



## PGCEA/PGCPS Bargaining Tracker

### PGCEA Reducing the Unsustainable Workload on Educators Proposals

Article	Proposal	Agreement
<b>Article 6.1 – Work Year</b>	<p><b><u>PGCEA Proposal 3/4/2025</u></b></p> <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"> <li>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, <del>and third</del>, <b>and fourth</b> grading periods in order that Unit I members will be able to devote such <del>three</del> <b>four</b> one-half days to complete required grades and other reports. Unit I members have the option of completing each of these <del>three</del> <b>four</b> half days at an alternate worksite of their choice.</li> <li>2. <b>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.</b></li> <li>3. <b>Two days of asynchronous professional development will be provided to all Unit 1 members at a worksite of their choice:</b></li> <li>4. 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 <del>CEO</del> <b>Superintendent</b> will formally announce the specific date <b>by September 1 of each year</b>.</li> <li>5. <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.</b></li> <li>6. Unit I members employed for eleven months will work two hundred and <del>twelve</del> <b>eleven</b> (<del>212</del>) (<b>211</b>) 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</li> </ol>	

	<p>weeks when there are not any duty days scheduled, unless there is mutual agreement to do otherwise.</p> <ol style="list-style-type: none"> <li>7. <del>6.</del> Unit I members employed for twelve months are expected to work on days schools are closed for emergencies unless the Central Offices are closed.</li> <li>8. <del>7.</del> Professional School Counselors shall be eleven (11) month Unit I positions <del>effective June 1, 2023.</del></li> <li>9. <del>8.</del> Pupil Personnel Workers shall be eleven (11) month Unit I positions, <del>effective June 1, 2023.</del> The application process for 12-month positions will consider internal candidates only.</li> <li>10. <del>9.</del> School Psychologists shall be eleven (11) month Unit I positions. The application process for 12-month positions will consider internal candidates only.</li> <li>11. <del>10.</del> A full time Athletic Director position will be assigned to all PGCPs high schools and <del>added to the position will be included on</del> the differential schedule A for Unit I members <del>effective July 1, 2022.</del> Placement on the differential scale shall be based on years of service in the position. Athletic Directors shall be eleven (11) month Unit I positions <del>effective June 1, 2023.</del> <del>The Athletic Director/Teacher pay scale will be eliminated.</del></li> <li>12. 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.</li> </ol> <p><b><u>PGCPS Response 3/18/2025</u></b></p> <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"> <li>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, <del>and third,</del> and fourth grading periods in order that Unit I members will be able to devote such <del>three</del> <b>four</b> one-half days to complete required grades and other reports. Unit I members have the option of completing each of these <del>three</del> <b>four</b> half days at an alternate worksite of their choice. <b>Hold for study.</b></li> <li>2. <b>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. Hold for study.</b></li> <li>3. <b>Two days of asynchronous professional development will be provided to all Unit 1 members at a worksite of their choice:</b></li> <li>4. 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 <b>and shall produce a certificate of completion for each self-directed professional</b></li> </ol>	
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	<p>development course. The <del>CEO</del> Superintendent will formally announce the specific date by September 1 of each year-</p> <ol style="list-style-type: none"> <li>5. <del>One</del> Two full pre-service days where <del>during the scheduled school year</del>, Unit I members will have online guided professional development via SafeSchools (or other district mandated platform) as well as other professional development content. <del>at a worksite of their choice. The total course times allocated for this date shall not exceed 420 minutes.</del> If additional SafeSchool (or other mandated) videos are added after this designated day, additional time shall be provided for Unit I members to complete.</li> <li>6. <del>a.</del> Unit I members employed for eleven months will work two hundred and <del>twelve</del> 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. Hold for study.</li> <li>7. <del>b.</del> Unit I members employed for twelve months are expected to work on days schools are closed for emergencies unless the Central Offices are closed.</li> <li>8. <del>7.</del> Professional School Counselors shall be eleven (11) month Unit I positions <del>effective June 1, 2023.</del></li> <li>9. <del>8.</del> Pupil Personnel Workers shall be eleven (11) month Unit I positions, <del>effective June 1, 2023.</del> The application process for 12-month positions will consider internal candidates only.</li> <li>10. <del>9.</del> School Psychologists shall be eleven (11) month Unit I positions. The application process for 12-month positions will consider internal candidates only.</li> <li>11. <del>10.</del> A full time Athletic Director position will be assigned to all PGCPs high schools and <del>added to the position will be included on</del> the differential schedule A for Unit I members <del>effective July 1, 2022.</del> Placement on the differential scale shall be based on years of service in the position. Athletic Directors shall be eleven (11) month Unit I positions <del>effective June 1, 2023. The Athletic Director/Teacher pay scale will be eliminated.</del></li> <li>12. 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.</li> </ol> <p>Hold for Study.</p> <p>All workload proposals impact the Blueprint requirements for the 8-year phase-in of “other teacher activities” under ED. Art. §§6-1002(h)(2) and 6-1003. All workload proposals should be referred to a committee for collaborative discussion and referral back to the bargaining teams. Of note, the 2025-2026 school year calendar has already been adopted and published.</p> <p>PGCPS</p>	
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**PGCEA Response 3/25/2025**

