



**PGCEA Bargaining Proposals
March 4, 2025**

| Reducing the Unsustainable Workload on Educators | |
|---|--|
| <i>Section</i> | <i>Proposed Language</i> |
| Article 6.1 WORK YEAR | <p>A. Unit I members employed for ten months may be scheduled to work 192 days in the school year.</p> <ol style="list-style-type: none"> 1. Subject to the PGCPS Calendar, of the above number of days, time will be scheduled for Unit I members when students are not in attendance on a day near the end of each of the first, second, and third, and fourth grading periods in order that Unit I members will be able to devote such three four one-half days to complete required grades and other reports. Unit I members have the option of completing each of these three four half days at an alternate worksite of their choice. 3. During the duration of this agreement three full non-student duty days shall be scheduled as Unit I member led planning days. These days shall be separate from the independent teacher preparation days outlined in Article 6.1 A. 2. Unit members shall have the option of working from an alternate work location on these days. 5. Two days of asynchronous professional development will be provided to all Unit 1 members at a worksite of their choice: <ol style="list-style-type: none"> a. One full day during the scheduled school year for students specified for Professional Development, Unit I members will have self-directed professional development at a worksite of their choice. The CEO Superintendent will formally announce the specific date by September 1 of each year. b. One full day during the scheduled school year, Unit 1 members will have online guided professional development via SafeSchools (or other district mandated platform) at a worksite of their choice. The total course times allocated for this date shall not exceed 420 minutes. If additional SafeSchool (or other mandated) videos are added after this designated day, additional time shall be provided for Unit I members to complete. 7. a. Unit I members employed for eleven months will work two hundred and twelve eleven (212) (211) days. Thirty (30) days prior to the beginning of the work year, eleven-month personnel will be provided with a copy of a tentative schedule listing when their required contract days will be worked. Where possible this schedule will be worked out after input from the affected Unit I member. The schedule will provide a period of at least three consecutive calendar weeks when there are not any duty days scheduled, unless there is mutual agreement to do otherwise. 8. b. Unit I members employed for twelve months are expected to work on days schools are closed for emergencies unless the Central Offices are closed. 9. 7. Professional School Counselors shall be eleven (11) month Unit I positions effective June 1, 2023. 10. 8. Pupil Personnel Workers shall be eleven (11) month Unit I positions, effective June 1, 2023. The application process for 12-month positions will consider internal candidates only. 11. 9. School Psychologists shall be eleven (11) month Unit I positions. The application process for 12-month positions will consider internal candidates only. 12. 10. A full time Athletic Director position will be assigned to all PGCPS high schools and added to the position will be included on the differential schedule A for Unit I members effective July 1, 2022. Placement on the differential scale shall be based on years of service |

| | |
|---------------------------------------|--|
| | <p>in the position. Athletic Directors shall be eleven (11) month Unit I positions effective June 1, 2023. The Athletic Director/Teacher pay scale will be eliminated.</p> <p>13. Individualized Education Program (IEP) Facilitators shall be eleven (11) month Unit I positions and will be included on the Differential Scale A for Unit I members.</p> |
| <p>Article 6.2 WORKDAY</p> | <p>A. The workday is a day of regular duty. Unless extenuating circumstances do not allow for such, the start and closing times of the workday established at each work site shall not be changed without at least 5 days' notice to staff. In the event that If 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.</p> <ol style="list-style-type: none"> 1. The normal workday for Unit I members shall be 7-1/2 hours inclusive of lunchtime. Unless otherwise agreed this shall be a continuous block of time. The time before and after school may be scheduled on a more flexible basis. 2. All Unit I members are expected to devote to their assignments the time necessary to meet their responsibilities, but they will not be required to clock in or out by hours and minutes. A method for certification of attendance will be developed by the principal with the review of in collaboration with the Faculty Advisory Council. <p>C. Planning Time</p> <ol style="list-style-type: none"> 1. Unit I members will be provided a half day each quarter once a month for individual Unit I member directed planning time at an alternative worksite of their choice. 2. Teacher planning time will be scheduled in accordance with the following procedures and shall be Unit member directed: <ol style="list-style-type: none"> a. Secondary schools: The principal/supervisor shall schedule a minimum continuous block of forty five (45) sixty (60) minutes daily of planning time for each Unit I member during the student day. A minimum of two days per week a teacher shall receive planning for a full class period. b. Elementary Schools, Early Childhood Centers, Early Childhood Programs, and Special Education Centers: The principal/supervisor shall schedule a minimum of 240 280 minutes of planning time for each Unit I member per regular work week of five normal workdays of which a minimum of 200 240 minutes shall be scheduled during the student day and in daily blocks of no less than 40 minutes. The additional 40 minutes can be scheduled outside the student day and shall be in blocks not less than 20 minutes, where possible. The principal/supervisor will provide the planning time schedule at least one week in advance and changes will only be made in the event of unforeseeable circumstances. <p>E. Substituting</p> <ol style="list-style-type: none"> 1. Any Unit I member who volunteers or is assigned to cover or teach a class other than their regular scheduled assignment shall be compensated in addition to their regular pay at the their per diem hourly rate of thirty dollars (\$30.00) for FY23, thirty two dollars (\$32.00) in FY24 and thirty four (\$34.00) in FY25 payable in no less than one (1) hour increments 2. In the event that a unit I member is absent and no substitute is available and the principal divides a class between staff members, the unit members to whom the students are assigned shall be compensated in addition to their regular pay at the their per diem hourly rate of thirty dollars (\$30.00) for FY23, thirty two dollars (\$32.00) in FY24 and thirty four (\$34.00) in FY25 (\$30.00) for each instructional period additional students are assigned to them, payable in no less than one hour increments. 3. When a Unit I member assigned to a co-taught class is absent and no substitute teacher is available the remaining co-teacher shall be compensated in addition to their regular pay at an their per diem hourly rate of thirty dollars (\$30.00) for FY23, thirty two dollars (\$32.00) in FY24 and thirty four (\$34.00) in FY25 (\$30.00) per each student instructional hour in no less than half hour increments. 4. If any Unit I member is designated by an assigned supervisor to cover the non-classroom duties of another classroom teacher or vacancy, such as lesson planning or grading, in addition to their regular assignment, the Unit I member will be compensated at their per |

