

**ARTICLE FIVE
CONDITIONS OF EMPLOYMENT**

- A. **Teacher's Primary Responsibility:** The Board and the BTU acknowledge that a teacher's primary responsibility is to teach and that all energies should be utilized to this end. Therefore, the Board agrees that every effort shall be made to relieve employees of all non-professional supervisory and clerical responsibilities such as, but not limited to, playground and other school ground supervision (excluding recess supervision for elementary level students), lunchroom supervision, hallway and restroom supervision, study hall and detention supervision, bus loading and unloading supervision, money collection or transmittal, and various and similar non-professional responsibilities. Such duties shall be assigned to non-bargaining unit employees. Recess in elementary schools shall not be used to replace regularly scheduled physical education programs.
- B. **Materials/Storage:** The Board shall provide each employee with materials required in the daily teaching responsibility, chalkboard space and a copy of the teacher's edition for all texts used. Lockable storage space shall be provided within budgetary limitations; however, the administration will pursue the use of lockable classroom space, teacher preparation/planning areas, and suitable alternatives.
- C. **Teaching Stations:** The Board further agrees to provide adequate teaching stations for all special service and special subject teachers, including, but not limited to, speech therapists, art teachers, music teachers, homebound teachers, reading teachers and counselors. Private office space will be provided psychologists and visiting teachers within the limits of available space.
- D. **Duty-Free Lunch:** All employees shall be entitled to a duty-free, uninterrupted lunch period of at least thirty (30) consecutive minutes. Employees shall not be required to deliver or pick up their students during this time.
- E. **Length of Workday:** The employees' workday shall be seven and one-half (7 1/2) consecutive hours, including the lunch period. The normal teaching load for assigned classes shall not exceed a daily average of three hundred (300) minutes. Those teachers who teach 360 minutes shall have a workday of no longer than eight and one-half (8 1/2) hours. If a four (4) day work week is implemented during the summer months, this schedule may be compressed into that period. Said compression shall not result in the reduction of salary or benefits.

- F. **Employee Facilities:** The district shall designate adequate facilities for employees' lounges, restrooms, preparation/planning in each current and new permanent school. To the extent possible, any such facilities that are reduced to accommodate class size reduction efforts shall be restored as a priority facility expansion when class size limits have been achieved. To the extent possible, such facilities shall be secluded from students.
- G. **Telephones:** Adequate private telephone facilities for the purpose of conducting school business shall be made available in each school for employee use. Employees may use school phones for personal, local calls, provided that there are no charges to the school associated with said phone calls. Long distance calls shall not be charged to school phones. A telephone extension shall be provided in the base office of each employee whose assignment requires the frequent use of the telephone, including but not limited to counselors and psychologists.
- H. **Off-street Parking** facilities shall be provided for employee use at each school.
- I. **Conference Areas:** Private areas for teacher-parent and/or student conference shall be provided in each school by the appropriate administrator.

Conferences with parents are an effective tool to keep parents informed of their child's academic progress and an integral component for monitoring student conduct and performance. Teachers may contact parents in person or by phone for such purpose. Teachers may unilaterally conclude such conferences where the parent chooses to use such a time to criticize or attack the teacher rather than discuss the student's progress. Under such circumstances, the teacher shall notify their administrator by the end of the subsequent work day. Such notification can be done via e-mail. Upon employee request, an administrator shall be in attendance at parent conferences when there is a reasonable expectation of inappropriate behavior toward the teacher by the parent. When possible, the administrator/designee and teacher shall meet prior to the conference to develop a strategy to maximize conference effectiveness for all parties.

- J. **Relief Period:** Each elementary employee, including special subject teachers, shall have at least a ten (10) minute relief period in both the morning and afternoon each day in a manner to be determined by the employees and immediate supervisor in each school/center. One of the relief periods (i.e. during specials class) shall occur during the student

instructional day. An employee with an assignment other than a regular classroom assignment shall not be removed from that assignment to supervise the students of another employee for such relief periods unless such relief periods cannot otherwise be provided, in which case not more than one such assignment per day shall be given.

Each middle and high employee who needs a restroom relief period during instructional time shall have no more than a 10 minute relief period. The employee shall not leave their students unsupervised.

- K. **Faculty Meetings:** Principals shall have the authority to schedule necessary faculty meetings; however, such meetings shall be as brief and well planned as possible. Such meetings shall be used for purposes that cannot be accomplished effectively through other means. Faculty meetings shall be scheduled in a manner that impacts teacher planning time to the least degree possible. If more than one faculty meeting is held in a month, the purpose of the meeting shall be announced to the faculty in advance.

