

## Elementary Prep Time

### What Does the Contract Say?

#### Article IX: Hours Section E Subsection 1

The elementary school unit members shall receive 200 minutes of preparation time during physical education per ten work day period. The number of holidays, minimum days, and parent conferences are factors in calculating the total number of minutes available for preparation time.

### What Does Mean to Me?

\*Elementary teachers are to receive their 200 prep minutes per 10 days in conjunction with students attending PE. There may be instances when those 200 minutes are altered because of holidays, minimum days, and parent conferences. In those cases, sites will determine if a make up time is possible, and thus the prep minutes as well. Those decisions for make ups due to the above are based on site made schedules and decisions.

### I'm Not Getting My Prep Time, What Should I Do?

If you do not receive your prep time, please talk to your administrator immediately and explain the issue. if the solution is not to your satisfaction, please contact your site representative immediately. Additionally, you do not need to attend meetings during this time, unless you choose to on your own accord.

Example 1: The PE teacher is out sick for the day and PE was cancelled as a result.

Please talk to your administrator and figure out an alternative time to obtain those prep minutes.

Example 2: We had no school on Monday for President's Day and I have PE on Mondays, therefore I didn't get my prep minutes. If scheduling an additional time for PE is possible, those minutes can be made up. If the schedule does not permit any make-up, those minutes would be lost. Work with your site to come up with a plan on those instances.