

New Haven Teachers Association Job Related Duties Log

This form should be used to record the amount of time you spend on "assigned job related duties" outside the regular duty hours (7 hours).

Section 6.1.11.1 of our contract states that "All job related duties outside regular duty hours shall be as reasonably and equitably assigned as is practical, and shall not exceed forty hours per work year for any unit member." Section 6.1.11.2 lists job related duties as limited to: (1) program development; (2) Inservice; (3) faculty meetings or any other required meetings of unit members; (4) parent conferences; (5) committee assignments; (6) back-to-school nights; (7) open house; (8) curriculum development committees; (9) student supervision; (10) other assignments which are necessary for the efficient and safe operation of school or district programs; (11) School Site Council; (12) IEP, SRT and SST meetings; (13) ILT meetings, except for any unit member receiving additional compensation for curricular leadership as defined in Article 13.

Be sure you verify whether or not the duties are voluntary or required. You may only count <u>"REQUIRED"</u>. Once you reach your 40 hour limit, inform your principal and NHTA building rep(s). If the principal or ESC managers require you to do job related duties beyond the 40 hours, you should receive additional compensation. If you need help with this, please contact the NHTA Office at (510) 441-3074 or your stie reps for support.

Date	Meeting or Job Related Duty	Start Time	End Time	Total Time	Assignee

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