

**Deer Park School District 414
Optional Day Verification Form
2016 – 2017**

Employees have the opportunity under Article IV, Section 5 of the DPEA Collective Bargaining Agreement between Deer Park School District (“District”) and Deer Park Education Association (“Association”) to earn additional compensation beyond their regular pay for additional time, additional responsibilities, or incentive. The District and Association agree the types of professional activities envisioned by Article IV, Section 5 and performed outside the regular contracted workday or work year include at least the following:

1. Preparation for school opening;
2. Work connected with the conclusion of the school year;
3. Conferencing/communicating with students or parents (including electronic grading);
4. Supporting schools/student activities;
5. Providing individual help to students;
6. Evaluating student work;
7. Workshops, classes and in-service work;
8. Researching educational materials and supplies;
9. Improving and maintaining professional skills;
10. Preparation and revisions of materials;
11. Planning with other employees in areas of instruction and curriculum;
12. Working with computers and other technology as related to educational uses;
13. Calibrating and scoring common assessments.

This form is intended to verify fulfillment of additional responsibilities beyond those performed during the regular work day and/or work year.

Verification and Certification:

I hereby certify that I have fulfilled the above professional activities outside my regular contracted workday and/or work year, thereby completing my supplemental pay agreement.

Payment Options

_____ **8 days November** _____ **4 days November** *(Must submit another form for 4 other days in June)*

_____ **8 days June** _____ **4 days June**

(Certification of completion of professional activities must be submitted by November 15 and/or June 15)

Employee Printed Name

Building

Signature of Employee

Date

Principal/Supervisor Signature

Date