



SpEd Classroom Weekly Log Prep, Case Mgmt, Lunch Times

User Instructions					
<p>Form Purpose: Licensed classroom SPED staff should use this form to record prep, case management and lunch time that you were not able to use your time for the intended purpose and the reason(s) why. This form will be reviewed by your administrator, the district and EEA to determine and correct ongoing or repeated discrepancies regarding contract compliance.</p> <p>Teachers complete the form and promptly return the completed/signed form to their building administrator and SSD Level Administrator.</p> <p>Building Administrator Instructions When you receive this form, you are expected to complete the "Administrator only" section of the form, including a description of what you know about the situation and what actions you took to address it. Please collaborate with the SSD level director as needed. Return the completed form promptly to the SSD Level Administrator, Human Resources at hr@4j.lane.edu and the EEA President at eeapresident@comcast.net.</p>					
Name				Week of	
Position				Building	
Date	Type Missed (in 15 minute increments)			Reason (be specific)	Building Administrator Only Notes and Follow Up (see instructions at top)
	Prep Time	Case Mgt. Time	Duty-free Lunch Time		
	Minutes Missed	Minutes Missed	Minutes Missed		
Total Hours Used:					
Employee Signature:					Date:

Applicable Law and Contract Language

10.1.5 PREPARATION TIME: All unit members shall be provided at least one period of preparation time during their work day.

a. Unit members shall not be assigned to supervise or instruct students during their preparation time.

b. Middle and high school unit members shall be guaranteed a preparation period during the instructional day.

c. Elementary unit members shall have at least three hundred (300) minutes of preparation per week, including one 60-minute block of uninterrupted preparation time. Administration will not schedule meetings during this hour of preparation time. No daily portion shall be smaller than twenty (20) continuous minutes. Every effort will be made to make the daily preparation time thirty (30) continuous minutes in length. These three hundred (300) minutes will include at least one hundred and twenty (120) minutes of preparation time during the student work day each week in blocks of not less than thirty (30) minutes, which time will generally be used for individual planning and/or collaboration at the member's discretion. Elementary SSD members will continue to have 210 minutes of preparation time per week outside the student day including one 60-minute block of uninterrupted preparation time in which no meetings will be scheduled, in addition to the case management time in Article 13.7.7.

d. When an administrator initiates and assigns unit members to work during their preparation period, they are paid at their prorated per diem rate.

13.7.7 CASE MANAGEMENT: Special Education teachers assigned to a building will receive daily case management time for the purpose of arranging and completing IEPs, performing required special education activities related to IDEA, and reporting progress. This time is not protected due to the requirements of special education teachers to support students throughout their school days. However, administrators will not assign teachers any non-case management duties during their case management period. Case management time will be allotted as follows:

a. 30 minutes daily for elementary special education teachers;2 Collective Bargaining Agreement between Eugene Education Association And Eugene School District 4J – 3/6/18 Page 41 of 55

b. 1 period per day for middle school special education teachers;

c. 1 period per day for high school special education teachers and post-high school transition special education teachers;

ORS 342.608 provides that full-time licensed staff be provided a time for a 30 minute continuous duty free lunch period during the regularly scheduled lunch hours. Further, a school principal who fails to so schedule "shall be guilty of neglect of duty."