diem hourly rate, in no less than hourly increments for such additional assignments. This language shall apply to department chairs, team leaders, and all other Unit I members in such positions. This language shall also apply to each impacted Unit I member if the duties are divided between multiple staff members. Payments shall be calculated daily at one hour per position assigned for the duration of the assignment. No Unit I member will be required to cover more than 2 additional assignments under this language

5. The parties agree that the ~~CEO~~ Superintendent will issue a memorandum discouraging the over-use of non-classroom teachers to cover classrooms ~~in the event that~~ if a Unit I member is absent. The use of non-classroom teachers to cover classrooms shall not negatively impact the instructional program.
6. School administration will work collaboratively with Unit I members and the Faculty Advisory Council to develop an equitable substituting schedule for all Unit I members.

F. Covering for Non-classroom Based Educators

1. In the event a Unit I member is designated by an assigned supervisor to cover the caseload/work of another Unit I position in addition to their regular assignment, the Unit I member shall be compensated ~~thirty dollars (\$30.00) for FY23, thirty-two dollars (\$32.00) in FY24 and thirtyfour (\$34.00) in FY25~~ per hour at their per diem hourly rate, in no less than one hour increments for such additional assignment.
2. In the event a non-classroom-based educator is absent, and the principal/supervisor divides the work/caseload between multiple staff members, the unit members to whom the work is assigned shall be compensated, in addition to their regular pay, ~~thirty dollars (\$30.00) for FY23, thirty-two dollars (\$32.00) in FY24 and thirtyfour (\$34.00) in FY25~~ per hour at their per diem hourly rate in no less than hourly increments.

- G. School Administration will work collaboratively with Unit I members and the Faculty Advisory Council to develop an equitable duty schedule for all staff members for lunch, recess, and other required duties overseeing the student population. Should an unscheduled emergency require that a Unit I member does not receive all or a portion of his/her planning time for the purpose of lunch/recess duty coverage, the member will be compensated in addition to their regular pay at the their per diem hourly rate ~~of thirty dollars (\$30.00) for FY23, thirty-two dollars (\$32.00) in FY24 and thirty-four (\$34.00) in FY25~~ in no less than half hour increments for that planning period. This entitlement does not include days where when the school system has a delayed opening or early dismissal.

