



Section: **School Personnel**  
Policy #: **2160**  
Policy: **Expectations for Part-time Teachers Extra Pay for Required Days**

Date Approved:  
Date Amended: December 8, 2008

### **Purpose**

CISND believes there are times that part-time staff are required to be at work outside of their regular work schedule to meet the needs of the school. CISND believes in paying part-time staff fairly for extra days required above their part-time contract.

### **Policy**

All teachers will be paid the pro-rated yearly salary amount for days required to be at work beyond the percent of their part-time contract.

NOTE: This policy does not apply to a teacher who agrees to substitute teach for another teacher and does not apply to extra days that the teacher works by choice (i.e. attending a professional development day by choice).

### **Procedures**

1. The principal will inform part-time teachers in writing at the beginning of the year what days beyond the regular part-time schedule will be mandatory. Mandatory days will be: diocesan convention, staff meetings, school start-up, staff retreat). Additional paid days set will be at the discretion of the principal and/or superintendent.
2. Paperwork will be submitted monthly to the payroll department of the extra days required in order that this can be added to the teacher's monthly salary.
3. The salary for these extra days will be calculated using the formula attached.
4. All required extra time be will be included as part of the annual salary. All eligible deductions and benefits will be applied to the extra salary.
5. Principals are to include the above costs when preparing budgets.

NOTE: See 2160A for calculations spreadsheet