

Required Versus Desired - When Can I Say No?

What it means

1. Do only that work that is REQUIRED by your contract. Do that work well.
2. Refuse to do any work that is NOT required or compensated (with additional pay or release time). Use that time to take care of yourself and your family.

Why it matters

1. It sends a message to your employer that your time is valuable and it belongs to you.
2. It helps you improve your work-life balance, which makes you a better teacher for your students.

What the contract requires

Basic Guideline - If you are required to do it, you MUST be compensated.

- Be at work and available during contract hours.
 - ◇ Contract hours are: 30 minutes prior to the start of the instructional day until your professional duties are completed. (CBA, Article VI: Sections A1-3, B1-3, C1-3, D, and E)
 - ◇ Before and after school faculty meetings (CBA, Article VI: Section L)
 - ◇ Includes PLC time, supervision duties (CBA, Article VI, Sections A4, B4, and C4)
 - ◇ Adjunct Duty (CBA Article VI, Section J)
 - ◇ Other compensated events/duties (Back to School Night, Graduation, Open House sub coverage, etc.)(CBA Article VI, Section N)
 - ◇ Events are either compensated with pay (stipend, contract hourly rate, etc.) or with compensatory time off (minimum day before or after Back to School Night) - **Contract hourly rate is \$51.01/hour**
- Effective planning, preparation, and grading, are expected parts of your job description, even if they are completed outside contract hours.

What the contract does NOT require

Basic Guideline - If you are not required to do it, you may or may not be compensated.

- This includes things like:
 - ◇ Club sponsorships (except for adjunct duty)
 - ◇ After school or evening events
 - ◇ Meetings or events outside of contract hours (as defined above) or in excess of contract permissions,
 - ⇒ District track meet
 - ⇒ Athletic events
 - ⇒ Honorary Service Awards
 - ⇒ Other similar events
 - ◇ Writing letters of recommendation
 - ◇ Communications outside of contract hours (including emails to students, parents, and administrators)
- Any kind of meeting during lunch (including club sponsorship) The State of California requires a duty free lunch for all employees.

Some things are not required by the contract, but you get compensated if you participate. Accept these at your own discretion.

- 6/5 assignment (giving up your conference period)
- Department Chair/Lead Teacher
- WASC coordinator

In the case of a district-wide TTA Job Action after the Fact Finding process is complete and an imposition occurs, you may be asked to refuse ALL optional Activities as part of escalation tactics, even those that are compensated. Escalated Job Actions are a call for unity and pressure that require member participation across TUSD in order to be successful.