

## **7.20 – OFF-CONTRACT COMPENSATION FOR CERTIFIED PERSONNEL**

The Van Buren School District believes in professional development activity which provides learning for teachers and administrators designed to improve instruction and leadership in order to facilitate individual, school, district, and system improvement. The underlying purpose of all professional development is to help improve knowledge and skills so as to more effectively meet the needs of individual students.

Occasionally it may be necessary to ask certified staff to attend and participate in professional learning activities on an hourly off-contract basis. Certified staff may qualify for off-contract compensation (a) if the district asks the certified staff member to attend and participate in a professional development activity on an off-contract basis and (b) if all off-contract compensation issues are approved in advance by the Superintendent (or designee) using the appropriate documentation.

For a certified employee to receive compensation under this policy, approval must be secured in advance and approved by the Superintendent (or designee). For the purposes of this policy, off-contract pay for certified staff will be their instructional rate per hour plus benefits, unless the training is funded by grant revenue and the grant specifies a different hourly rate. Compensation under this policy will be limited to 8 hours per day.

All employees receiving off-contract compensation under this policy will be required to document the work using a district time card. The district time card must be signed by the principal and submitted to the Fiscal Services office for payment.

This policy is not intended to limit staff from volunteering to participate in off-contract professional development activities. Certified staff members participating in voluntary off-contract professional development activities should do so with the understanding that no compensation will be awarded.

Approved by Board of Education 12/10/13