

Using Duty Day Sheduling Parameters

* Write out your schedule for the week including reporting/departing times, instructional time, prep, lunch and non-instructional time

* Total up time spent on duty, with students, at lunch, prep, and not instructing

* Travel time between sites on the same day reduces your duty day minutes at each site (comes out of NI Time)

* Last two columns apply for single site only

* If your schedule is not the same each day, compare times on a weekly basis: multiply times on the grid by 5 and then compare to total weekly minutes for assignment(s).

* **Contact an MFT Business Agent if you need further assistance.**

Scheduling Split Assignments							Scheduling Single Assignments	
Student Day	FTE	Duty Day (Min)	Lunch	Prep	Non-Instructional Time	Instructional Time	Lunch	Instructional Time
Student Day 6.5hrs	1.0	465.0	30.0	55.0	75.0	305.0	30.0	305.0
Student Day 6.25hrs	1	465.0	30.0	55.0	90.0	290.0	30.0	290.0
Student Day 6.5hrs	.9	418.5	27.0	49.5	67.5	274.5	30.0	271.5
Student Day 6.25hrs	.9	418.5	27.0	49.5	81.0	261.0	30.0	258.0
Student Day 6.5hrs	.8	372.0	24.0	44.0	60.0	244.0	30.0	238.0
Student Day 6.25hrs	.8	372.0	24.0	44.0	72.0	232.0	30.0	226.0
Student Day 6.5hrs	.7	325.5	21.0	38.5	52.5	213.5	30.0	204.5
Student Day 6.25hrs	.7	325.5	21.0	38.5	63.0	203.0	30.0	194.0
Student Day 6.5hrs	.6	279.0	18.0	33.0	45.0	183.0	30.0	171.0
Student Day 6.25hrs	.6	279.0	18.0	33.0	54.0	174.0	30.0	162.0
Student Day 6.5hrs	.5	232.5	15.0	27.5	37.5	152.5	30.0	137.5
Student Day 6.25hrs	.5	232.5	15.0	27.5	45.0	145.0	30.0	130.0
Student Day 6.5hrs	.4	186.0	12.0	22.0	30.0	122.0	12.0	122.0
Student Day 6.25hrs	.4	186.0	12.0	22.0	36.0	116.0	12.0	116.0
Student Day 6.5hrs	.3	139.5	9.0	16.5	22.5	91.5	9.0	91.5
Student Day 6.25hrs	.3	139.5	9.0	16.5	27.0	87.0	9.0	87.0
Student Day 6.5hrs	.2	93.0	6.0	11.0	15.0	61.0	6.0	61.0
Student Day 6.25hrs	.2	93.0	6.0	11.0	18.0	58.0	6.0	58.0
Student Day 6.5hrs	.1	46.5	3.0	5.5	7.5	30.5	3.0	30.5
Student Day 6.25hrs	.1	46.5	3.0	5.5	9.0	29.0	3.0	29.0