



December 15, 2017

BFT WORK TO THE CONTRACT TOOLKIT

FIND YOUR WORK TO THE CONTRACT TEACHER TOOL KIT AT <https://www.bftteach.org>



THE WORK TO THE RULE WILL START ON MONDAY, JANUARY 8 AND WILL CONTINUE UNTIL WE HAVE A SETTLEMENT OR WE CALL FOR AN END.

WHAT IS “WORK TO THE CONTRACT”

- WE ONLY DO WHAT WE ARE CONTRACTUALLY REQUIRED TO DO.
- IF YOU ARE PAID A SUPPLEMENT, YOU CONTINUE TO DO THAT DUTY.
- IF YOU ARE PAID TO TUTOR, YOU CONTINUE TO DO THAT DUTY.
- THE CONTRACT ALLOWS TWO ADMINISTRATIVELY ASSIGNED MEETINGS PER WEEK.

- YOU DO NOT ATTEND AFTER SCHOOL EVENTS BEYOND TWO REQUIRED PER SEMESTER.
- YOU DO NOT STAY AFTER THE END OF YOUR WORKDAY, COME IN BEFORE YOUR WORKDAY BEGINS OR GIVE UP YOUR LUNCH (UNLESS YOU ARE SUPPLEMENTED TO DO SO).
- YOU DO NOT TAKE WORK HOME WITH YOU OR DO WORK OUTSIDE THE WORKDAY.

WHAT A WORK TO THE CONTRACT IS NOT

- IT IS NOT A DELAY OF DOING WORK. WE WILL DO ONLY THE WORK WE CAN GET DONE DURING THE DAY. WE WILL ASK WHAT THE PRIORITY IS AND WE WILL ASK FOR ASSISTANCE WHEN WE ARE PULLED INTO TOO MANY MEETINGS THAT PREVENT US FROM GETTING OUR WORK DONE.
- IT IS NOT A PLAN TO HARM STUDENTS. THIS IS A WAY FOR US TO TAKE A STAND FOR STUDENTS AND OUR PROFESSION. SOMETIMES, YOU HAVE TO DO DIFFICULT THINGS IN ORDER TO SEE LONG TERM POSITIVE RESULTS.
- IT DOES NOT IMPACT YOUR EVALUATION. NOWHERE IN THE RUBRIC DOES IT SAY YOU MUST WORK BEYOND YOUR WORK DAY.

Suggestions to Manage Your Time During Work to Contract

- Plan with your team
- Fewer newsletters
- No daily behavior logs
- No before or after school events outside of the contract requirements
- No voluntary meetings during the day
- No homework or less homework
- Students self-grade more assignments
- Check for completeness not accuracy on more assignments
- Minimal comments on report cards
- No unpaid PD outside the school day
- Fewer classroom celebrations
- Drop late pick-ups in the office

Work to the Contract Guidelines:

DOs

1) Our priorities during the Work to The Contract:

1. Teach our students
2. Plan lessons – (see suggestions in the Don't section below)
3. Communicate with parents

2) Make sure you arrive at work at your contractual time. We ask everyone to meet in the parking lot and walk in together each morning.

3) Continue to perform all supplemented duties (clubs, supervisory, etc.). Never leave students unsupervised (see #5 under the Don'ts)

4) Continue to perform paid before and after school tutoring

5) Leave school at the end of your contracted work day

6) Let parents know, if they question what we are doing, that we are sorry we have been forced to take this action, but we are doing it because we believe your children deserve better.

7) Communicate with your administrator when your workload is too great to accomplish within the work day (See the Work to the Contract Tools document)

8) Set your auto reply on your Outlook Email using script provided by BFT (See the Work to the Contract Tools document)

DON'Ts

1) Do not take work home with you. This may require us to think differently.

- a. We recommend that you plan with your colleagues – for elementary maybe each teacher in a grade level plan one subject
- b. You may want to have students grade their own papers on some assignments.
- c. You may not want to grade all assignments you give for students, but rather check for completion.
- d. If you are being pulled for too many meetings or have too many demands, send an email to administration (We are providing a template you may use – See Work to the Contract Tools).
- e. Let's support each other. The goal is to get done what is absolutely necessary and stop doing things that are not.
- f. If you have too many IEPs or PSTs to complete see d. above

- 2) Do not attend school functions, unless you are compensated or if they are one of the two required by contract (Math nights, programs, SAC committee, after hours field trips, spring carnivals, etc.)
- 3) Do not attend PD, unless you are compensated or it is in place of the one allowed meeting after school, like early release PD.
- 4) Do not attend any meetings/training on early release days. Remember early release is your time, you cannot be required to attend meetings/trainings except the one PD per month.
- 5) Remember, no matter what, we can never leave students unattended. If you have a student with you and your work day is over, make sure you bring that student to the office and that they are placed properly in the care of your administrator.
- 6) Obey any directive. If an administrator requires you to do something, call the BFT office, we can and will file a grievance.
- 7) Do not harass colleagues who won't participate.