



Following is an explanation of how in-service days are counted towards your contract, extra pay, etc., as well as how you are paid for these days. Please save this sheet to refer to during the 2011-2012 school year.

**Contract Days, TRI Days, Pre-Duty Days, etc.
How do you figure it out?**

2011-2012 Special Calendar Days

- August 22 – September 2 8 hrs..... Window of time available for mandatory trainings
- Thursday, September 1 8 hrs..... Pre-duty day for elementary and middle schools only (CPA 12)
- Tuesday, September 6..... 8 hrs..... Pre-duty day for all levels (CPA 12)
- Thursday, October 20..... Parent conferences for elementary only
(No student attendance – elementary)
- Friday, October 21 Parent conferences for all levels
(No student attendance – all levels)
- Wednesday, February 3..... 8 hrs..... Semester break day for high school only
(No student attendance – all levels)
- Friday, March 23 8 hrs..... Parent conferences for middle school and high school only
(No student attendance – middle and high school)
- Wednesday, June 20 7.5 hrs Last student attendance day (routine on-site day)

Please see reverse side for further explanation of these days

Pay Considerations

Mandatory/Professional Development Training Days:

Employees being compensated for attending a mandatory training must complete supplemental contracts. All certificated employees are paid based on the negotiated hourly rate. Certificated employees, whether on fractional or full-time contracts, are required to attend the entire in-service session. Notice of mandatory attendance must be published prior to the last day of the previous school year to allow for appropriate planning. Leave compensation does not apply. (CPA 16)

Pre-Duty and Semester Break Days:

These days are paid on a supplemental contract. Certificated employees on a fractional contract are required to work the entire two (2) days. All certificated employees are paid at the negotiated hourly rate. Leave compensation does not apply. Teachers will be assured of a minimum of four (4) hours at high school and eight (8) hours at elementary school of unencumbered time during the pre-duty day(s) for the express purpose of self-preparation for students. (CPA 12)

September 1	Elementary and middle school
September 6	All levels
February 3	High school

Parent Conference Days:

Parent conferencing is part of a teacher's professional responsibility. To assist with this responsibility, 16 hours of parent conferencing time was negotiated as part of the flexible TRI duties (CPA 12). Parent or teacher requested conferences at other times of the year may occur as necessary.

Flexible TRI Days:

Compensation schedules for Flexible TRI duties may be found in Appendix E of the CPA. The total amount is paid in thirds on November 30, March 31, and June 30. (Flexible TRI is employee-directed time.)

Scheduled Parent Conference Days and Times:

October 19	Two-hour early release	All levels
October 20	Full day	Elementary
October 21	Full day	All levels
March 22	Two-hour early release	All levels
March 23	Full day	Middle and high school

Professional Learning Community Time (two-hour delayed start):

September 19	February 27
October 24	March 12
November 14	April 16
January 9	May 21

Professional Learning Community dates are subject to VEA ratification and School Board approval. 8-11-11
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Last two days of school (two-hour early release):

June 19 and 20