

**San Diego Education Association
Proposal To The
Gompers Preparatory Academy**

ARTICLE 9: HOURS

SDEA Proposal Passed July 9, 2019

***** Proposed as a package with Article 10: WAGES *****

9.1 Contract Duty Days

The unit member contract year shall consist of two-hundred five (205) teaching and non-instructional days. The Advisory Committee shall have input in the development of the annual calendar, however final say will be determined by GPA administration.

9.1.1 Fourteen (14) days shall be scheduled for a combination of professional development, teacher-directed preparation, department planning, and graduation.

9.1.2 Fifteen (15) days shall be scheduled for the summer session.

9.1.2.1 Summer Session Work Assignments. For summer session, some unit members will be assigned to instruction while others will be assigned to assisting in class or special assignments as required by credential requirements, GPA operational needs and/or the needs of students. No later than June 1 of each school year, GPA will provide unit members with a survey identifying the list of courses and school support activities that will be needed for the summer session. Unit members' preferences must be provided to GPA no later than June 10, to be considered. GPA will take unit members' preference into account where possible but there is no guarantee unit members will be assigned according to their preferences as student and operational needs will take precedence. GPA shall provide unit members with their summer session work assignment no later than June 15.

9.1.2.2 Summer Session Grading Policy. Unit members shall follow the GPA Grading Policy during summer session, consisting of Homework/Independent Learning – 10%; Classwork/Participating – 30%; Demonstrations of Learning – 35%; and Assessments – 25%.

9.3 Workday

Unit members' work hours shall be from 7:00 a.m. to 3:30 p.m., unless otherwise mutually agreed upon by the unit member and GPA, with one thirty (30) minute duty-free lunch. There will be a five (5) minute passing period before lunch and a five (5) minute passing period after lunch.

9.4 Teaching Hours and Preparation Time

9.4.1 The weekly schedule of employment shall include twenty-five (25) teaching or supervised study periods and five (5) periods for unit member directed

SDEA reserves the right to modify, amend, delete, or add to its proposals throughout the course of the negotiations.

preparation. The twenty-five (25) teaching and supervised study periods normally will be divided into five (5) approximately equal periods per day.

- 9.4.2 Unit member directed preparation shall be one (1) regular period of a teacher's workday, which is not devoted to instruction of pupils, and which shall be used for preparation of instructional materials, other instructionally-related activities, and may be used for conferences and a reasonable number of meetings.
- 9.4.3 Summer Session will consist of three periods each workday, of which two (2) periods will be for instruction and one (1) period will be for preparation time. Each period shall be two (2) hours and fifteen (15) minutes long.

9.5 Class Coverage

- 9.5.1 Emergency Class Coverage. In emergencies, unit members shall, during their preparation time, cover a reasonable and equitable number of classes other than their own, when requested by the Director. Unit members shall be notified of a need to cover a class as soon as possible. An emergency is any situation which could not reasonably be anticipated.

Emergency class coverage exceeding one (1) hour in one (1) academic year shall be compensated at the unit member's prorata rate of pay.

- 9.5.2 Non-Emergency Class Coverage. When a unit member is asked and agrees to cover a class other than their own during their preparation time for non-emergency purposes, unit members shall be compensated at their prorata rate of pay.
- 9.5.3 Prorata hourly rate is the quotient resulting from dividing the unit member's annual salary rate by the number of days in the contract year, divided by eight (8).

9.6 Limitation on Number of Preparations/Courses

Unit members shall be assigned to teach no more than three (3) preparations/courses per semester. Exceptions may be made upon mutual agreement between the Director and the unit member.

Additional supports shall be provided to unit members assigned to teach more than two (2) preparations/courses.

9.7 Non-Classroom Supervision

Supervision responsibilities outside regular classroom requirements shall be equitable. Supervision schedules should address the following interests:

- 9.5.1 Adequate supervision to ensure safety of students.
- 9.5.2 Cost effectiveness.
- 9.5.3 Best use of staff.
- 9.5.4 Need for adequate breaks.
- 9.5.5 Positive working conditions.