

7.4 SECONDARY PREPARATION/PLANNING

Full-time middle school and high school teachers shall have five (5) unassigned periods per week set aside for preparation and planning for instruction. Part-time teachers shall have unassigned time set aside for preparation and planning for instruction on a pro-rata basis.

Teachers in alternative programs or settings may request variations of the Secondary Planning Schedule as long as they receive an equivalent number of preparation period minutes over a ten (10) day instructional period.

7.4.1 Unit members who volunteer, under the conditions set below, to substitute during the preparation period shall ~~have the choice of being~~ be compensated for their time ~~either by accumulating period by period credit toward a compensating day off, or by being paid for that time. Payment shall be~~ at a rate determined by the following formula:

The amount in the current salary schedule on Column IV, Step ~~7-9~~ divided by the number of traditional year contracted working days multiplied by the percentage of the preparation period in the day at that site. For example:

* High School: $((\text{Column IV, step } \underline{7-9})/183) \times 0.20 =$ per period amount

* Middle School: $((\text{Column IV, step } \underline{7-9})/183) \times 0.1667 =$ per period amount

~~Compensating time off shall be accrued and granted at the rate of one (1) day off for each six (6) periods at the High School level (or teaching period equivalent in Alternative School Programs) and each seven (7) periods at the Middle School.~~

~~Use of the compensating time must be with prior approval of the principal or program manager and the prior approval may be restricted depending upon the availability of substitutes and for continuity of the Academic Program. Accrued time not used by the end of the school year, shall be converted into payment by the above formula and shall not be carried over into the next year.~~

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All unit members at a site may volunteer for the service. The list of volunteers shall be maintained by the site administrator. Assignments shall be rotated equitably. Acceptance of the assignment shall be voluntary. Payment shall be made in the next available warrant.

Catherine Bowes
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Clayton
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