- I. ~~Occasionally Unit I members may be called upon to use their non-teaching time to cover unscheduled situations not normally part of their regular assignment. Such assignment shall be on an equitable basis~~

M. NON SCHOOL BASED SCHEDULES

1. Non School-Based Unit I members, may, in coordination and approval of their supervisor, adjust their weekly work schedule as these educators and their supervisor determine given the priorities and scope of the work. Requests for adjustments will not be unreasonably denied.
2. Unit I Members assigned to the Special Education Infants and Toddlers Program will work with their supervisor to determine when they need to be at their base location. At times it is not necessary to be at their base location, they shall work remotely at an alternate location to fulfill their assigned duties.

| | |
|---|---|
| <p>Article 7 — TEACHER EDUCATOR ASSIGNMENT</p> | <p>F. The principal shall be responsible for obtaining substitutes for classroom teachers who are absent. Unit I members shall not be responsible for finding substitutes for their primary or assigned duties, such as arrival, lunch, or dismissal duties if they are going to be absent from work.</p> <p>L. Special Education teachers and support and related service providers will be released from teaching and other duties at least five (5) days per school year to work on paperwork/IEP/IFSP. compliance. These days will be scheduled through agreement between the teacher/related service provider and principal/supervisor with no more than two (2) occurring in any one quarter. Teacher Requests for the placement of these days will not be unreasonably denied. Substitutes shall be provided to cover any teaching or co-teaching assignments.</p> <ol style="list-style-type: none"> 1. The agreed upon release time shall be in addition to any other school district provided leave or preparation time. 2. To the extent possible, employees shall have access to computers, printers, software and all other appropriate materials necessary to complete paperwork/IEP/IFSPs. 3. Unit I members have the option of determining their worksite on the five (5) days per school year articulated in this section. 4. PGCPS shall create a separate absence code for the tracking of these days. <p>M. General Education classroom teachers in subjects with mandatory common assessments and benchmarks requiring hand-scoring will be released from teaching and other duties at least four (4) days per school year to work on scoring district-/school-mandated assessments. These days will be scheduled through agreement between the teacher and principal with no more than one (1) occurring in any one quarter. Teacher requests for the placement of these days will not be unreasonably denied. Substitutes shall be provided to cover any teaching or co-teaching assignments.</p> <ol style="list-style-type: none"> 1. The agreed release time shall be in addition to any other school district provided leave or preparation time. 2. To the extent possible, employees shall have access to computers, printers, software and all other appropriate materials necessary to complete scoring and data analysis. 3. Unit I members have the option of determining their worksite on the four (4) days per school year articulated in this section. 4. PGCPS shall create a separate absence code for the tracking of these days. |
| <p>ARTICLE 8 — NON- TEACHING DUTIES</p> | <p>E. Attendance at meetings of Unit I members called for purposes directly related to the educational process shall be required duty. Faculty and other Unit I member meetings shall require notification at least forty-eight (48) hours in advance except in for emergencies and shall not last more than one hour before or after the student day. Except in for emergencies there shall be no more than two general faculty meetings per month excluding the months of August and June when three general faculty meetings may be held each month. Unit I members will not be required to attend more than two meetings per month that extend beyond the normal duty day including the general faculty meetings. Unit I members at elementary schools will not be required to attend more than four mandatory staff and/or professional development meetings per month during the duty day. The principal/supervisor will be responsible for sharing a tentative faculty/staff meeting schedule/calendar with the staff within the first ten (10) duty days of the 10-month employee calendar.</p> <p>F. Unit I members are encouraged to take an active role in the school parent organization and each Unit I member is required to attend one Back-to-School Night event. Unit I members with multiple school assignments shall only be required to attend one Back-to-School event at their base school.</p> <p>I. Classroom teachers will be required to input student attendance data daily except on days the classroom teacher is on approved leave. Classroom teacher responsibilities for parental</p> |

contact will be limited to **submission of attendance through the online student information system (SIS). School attendance personnel shall contact the parent(s)/guardian(s) of students who have missed 10% or more days in a quarter. Administrative Procedure 5113.** ~~Additionally, Administrative Procedure 5113 will be reviewed for recommended changes by January 30, 2023~~

- J. Classroom teachers will input grades according to the PGCPS Grading Procedures and conference/communicate with parents/caregivers on scheduled parent-teacher conference days, upon the request of the parent or as deemed necessary by the classroom teacher. **Grades imputed into Synergy (or other PGCPS grade management software) represent the most efficient method to communicate student progress to caregivers. Teachers will not be required to communicate grades outside of Synergy.**
- K. **Unit I members shall not be required to input grades for students they do not teach unless they are compensated for doing so under Article 6.2 E. 4.**
- L. **PGCPS and PGCEA jointly recognize the importance of timely and accurate communication of student academic and behavioral performance to students and their caregivers. To ensure that current policies best promote this goal, a workgroup will convene October 2025 - May 2026 to propose grading policy revisions aligned with research-based best practices. Workgroup members will be recommended in equal measure by PGCEA and PGCPS with no more than 16 members. The workgroup will be co-chaired by PGCPS and PGCEA. The workgroup will make recommendations by June 1, 2026, to the Superintendent or designee for consideration.**