

TOP CONTRACT ARTICLES EVERY PGCPS EDUCATOR SHOULD KNOW

ARTICLE 6 - WORK YEAR/WORK DAY

a. 6.1 A: During the duration of this agreement two (2) full duty days preceding the first student day and one (1) duty day at the end of the school year shall be scheduled by the principal exclusively for Unit I members to work in their classrooms or other assigned work location independently to prepare for the opening and closing of the school year. If adjustments to the PGCPS Calendar result in only one non-instructional day remaining at the end of the year, that day will be scheduled for Unit I members to work in their classrooms while also completing the required checkout procedures for their school/work location.

b. 6.2.A: In the event that a change in start and closing times creates an undue hardship or has an adverse impact on a Unit I member, the Unit I member may seek an administrative transfer.

c. 6.C.B: Elementary Schools and Special Education Centers: The principal shall schedule 225 minutes of planning time for each teacher per regular work week of five normal work days. In addition to the 225 minutes of planning time scheduled weekly, each principal shall schedule a block of thirty (30) minutes or the time equal to scheduled student lunch and recess periods (but not less than 25 minutes) of daily uninterrupted planning time during student lunch and recess periods for each elementary teacher. The principal will provide the planning time schedule at least one week in advance and changes will only be made in the event of unforeseeable circumstances.

d. 6.2.D: Any Unit I member who volunteers or is assigned to cover or teach a class other than their regular scheduled class shall be compensated in addition to their regular pay at the hourly rate of eighteen dollars (\$18.00) payable in no less than one (1) hour increments.

e. 6.2.D: Any non-instructional time labeled as collaborative planning shall not be counted towards required minimum Planning Time as described in Article 6.2 C.

f. 6.2.H: The parties agree that Unit I members can leave (following student dismissal and their assigned responsibilities are met) on the three scheduled grading days. Grades will not be due until 11:59 pm.

ARTICLE 7- TEACHER ASSIGNMENT

a. 7: Secondary Unit I members will be assigned to their major or minor field of certification and should not be assigned more than three different subject preparations. Preparations are defined by different course codes (ex. AP, on-level, honors) taught at different times.

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ARTICLE 9- TEACHER EVALUATION AND RATING

a. 9.B: Whenever it appears that any aspect of a tenured teacher's classroom performance is less than effective the principal shall notify the teacher in writing, shall follow such notification with a conference to suggest necessary improvement, and shall make at least one classroom observation which shall be announced to the teacher at least two days in advance. Additional classroom observations may be made without advance notice. No less than an effective evaluation may be given to a teacher without prior notification and conference. All evaluations which are less than effective must be given to the teacher on or before June 10th and all other evaluations must be given to the teacher before the last duty day for teachers.

ARTICLE 10 -VACANCIES & TRANSFERS

a. 10.4: Requests for voluntary transfers to known vacancies may be submitted after March 15, but will be considered only in extenuating or unusual circumstances and only from teachers with five or more years of service in the PGCPS. The request made after March 15 must be submitted to the Division of Human Resources. The Chief Human Resources Officer/designee shall take final action on the request.

ARTICLE 17- AUTHORIZED LEAVES WITH PAY

a. 17.H: Professional Growth Leave Upon approval, Unit I members shall be granted a professional development day each year without loss of pay or personal leave to enhance their skills and qualifications, promote staff development, improve instruction or provide professional service to another district or to a state or national organization recognized by the district.