teacher's assignment in the absence of the regularly assigned teacher, the following shall apply:
- (1) In an emergency situation (as defined in Section 1 a above) a teacher shall cover up to two periods (hours-elementary) per year without pay. For assigned emergency coverage in excess of these two periods (hours-elementary), the teacher shall be compensated at his/her regular hourly rate of pay.
  - (2) In a non-emergency situation (as defined in Section 1 b above) the site administrator may request a teacher to volunteer to cover another teacher's class assignment. The first such assignments shall be without pay; thereafter, such assignments shall be compensated at the teacher's regular hourly rate.
- b. Temporary Class Combinations: If, despite its good faith efforts, the District is unable to provide either a substitute teacher or class coverage, and it therefore becomes necessary for one or more teachers to combine classes for at least one hour or class period or major portion thereof, the affected teacher(s) shall be compensated at his/her regular hourly rate of pay, pro-rated if more than one teacher is assisting in the temporary class combination. If the same situation re-occurs within any school year, temporary class combinations are to be distributed equitably among available faculty members at the appropriate grade level/subject.

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- c. While there is no contractual obligation to use non-bargaining unit staff for the above class coverage, site administrators will, upon request, advise a unit member (or the GTA on behalf of a unit member) as to what steps were taken to secure coverage of a particular assignment by non-unit members prior to assigning the unit member.

### Section 7. Relief Breaks

On all days including days when students are restricted to the building due to adverse weather conditions, all elementary teachers shall be provided a relief break, morning and afternoon, on an equitable basis. While it is the responsibility of the site administrator to assure that such breaks are provided, individual faculties are encouraged to work cooperatively to develop plans for providing these breaks.

Except as otherwise provided in this paragraph, secondary teachers and other unit members assigned to secondary sites shall be entitled to one duty-free fifteen (15) minute relief period each day. When supervision of students is needed during this relief period, unit members may volunteer for such assignment or the assignment may be made on an equitable basis. The site administrator may increase, reduce, or eliminate this relief period in case of emergency or unusual school needs.

### Section 8. Extra Instructional Period

The normal classroom assignment for middle and senior high school employees, within the minimum hours of employment and specific in this Article, shall consist of five instructional periods and one preparation/conference period. When a need is deemed to exist by the middle or senior high site administrator for an employee to have six instructional periods and one preparation period, and such need is approved by the District, the employee may be given the opportunity to volunteer for the additional assignment. Such employees shall be paid at their hourly rate of pay, as defined in Section 1 c above.

#### a. Exceptions:

- (1) When the District deems a need to exist within the District for an employee to serve in an extra-curricular function, as specified in Appendix "F" of this Agreement, that begins during the normal student instructional day, the employee may utilize his/her preparation/-conference period for the duration of that specific assignment, provided said preparation/conference period is the final period of his/her regular assignment.
- (2) When a secondary site administrator deems it advisable and practicable, and by unanimous agreement of all members of a department to absorb students from one period of a department chairperson's schedule into their normal assigned class load, the chairperson shall be provided an additional daily non-instructional period replacing one regular class assignment.

### Section 9. Minimum Days, Modified Days, and Non-Student Attendance Days

- a. Minimum student attendance days will be scheduled at each school on those days when employees are required to return to school for Back-to-School or Open House.

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- b. When the normal daily schedule is modified at the secondary school level, preparation time shall be modified accordingly. On District-wide minimum instructional days, employees' additional preparation time shall begin no later than 1:30 p.m.
- c. At least one-half of the non-student attendance day on the final day for the first semester shall be used for preparation and conferencing; up to one-half of that day may be used for in-service programs conducted by the Office of Special Education. Attendance at in-service may be required of any employee; attendance at any additional in-service on that day shall be on a voluntary basis. Working hours on days of non-student attendance days shall be the same as on regular work days.
- d. On minimum days, the student contact time for Kindergarten teachers shall be no greater than that of teachers of grades 1 - 6. (See also e below).
- e. Where facilities permit, on days scheduled for Back-to-School Night and Open House, AM and PM kindergarten classes may be taught simultaneously during all or part of the AM session in order to leave sufficient time for preparation.
- f. Each school will be provided the opportunity to schedule one additional non-student staff development day during the school year. This staff development day is part of the District's participation in the State's School-Based Program Coordination Act, as established in Assembly Bill 777.
- g. The first two (2) days of the teacher work year at traditional schools shall be comprised of an Institute Day (non-student) and District Staff Development Day (non-student). In the event of the need for flexibility, District Staff Development activities will not exceed two (2) one-half days, with the remaining two (2) one-half days designated as Institute Day. At year-round schools, the Institute Day (non-student) shall precede the first day of student instruction and, a District Staff Development Day (non-student) shall be scheduled. School-directed activities and meetings on Institute Days shall not exceed one-half of the work day (435 minutes, minus the lunch time, divided by 2 = approximately 200 minutes). The other half shall be used for preparation time.
- h. Kindergarten teachers will continue parent conferences for the first reporting period. Conferences will be held with all parents over a five (5) day period established by the individual school between the 50th and the 70th school day of the year. During this five (5) day period, Kindergarten teachers will have the normal cooperative teaching requirement suspended.
- i. Teachers of combination K-1 classes will continue parent conferences with all Kindergarten parents for the first reporting period. Time will be allocated for individual teachers during the instruction day, on an as-needed basis, with parent conferences to be scheduled for twenty (20) minutes each. The conferences will be held over a five (5) day period established by the individual school between the 50th and the 70th school day of the year. The method for providing the necessary conference time will be determined by the school principal and the

