

**ARTICLE VII
PROFESSIONAL ASSIGNMENTS AND WORKING CONDITIONS**

7.16 Pre-Planning and Post-Planning. Pre-planning shall ordinarily commence ~~five (5)~~ six (6) working days prior to the return of students to facilitate classroom preparation and planning for instruction and evaluation. Site administrators shall maximize employee time during pre-planning for the purpose of individual and team preparation and planning. Although it may be appropriate to use some portion of pre-planning or post-planning to accommodate a school's program needs or District, State, and Federal mandates the amount of pre-planning time taken for non-individual, team, department, district, grade-level planning shall not exceed ~~12-20~~ total hours of the pre-planning week. The school may also choose to extend these periods with pay under the provisions in Section 23.01 or, when appropriate, to compensate employees for staff training and development under Sections 7.03B or 21.06.