PGCEA rejects the referral of any of our workload proposals to a committee.

Note: PGCEA is not making any proposals regarding changes to the school calendar, only the use of days in the 192-day work year.

Hold 6.1 A. 5. Counter Proposal for further study

**PGCPS Response 4/22/202**

If PGCEA is rejecting the idea of the proposed committee, PGCPS will have to deny the proposal because there is a direct impact on the school calendar. It is already difficult to factor in all the days in the contract into the school calendar. Additional days and changes to the calendar will extend the school year for students and educators.

A.1, 3, 5

~~7-a.~~ Unit I members employed for a **duration of** eleven months will **be required to** work two hundred and **twelve (212)** ~~twelve~~ ~~eleven~~ ~~(212)~~ ~~(214)~~ days. **No later than** ~~t~~Thirty (30) days prior to the **commencement** ~~beginning~~ of the work year, **PGCPS shall create and disseminate** ~~eleven-month personnel will be provided with a copy of~~ a tentative schedule ~~listing when their~~ **specifying the dates on which** the required contract days will **shall** be worked. ~~Where possible this schedule will be worked out after input from the affected Unit I member.~~ The schedule will ~~provide~~ **include** a period of at least three consecutive ~~calendar weeks~~ **without duty days** ~~when there are not any duty days scheduled,~~ unless there is mutual agreement to do otherwise.

8. TA

9. TA

10. TA

11. TA

12. TA

13. Reject – As noted in 23.12, the IEP Facilitator position has been added to the Differential Scale A for Unit I members. PGCPS believes there benefits in making this an 11-month position and would like to review this proposal as a consideration for FY27. This allows more time to review the needs for all schools and a phased-in approach, should it be determined that this is feasible.

**PGCEA Response 4/29/25**

6.1 A. 1.,3.,5., & 7. – Hold to proposal of 3/4/25  
Seek explanation for rejection of 6.1 A. 7

6.1 A. 8.,9.,10.,11.,12., TA

6.1 A. 13 – Hold to proposal of 3/4/25

**PGCPS Counter Proposal 5/6/2025**

Some of the current contract language was missing in the proposal and not notated with a strike through. All contract language for this section is included below to confirm which items are tentatively agreed upon, on hold, or rejected. If this is not the proposed order, please clarify in the counterproposal.

- A. Unit I members employed for ten months may be scheduled to work 192 days in the school year.
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. ~~The team is still following up on this proposal to identify potential impacts.~~
  2. During the duration of this agreement two (2) full duty days preceding the first student day and one (1) duty day at the end of the school year shall be scheduled by the principal exclusively for Unit I members to work in their classrooms or other assigned work locations independently to prepare for the opening and closing of the school year. If adjustments to the PGCPs Calendar result in only one non-instructional day remaining at the end of the year, that day will be scheduled for Unit I members to work in their classrooms while also completing the required checkout procedures for their school/work location.
  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.~~ ~~Reject~~
  4. In preparation for the Middle States Evaluations of High Schools, the chairperson of each official faculty committee shall have scheduled the equivalent of one workday for the purpose of preparing required reports in the evaluation process. Official faculty committees shall be those determined in Sections 1-10, including the subcommittees of Section 4 in the Evaluative Criteria edition being used by that school. The school-wide Chairperson of the Middle States Evaluation Committee shall have scheduled the equivalent of three (3) workdays to complete ~~the~~ report. ~~Language cleanup~~
  5. New Unit I members shall have three (3) days assigned as preservice days in addition to the 192 days scheduled for all ten-month employees. These days will be scheduled by the Office of Professional Learning and Leadership for the purpose of professional development activities, team planning, and employee activities. These days shall not be used as student contact or instructional days. Unit I members participating in these pre-service days shall be paid at their per diem rate of pay. Unit I members hired

