

Montebello Teachers Association/California Teachers Association • 918 W. Whittier Blvd. Montebello CA • (323) 722-5005

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30-Minute Duty-Free Lunch Required by Law & Contract

A minimum of thirty minutes duty-free lunch shall be provided each day including rainy day schedule (See Article IV. Section H.) This contractual right is for all Bargaining Unit members. The 30 minutes is included in the Bargaining Unit member's 7 hour & 15 minute or 8 hour day. No meetings or activities may be scheduled during bargaining unit members' thirty-minute duty-free lunch time. If a meeting is scheduled during lunch and following the thirty-minute duty-free time, that time is considered meeting minutes within the board day. Contact a Building Rep or the MTA office if you believe the thirty-minute duty-free lunch right and law is being violated.

Special Schedules for Rainy Days

- TK-5 grade classroom teachers are not responsible for supervision **except on rainy days.**
- 6-8 classroom teachers shall not be responsible for supervision except in the case of **an emergency beyond the control of the site administrator.**

(See Article IV. Section F.3.)



Teachers around the District meet students on the first day of school. Tina Marie Lozano is in class at Montebello High School and Mariam Mgrdichian meets students at Wilcox Elementary School.



The Contract Defines Maximum Meeting Hours for Individuals

The contract provides for the following meeting hours per school month (listed on the back of this *Contact*).

- 2 hours within the Board Day
- 3 hours outside the Board Day
(with one week advance notice in writing)
- 4 evenings per year

The meeting hours may be changed by agreement of the Faculty Club Chairperson and the Principal no less than 20 days prior to implementation. In no case shall the meeting hours total more than 5.

The Board day is 7 hours and 15 minutes. The standard Board Day is 8 a.m. to 3:15 p.m. Ask your site administrator for the official Board Day at your site.

The District defines a school month. School months are generally 4 weeks long. The "Staff Development Months" calendar is available at montebelloteachers.org and on the back of this Contact.

Personal Property At School?

Your Contract provides for reimbursement of personal equipment at school under the following conditions:

- The maximum claim is \$250
- The employee completed the District Personal Equipment Authorization Form.

Ask your site secretary for the form. Complete it for every personal computer, tablet, CD player, and other equipment you have brought from home. (See Article XVII.F.2.b)



Montebello Unified School District
Contractual Staff Development Months 2017-2018
 (Tentative Dates, Calendars pending approvals)

Traditional Calendar Sites			
BGH, MHS, SHS, CDS CIS, LNS (6 sites) 38 weeks total			
Months	DATES	Student Days	NUMBER OF WEEKS
1	17 August – September 15	21	4
2	18 September – October 12	19	4
3	16 October – November 9	19	4
4	13 November – December 15	20	3
5	18 December – February 2	18	4
6	5 February – March 2	18	4
7	5 March – March 28	18	4
8	9 April – April 27	15	3
9	30 April – May 25	20	4
10	29 May – June 14	13	3

Modified Traditional Calendar Sites			
BAE, BGE, BVE, CCE, FRE, GAE, GWE, JGE, LME, MGE, MPE, PHE, RPS, SUE, WAE, WGE, WIE (17 sites) BGI, EAI, LMI, MAI, MOI, SUI (6 sites) ATC, VHS (2 sites) 38 weeks total			
Months	DATES	Student Days	NUMBER OF WEEKS
1	17 August – September 15	21	4
2	18 September – October 12	19	4
3	16 October – November 9	19	4
4	13 November – December 15	20	3
5	18 December – February 2	18	4
6	5 February – March 2	18	4
7	5 March – March 27	17	4
8	9 April – April 27	15	3
9	30 April – May 25	20	4
10	29 May – June 15	14	3

Reminder: Suggested Weekly After School Meeting Schedule – within the hours of 2:00 – 4:45 p.m.

Mondays	Site Staff Meetings/ District Meetings & Professional Development
Tuesdays	Association Meetings
Wednesdays	District Meetings/ Site Staff Meetings & Professional Development
Thursdays	Site-Determined Meetings
Friday	Meeting free