

## Certificated – Meeting Before/After School Timesheet

<b>Employee's Name</b> (please print):	
<b>Building:</b>	
<b>Date Submitted:</b>	

**Each certificated staff member has the availability to timesheet up to three (3) hour as described below for meetings.**

a. Meetings Before/After School: Required meetings (IEP/504, student evaluation, guidance, student discipline, etc.) are part of the professional responsibilities for which flex time is available. If these meetings exceed the flex time as described in A.1.c.ii below, employees may submit up to three (3) hours for compensation annually. Employees are still expected to fulfill their professional responsibilities after the three (3) accumulated hours are completed. i. Applicable building and/or program funding will be used prior to accessing this time for required meetings.

ii. This excludes staff meetings (as described in #4 above).

iii. The three (3) accumulated hours will be documented and submitted one time on Required Meetings (Before/After School) Timesheet.

Section A. Work Day, 1., c., ii: Twenty-Five (25) minutes of flex time for Professional Responsibilities (described in #2 below) that falls outside the student day. Flex time is controlled by the employee and is to be used to fulfill professional responsibilities. The twenty-five (25) minutes can be worked daily or it can be combined to create larger blocks of work time per week.

Timesheets may only be submitted to Payroll after completion of the three (3) hours or at the end of the school year, whichever comes first.

Date	Hours Worked	Required: List information to describe the nature of the <u>required</u> meeting, who attended, what it was regarding, etc. (see example below)
Example: 9/13/23	Example: 30 minutes	Example: IEP with Mrs. Jones re: student S.T., meeting called by Principal
<b>Total Hours:</b>		<b>*not to exceed 3.00 hours</b>

<b>Employee Signature:</b>	(Signature)	(Date)
<b>Administrator Signature:</b>	(Signature)	(Date)