

CHIMACUM SCHOOL DISTRICT

Part Time or Partial Certificated FTE Schedule – Completed by Supervisor and Employee

SCHOOL YEAR: _____

Complete by October 1st

Employee Name	Location	FTE
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CEA Certificated Contract Day Expressed in Hours and Minutes									
	1.00 FTE	.90 FTE	.80 FTE	.70 FTE	.60 FTE	.50 FTE	.40 FTE	.30 FTE	.20 FTE
Hours Per Day	7 hours 35 mins	6 hours 49 mins	6 hours 4 mins	5 hours 19 mins	4 hours 33 mins	3 hours 47 mins	3 hours 2 mins	2 hours 16 mins	1 hour 31 mins
WAC Time	60 mins	54 mins	48 mins	42 mins	36 mins	30 mins	24 mins	18 mins	12 mins
Prep Time	50 mins	45 mins	40 mins	35 mins	30 mins	25 mins	20 mins	15 mins	10 mins
Duty Free Lunch	30 mins	30 mins	30 mins	30 mins	---	---	---	---	---
Instructional Time	5 hours 15 mins	4 hours 40 mins	4 hours 10 mins	3 hours 32 mins	3 hours 27 mins	2 hours 52 mins	2 hours 18 mins	1 hour 43 mins	1 hour 9 mins
FTE = Number Days	180	162	144	126	108	90	72	54	36

The District and the Association shall document all non-standard bargaining unit member’s work schedules. A “non-standard work schedule” is any schedule that: shares time between buildings; is less than full time employment, is not 7 hours and 35 minutes of continuous work; or does not start or end at the standard times of a building. (CEA Contract)

	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time					
End Time					
WAC Time					
Prep Time					
Lunch					
Instructional Time					

EARLY RELEASE DAYS: Any time worked outside the regular day and mutually agreeable to the District and the employee will be submitted on a timesheet.

	Tuesday	Wednesday
Start Time		
End Time		
WAC Time		
Prep Time		
Lunch		
Instructional Time		

CONFERENCES: There are three scheduled conference days, two in the fall and one in the spring. Note below how conference days will be handled for employee.

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FACULTY MEETINGS: How many meetings is employee required to attend and which ones? Please describe the agreement below:

NOTE: Members will reduce before and after school time to attend faculty meetings that extend beyond the regular contract day. Members will choose one option at the beginning of the year: (1) Come to work five (5) minutes after scheduled start time daily; (2) Leave work five (5) minutes before scheduled end time; (3) Leave twenty-five (25) minutes early on Fridays. **How does this apply to less than full time FTE?**

The twenty-five (25) minutes weekly will be banked to provide longer faculty meeting time twice a month. Employees with non-standard work schedules shall be obligated to attend faculty meetings in the building where they spend the majority of the time and shall be responsible for checking on progress of things in buildings where they do not attend faculty meetings. Once per week, administrators may use banked time for faculty meetings and informal inservice activities. (Article XIII – Work Schedules Section C)

M DAYS that are controlled by the district shall be paid in Full Days at 1.0 FTE and mutually agreeable to the District and the employee. (Extra time submitted on a timesheet.)

TRI DAYS: Each employee will receive a supplemental contract to perform up to forty-five (45) hours compensated at their per diem hourly rate. The additional compensation shall be prorated for part-time employees based upon their annual FTE and paid monthly, subject to employee verification of hours by the end of each school calendar year.

Please attach a calendar of work days with the following considerations:

- Early release the day before Thanksgiving, Rhododendron Festival and the last day of school. These hours are to be made up during the course of the school year.
- Employees shall be required to attend one open house, orientation or similar all-school event such as graduation, and one school event mutually agreed upon by the employee and building administrator such as senior recognition, musical performances, dances and eagle night.
- Address non-school days, i.e. snow days, of part of regular work day for employee.

Any other time worked outside of the contracted day should be discussed with your administrator to provide clarity or expectations for compensation, flex time, etc.

Signature of Employee / DATE	Signature of Administrator / DATE
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If employee is part of special education, Title I or LAP, review form with Special Services Director and obtain signature: _____

Send copy to HR with calendar attached by October 1.