	<p>within 10 business days of the start of the scheduled pre-service days shall not face disciplinary action if they are unable to attend.</p> <p>6. <del>Two days of asynchronous professional development will be provided to all Unit I members at a worksite of their choice.</del> Reject</p> <ol style="list-style-type: none"> <li>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 and shall produce a certificate of completion for each self-directed professional development course. The CEO Superintendent will formally announce the specific date by September 1 of each year.</li> <li><del>One Two full pre-service days where during the scheduled school year, Unit I members will have online-guided professional development via SafeSchools (or other district mandated platform) as well as other professional development content at a worksite of their choice. The total course times allocated for this date shall not exceed 420 minutes. If additional SafeSchools (or other mandated) videos are added after this designated day, additional time shall be provided for Unit I members to complete.</del> Reject</li> </ol> <p>7. The Board of Education (BOE) shall provide reasonable makeup days and/or sessions to resolve any absences. The BOE may also waive the days at its discretion.</p> <p>8. <del>a.</del> Unit I members employed for a duration of eleven months will be required to work two hundred and twelve (212) <del>twelve eleven (212) (211)</del> days. No later than tThirty (30) days prior to the commencement beginning of the work year, PGCPs shall create and disseminate eleven month personnel will be provided with a copy of a tentative schedule listing when their specifying the dates on which the required contract days will shall be worked. Where possible this schedule will be worked out after input from the affected Unit I member. The schedule will provide include a period of at least three consecutive calendar weeks without duty days when there are not any duty days scheduled, unless there is mutual agreement to do otherwise. The team is reviewing this proposal for further consideration.</p> <p>9. <del>b.</del> Unit I members employed for twelve months are expected to work on days schools are closed for emergencies unless the Central Offices are closed.</p> <p>10. Professional School Counselors shall be eleven (11) month Unit I positions—effective June 1, 2023.</p> <p>11. 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.</p>	
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12. School Psychologists shall be eleven (11) month Unit I positions. The application process for 12-month positions will consider internal candidates only.
13. 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 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.~~
14. Individualized Education Program (IEP) Facilitators shall be ~~eleven (11)~~ **ten (10)** month Unit I positions and will be included on the Differential Scale A for Unit I members.

Following the numbering above, the team is still following up on proposals for 1 and 8 to identify potential impacts.

Language Cleanup – 4

Reject – 3, 6, and 6b

Counter - 14

TA – 9 through 13

#### **PGCEA Response 5/20/25**

6.1 A. 1 – Waiting for Response

6.1 A. 3 – Counter proposal of 2 days

3. During the duration of this agreement ~~three~~ **two** 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.

6.1 A. 4 – TA on language cleanup

6.1 A. 6 – Counter proposal

6. Two days of asynchronous professional development will be provided to all Unit 1 members at a worksite of their choice:
  - 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 ~~and shall produce a certificate of completion for each self-directed professional development course~~. 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 I 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 Safe Schools (or



other mandated) online training videos are added after this designated day, additional time shall be provided for Unit members to complete.

6.1 A. 8. Counterproposal

8. Unit I members employed for a duration of eleven months will be required to work two hundred and ~~twelve (212)~~ ~~twelve (212)~~ ~~eleven (211)~~ days. No later than ~~t~~Thirty (30) days prior to the commencement beginning of the work year, ~~PGCPS shall create and disseminate~~ eleven-month personnel will be provided with a copy of a tentative schedule listing when their specifying the dates on which the required contract days will shall be worked. Where possible this schedule will be worked out after input from the affected Unit I member. The schedule will provide include a period of at least three consecutive calendar weeks without duty days when there are not any duty days scheduled, unless there is mutual agreement to do otherwise.

6.1 A. 9 – 13 TA

6.1 A. 14. TA on PGCPS 5/6/25 Counter

PGCPS Response 5/20/2025

- A. Unit I members employed for ten months may be scheduled to work 192 days in the school year.
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.

TA – Note: This was implemented for the current school year.

