

WORK HOURS

Know Your Rights!

I can't get this straight! What is my actual required number of work hours?

There are two different work hour requirements – the minimum on-site day and the workday. The minimum on-site day is the minimum number of hours that you must stay at the worksite. The workday is the total number of hours you can be required to work.

FULL-TIME STAFF	MINIMUM ON-SITE DAY*	WORKDAY
Classroom teachers	6-hours 35-minutes	8 hours
Non-classroom certificated staff	6-hours 35-minutes	8 hours
Early Childhood Education teachers at a CDC	7-hours 30-minutes	8 hours

*Minimum on-site day excludes your duty-free lunch (minimum of 30 minutes).

Can I be required to stay at work beyond the minimum on-site day? How long?

You can only be required to stay at work up to 8 hours. This applies to all full-time union members. The exception is for those who have made additional arrangements to work longer hours to, for example, coach an athletic team. But remember – you are entitled to be compensated for all required work beyond the 8-hour workday!

DEFINITION

“Balance of the 40 hour workweek”

The weekly difference between the minimum on-site day of 6 hours and 35 minutes (excluding lunch) and the 8 hour workday.

For what reasons can I be required to stay at work beyond the minimum on-site day?

The union contract limits the reasons for which you can be required to stay at work beyond the minimum on-site day. The *balance of the 40 hour workweek* can include only these job duties: a reasonable number of meetings (See “*Know Your Rights! Meeting Attendance*”), conferences, departmental activities, site planning, evaluation and instructional activities, open houses and staff development. You cannot be required to remain on site to do preparation or provide service to students during this time. Take note if you are non-classroom certificated staff: You do not have to routinely remain on site beyond the minimum on-site day and do not have to obtain daily approval to leave the site before the end of the workday.

What about breaks?

Full-time staff is always entitled to a duty-free lunch break of at least 30 minutes. Duty-free means no work! For non-classroom certificated staff, when required to remain on-site for 8 hours, you are entitled to two 15 minute rest periods per day.

What should I do if my union rights on work hours are being violated?

First, remember the union saying, “Obey now, grieve later.” Document what’s happened and work with the AR at your site to grieve the violation, which may include seeking extra pay. If the issue is widespread at your site, hold a union meeting to create a collective plan of action.

Sources: *Collective Negotiations Contract, July 1, 2006 – June 30, 2008 (Section 8.5)*