

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

VERIFICATION OF ADDITIONAL PAID WORKDAYS – 2009-10

Employee (Please Print Legal Name) _____

Location _____ Date 2009-10 School Year

As provided for in the current Bellingham School District/Bellingham Education Association Collective Bargaining Agreement, each certificated staff member receives additional compensation for on- and off-site work. Employees will be compensated prorated in the same ratio that their service bears to full-time service.

The State Auditor's Office and the Attorney General's Office require an individual record be maintained for these additional paid workdays. Hours claimed for these additional workdays must be beyond those required under the basic contract (181 days/7.5 hours per workday per 1.00 FTE) or otherwise compensated. **Please note: Learning Improvement Days are already included in your basic contract.**

If you are a part-time employee or are contracted for less than a full 181-day contract, the Human Resources Department will provide you the information regarding the number of hours for each category of additional time. If there are questions, please contact Maris Holmgren in Human Resources at 676-6478 to assist you in calculating the number of hours you will need to work and document.

Additional Workdays (Please note: Additional days referred to below are prorated per your FTE; e.g., one day at 0.600 FTE = 4.5 hours per day; one day at 0.500 FTE = 3.75 hours per day; one day at 0.200 FTE = 1.50 hours per day.)

- **On-Site:**
 - One (1) day -- the day before school (September 4, 2009) for meetings and preparation (**verified by list**).
 - Two (2) days -- building-based inservice for building/program-based activities designed to meet identified building, program, and/or District goals (**document on chart below**).
- **On- or Off-Site:**
 - Three (3) days for planning with other staff in areas of instruction, curriculum, and assessment; collaboration for grade level, department or program development and implementation; and job-embedded staff development.

TWO DAYS ON-SITE – BUILDING-BASED INSERVICE

Full-time (1.00 FTE) employees should list a total of 15.0 hrs; less than full-time employees, prorate hours by the appropriate FTE.

Dates	Hours	Title of Inservice
Total Hrs.		<i>(If additional space is needed, attach documentation)</i>

THREE DAYS ON- OR OFF-SITE FOR COLLABORATIVE PLANNING FOR CURRICULUM, INSTRUCTION, JOB-EMBEDDED STAFF DEVELOPMENT

Full-time (1.00 FTE) employees should list a total of 22.50 hrs; less than full-time employees, prorate hours by the appropriate FTE.

Dates	Hours	Work Performed
Total Hrs.		<i>(If additional space is needed, attach documentation)</i>

NOTE: for further details, please refer to "Additional Days/Hours Paid" in Article VII, Section 1, of the BEA Collective Bargaining Agreement.

I certify the above hours were worked as recorded and were beyond those required under my basic contract.

Employee Signature _____ Date _____ Supervisor Approval _____

This documentation must be submitted to the building or department administrator by June 30, 2010. Failure to report and document the number of days/hours required will result in a deduction from the employee's August 2010 paycheck.

Please make a copy of this completed form and retain for your records

See Reverse for Professional Responsibility Stipend Verification Form ⇨⇨⇨