

# MERIDIAN SCHOOL DISTRICT

## Verification of Additional Paid Workdays for 2005-2006

Name of Certificated Employee \_\_\_\_\_

Please Print

As specified in the Meridian School District/Meridian Education Association Collective Bargaining Agreement, each MEA member is eligible to receive additional compensation for up to 6.5 additional workdays at the employee's per diem rate. The State Auditor and the Attorney General require that 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 (182 days). Compensation for part-time or part-year employees will be calculated on a prorated basis.

**Additional Workdays**

- One (1) additional day shall be scheduled as the traditional first day prior to the start of school and will be directed by the district for district and building level training or staff development (**verified by sign-in; no further documentation required**).
- One (1) additional day shall be scheduled as the second staff day prior to the start of school. This day shall be employee directed to provide for individual preparation or lesson planning (**verified by sign-in; no further documentation required**).
- One (1) additional day may be scheduled by the employee and used at the individual employee's professional judgment to engage in professional development activities consistent with the Meridian School District Professional Development Plan when approved in advance by the employee's immediate supervisor (**document below**).
- Three and one-half (3.5) additional days may be scheduled by the employee outside the regularly scheduled work day to be used at the individual employee's professional judgment on or off site to engage in activities consistent with but not limited to the Evaluative Criteria and Performance Indicators found in Article X (**document below**). This may include a professionally responsible level of service in one of the following areas:
  - Instructional Skill
  - Classroom Management
  - Professional Preparation
  - Handling of Student Discipline and Attendant Problems
  - Interest in Teaching Pupils
  - Knowledge of Subject Matter
  - General School Service

**ONE DAY PROFESSIONAL DEVELOPMENT CONSISTENT WITH DISTRICT PLAN**

Full-time (1.00 FTE) employees should list a total of 7 hours; less than full-time employees, prorate hours by appropriate FTE.

| Dates (m/d/y)      | Hours | Description of Approved Professional Development Activity |
|--------------------|-------|---|
|                    |       |   |
|                    |       |   |
| <b>Total Hours</b> |       |   |

**THREE AND ONE-HALF DAYS FOR ACTIVITIES CONSISTENT WITH EVALUATIVE CRITERIA**

Full-time (1.00 FTE) employees should list a total of 7 hours; less than full-time employees, prorate hours by appropriate FTE.

| Dates (m/d/y)      | Hours | Work Performed   |
|--------------------|-------|--|
|                    |       |  |
|                    |       |  |
|                    |       |  |
| <b>Total Hours</b> |       | (For reporting additional hours, please use reverse side of form.) |

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

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Approval \_\_\_\_\_

*Additional Day Form must be approved and signed by the immediate supervisor and submitted to the District Payroll Office by the 10<sup>th</sup> of the month in order for pay to be included in the next paycheck.*

**ADDITIONAL SPACE FOR DOCUMENTATION  
THREE AND ONE-HALF DAYS FOR ACTIVITIES CONSISTENT WITH EVALUATIVE CRITERIA**

Full-time (1.00 FTE) employees should list a total of 7 hours; less than full-time employees, prorate hours by appropriate FTE.

| Dates (m/d/y)      | Hours | Work Performed |
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| <b>Total Hours</b> |       |                |