

## **ARTICLE X -- NON-TEACHING DUTIES/ACTIVITIES**

### **Section 1. Limitations**

Teachers shall not be assigned or required to perform the following non-teaching duties:

- A. Lunchroom supervision during the duty-free lunch period.
- B. Chaperoning or attendance at after-school activities shall not be required or assigned to any teacher who does not receive a supplement for such activity in accord with his/her normal salary schedule; however, all unit members may be required annually to attend two back-to-school-night type of activities (or the equivalent of two back-to-school-night activities) developed by the principal and members of the faculty and agreed to by a majority of the entire faculty. For senior high school teachers, such activities may include commencement exercises, where required by the principal and scheduled during non-school hours. In the event agreement is not reached, the Superintendent or designee and the UTD President or Designee shall assist in reaching agreement. For full-time vocational teachers, such activities may include an appropriate program advisory committee meeting. Unit members shall be given three days' notice of such meetings. Any teacher shall be free to voluntarily participate in chaperoning or attending after-school activities.
- C. Cleaning or moving equipment or furniture.
- D. Performing anything other than preventive maintenance on equipment which is part of their instructional program.
- E. Collect or transmit money for any purpose.
- F. Hand scoring of any county-wide standardized tests.
- G. Assume administrative duty in lieu of or in absence of the principal, except in cases in an elementary school without an assistant principal, adult education centers and all community education centers where a teacher has submitted a request, in writing, to the principal, expressing a desire to obtain leadership experience by being given an opportunity to serve during available time during the teacher's day. In such instances, by mutual agreement, the principal may establish with the teacher the assignments to be undertaken and the time to be spent. A carbon copy of such agreement shall be sent to the appropriate ACCESS Center Assistant Superintendent and the Union. The opportunity to submit requests shall be made available to all teachers, with principals making the final determination on selection, number (limited to two), and assignment. To avoid possible conflict of interest, a teacher shall not be eligible for such leadership experience while serving as a Union steward or officer.

This leadership experience option shall be for elementary schools without assistant principals, adult education centers, and all community education centers. The parties shall monitor the success of the program and either party shall have the right to reopen on this issue, as provided in Article XXIX.

- H. Teachers will not be required to collect money from pupils for such purposes as lunch, milk, carnivals, or any projects sponsored by outside agencies.

## **Section 2. Merchandising**

Capitalizing on one's position in the M-DCPS to sell merchandise or services will be considered a violation of this Contract. Solicitation by members of the unit is forbidden, except when approved by the Superintendent, for school or community campaigns of unusual merit.

Vendors shall not be authorized to solicit employees during the workday, except when participating in meetings authorized by this Contract.

## **Section 3. Tutoring, Psychological Testing, and/or Therapy**

The following rules shall apply to any M-DCPS employee who engages in independent tutoring, psychological testing, and/or therapy for a fee, of any student enrolled in the public school:

- A. The employee shall not arrange to tutor, for a fee, any student currently enrolled in his/her class, nor to solicit any student for a private school.
- B. The employee shall not administer psychological tests or provide therapy, for a fee, to any student in his/her assigned school(s).
- C. The employee shall not tutor, psychologically evaluate, or provide therapy to any student, for a fee, during regular working hours of the employee nor on public school premises.
- D. An employee who accepts tutoring, psychological testing, or therapy engagements shall make his/her own arrangements with the parents for the fees to be charged.

## **Section 4. Medical Activities**

The Board agrees that any school district employee will be appropriately instructed in accordance with all of the provisions of Florida Statute 1006.062 prior to being assigned the responsibility of administering prescribed medication to any M-DCPS student.

Additionally, the names of each employee designated to administer prescribed medication at each work location will be provided, in writing, to all appropriate staff members at said location.

The parties have jointly established a Medical Issues Committee charged with the responsibility of reviewing and recommending guidelines regarding procedures for implementing medical activities at the school site. Such recommendations will be submitted to the Superintendent of Schools and the UTD President or Designee. This committee will convene as needed.