

# LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

## JOINT BOARD POLICIES

### II.

#### Administrative Regulations Covering Certificated Employees

#### EXTRA HOURS APPROVAL REQUIREMENTS

First Reading 08-01-00  
Revised 10-02-01  
Revised 05-02-05

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The following designates activities for which instructors may receive extra-duty pay and/or staff development credit and the approval requirements for such pay or staff development credit.

#### Professional Responsibilities of Instructors

Instructional salaries and wages are based upon student contact hours; however, all instructors are expected to spend twenty minutes of (accounted for) preparation time for each hour of student contact.

The following activities are expected of all instructors and do not qualify for extra hours pay or staff development time.

- High school department meetings held during regularly scheduled hours, including lunch hours.
- ROP staff meetings, before or after regularly scheduled teacher hours.
- Individual meetings with instructional supervisor or other member of ROP administration.

#### No Prior Approval – Extra Hour Pay

These activities do not require an extra hours form and are to be reported directly on the employee's regular time sheet. In some cases, a maximum number of hours may be allocated for the activity. For some activities, copies of meeting notices or agendas must be attached to the time sheets:

- ROP fall & spring staff development workshops and summer school workshop.
- Campus fall staff orientation meetings; excluding classroom set-up (agenda required).
- High school campus Back-to-School, or Open-House nights (flyer required).
- High school campus Report Card night.
- ROP advisory committee meetings – 2 hours maximum per meeting.
- ROP advisory committee chair preparation time – 3 hours maximum.
- New teacher orientation meetings.
- High school campus regular faculty meetings – 1 hour maximum per meeting.

- Teacher checkout procedures, maximum 2-hours; excludes classroom clean-up; plus scheduled faculty meetings (agenda required).

### **Prior Approval Required – Extra Hour Pay or Staff Development**

Instructors may elect to receive extra hours pay or staff development for the following activities. In either case prior approval is required.

- Course outline development/update – 8 hours maximum.
- ROP sponsored workshops (after or in excess of regularly scheduled teaching hours).
- High school campus staff development or SIP day activities (agenda required)

### **Prior Approval Required – Staff Development/Professional Growth Credit**

The following activities are approved for staff development/professional growth only. All staff development/professional growth activities require prior approval by instructional supervisor and the assistant superintendent, educational services.

- WASC/FOL meetings, study groups and writing team.
- ROP committee participation.
- Conference attendance (hours in excess of regularly scheduled teaching hours).