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District, but shall not require class coverage by other regularly assigned teachers in the school.

### Section 10. Continuing Education

The District and Association strongly reaffirm their commitment to continuing teacher education, particularly through in-service training and staff development programs. The parties believe that all employees need to update their skills by such efforts, and agree that the extent of such participation may be a subject for the performance evaluation process.

As to required District workshops not covered by Section 4 of this Article, the parties believe that schedule options should be provided by the District, when practical. Such options may include released time during the work day, and either salary credit or pay at the current day-to-day substitute rate for non-work days or times outside the regular assigned hours of employment.

### Section 11. Work Year Calendar

- a. The work year for all employees, excluding employees assigned to the Early Education and Extended Learning Programs and College View School and counselors, shall be as provided in Appendix "O" of this Agreement.

The work year for employees in the Early Education and Extended Learning Programs shall be as provided in Appendix "P" of this Agreement.

The work year for employees at College View School shall be as provided in Appendix "Q" of this Agreement.

- b. The Spring Recess in all schools (K-12) following the Traditional academic calendar shall fall at the end of the third quarter of the secondary school calendar.
- c. If the District determines a special need exists at an individual secondary school during July and August, additional counseling hours may be established by the District and assigned by mutual consent between the counselor and the site administrator.
- d. The work year for counselors shall be as provided in Appendix "S" - Work Year, of this Agreement. A counselor and the site administrator, by mutual consent, may agree (i) to exchange up to five (5) work days as designated in Appendix "S" with an equal number of non-designated work days during the same fiscal year, and/or (ii) to add additional days of service. For days in addition to the regular work year the pay rate is \$250 per day.

### Section 12. Itinerant Teachers

A reasonable amount of travel time between sites shall be scheduled for those teachers whose assignment requires them to be at more than one site, taking into account road distance between the sites, road/traffic conditions, and parking difficulties. The administrator(s) shall consult with the affected teacher(s) prior to determining such travel schedule.

Section 13. Teacher Specialists

- a. Effective July 1, 2001, the minimum on-site obligation for Teacher Specialists shall be eight (8) hours a day, inclusive of lunch and breaks. On-site duties regularly assigned beyond those limitations (e.g., to remain on site every day beyond minimum on-site hours to perform after-school supervision) shall be subject to additional compensation, unless disclosed in advance as part of the funded design and plan for the position.
- b. Generally, an employee whose full-time position is that of Teacher Specialist shall not be assigned to classroom teaching responsibility on an ongoing or long-term substitute basis, unless the position has been budgeted and/or described in advance (prior to the classroom assignment) as including such regular classroom teaching responsibilities. All Teacher Specialists may, however, be assigned to substitute in the classroom, on the same basis as other teachers, for purposes of Class Coverage under Section 6 above.
- c. Each school site and/or program will be required to make a commitment for the school year for the work of the teacher specialist based on budgetary requirements or restrictions and the needs of the program. Such commitments shall be made by March 15th of the prior school year, subject to later revision if necessary. The work year option for a teacher specialist could include any of the following:

- Option 1            the current teacher work year of 184 days
- Option 2            a work year of 205 days
- Option 3            a work year of 225 days

The site administrator shall consult with and give consideration to the views of the teacher specialist prior to selecting the option. The basic assignment shall be Option 1, unless the site administrator determines for a given year to assign Option 2 or 3. Such annual assignments shall be subject to reconsideration and revision from year to year; no teacher specialist shall be deemed to have gained a right to continuity in any of the above work year options. Such decisions are not considered reassignments within the meaning of Article 10. By selecting a given option, the school sites or departments would be committed to that option for that year, unless there is a later mutual agreement to change that commitment. For purposes of calculating annual salary, all such days in excess of 184 shall be paid at the employee's daily rate. These additional days would be reported as part of the annual work year for STRS purposes. No further additional days shall be anticipated but if deemed necessary, shall be paid at the employee's daily rate to cover the duties assigned to the teacher specialist.

Section 14. Kindergarten Teachers

When assigning Kindergarten teachers for part of the work day, first consideration shall be given to assigning them to assist their "partnered" Kindergarten teacher; before assigning such an employee to assist at another grade level, the administrator shall confer with the employee concerning the reasons for such an assignment.