

# ENOUGH IS ENOUGH

## Enforce our Contract



*Email Templates & Meeting Guides*

### After Duty Day Auto-Reply

Hello,

Thank you for reaching out to me. My work hours are [ENTER HOURS HERE] I will respond to your email when my contractual duty day resumes tomorrow.

From November 11 through 23, TAAAC members are only working during our paid duty day to highlight the work educators do above and beyond our professional requirements, sacrificing family time and prioritizing the students we serve.

We love working with our students and we are passionate about helping them succeed.

Thank you for your patience as we strive to make our working conditions, and our students learning conditions, deserving of our world-class public education system.

Sincerely, [Your Name]

### Out-of-Office Email for Thanksgiving Break

Thank you for your email.

AACPS is closed from November 24-26 for the Thanksgiving holiday. Educators are also enjoying this time with family and friends. I will respond to this email when our contractual duty resumes on November 29. Thank you and enjoy your break.

[YOUR NAME]

## EMAILS TO ADMIN/SUPERVISOR

### Classroom Teacher End-of-Day Duties Remaining

Dear [Administrator/Supervisor],

My paid duty day has ended, and I am stopping for the day. Because I had to complete [list priority task(s) here], I did not have time to complete [list lower priority task(s) here]. Anne Arundel County educators are participating in an "Enforce our Contract" action, so therefore I am no longer volunteering to complete these items after my paid duty day is done. We are committed to enforcing our contract to highlight the extended time we spend, uncompensated, working for our students and families.

I am asking for your written direction in prioritizing these and other tasks for next week to ensure I am able to complete the required assignments during my 37.5 hour week or am appropriately compensated for other hours spent.

Thank you for your support.

Sincerely, [Your Name]

# ENOUGH IS ENOUGH

## Enforce our Contract



### Special Educator IEP Workload

Dear [Administrator],

Due to the amount of paperwork related to the IEPs that are assigned to me, I have been unable to complete all of them within my duty day. It is AACPS' responsibility to make sure that the system complies with the legal requirements of the IEPs. Anne Arundel County educators are participating in an "Enforce our Contract" action, so therefore I am no longer volunteering to complete these items after my paid duty day is done. We are committed to enforcing our contract to highlight the extended time we spend, uncompensated, working for our students and families.

I am asking for your written direction in prioritizing these and other tasks for next week to ensure I am able to complete the required assignments during my work week or am appropriately compensated for other hours spent.

Thank you for your support.

Sincerely, [Your Name]

### Counselors "Other Duties as Assigned"

Dear [Administrator],

As a counselor, I must prioritize my students' needs during my paid duty day, and there is not enough time for me to serve them while taking on additional duties, like [insert task you are being asked to do]. Since AACPS has refused to bargain with TAAAC around the conditions of our work, making our caseloads unsustainable, I respectfully decline additional assignments that would require me to work beyond my duty day. We are committed to enforcing our contract to highlight the extended time we spend, uncompensated, working for our students and families.

I am asking for your written direction in prioritizing these and other tasks for next week to ensure I am able to complete the required assignments during my work week or am appropriately compensated for other hours spent.

Thank you for your support.

Respectfully, [Your Name]

# ENOUGH IS ENOUGH

## Enforce our Contract



### Asking Admin to Support Action

The best chance we have at successfully enforcing our contract is to work with fellow members AND school-based admin and supervisors. Resolving issues in buildings directly is the first step in building a strong union. Use the email template below to share information with your admin and ask to set up a meeting to discuss:

Dear [Admin/Supervisor Name],

The purpose of this letter is to communicate the reasons behind [YOUR WORKSITE] faculty's decision to implement an "Enforce Our Contract" policy. Considering AACPS' refusal to bargain with educators around our work conditions, including the implementation of Brightspace and use of personal sick leave due to a COVID exposure, and insistence on impasse around our FY 22 contract, we believe this action is imperative if we are to uphold the integrity of our profession as we strive to provide quality education to our students.

We understand that often directions are given to you by AACPS leadership, with little time to communicate and implement with staff. We are looking for your support throughout this two-week action.

While we will be performing all of our normal duties during the duty day and will accept additional tasks you assign us, we will be enforcing our contract by tracking additional hours spent on grading, covering classes, and on other assignments that we complete outside of our duty hours. We need your direction to prioritize tasks and your flexibility in allowing us to stop work outside the 37.5-hour workweek.

To ensure we are on the same page throughout this action, we would like to discuss this campaign with you at [DATE and TIME]. Please let us know if you are willing and available.

Thank you.

Sincerely,

[YOUR WORKSITE] Faculty

# ENOUGH IS ENOUGH

## Enforce our Contract

### MEETING TALKING POINTS



#### WHY

Educators deserve a seat at the table when decisions are made about our workloads. AACPS leadership has refused to show educators respect at the bargaining table and is instead asking for three additional nights of uncompensated work.

By enforcing our contract, we highlight the work educators do above and beyond duty days and professional requirements, sacrificing family time and prioritizing the students we serve.



#### WHEN

Thursday, November 11 – Tuesday, November 23 (and Thanksgiving Break)



#### HOW

We will be performing all of our normal duties during the normal workday. If you assign us additional tasks during our duty-free lunch, planning periods, before or after school, or on weekends, we will obey these requests and work with our union to ensure we are properly compensated



#### CONTRACTUAL OBLIGATIONS

The negotiated agreement requires us to plan for instruction on our own time. We will continue to do so with excellence and careful planning. Outside of that, we are working to enforce the following:

- **Duty-Free Lunch:** You are obligated to receive a duty-free lunch every day for no less than 25 minutes, without students in front of you.
- **Non-professional Duties:** You may be asked to work up to 100 minutes per week for lunch duty, recess duty, detention duty, etc. Arrival and dismissal do not count toward the 100 minutes. Special educators and related service providers should ask your admin to excuse you from non-essential duties exceeding your contracted hours.
- **Planning Time:** Classroom teachers must receive 410 minutes of planning time per week. Elementary teachers in Triple E Schools will receive 470 minutes. Planning time is not for covering classes, meetings, or other duties. Importantly, individual planning time is for you to plan without students.



#### WHAT CAN THEY DO

- Help us prioritize daily tasks and assignments for the following week to ensure we stay within our duty hours.
- Schedule assignments during the workday so we don't have to take time out of our planning period or after duty hours.
- Wear Red on Wednesday, November 17 in solidarity
- Call the Board of Education and ask them to show educators the respect we deserve.