

KNOW YOUR RIGHTS!

WORK HOURS

How many hours do we have to work each day?

Our union contract — not state law — limits our required work hours. There are two different work hour requirements: the on-site day and the workday. The workday is the total number of hours we are required to work. The on-site day is the number of hours we have to work on site *on most days*. In other words, we have to work 8 hours a day, but on most days only 6-hours 35-minutes of that work should be work that requires our presence on site.

FULL-TIME STAFF	ON-SITE DAY*	WORK-DAY*
Classroom teachers	6-hours 35-	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

*On-site day and the work day excludes our duty-free lunch (minimum of 30 minutes).

Can we be required to stay at work in excess of the on-site day? How long?

Yes, but only for particular reasons and only up to 8 hours. Our union contract limits the reasons we can be required to work on site in excess of the on-site day to:

- ⇒ 1 staff meeting (including professional development) per month
- ⇒ 1 grade level or department meeting per month
- ⇒ 1 committee meeting per month
- ⇒ Up to 3 IEP meetings per month
- ⇒ Evaluation meetings
- ⇒ Open houses (twice per year)

The exception is for those who have made addi-

tional arrangements to work and be paid for longer hours to coach an athletic team, for example.

What about lunch and breaks?

We have the right to a duty-free lunch break of at least 30 minutes with a passing period of at least 5 minutes before and after. (That means at least 40 minutes are required between the time class ends and the beginning of class after lunch.) Lunch doesn't count toward the 6-hour 35-minute on-site day, but the passing periods do. On days when non-classroom certificated staff are required to remain on-site for 8 hours, we're also entitled to two 15-minute breaks.



What should we do if our work hour rights aren't being honored?

Talk with the AR (Association Representative) at your worksite. Share this flyer and read the applicable section of the union contract. How are other members feeling about the issue? What do they think the solution is? We can enforce our work hour rights using the grievance process in our union contract.

Source: SDEA Collective Negotiations Contract, July 2014 – June 2017 (Section 8.5)