Counterproposal – acceptance of 211 days with revisions

7. a. Unit I members employed for a duration of eleven months will be required to work two hundred and ~~twelve (212)~~ ~~twelve (212)~~ ~~eleven (212)~~ (211) days. No later than ~~t~~Thirty (30) days prior to the commencement beginning of the work year, ~~PGCPS shall create and disseminate~~ eleven-month personnel will be provided with a copy of a tentative schedule listing when their specifying the dates on which the required contract days will shall be worked. Where possible this schedule will be worked out after input from the affected Unit I member. The schedule will provide



	<p>include a period of at least three consecutive calendar weeks without duty days when there are not any duty days scheduled, unless there is mutual agreement to do otherwise.</p> <p><b><u>PGCEA Response 5/27/25</u></b>  <b>Counterproposal</b></p> <p>8. a- Unit I members employed for a duration of eleven months will be required to work two hundred and <del>twelve (212)</del> <del>twelve-eleven (212)</del> (211) days. No later than <del>thirty (30)</del> days prior to the commencement beginning of the work year, PGCPs shall create and disseminate eleven-month personnel will be provided with a copy of a tentative schedule listing when their specifying the dates on which the required contract days will shall be worked. Where possible this schedule will be worked out after input from the affected Unit I member. The schedule will provide include a period of at least three consecutive calendar weeks without duty days when there are not any duty days scheduled, unless there is mutual agreement to do otherwise.</p>	
<p><b>Article 6.2 – Workday</b></p>	<p><b><u>PGCEA Proposals 3/4/2025</u></b></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. <del>In the event that</del> 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> <p>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. <del>The time before and after school may be scheduled on a more flexible basis.</del></p> <p>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> <p>C. Planning Time</p> <p>1. Unit I members will be provided a half day <del>each quarter</del> <del>once a month</del> for individual Unit I member directed planning time at an alternative worksite of their choice.</p> <p>2. Teacher planning time will be scheduled in accordance with the following procedures and shall be Unit member directed:</p> <p>3. Secondary schools: The principal/supervisor shall schedule a minimum continuous block of <del>forty-five (45)</del> <del>sixty (60)</del> minutes daily of planning time for each Unit 1 member</p>	

	<p>during the student day. A minimum of two days per week a teacher shall receive planning for a full class period.</p> <p>4. Elementary Schools, Early Childhood Centers, <b>Early Childhood Programs</b>, and Special Education Centers: The principal/supervisor shall schedule a minimum of <del>240</del> <b>280</b> minutes of planning time for each Unit I member per regular work week of five normal workdays of which a minimum of <del>200</del> <b>240</b> 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> <p>E. Substituting</p> <p>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 <b>their per diem hourly</b> rate of <del>thirty dollars</del> (\$30.00) for FY23, <del>thirty two dollars (\$32.00)</del> in FY24 and <del>thirty four (\$34.00)</del> in FY25 payable in no less than one (1) hour increments</p> <p>2. In the event that a unit 1 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 <b>their per diem</b> hourly rate of <del>thirty dollars</del> (\$30.00) for FY23, <del>thirty two dollars (\$32.00)</del> in FY24 and <del>thirty four (\$34.00)</del> in FY25 (\$30.00) for each instructional period additional students are assigned to them, payable in no less than one hour increments.</p> <p>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 <b>their per diem</b> hourly rate of <del>thirty dollars (\$30.00)</del> for FY23, <del>thirty two dollars (\$32.00)</del> in FY24 and <del>thirty four (\$34.00)</del> in FY25 per each student instructional hour in no less than half hour increments.</p> <p>4. <b>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</b></p>	
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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.~~  
(In collaboration with the FAC, schools will develop an equitable substituting schedule for 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.

#### PGCPS Response 3/18/2025

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.

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.~~

This has a substantive impact. Not just clean-up.  
(withdraw)

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 (and) the Faculty Advisory Council.

Reject due to the impact upon principals. Maintain current language.

#### C. Planning Time

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.  
Hold for study.
2. Teacher planning time will be scheduled in accordance with the following procedures and shall be Unit member directed:
  - 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 1 member during the student day. A minimum of two days per week a teacher shall receive planning for a full class period. Hold for study by committee.
  - 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.

Hold for study by committee.

D. Collaborative Planning:

- ~~1. Any non-instructional time labeled as collaborative planning shall not be counted towards required minimum Planning Time as described in Article 6.2 C.~~
2. Collaborative Planning shall be based on the following essential tenets:
  - a. Collaborative planning will be scheduled for at least one period per week on a regular basis for teams to engage collaboratively as an instructional professional learning community (PLC) of grade level/content teams, special population service providers and instructional leadership team members.

As noted above, we propose that a committee review the workload and planning time issues.

E. Substituting

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 1 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~~ 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.~~

Reject additions to principal duties.

All proposals involving a per diem are economic proposals. Hold for review as part of full economic proposal.

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 thirty four (\$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 thirty four (\$34.00) in FY25~~ per hour at their per diem hourly rate in no less than hourly increments.

Hold for consideration as part of full economic proposal.

