

GOMPERS PREPARATORY ACADEMY

7/9/19  
6:07

*The following proposal by GPA is made without prejudice and GPA reserves the right to add, modify, or delete any or all proposals, and/or open articles of the contract during the negotiation process with the employee organization.*

**ARTICLE 8. HOURS OF EMPLOYMENT**

**July 9, 2019**

**8.1. Work Hours**

8.1.1. Standard Work Day. As professional exempt employees, unit members are required to be present on campus and in an active work status (give full attention to the duties and responsibilities of the position) between the hours of 7:00 a.m. and 3:30 p.m. on designated work days, unless otherwise mutually agreed upon by the unit member and GPA. As a professional, it is understood that work is likely required beyond the hours set forth herein, in order for each unit member to adequately fulfill his or her responsibilities. Full-time unit members will have a 30 minute meal period each work day, except in an emergency, during inclement weather, during special events (e.g. honor roll, spirit week) or when coverage (including but not limited to substitute teaching or supervision coverage) is otherwise needed.

8.1.1.1. Active Supervisory Time. During the standard work day, all unit members will perform student supervision duties as assigned. During this time, unit members will actively supervise students. Supervision schedules will be assigned and communicated by GPA. GPA retains the power and authority to direct, lead, and control supervision responsibilities and assignments according to the needs of the organization.

8.1.1.2. Tutoring. Full-time unit members who are teachers of record will provide a minimum of 5 hours of tutoring per week, according to a schedule to be approved by GPA. Tutoring hours may be scheduled in conjunction with the standard work day or during Saturday Academy/Saturday School.

8.1.1.3. Special Assignment. Work hours for unit members designated as being on a special assignment may vary at the discretion of GPA based on the needs of the organization. Unit members may be assigned a special assignment at the discretion of GPA, and with the consent of the affected unit member. Special assignments are determined annually based on the needs of the organization. Work hours will be assigned according to the specific role of the unit member on special assignment and may vary year to year.

8.1.1.4. Visual and Performing Arts (VAPA) Department. Work hours for unit members in the VAPA department may vary for performances and special events at the discretion of GPA based on the needs of the organization. Work hours will be assigned according to specific roles of the unit member of VAPA and may vary year to year.

8.1.1.5. Counselors, Speech Pathologist, Psychologist. Work hours for counselors, speech pathologist and psychologist may vary based on the needs of students and the organization.

8.1.2. Teaching Schedule. During a standard work day, full-time teachers of record will have 5 periods of instruction and 1 period of preparation time. Preparation time may only be used for GPA-related activities.

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8.1.3. Meetings/Special Events. Unit members will attend meetings and special events as part of or in addition to the standard work day, including but not limited to:

- 8.1.3.1. Grade level, department and professional development meetings, as assigned.
- 8.1.3.2. Parent-Teacher Conference, Student Intake/ Re-entry meetings, IEP meetings, SST and 504 meetings as assigned.
- 8.1.3.3. Open House, Convocation, Commitment Day and Experience GPA (6th grade teachers only and assigned unit members), Book Fair, College Class, Freshman Orientation (9th grade teachers only and assigned unit members), Senior Activities (12th grade teachers only and assigned unit members), and AP Training Program, AP Parent Meeting and AP Study Sessions as needed, requested or assigned.

8.1.4 Substitute On Call (SOC). There is no standard work day for SOC unit members. SOC unit members have no guaranteed number of work hours during the work year. SOC unit members are assigned work hours at the discretion of GPA leadership with SOC unit members' consent.

## 8.2. Work Year

In order to best serve students, families, and the community, GPA shall annually establish a calendar of school start/end times, early release days, staff development and teacher preparation days, intercession days, school-wide events, and holidays. GPA will make adjustments based on the diverse needs of students, families, and the community.

8.2.1. Standard Work Year. Full time unit members will work 205 days per year. There are 4 different calendars to accommodate the diverse needs of GPA students (A, B, C, D). Except as set forth below, full-time unit members will be assigned 205A calendar or 205B calendar at the beginning of each work year. Full time unit members hired after July 1st, may be assigned 205D calendar.

8.2.1.1. Special Assignment Work Year. Unit members on special assignment may be assigned to work a different work year calendar at the discretion of GPA, and with the consent of the affected unit member(s). Special assignment calendars will be determined annually based on the needs of the organization. The calendar of work days will be assigned according to specific roles of the unit member on special assignment and may vary year to year.

8.2.1.2. Visual and Performing Arts (VAPA) Department. Unit members in VAPA may be assigned to work a different work year calendar at the discretion of GPA. VAPA work year calendars will be determined annually based on the needs of the organization. The calendar of work days will be assigned according to specific roles of the unit member and may vary year to year.

8.2.1.3. Counselors. At its discretion, GPA may assign the 205C calendar to a unit member assigned in a counseling role.

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