

TEACHER CLAIM FOR LONGER DUTY DAY

Belgrade Public Schools

The Management Team has decided that it is important that part-time teachers attend the following Professional Instruction Related (PIR) days for the same amount of time that a full-time teacher attends: (a) the two staff orientation days prior to the start of school, (b) the four half-day parent-teacher conferences held each school year, and (c) the one common staff development day held during the school year. This form is to be used to claim payment for the additional time rendered but not previously paid to the part-time teacher.

The Management Team recognizes that the Master Agreement does not require attendance at these PIR days beyond that required by the teacher's full-time equivalency and, in some cases, it may be impossible to attend the above PIR activities for the same duration as full-time teachers. However, it is greatly appreciated when a part-time teacher attends the above PIR activities – especially the parent-teacher conferences.

| Date | Staff Development Event | Hours Attended | Hours in Excess (Footnote 1) | Payment Due (Footnote 1) |
|------|--|----------------|---------------------------------|-----------------------------|
| | First day of the August staff orientation | | | |
| | Second day of the August staff orientation | | | |
| | Session 1 of the fall parent teacher conference | | | |
| | Session 2 of the fall parent-teacher conference | | | |
| | District-wide staff development day | | | |
| | Session 1 of the spring parent teacher conference | | | |
| | Session 2 of the spring parent-teacher conference | | | |
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| | Footnote 1: the payroll department will calculate this column. | | | |
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I, the undersigned claimant, declare that under penalties of law that this account claim or demand is just and correct and that no part has been paid.

Signature of Claimant

Date

Signature of Immediate Supervisor

Date

You may submit this form to the payroll department after each staff development activity or at the end of all the activities.