

CVE PROPOSAL  
BETWEEN  
CHULA VISTA ELEMENTARY SCHOOL DISTRICT  
AND  
CHULA VISTA EDUCATORS

May 31, 2023

ARTICLE 8: HOURS

- 8.1 The hours of employment for employees shall include the minimum number of instructional minutes specified in the California Education Code.
- 8.2 The school day may be scheduled by the school site provided, however, that it cannot exceed a seven-hour work day, cannot have less than thirty (30) minutes of preparation time, and except as set out below must have a forty-five (45) minute period for lunch time.
  - 8.2.1 A school site may modify the contractually agreed upon day as set out in 8.2 if approved by the Board of Education and CVE.
- 8.3. Employees shall have a forty-five (45) minute duty-free lunch period, except for the purpose of walking their classes to the lunch area.
- 8.4 Employees may be asked to furnish a reasonable amount of time outside the regular instructional day to provide for a reasonable number of meetings, parent conferences, and no more than two (2) required evening school programs (e.g., "Back to School Night," "Open House Night," Literacy Night," etc.) per year. Employee participation in each event need not exceed two and a half hours (2½). Employees may voluntarily participate in additional events.
- 8.5 Necessary school supervision time must be shared as equally as practical given other school responsibilities and taken within the seven-hour day.
- 8.6 A school site may modify hours (including rainy day schedules) in a way designed to serve the interests of the students at that site. However, on rainy day schedules, employees are entitled to a minimum of thirty (30) minutes for a duty-free lunch period.

- 8.7 The opening school day of each new school year shall be a minimum day for individual classroom preparation, free from staff meetings or professional development. This day does not count as one (1) of the days as outlined in Article 8.14.
- 8.8 ~~Child-care Permit~~ teachers may be required to work an eight (8) hour day.
- 8.9 Employees will remain on site until the safety of the students under their supervision is insured.
- 8.10 Summer school employees are expected to be on site ~~four and one-half (4½)~~ **six (6)** hours each day.
- 8.11 Kindergarten scheduling is subject to site level modification (jointly agreed upon between the administration and all teachers on site).
- 8.12 Each school site is given the discretion to set or modify a school schedule. The principal and the certificated staff will first discuss the situation at a staff meeting allowing for teacher input and agreement upon a mechanism for decision-making. The concept of site-based determination of hours and composition of the workday is flexible enough to allow for either the entire staff and the principal or a joint committee of staff and the principal to set or modify a schedule.
- 8.13. **Conferences**
- 8.13.1. The Friday prior to conferences will be used for conference preparation/report cards and will not count as a duty-free minimum day outlined in 8.14.** No staff or professional development meetings may be held during parent conference weeks, **including both Fridays**, except in circumstances where the immediate health or safety of students or staff is impacted.
- 8.13.2. Teachers shall only be required to conference for students on their roster or caseload during parent conference weeks.**
- 8.14 Minimum Days**
- 8.14.1** Half of the total time of the five student-free duty days in the regular contract (185 days) will be used for individual classroom preparation.
- 8.14.2** Three minimum days will be scheduled per quarter for individual classroom preparation, free from staff meetings or professional development.
- 8.14.3** Two additional minimum days will be set aside per semester; one for individual

classroom preparation, and one for staff development regarding a Districtwide initiative agreed upon through consultation. The additional teacher preparation minimum days shall be scheduled during the second and third quarters.

**8.14.4. A minimum of seven (7) individual preparation minimum days will occur per semester, as outlined in 8.14.**

**8.15 Upper Grade Support and Dual Immersion Support.** ~~At each school site, a committee, which includes a CVE representative along with other impacted staff members, shall generate a plan to~~ **To address upper grade and Dual Immersion working conditions related to class size and inherent individual workload each quarter sites will release or compensate impacted members for one half (.5) day per quarter for preparation. In the circumstance that a member has both an upper grade and dual immersion assignment, the member will receive one (1) full day of preparation per quarter. This time shall be taken at the member's discretion. The plan generated by the committee shall be documented in the Single Site Plan.**

**8.16 Teacher Collaboration.**

**8.16.1 The district will hire credentialed teachers to support teacher collaboration opportunities.**

**8.16.2 Teacher collaboration time will be provided at each school site, including preschool, Transitional Kindergarten, and K-8 general education, and special education teachers. The equivalent of one and a half (1.5) hours per week shall be provided.**

**a. VAPA teachers will receive collaboration, to be scheduled with the administrator, that will occur outside of the instructional day. This may include, but not be limited to, a release from staff meeting(s) and/or minimum days during conferences. VAPA teachers may collaborate with other teachers in similar assignments across the district and/or the site VAPA teachers.**

**8.16.3 Collaboration time will be divided as follows: 1/3 of the time can be utilized by principals and 2/3 of the time will be teacher directed.**

**a. Principal-directed time will be used for the purposes of collaboration and providing student-centered support that will have a direct effect on instruction.**

- b. The 1/3 time should not directly impact the 2/3 teacher directed time.**
- c. If principals do not use their 1/3 time, they cannot make up such time during subsequent collaboration sessions.**
- d. Principals are entitled to receive collaboration agendas, notes and/or summaries of topics/issues addressed during teacher-directed collaboration time.**

**8.17 The District will ensure that collaboration time is equitable from site to site.**

**8.18 The district will provide professional development related to any newly adopted district curriculum. If this training occurs outside of the seven (7) hour duty day and/or outside of the 185-day calendar, the teachers will be paid at their per diem rate.**

**8.19 Transitional Kindergarten**

**When designing TK instructional schedules there will be a minimum of 54,000 instructional minutes. The District will provide appropriate curriculum; TK teachers will use their professional discretion in designing and implementing instructional activities and daily routines, with the exception of lunch and recess which will be determined in accordance with 8.12, Hours. Model instructional schedules are provided in Appendix   as a reference.**

**8.19.1 Transitional Kindergarten classes will follow a modified full-day schedule. The on site work hours for TK teachers is outlined in Article 8, Hours. Article 8.11 shall extend to include Transitional Kindergarten.**

**8.19.2 Transitional Kindergarten teachers are entitled to prep time and Collaboration time equivalent to other grade levels at the site.**

**8.19.3 Certificated unit members will not be responsible for the toileting or diapering needs of students.**

**8.19.4 The District will provide appropriate coverage to complete comprehensive one-to-one assessments to TK teachers each quarter.**

~~8.20-8.15~~ Both CVE and the District understand the importance of including teacher input prior to adopting District wide curriculum.

1. CVE will have an opportunity to provide input prior to the adoption and implementation of District wide curriculum. (Article 6 Consultation)
2. Teachers at individual school sites will have an opportunity to provide input prior to the implementation of school-wide programs.

CVE and the District agree that workload expectations should be reasonable. In the event that CVE believes that members have been subject to unreasonable expectations regarding hours by an administrator, CVE should bring that information to the attention of the Assistant Superintendent of Human Resources. The Assistant Superintendent will investigate the claim and have the authority to settle the matter. If CVE is dissatisfied with the decision, it shall have the right to submit an appeal to the Superintendent who shall also have authority to settle the matter. If CVE is dissatisfied with the decision, it shall have the right to submit an appeal to the Board which could include a conference with the Board in closed session. The Board shall have the authority to hire an outside entity to investigate CVE's claim and issue an advisory to the Board, which the Board may use in making their final decision. The Board's decision shall be final.