- 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.

Hold for further review and consideration as part of full economic proposal.

- 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.~~

There is an expectation of increased responsibilities as teachers progress up the career ladder. These “other teacher activities” should be studied by the proposed committee.

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.

We will review.

**PGCEA Response 3/25/2025**

6.2 A. 1. & 2. – PGCEA Holds to 3/4/25 Proposal

6.2 C. Planning Time 1 and 2 a. & b.– PGCEA Holds to 3/4/25 Proposal.

D. Collaborative Planning:

- ~~1. Any non-instructional time labeled as collaborative planning shall not be counted towards required minimum Planning Time as described in Article 6.2 C.~~

Reject strike out; maintain current language

2. Collaborative Planning shall be based on the following essential tenets:

- b. Collaborative planning will be scheduled ~~for at least one period per week~~ on a regular basis for teams to engage collaboratively as an instructional professional learning community (PLC) of grade level/content teams, special population service providers and instructional leadership team members.

Reject new language; maintain current language

PGCEA rejects the referral of any of our workload proposals to a committee.

6.2 E. Substituting – PGCEA holds to 3/4/25 proposal

6.2 F. Covering for Non-classroom Based Educators – PGCEA holds to 3/4/25 proposal

6.2 G. PGCEA holds to 3/4/25 proposal

6.2 I Maintain strikeout as proposed on 3/4/25



## PGCPS Responses 4/22/2025

### 6.2 A. TA

6.2 A. 1. Maintain current language. Schools have different start and end times, and there are times when the principal needs flexibility to ensure meetings can occur and adequate coverage is available.

### 6.2 A. 2. Reject

While collaboration is always encouraged, principals are the time approvers at the school level and are responsible for establishing and maintaining an accurate and effective system for monitoring the timecards for all staff in accordance with AP 4132.

### 6.2 C. Planning Time – Hold Pending Further Review

### 6.2 D. Collaborative Planning - HOLD – Pending further review

### 6.2 E. Substituting

1. Any Unit I members 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 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~~ ~~thirty-four dollars (\$34.00)~~ payable in no less than one (1) hour increments.
2. In the event that a unit 1 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~~ ~~the~~ 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) ~~thirty-four dollars (\$34.00)~~ 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~~ ~~the~~ hourly rate of ~~thirty dollars~~ (\$30.00 ) for FY23, ~~thirty two dollars (\$32.00) in FY24 and thirty four (\$34.00) in FY25~~ ~~thirty-four dollars (\$34.00)~~ per each student instructional hour in no less than half hour increments.
4. If any ~~classroom-based~~ 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 of ~~thirty-four (\$34.00)~~, 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 ~~classroom-based~~ Unit I member will be required to cover more than 2 additional

assignments under this language unless there is an emergency.

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.~~  
Reject additions to principal duties.

#### 6.2 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~~ member in addition to their regular assignment, the Unit I member shall be compensated ~~thirty-four dollars (\$34.00) per hour~~ 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-four dollars (\$34.00) per hour~~ 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.

6.2 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~~ ~~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~~ ~~thirty-four dollars (\$34.00)~~ 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.

6.2 I. ~~Reject – maintain current language as it speaks to PGCEA’s proposal in 6.1.E.6.~~

There is an expectation of increased responsibilities as teachers progress up the career ladder. These “other teacher activities” should be studied by the proposed committee.

6.2 M. NON SCHOOL BASED SCHEDULES We will review

**PGCEA Response 4/29/2025**

- 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.
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~~ and the Faculty Advisory Council.

6.2 C. Planning Time – PGCEA holds to 3/4/25 proposal

6.2 D. Collaborative Planning – maintain current language

6.2 E. Substituting

1. Any Unit I members 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~~ ~~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 ~~thirty four dollars (\$34.00)~~ ~~fifty-five dollars (\$55)~~ payable in no less than one (1) hour increments.
2. In the event that a unit 1 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~~ ~~the~~ 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)~~ ~~thirty four dollars (\$34.00)~~ ~~fifty-five dollars (\$55)~~ 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~~ ~~the~~ hourly rate of ~~thirty dollars (\$30.00)~~ for FY23, ~~thirty two dollars (\$32.00)~~ in FY24 and ~~thirty four (\$34.00)~~ in FY25 ~~thirty four dollars (\$34.00)~~ ~~fifty-five dollars (\$55)~~ per each student instructional hour in no less than half hour increments.
4. If any ~~classroom-based~~ 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~~ the hourly rate of ~~thirty-four (\$34.00);~~ fifty-five dollars (\$55) 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 ~~classroom-based~~ Unit I member will be required to cover more than 2 additional assignments under this language ~~unless there is an emergency.~~

