

As you start the school year, knowing your contract is the best way to empower yourself! You can support yourself, your working conditions, and your colleagues by keeping track of the following:

**Duty Free Lunch**

You are obligated to receive a duty-free lunch every day for no less than 25 minutes, or the same length the children receive, without students in front of you.

**Non-professional Duties**

You may be asked to work up to 120 minutes per week for lunch duty, recess duty, detention duty, etc. Arrival and dismissal do not count toward the 120 minutes.

**Planning Time**

Classroom teachers must receive 410 minutes of planning time per week. Planning time is not for covering classes, or other duties. Elementary teachers in Triple E Schools will receive 470 minutes. Importantly, individual planning time is for you to plan without students.

- Elementary: You should receive 225 minutes of individual planning time, 210 should be during the student day in blocks of 30 minutes or greater.
- Middle/ High: You should receive 210 minutes of individual planning time, all of which must be during the student day in blocks of 40 minutes or greater.
- Special Educators and Related Service Providers: You should receive the same planning time as provided to classroom teachers at your level. Teachers assigned to the Special Education Centers receive an extra (60) minutes of non-student time for paperwork, billing etc.

**Personal Business Leave**

10-month Employees – 2 days per year

210 Day Employees – 3 days per year

- No reason/approval needed if it is at least 24 hours-notice
- If less than 24 hours, you may be required to ask approval and give a reason. It can be denied.
- May NOT be taken (Unless a Principal Grants Special Permission):
 - Before or after a holiday weekend (connected to a holiday)
 - On an in-service day
 - First five days/last five days of school

**Duty Hours**

You are required to be in the building for 37.5 hours per week (NOT INCLUDING LUNCH). Double check your master schedule, as mistakes have been made in the past.

If you are being asked to complete tasks outside your contractual obligations, keep track of your time! Use the QR code here to log your hours, and send to your UniServ Director:

- Mike Magee | mmagee@mseanea.org
- Mark Mench | mmench@mseanea.org
- Allison Yunda | ayunda@mseanea.org



GET TO KNOW

YOUR CONTRACT



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