

WORKDAY and PREPARATION TIME

Teachers

- Workday: 7 hours, 4 minutes
- 30 minute, duty-free lunch (secondary schools, middle schools)
- 45 minute, duty-free lunch in elementary schools PLUS 15 minute recess
 - If the elementary school has a 30 minute, duty-free lunch PLUS 15 minute recess, then the school day is 6 hours, 49 minutes (typical day: 8:20 am to 3:09 pm)
- Elementary schools, the student day shall begin 10 minutes after the teacher day
- Workday may be scheduled between 7:00 am – 5:00 pm
- Nurses
 - Regularly scheduled 15 minute break during the span of the workday (cannot be used to shorten the work day or extend the lunch period)
 - Lunch is scheduled at the same time as other professional employees
- Psychologists
 - Workday: 7 hours, 30 minutes
 - 60 minute, duty-free lunch
 - May be scheduled between 7:00 a.m. and 5:00 p.m.
- Preparation Time
 - High Schools
 - 225 minutes each week
 - If a high school teacher loses more than the equivalent of 180 minutes of prep time during the school year, the teacher shall have the time restored for any additional lost prep time within 30 calendar days of each lost period.
 - Administration may assign make-up preps at administrative discretion for missed preps.
 - Middle Schools
 - Advisors: 360 minutes each week
 - Non-Advisors: 270 minutes each week
 - If a middle school teacher loses more than the equivalent of 180 minutes of prep time during the school year, the teacher shall have the time restored for any additional lost prep time within 30 calendar days of each lost period.
 - Administration may assign make-up preps at their discretion for missed preps.
 - Elementary Schools
 - 225 minutes each week
 - 7th/8th grade teachers in an elementary school receive 225 each week and must be given either recess time (75 minutes a week) or if no recess is given to their students, 75 minutes of additional prep time.
 - The first 4 missed prep periods lost during the school year: **teachers shall have the choice** to have the time restored as a make-up prep, pay (EC rate), time (PL Prep bank – every 7 missed preps equal one day). Administration may assign make-up preps at administrative discretion for missed preps after four.
 - The teacher shall have the time restored for any additional lost prep time within 30 calendar days of each lost period.
 - Administration may assign make-up preps at administrative discretion for missed preps AFTER the first four missed preps.

Paraprofessionals

- Workday: 6 hours, 45 minutes NOT including lunch (7 hours, 45 minutes with lunch)
- 60 minute, duty-free lunch
- Workday may be scheduled between 7:00 am – 6:00 pm
- When administratively possible, each employee shall be released from his/her classroom for fifteen (15) minutes during any continuous three (3) hour period of assigned responsibility.

Secretaries

- 10 month Secretary
 - Workday: 7 hours and 15 minutes
 - 30 minute, duty-free lunch
 - One 15 minute break in the morning and one 15 minute break in the afternoon
- 12 month Secretary
 - Workday: 7 hours and 30 minutes
 - 30 minute, duty-free lunch
 - One 15 minute break in the morning and one 15 minute break in the afternoon

SSA's, Parent Assistants, and Health Room Technicians

- Workday: between 2 hours and 4 hours scheduled during the teacher workday

Food Service Managers

- Workday: 8 hours
- 30 minute, duty-free lunch
- Two 15 minute breaks

Pre-K

- Workday: 6 hours, 55 minutes (Cleaners and Custodial Assistants shall be 5 hours)
- 30 minute, duty-free lunch
- When administratively possible, each employee shall be released from his/her classroom for fifteen (15) minutes during any continuous three (3) hour period of assigned responsibility.

Professional Technical

- Workday: 7 hours and 45 minutes
- 60 minute, duty-free lunch
- Workday may be scheduled between 7:00 am – 6:00 pm
- Exceptions
 - Foreman/Planners assigned a 10 hour/4 day per week schedule
 - Scheduling Analysts I and II; Garage Supervisors I and II; Dispatchers
 - Workday: 8 hours
 - 30 minute, duty-free lunch
- Any employee whose daily assignment is entirely devoted to input or research on a computer screen or terminal shall have a fifteen (15) minute break during that day.

Non-Teaching Assistants

- Workday: 7 hours and 15 minutes
- 45 minute, duty-free lunch
- Workday may be scheduled between 7:00 am – 5:00 pm