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.~~

#### 6.2 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 ~~member~~ in addition to their regular assignment, the Unit I member shall be compensated ~~thirty-four dollars (\$34.00) fifty-five (\$55) per hour~~ thirty dollars (\$30.00) for FY23, thirty-two dollars (\$32.00) in FY24 and thirty-four (\$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 ~~or there is a vacancy~~, 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-four dollars (\$34.00) per hour~~ fifty-five (\$55) thirty dollars (\$30.00) for FY23, thirty-two dollars (\$32.00) in FY24 and thirty-four (\$34.00) in FY25 ~~per hour.~~

#### 6.2 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 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 ~~thirty-four dollars (\$34.00) fifty-five dollars (\$55)~~ 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.

**6.2 I. PGCEA holds to 3/4/25 proposed strike out**

**6.2 M. NON SCHOOL BASED SCHEDULES – waiting for PGCPs response.**

**PGCPs Response 4/29/25**

6.2 M. Reject - Maintain current language  
Special Education Infants and Toddlers Program are classified as Non School-Based Unit I members and are eligible for telework per AP 4165. These identified 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.

**PGCPs Counter Proposal 5/6/2025**

TA on A and A.1

Reject A.2 - Maintain current language

6.2 C & D - Hold for presentation/discussion during the 5/6/25 session

6.2 E, F, G - Hold to the 4/22/25 counter

Reject 6.2 I - Maintain current language

6.2 M - Response provided on 4/29/25

Reject - Maintain current language

Special Education Infants and Toddlers Program are already classified as Non School-Based Unit I members and are eligible for telework per AP 4165. and 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.

**C. Planning Time**

1. Unit I members will be provided a half day ~~each quarter~~ ~~once a month~~ **each quarter** for individual Unit I member directed planning time at an alternative worksite of their choice. **Reject - Keep original language**
2. Teacher planning time will be scheduled in accordance with the following procedures and shall be Unit member directed:
  - a. Secondary schools: The principal/~~supervisor~~ shall schedule a minimum continuous block of ~~forty-five (45)-sixty (60)~~ **forty-five (45)** minutes daily of planning time for each Unit 1 member during the ~~student day~~ **duty 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~~ **240** 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 per week during the student day and during the duty day in daily blocks of no less than 40 minutes where possible. 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.

*Note: We cannot honor the additional time across all schools consistently beyond what is proposed.*

**PGCEA Response 5/20/25**

6.2 A. 2. Maintain current language. TA on 6.2 A.

6.2 C. Hold to 3/4/25 proposal

6.2 D. Reject proposal, maintain current language

6.2 E, F, & G Hold to 4/29/25 counter proposal

6.2 I. Withdraw strike-out, maintain current language

6.2 M. Hold to 3/4/25 Proposal

**PGCEA Response 6/3/2025**

6.2 C. 1. Agree to PGCPs language of 5/6/25

6.2 C. 2. a. and b. Withdraw PGCEA Planning Time proposals, reject PGCPs counter proposals, maintain current language.

6.2 D. Reject PGCPs proposed changes, maintain current language

6.2 E. Substituting

1. Any Unit I members 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 ~~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 ~~thirty-four dollars (\$34.00)~~ ~~fifty-five dollars (\$55)~~ thirty-eight dollars (\$38.00) in FY 26, forty dollars (\$40.00) in FY 27 and forty-two dollars (\$42.00) in FY 28 payable in no less than one (1) hour increments.
2. In the event that a unit 1 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 ~~the their per diem~~ the 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)~~ ~~thirty-four dollars (\$34.00)~~ ~~fifty-five dollars (\$55)~~ thirty-eight dollars (\$38.00) in FY 26, forty dollars (\$40.00) in FY 27 and forty-two dollars (\$42.00) in FY 28 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~~ ~~the~~ hourly rate of ~~thirty dollars (\$30.00)~~ for FY23, ~~thirty two dollars (\$32.00)~~ in FY24 and ~~thirty four (\$34.00)~~ in FY25 ~~thirty four dollars (\$34.00)~~ ~~fifty five dollars (\$55)~~ thirty-eight dollars (\$38.00) in FY 26, forty dollars (\$40.00) in FY 27 and forty-two dollars (\$42.00) in FY 28 per each student instructional hour in no less than half hour increments.

