

2016-2017 STAFF DEVELOPMENT “SPECIAL PAY”

GENERAL INFORMATION:

1. Special pay is available to those who present to staff during a teacher in-service session.
2. Each new presentation is worthy of 2 hours of paid prep time, \$50. If additional time is needed for preparations, coordinate with your building principal. You will be asked to document your time and will be paid based a rate of \$25/hour.
3. If the presentation is done during contract hours, a “presentation stipend” will not be awarded.
4. If the presentation is done during non-contract hours (after 3:30 pm or before 8:00 am) the rate of pay is \$25/hour.

PROCEDURE:

1. Create and give presentation.
2. Document hours and submit to Building principal. Building principals will sign off on payment and will forward to Tina Averill.

SPECIAL PAY DOCUMENT should include the following:

1. Employee name
2. Title of Presentation
3. Location(s) & Time(s)
4. Date(s)
5. Prep Time Stipend Expense
6. Presentation Stipend(s) Expense(s)
7. Total Cost
8. Employee Signature & Date