New Haven Teachers Association
Job Related Duties Log

This form should be used to record the amount of time you spend on "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 (40) hours per work year for any unit member. (*The 40 hours are intended to acknowledge the extra time teachers put in to fulfill their professional responsibilities. Principals should assign time under this section on an if- and-as-needed basis only, not as a quota to fill*)"
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) openhouse; (8) curriculum development committees; (9) student supervision; (10) other assignments which are necessary for the effi cient 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; (14)Parent Teacher Club (PTC,PTA); and (15) District Level SBDM Steering Committee.
Be sure that you verify whether or not the duties are voluntary or required. You may count only required duties. Once you reach your 40 hour limit, inform your principal and NHTA building rep. If the principal or ESC requires you to do job related duties beyond the 40 hours, you should receive additional compensation. If you are required to do additional duties, please contact Paul Stickland at the NHTA office at (510)441-3074 or on my cell at (510)363-1790.

Date	Name of Meeting or Job Related Duty	Time	Total Time

Date	Name of Meeting or Job Related Duty	Time	Total Time