L. **Teacher Planning Days:**

1. **Planning Days:** The school calendar shall contain ten (10) planning days throughout each school year. Four (4) of these days shall occur at the beginning of the school year. On all planning days, teachers shall have one (1) hour for lunch.
2. The Superintendent shall designate one of the four preplanning days with the intent of not scheduling any activities except teacher planning. If the need arises, the affected principal may schedule a staff meeting not to exceed one (1) hours in duration on this day.
3. Schools have flexibility on how to utilize up to their current allocation of twenty-seven (27) hours per year of the total time available for professional development, exclusive of time allocated for teacher planning and preparation. Professional development activities shall be scheduled on planning days and two additional early release days exclusive of the four (4) early release days specified in Section W below.
4. Professional development activities shall be defined as those activities focused on improving student achievement and include, but are not limited to, collegial conversation, curriculum discussions, teacher training, collaborative planning, department meetings focusing of student achievement, analysis of data for student improvement, etc.

5. A joint school committee comprised of an equal number of SAC Committee members appointed by the principal and the Faculty Council shall be established as the School Professional Development Team. Working collaboratively, they shall conduct an evaluation of the effectiveness of the current professional development activities. They shall examine the utilization of the total time for professional development during the two (2) additional early release days (excluding the four (4) early release days devoted to grades) and the ten (10) planning days for the school year, exclusive of the time allocated for individual teacher planning and preparation.
 6. After gathering input from the faculty, the teams shall develop customized activities for the staff development time allotted to the early release days (as stated above) and the ten (10) planning days. If the team is unable to agree upon the activities for the days, the Superintendent and the BTU President shall appoint an equal number of persons to serve on an intervention team to mediate the situation and assist the school in developing appropriate activities. A final appeal may be presented to the Superintendent and BTU President for disposition. A copy of the activities and time allotment shall be provided to the BTU and Employee Relations.
 7. If, after establishing the activities for the early release days and the planning days, the School Professional Development Team determines that additional professional development time is needed to achieve the goals of the SIP, then the school shall initiate a waiver vote for the additional use of up to a maximum of eight (8) additional hours or teacher planning time for professional development purposes. This waiver vote shall follow the waiver vote process contained in Article 15, but shall not be considered a schedule change vote. The waiver and vote results along with the plan for the use of such additional time shall be forwarded to the BTU and Employee Relations.
 8. The Board recognizes teachers as professionals and shall provide the flexibility necessary for each department/grade level to plan and implement such activities.
- M. **Use of Planning Days:** Each school's School Advisory Council (SAC), working with teachers appointed by the school's Faculty Council, shall develop a plan on the use of planning days based upon the District Strategic Plan and their School Improvement Plan objectives. For

purposes of this project, the Faculty Council at each school shall appoint the following number of teachers to work with the SAC teams:

1. Elementary Schools, Exceptional & Alternative Education Centers = 3 teachers
2. Middle Schools = 4 teachers
3. High Schools and Career and Technical Centers = 6 teachers

Prior to development of the plan, faculty teams/ departments/grade levels will be given an opportunity to make recommendations on the use of planning days. The SAC and Faculty Council shall consider faculty recommendations, present the faculty with preliminary plans, and provide them an opportunity to react to the plans prior to their inclusion in the School Improvement Plan.

- N. **Access to Buildings:** When school is not in session, employees may have access to the building to voluntarily perform job related duties by arranging such access with the principal. Every reasonable effort will be made to provide access time convenient to the employee.
- O. **Interruptions to Teaching:** Unauthorized personnel shall not be allowed to interrupt or otherwise disturb an employee during the performance of his/her professional responsibilities. Observations of an employee's class by persons other than school system personnel shall be allowed only after consent has been granted by the principal or his/her designee, notification to the employee, and proper security clearance has been granted. The visitation shall be scheduled no sooner than two (2) workdays after notification, except in extenuating circumstances as determined by the affected principal. Such observations shall be no longer than one (1) hour in length. Upon request, a building administrator shall be present in the employee's classroom during the entire observation period.

District personnel visiting an employee's class during a formal and pre-planned visit for purposes of observing either the employee or students in the employee's classroom shall do so only after the employee has been notified by the principal. Each visit shall require the observer to provide feedback to the employee within a reasonable period of time.

Employees should be able to perform their professional responsibilities free from unnecessary interruptions or disturbances. To the extent possible, maintenance, custodial and construction work will be done at a time or in a manner which will not result in interruptions or

disturbances of the employee's professional responsibilities. The same shall apply to the use of intercommunication systems.

- P. **Vending Machines:** Profits from vending machines in employee workrooms, lunchrooms or lounges shall be expended for legally permissible purposes as determined by the employees in the school and the principal at the worksite through the faculty council. Vending machines dispensing lunch items are not included in this provision.

If requested, teachers shall be informed of monies collected and/or profits that have been spent from vending machines in employee workrooms, lunchrooms or lounges. The principal shall have one vote as does each Faculty Council member.

