

## TACOMA EDUCATION ASSOCIATION

### Compilation of Certificated Additional Time provided by the TEA Contract: 2009-10 School Year

*Please file this page with your PRS records for future reference.*

<b>Extra Time</b>	<b>Required/Optional</b>	<b>Intended use</b>	<b>Scheduled</b>	<b>Pay method</b>	<b>Form</b>
<b>One 7.5-hour Lid Day</b>	Required. <i>All paid leave provisions apply to absence, except extraordinary</i>	Learning Improvement consistent with State Requirements.	Thursday 8/27	Salary (part of 181 day contract).	Building sign-in sheets.
<b>One 6-hour PRS day</b>	Required. <ul style="list-style-type: none"> <li>• Day before school</li> <li>• Conference day (elementary) or Semester grading day (secondary)</li> </ul> <i>No leave provisions apply.</i>	<ul style="list-style-type: none"> <li>• Day before school</li> <li>• Conferencing with parents or doing semester grades</li> </ul>	Tuesday, 9/1 Staff Day	Salary (part of PRS-contract formerly TRI– deducted if not fulfilled).	Monthly Professional Responsibility forms
<b>Professional Responsibility</b>	Required additional work. <i>No leave provisions apply.</i>	Work in excess of contract day. <i>Report activities monthly</i>	Individually scheduled time beyond work day or year. <i>*Employees expected to keep personal record in case of audit.</i>	Salary (part of PRS formerly TRI contract – activities recorded monthly or deducted).	Monthly Professional Responsibility form
<b>One 6 hour Individually directed Optional Day</b>	Optional <i>No leave provisions apply.</i>	Extra work individually determined	Individually scheduled outside of work day or year in increments of six-hours or less. May be performed after 8/15 of the previous year.	In paycheck the pay period following submission of form.	Optional day form. <i>Signed by principal</i>
<b>Two 6-hour building-based Optional Days</b>	Optional. <i>No leave provisions apply.</i>	Extra work consistent with established criteria and approved by SCDM or staff consensus.	Building scheduled. Increments of six-hours or less.	In paycheck the pay period following submission of form.	Optional day form.
<b>Four 6-hour District-based Optional Days</b>	Optional. <i>No leave provisions apply. Non-Contract hours</i>	Attendance at District approved offerings.	District scheduled. 2-hour block minimum.	In paycheck the pay period following submission of form.	Optional day form.
<b>Three “Waiver” Days</b>	Required <i>All paid leave provisions apply</i>	Guidelines for use to be determined by PODAC consistent with Negotiated Agreement provisions.	Friday, Oct. 9 Tuesday, Jan. 19 Friday, March 12	Salary (part of 181 day contract)	<i>None.</i>

**Extraordinary leaves do not apply the first and last week of school or up against a holiday**