

PLANNING PERIODS

Planning is for planning...not for meetings!

West Virginia Code 18A-4-14 states:

“Administrators may not require a teacher to use the planning period time allotted to complete duties beyond instructional planning, including, but not limited to, administrative tasks and meetings.”

Despite the law being clear, AFT-WV continues to hear questions about planning period practices.

Planning: Frequently Asked Questions

1. My school is short on subs. I have been asked to cover a class during my planning period, do I have to?

No. You do not have to give up your plan. If you are forced to, call your AFT Staff Rep immediately.

2. I have been asked to run/attend a SAT, IEP, Team plan, or an administrative meeting during my planning period, must I attend?

No. The law is very clear, you do not have to attend any meeting during your plan, your plan is for planning. If you choose to attend a meeting, ask that you are compensated.

3. How many plans a week can administration require you give up your plan for meetings of class coverage?

ZERO. You can choose to give up your plan for a mutually agreed upon compensation, but you never have to give up your plan. It is your choice.

4. My plan is before the start of the instructional day, is that legal?

Yes, but your planning time must be consecutive minutes to provide you an uninterrupted planning period and occur within the 8 hour work day.

****“Nothing in this section prevents any teacher from exchanging his or her lunch recess or a planning period or any service person from exchanging his or her lunch recess for any compensation or benefit...”**

If you are not receiving your duty-free lunch or planning period, please contact your AFT-WV staff representative.

