

FORT LA BOSSE SCHOOL DIVISION

EXTRA TIME SHEET FOR PART-TIME TEACHERS

Part-Time Teachers:

Part-time teachers who are required to perform job-related duties which are scheduled during the regular school day and which are in addition to the time normally scheduled, shall be compensated on a pro-rata basis for the additional time.

In order to qualify for reimbursement principals must submit this application and receive confirmation of approval from the Superintendent prior to the date worked.

Events for which compensation in excess of the contract time will usually be authorized – Administration/PD days, subject to the necessity of attending beyond contract time.

NOTE: The Provincial (SAG/LIFT) in-service day will generally not receive additional compensation, however, attendance for the contract time is expected.

The extra hours are limited to “school day” hours only.

TO BE COMPLETED BY THE PRINCIPAL AND FORWARDED TO THE SUPERINTENDENT

This is to certify that _____ was required to extend his/her normal work day on _____ Time (1/2 day, 1/4 day, etc.) _____

Principal’s Signature _____ Date _____

Teacher’s Signature _____ Date _____

I hereby certify that the reason for the extension of time on the above date was: _____

For Division Office Use Only:

Request for additional time: Approved _____ Denied _____ Return Fax _____

Superintendent’s Signature _____ Earnings _____ Employee Number _____

Article 3.05 of the Agreement
30/08/10