4. If any ~~classroom-based~~ 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~~ the hourly rate of ~~thirty four (\$34.00)~~, ~~fifty five dollars (\$55)~~ thirty-eight dollars (\$38.00) in FY 26, forty dollars (\$40.00) in FY 27 and forty-two dollars (\$42.00) in FY 28 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 ~~classroom-based~~ Unit I member will be required to cover more than 2 additional assignments under this language ~~unless there is an emergency~~.
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 1 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 ~~member~~ in addition to their regular assignment, the Unit I member shall be compensated ~~thirty four dollars (\$34.00)~~ ~~fifty five (\$55)~~ per hour ~~thirty dollars (\$30.00)~~ for FY23, ~~thirty two dollars (\$32.00)~~ in FY24 and ~~thirty four (\$34.00)~~ in FY25 per hour ~~at their per diem hourly rate~~ thirty-eight dollars (\$38.00) in FY 26, forty dollars (\$40.00) in FY 27 and forty-two dollars (\$42.00) in FY 28, in no less than one hour increments for such additional assignment.
2. In the event a non-classroom-based educator is absent ~~or there is a vacancy~~, 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 four dollars (\$34.00)~~ per hour ~~fifty five (\$55)~~ thirty dollars (\$30.00) for FY23, ~~thirty two dollars (\$32.00)~~ in FY24 and ~~thirty four (\$34.00)~~ in FY25 per hour ~~thirty eight dollars~~



	<p>(\$38.00) in FY 26, forty dollars (\$40.00) in FY 27 and forty-two dollars (\$42.00) in FY 28.</p> <p>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 <del>at the</del> <del>their per diem</del> hourly rate of thirty dollars (\$30.00) for FY23, thirty-two dollars (\$32.00) in FY24 and thirty-four (\$34.00) in FY25 <del>thirty-four dollars (\$34.00)</del> <del>fifty-five dollars (\$55)</del> thirty-eight dollars (\$38.00) in FY 26, forty dollars (\$40.00) in FY 27 and forty-two dollars (\$42.00) in FY 28.in no less than half hour increments for that planning period. This entitlement does not include days <del>where</del> <del>when</del> the school system has a delayed opening or early dismissal.</p> <p>M. <del>Waiting for PGCPs response</del></p>	
<p><b>Article 7 – Teacher Educator Assignment</b></p> <p>We agree to changes from “teacher” to “educator” throughout <b>PGCPS 3/18/25</b></p>	<p><u><b>PGCEA Proposals 3/4/2025</b></u></p> <p>F. <del>The principal shall be responsible for obtaining substitutes for classroom teachers who are absent.</del> 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 <b>and support and related service providers</b> will be released from teaching and other duties at least five (5) days per school year to work on paperwork/IEP/<b>IFSP</b>. compliance. These days will be scheduled through agreement between the teacher/<b>related service provider</b> and principal/<b>supervisor</b> with no more than two (2) occurring in any one quarter. <del>Teacher</del> 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"> <li>1. <b>The</b> agreed upon release time shall be in addition to any other school district provided leave or preparation time.</li> <li>2. To the extent possible, employees shall have access to computers, printers, software and all other appropriate materials necessary to complete <b>paperwork/IEP/IFSPs</b>.</li> <li>3. Unit I members have the option of determining their worksite on the five (5) days per school year articulated in this section.</li> <li>4. PGCPS shall create a separate absence code for the tracking of these days.</li> </ol> <p>M. <b>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-</b></p>	

/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.

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.

#### PGCPS Responses 3/18/2025

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. **Agreed**

L. Special Education teachers **and licensed Unit 1 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.

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~~ **and related documentation.**
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.

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.

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.~~  
This proposal impacts test security protocols.
4. PGCPS shall create a separate absence code for the tracking of these days.

Hold for review.

We have a concern about test security and length of time. Should not take 4 days.

### PGCEA Responses 3/25/2025

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. Agreed

L. Special Education teachers and licensed Unit 1 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.

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~~ and related documentation.
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.

