

APPENDIX M. OPTIONAL TIME PAYMENT FORM

Optional Time: In addition to the regular basic work year and work day, employees will be paid an additional 40 hours on a supplemental contract for work focused in the area of increasing student achievement, student assessment and in support of school improvement, i.e. PTA, open house and curriculum reviews. [Note: In the event of a double M & O levy failure these days will be canceled during the school year following that failure and be reinstated upon passage of the levy.]

Payment: Employees shall be paid at the employee’s per diem rate of pay on a supplemental contract issued at the beginning of the school year and paid in equal payments over the entire school year. Arrangements for other payment options may be made at the time the contract is received.

At the conclusion of the school year certificated staff will provide a log documenting 40 hours to include dates, hours of work and area of focus to the building principal:

Date	Hours Worked	Area of Focus
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- A few examples of acceptable use of optional time may include the following:
- Student assessment
 - Researching educational materials
 - Preparation and revision of materials
 - Planning with other staff in areas of instruction and curriculum
 - PTA and or open house

Principal’s Signature of Approval _____ Date _____

I, the undersigned do hereby certify under penalty of perjury that the services rendered as described herein is a just and due and unpaid obligation.

Employee Signature: _____ Date _____

