

# Regina Public School Teachers' Association

## Procedure: School Lunch Hour Exemption 14.02.02

### Procedure to Apply for an Alternate School Day schedule with Shortened Lunch Hour

Article 14.01 of the current LINC agreement provides for a meal period of one hour. If the alternate school day schedule includes a lunch hour that is less than 60 minutes, an exemption is required by members of the RPSTA to waive this article, as per Article 14.02.02.

#### Step 1: - Completed by December 31.

- A discussion and initial vote should take place with staff at the school level to see if RPSTA members support exploring a request for a change to the school day that includes a reduced lunch period.
- The Principal will contact the school's Superintendent to discuss the possibility of changing the school day, which would include a shortened lunch hour.
- Once the Superintendent has been informed, the Principal will contact the LINC Chair/RPSTA President to inform her/him of intent to have teachers request exemption from contractual lunch period.
- The Principal will arrange a meeting time with the RPSTA, so a discussion can occur with teaching staff regarding an alternate school day that includes a reduced lunch period.  
(These meetings would be scheduled early in the New Year).

**In planning for a school day, the number of instructional hours per year must be met with any alternative schedule. Currently, 950 hours of instruction are required (314 minutes per day based on a 195 day calendar).**

**No formal written proposal has to be made by the school to LINC.**

#### Step 2: – Completed by end of February.

- Following the scheduled meeting with the RPSTA, teachers will be asked to vote on reducing their lunch period using the individual teacher LINC 14:02:02 Exemption Request Forms, which can be found on the RPSTA website. Each teacher will be asked to complete all questions on the waiver form.
- Once the vote is completed, the private exemptions must be forwarded to the RPSTA LINC Committee in a sealed envelope with attached teacher staff list.
- Acceptance or rejection of the proposal shall be decided by the RPSTA LINC Committee, based on the following criteria:
  - a) Support by staff
  - b) Best interests of membership
  - c) Individual school need
- Once a decision is made, the RPSTA LINC Committee will contact the Principal with the results of the decision and any concerns arising from the vote.

#### Step 3 – Completed by March 15

The proposal will be brought forward to ACE by the school's Superintendent. ACE will give final approval.

**(\*\* Division and LINC approval will be for a two year term\*\*)**

The final step is to be completed before the Transfer Application process, and the Teacher Transfer meeting occurs.