

FAYETTEVILLE (AR) PUBLIC SCHOOLS
EMPLOYMENT OF PART-TIME TEACHERS

In some cases it is necessary for the Fayetteville School District to employ part-time staff members. Part-time staff members shall be fully qualified.

A part-time teacher teaching up to and including one-half time will be entitled to one-half of the fringe benefits earned by full-time teachers. A part-time teacher teaching more than one-half time will be entitled to all fringe benefits and will earn a full salary increment.

The teacher at the time of employment will be furnished a detailed description of the weights assigned to his/her duties used in determining the equivalent part of the full-time salary, including a copy of this policy.

PROCEDURES

Administrators and the teacher involved shall make provisions for adjusting salaries and duties in special cases.

Fractional Time of Employment. The following guidelines will be used in computing part-time teachers' salaries and in determining responsibilities for those teachers.

1. In a secondary school with a six-period day:

Teachers employed in such schools will be paid based on the number of periods taught per day, divided by five. (This method provides some compensation for preparation time, but allows the preparation time to be scheduled at the convenience of the teacher involved.) If, in order to accommodate scheduling requirements, it is necessary to assign a part-time teacher to non-consecutive teaching periods (exclusive of lunch), the teacher may elect to be paid based on the number of periods taught per day plus one and divided by six. In this event, the teacher will have the same responsibilities during the preparation period as a full-time teacher.

2. In a secondary school with a seven-period day:

Teachers employed in such schools will be paid based on the number of periods taught per day, divided by six. (This method provides some compensation for preparation time but allows the

preparation time to be scheduled at the convenience of the teacher involved.) If, in order to accommodate scheduling requirements, it is necessary to assign a part-time teacher to non-consecutive teaching periods (exclusive of lunch), the teacher may elect to be paid on the number of periods taught per day plus one divided by seven. In this event, the teacher will have the same responsibilities during the preparation period as a full-time teacher.

3. In an elementary school:

“Regular” elementary positions are considered full-time positions. Such positions will be filled by full-time teachers except in an unusual or emergency situation. Elementary specialists are considered full-time positions unless part-time positions in some instances are in the best interest of all concerned. Elementary teachers may be employed to teach on a part-time basis in elementary schools.

Two-fifths time (Two full days per week)

One-half time (Five one-half days or two full days and one-half day per week)

Three-fifths time (Three full days per week)

A part-time teacher scheduled for full-days assignments in an elementary school shall be on duty for the full day as defined for “regular” elementary teachers. A part-time teacher scheduled for part-time daily assignment in an elementary school shall be paid the equivalent amount in salary as the time required is equivalent to the elementary teaching day.

4. Optional employment arrangements in the event of scheduling difficulties

If a principal and a teacher agree that the teacher will regularly be assigned extra teaching time, the teacher will be paid for the extra time as an appropriate proportion of the teacher’s base pay.

5. Faculty and other professional meetings for part-time teachers:

A part-time teacher shall be encouraged to attend all faculty and other professional meetings and shall be responsible for attending such meetings on a basis at least equal to the teacher’s percentage

of full-time employment. The principal shall schedule regular and special faculty meetings in the best interest of all concerned.

6. Duties for part-time teachers:

A part-time teacher will be expected to perform regular faculty duties (homeroom supervision, bus duty, activity supervision, etc.) on a basis approximately equal to the teacher's percentage of full-time employment.

Opportunities for full-time employment: All part-time certified staff members will be notified, by written notice mailed to their most current address on file in the superintendent's office, of any full-time position that becomes open. The staff member will be guaranteed an interview providing that they meet the certification requirements for that position. If the part-time staff member is not hired, for that full-time position, the staff member may request an employment conference.

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School Board President