Guidelines for Extended Employment & Instructions for Completing the Extended Employment Planning Report

It is not the purpose of extended employment to pay a teacher for every minute, hour, or day that he/she has to work to complete his/her job as a school teacher. All teachers spend additional time outside the "regular" school day preparing and with student activities. Extended employment is intended to compensate CTE teachers for some of the special activities that are required of them that other teachers might not have to do. Teachers are required to receive prior approval before working extended time. If they do not, they may not be paid for their efforts.

Plan your extended employment. Discuss your plans with your principal and/or CTE assistant principal and other cluster area teachers. Then proceed as follows:

- Provide all information requested in the upper section of the Extended Employment Planning Report form.
- Fill in the "Planned Activities" section of your form giving the name of the activity, approximate dates (month, day, year), and the total number of days anticipated.
- Be sure you save days at the end of the each school year for conferences that run from one fiscal year to the next. <u>All days worked must fall within the fiscal year for which approval was given.</u> The fiscal year runs from July 1 thru June 30 of each year. The district has guidelines that indicate the maximum number of days by program area allowable. We can no longer approve additional days added to your planning form.
- Have your CTE administrator approve your plan and sign your planning report.
- Submit a signed and approved Extended Employment Planning Report form to the CTE District Office.

The District Career and Technical Education Coordinator will review your plan, and you will receive a final copy of your plan showing approval. This report must be approved before you begin any activities for which you wish to be paid. **Below is a list of approved extended employment activities.**

A. Enrichment Activities
   1. Career and Technical Student Organizations
      a. Leadership Development Workshops
      b. District, Regional, State, and National CTSO Conferences
      c. Planning Annual Program of Work
   2. Student Supervision
      a. Supervised Occupational Education Project
      b. Work Based Learning student Placement and Training
      c. Student internships, apprenticeships, shadowing (approved programs)

B. Curriculum Development (Provide a brief description of curriculum work to be done)

C. Staff Development (Pre-approved Conferences/Workshops)

D. Workshops (Community input)
   1. Advisory Committee Activities
   2. Placement and Follow-up Activities

E. Equipment and Facility Maintenance (**2 days maximum**)

Also note the following: Approved trips and student supervision must relate to your cluster CTSO or directly relate to your curriculum; additional justification may be required; **<u>additional hours for trips/conferences beyond the regular 7 ½ hour workday will require an agenda</u>; special circumstances require pre-approval from district staff.**

All teachers are required to submit a completed "Activity Log" <u>each month</u> to claim payment for days worked. Days should be submitted for payment in the month in which they were worked and should not be stockpiled for payment. All activity logs will need to be signed and dated (month, day, and year) by the teacher and the CTE administrator, and returned to the district CTE office for approval and payment by the due dates. Teachers who miss the deadline will be paid a month later. No faxed copies will be accepted. All Activity Logs will need to be sent by courier or hand delivered. Activity Logs are now available on the Sumner County Website under Career & Technical Education, or they may be obtained from the district CTE office.

Complete each column of the activity form in detail. Total the "hours worked" column, and write the "days calculated" in the space provided at the bottom of the page. Total days compensated may not exceed your pre-approved number.

<u>A teacher must work **7 ½ hours** to get credit for a full day.</u> He/she will be paid in increments of full days and/or half days. For instance, a teacher worked a total of 63 hours. The calculation would be as follows:

63 hours / 7.5 hour day = 8.40 days. In this instance, the teacher would be paid for 8 days.

All Agriculture teachers submit the Planning Record and attachment "D" of the Quality Twelve-Month Agricultural Education Program.

Career Ladder Levels II and III may also earn CL extended employment in addition to vocational extended employment. All Career Ladder extended employment must be planned and approved by the appropriate District personnel. All questions concerning Career Ladder should be addressed to the District Office for Career Ladder.