

PICKERINGTON LOCAL SCHOOL DISTRICT

Application for Pre-Approval of Instructional Duties Beyond Day/Year

The Board shall offer instructional assignments outside the regular school day/year to unit members prior to offering such assignments to individuals outside the bargaining unit. For **direct instructional assignments** or for academic credit courses that are offered to and accepted by a unit member, the member will be paid his/her regular hourly rate of pay. For **indirect instructional assignments** including but not limited to duties formerly performed by instructional coaches, enrichment coordinators, junior high school department heads, including ordering supplies shall be paid at an hourly rate of \$20 per hour. If any committee meeting that cannot be scheduled during the contractual day is scheduled outside the unit member day/year, that member will be paid the non-instructional rate.

Date of Request _____

Employee ID

Staff Member (please print) _____

Building Assignment _____ Teaching Assignment _____

Description of instructional duty: _____

*Approximate number of hours determined by administrator _____

Staff Member's Signature _____ Date _____

Administrator's Signature _____ Date _____

Approved for: **Direct Instruction:** paid at daily rate of \$ _____
 Indirect Instruction: paid at an hourly rate of \$20

Treasurer/Designee _____ Date _____