- Q. **Equipment:** The Board shall provide cleaning or laundering and maintaining of school-owned physical education and athletic uniforms, uniforms for musical groups, towels, equipment, etc. The Board further agrees to replace stolen, lost, irreparable damaged, or worn-out musical instruments, at least as included on the "basic equipment list" in effect during the applicable school year, to the degree the affected school's finances permit.

- R. **Behavioral Objectives:** The writing of behavioral objectives may be required to determine the broad goals and objectives of employees for their students' expected success; however, the writing of behavioral objectives as a part of their daily lesson plans will not be required.

- S. **Lessons Plans:** Teachers who have less than three (3) years experience in Broward County may be required to submit their lesson plans to the principal on a regular basis as determined by the principal.

In recognition of the professionalism of Broward teachers, employees who have more than three (3) years experience in Broward County shall not be required to regularly submit lesson plans, however, any time the principal does request lesson plans, the teacher shall submit the plans.

Regardless of the years of experience, any teacher who is identified for or engaged in a written plan for improvement may be required to present his/her lesson plan to the principal on a regular basis. When requested by the principal, the teacher shall submit the plans.

The primary purpose of lesson plans is to guide instruction. The format for daily lesson plans should provide for ease of use by the teacher or substitute and should not be unreasonably complex. Documentation of

the incorporation of Sunshine State Standards and teaching strategies required by law, board policy or regulation are part of daily lesson plans.

Daily lesson plans will not require the verbatim duplication of information clearly available by reference elsewhere (does not include computer disks).

- T. **Starting Time:** To the degree possible, the starting time for classes in elementary schools and other special schools serving elementary level students shall not be later than 8:15 a.m.

- U. **Registration:** Schools shall schedule registration periods into the shortest time period possible to assure minimum interference in employee planning and preparation time.

- V. **Early Release Time:**
 - 1. The District shall provide that students at each school shall be dismissed two (2) hours early on six (6) days during the school year. Any school may opt-out of providing early release time by a 66 2/3 percent vote of bargaining unit members through the waiver methodology described in Article Fifteen, Section G, 2-4.

 - 2. Four of these days shall be scheduled the day prior to the employee planning day at the conclusion of each grading period. These early release days shall be used by employees for end of quarter activities including but not limited to grading of exams, grade preparation, or other appropriate activities as determined by the employee. The District shall schedule the remaining early release days after consulting with the Broward Teachers Union.

 - 3. The two remaining early release days shall be used in a manner consistent with the procedures below. On these two days, principals may use up to one (1) hour of the two (2) hours of release time to conduct staff meetings or activities that are directly related to school improvement.

 - 4. At all work locations, each department/grade level with the principal's approval shall adopt an objective based on student data and aligned with the school improvement plan and the District Strategic Plan on which to focus its efforts during the school year. Each department/grade level shall then adopt early release day activities that address its established objective. The Board recognizes teachers as professionals and shall provide the

flexibility necessary for each department/grade level to plan and implement such activities.

W. New Teacher Orientation Program

1. The parties agree that on an annual basis, newly hired district teachers shall attend a Broward Teachers Union-Broward County School District Orientation Program. Therefore, they shall work 197 days during their first year of employment and their salary shall be based on 196 days. The parties will co-sponsor this event. Events shall not be scheduled at schools or other locations for newly hired employees at the time this orientation program is in session.
2. The parties agree that two (2) orientation sessions will be conducted. New teachers must attend one (1) of the two (2) days. Notification of required attendance at the orientation and the tentative date(s) of the orientation shall be presented to the new teacher upon being hired. New teachers shall be notified of the scheduled date of the orientation as soon as it is established by the parties.
 - a. All new teachers employed as of the first day of the 196 day teacher calendar shall attend the first orientation day which will be conducted prior to the beginning of said work calendar. Exceptions to this requirement may be made by the Superintendent.
 - b. New teachers hired after the first day of said teacher calendar shall attend the second orientation day which shall be conducted on a Saturday or weeknight shortly after the completion of FTE count week. Said date will be mutually agreed to by the parties.
3. **Program Design:** The President of the Broward Teachers Union and the Superintendent shall each appoint two (2) persons to a Committee to design the program. Program design shall allow for BTU and district participation in an equitable manner. Upon completing its' work, the Committee shall make recommendations to both the President of the BTU and the Superintendent for final action.
4. **Cost:** The Board and the Broward Teachers Union agree to equally share the costs of this program. The Board and the BTU shall

each pay for their invited guests other than teachers and for any special equipment required for their activities.

- X. **Employee Input:** As provided by statute, within thirty (30) days after the start of each school year, employees shall be notified in writing of their right to provide input into their administrator's annual performance assessments.
- Y. Stewards' planning periods shall be scheduled at the end of the student day, where feasible.