PGCEA Agrees with PGCPS changes

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

	<p>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"> <li>1. The agreed release time shall be in addition to any other school district provided leave or preparation time.</li> <li>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.</li> <li>3. Unit I members have the option of determining their worksite on the four (4) days per school year articulated in this section.</li> </ol> <p>This proposal impacts test security protocols.</p> <ol style="list-style-type: none"> <li>4. PGCPs shall create a separate absence code for the tracking of these days.</li> </ol> <p>Hold for review.  We have a concern about test security and length of time. Should not take 4 days  PGCEA hold to proposed language of 3/4/25</p> <p><u><b>PGCPS Responses 4/22/2025</b></u>  F. TA  7 L. TA  M. Same as 3/18/25</p> <p><u><b>PGCEA Respponse 4/29/25</b></u>  7 F. TA  7 L. TA  7 M. PGCEA waiting for PGCPS response</p> <p><u><b>PGCPS Counter Proposal 5/6/2025</b></u>  7.M - Reject - The Area Offices will work with Curriculum &amp; Instruction, Monitoring and Accountability, and schools to create alternative schedules to accommodate assessment scoring</p> <p><u><b>PGCEA Response 5/20/25</b></u>  Counter proposal:  7 M. The PGCPs Area Offices will work with Curriculum &amp; Instruction, Monitoring and Accountability, and schools to create alternative schedules to accommodate assessment scoring.</p>	
<b>Article 8 – Non-teaching Duties</b>	<p><u><b>PGCEA Proposals 3/4/2025</b></u></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 <del>in</del> <b>for</b> emergencies and shall not last more than one hour before or after the student day. Except <del>in</del> <b>for</b> 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</p>	

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.

- 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.
- 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 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.~~

**PGCPS Responses 3/18/25**

- 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.

**Hold for further study.**

**We will review the impact of 8E upon middle and high schools.**

- 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.

**Reject. Maintain current language. Some schools have different events.**

- 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 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.~~

**We can't negotiate in Unit 1 the assignments of staff in other bargaining units. We can agree to the changes in the second sentence as noted.**

- 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.**

**Hold J. pending review of PGCPs grading audit.**

- 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.~~ **Reject**

Department chairs are already compensated. Level 3 and 4 teachers are expected to take on additional responsibilities.  
(hold with questions)

- 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. This should go into an MOU, not the contract. (Hold – ask questions)

**PGCEA Responses 3/25/25**

- 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.

Reject. Maintain current language. Some schools have different events.

PGCEA holds to 3/4/24 Proposal

- 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 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.~~

We can't negotiate in Unit 1 the assignments of staff in other bargaining units. We can agree to the changes in the second sentence as noted.

PGCEA accepts changes to proposed language

- 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.– **Reject**

Department chairs are already compensated. Level 3 and 4 teachers are expected to take on additional responsibilities.

PGCEA holds to proposed language of 3/4/25

- 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. This should go into an MOU, not the contract. PGCEA holds to proposed language of 3/4/25

**PGCPs Responses 4/22/2025**

8 E. Same as 3/18  
 8 F. Same as 3/18/25  
 8 I. Same as 3/18/25  
 8 J. Same as 3/18/25  
 8 K. Same as 3/18/25  
 8 L. Same as 3/18/25

**PGCEA Responses 4/29/25**

8 E. Hold to 3/4/25 Proposal  
 8 F. Waiting for PGCPs response  
 8 I. TA  
 8 J. Waiting for PGCPs response  
 8 K. Hold to 3/4/25 proposal  
 8 L. Hold to 3/4/25 proposal

**PGCPs Response 4/29/25**

8 F. HOLD – Under further review

**PGCPs Counter Proposal 5/6/2025**

8.E - PGCPs wants to consider the feasibility of PGCEA's proposal but needs clarification on how mandatory staff and/or professional development meetings are defined/ particularly at the secondary level. Does this include collaborative planning, grade-level meetings, etc?

Reject 8.F, J, K, L - Maintain current contract language  
 TA – 8.I

Note: A grading policy workgroup already exists and has PGCEA representatives on the committee selected by PGCEA leadership. The committee includes representatives from Academics, School Leadership (schools and central office), PGCEA, IT & Student Services serve on the standing committee. Have the grading recommendations been presented to that workgroup for further discussion?

**PGCEA Response 5/20/25**

8 E. – Waiting for response  
 8 F. – Withdraw proposal  
 8 J. – Hold to 3/4/25 proposal  
 8 K. – Hold to 3/4/25 unless PGCPs agrees Dept. Chairs are covered in 6.2 E. 4  
 L. – Withdraw based on the creation of an MOU in this instance.

**PGCPS Response 5/20/2025**

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, **or in sensitive cases at the request of the principal/supervisor.** ~~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.~~

**PGCEA Response 5/27/25**

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 entered 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, record, or report grades outside of Synergy. Educators shall not be required to enter grades or academic performance data on any platform, form, or system other than Synergy, except in circumstances outlined in Board policy or where required by law. All formal grade reporting and data collection/analysis of student academic progress shall occur via Synergy.~~