

Defined Teacher Workday

Fayette County Public Schools, in partnership with the Fayette County Education Association, has collaboratively developed a Defined Teacher Workday framework. This initiative will be piloted throughout the 2024-2025 school year to assess its effectiveness in establishing minimum expectations for teachers, staff, and administrators. As this is a pilot program, the framework may undergo modifications during the school year based on feedback and observed outcomes.

FCPS deeply values the time and dedication of our teachers and staff, recognizing the extensive hours invested beyond the regular school day to deliver a high-quality education to our students. This dedication is a core value we all respect and embrace. This Defined Teacher Workday framework is an effort to provide a balanced approach to workload management while maintaining the exceptional standard of education.

It is important to note that this document is not a contractual agreement. Rather, it serves as a guide to facilitate balance and does not intend to restrict the extraordinary efforts our teachers, staff, and administrators consistently put forth.

Workday

- There will be an 8-hour workday on instructional days including duty free lunch.
 - Schools will set a beginning and ending time for the workday that is no more than a total of 70 minutes before or after instruction. [⚠]
 - As per KRS 158.060, duty-free lunch will be equal to the student lunch period. ^{⚠⚠}
 - Included in the regular workday, the principal will schedule teachers, on a rotating basis when applicable, needed to supervise students.
 - Supervision assignments will be done in a fair and consistent manner
 - Teachers may be assigned supervision for areas including, but not limited to playground, bus loading/unloading, hall duty, restroom duty, lunchroom duty, car line duty and/or escorting students to and from the cafeteria as long those duties do not interfere with a teacher lunch or planning period.
 - Supervision may be outside of the 8-hour workday only in cases of emergencies and/or special circumstances (e.g. severe weather, late buses, etc.)
 - This does not include ARC, 504, MTSS, or other regulatory meetings, etc.
- On non-instructional days, the workday will be 8 hours, including up to one hour for lunch.

[⚠] This includes school locations with a Preschool start time that differs from the standard start time. These schools should set the workday time for Preschool staff based on the above guidelines.

^{⚠⚠} In keeping consistency at a school location, the Preschool teacher would have the allotted time (set by the K-5 student lunch period) during the break between AM/PM Preschool sessions or a set time during the day if teaching in a full-day classroom. For Preschool teachers in locations with no K-5 students (FC

Preschool Center, Family Care Center, and Dunbar), elementary lunch periods from surrounding schools will be reviewed for guidance.

After-School Activities

- Teachers will attend three (3) organized events outside of regular school hours (Literacy Nights, athletic events, music performances, arts showcase, etc.) per year. These events must be coordinated through collaboration between the teacher and the principal. Open House and Graduation will be required events outside of the 3 organized events per year.
- One Parent/Teacher Conference per student, per semester will be scheduled for all campuses. Teachers who work at more than one school will attend only one conference night per semester. This is outside of the 3 organized events per year.
- Teachers using sick, personal, or emergency leave time during the instructional day will not be required to attend an after-school event on the same day as their absence.
- Committee meetings (including but not limited to SBDM, Sunshine, Spirit, PTA, PBIS, etc.) are not included in the 3 organized events per year.
 - Fieldtrips, school trips or district-required activities do not apply

Any additional events attended by teachers, due to an extra-duty work assignment by their principal or supervisor, will be compensated in accordance with district policies and procedures. (This does not include ARC. 504, MTSS, or other regulatory meetings, etc.)

After School Meetings

- Faculty Meetings will not exceed a total of 90 minutes per month outside of the 8-hour workday. Such meetings will be scheduled at least 10 days in advance, except in the case of an emergency or special circumstance. Meetings called due to emergencies and/or special circumstances, as deemed by the principal, do not count towards the 90 minutes.
- No more than one additional meeting per week outside of the 8-hour workday will be scheduled in addition to faculty meetings (PLC, departmental, committee, etc.); not to exceed 60 minutes, in addition to the 90 minutes.
 - This does not include ARC, 504, MTSS, or other regulatory* meetings, etc.

Non-Instructional Time (planning)

- Per 158.060(4) all certified staff will receive non-instructional time (planning) during the instructional day.
 - Planning time will not be scheduled outside of the teacher workday (before or after schools)

- Certified staff will receive at least 3 periods of time for teacher directed planning per week. No meetings will be scheduled during these periods.† This does not include activities completed as part of supplemental duties or assignments for which teachers receive compensation. This also does not include ARC, 504, MTSS, or other regulatory meetings, etc. or additional requirements included in a corrective action plan or written reprimand.
- Principals may schedule faculty to supervise students during class changes (middle and high) for up to 10 minutes during their scheduled planning time.

† *Preschool teachers have a minimum of 30 minutes each day for planning. Planning is to occur either between AM/PM Preschool sessions or at a scheduled time in full-day preschool classrooms. Preschool teachers also have designated monthly workdays throughout the school year that include time for planning.*

NOTE:

- All Title I school teachers and staff will comply with all Title I requirements.
- All Promise Academy schools will operate within the hours and guidelines previously established for those programs.
- Itinerant and non-itinerant district staff will be scheduled in accordance with district policies and procedures.
- *Regulatory meetings are defined as any meeting required by local, state, or federal regulations and laws, as well as any meeting necessary to fulfill the duties outlined in an individual's job description.