

VERIFICATION FORM FOR ADDITIONAL TIME AND RESPONSIBILITIES
PER SUPPLEMENTAL CONTRACT
Snohomish School District

In accordance with the Collective Bargaining Agreement between the Snohomish School District and the Snohomish Education Association, employees are required to work three (3) days, and additionally perform responsibilities beyond their regular contracted basic education work year and work day. Compensation is received for this additional time and responsibilities in accordance with the negotiated TRI schedule. The pay for same is pro-rated for part-time employees based on their annualized FTE.

This form is to be completed, signed by the employee's Principal/supervisor, and turned into the PAYROLL DEPARTMENT NO LATER THAN JUNE 30th, 2010.

VERIFICATION OF THE (3) THREE REQUIRED WORKDAYS:

Please initial to certify work on those days.

DATE OF MANDATORY WORK DAY	EMPLOYEE INITIAL CERTIFYING COMPLETION
September 2 nd , 2009	
September 3 rd , 2009	
January 25 th , 2010	

VERIFICATION OF ADDITIONAL RESPONSIBILITIES: By signing and dating this verification form, the undersigned is indicating fulfillment of additional responsibilities beyond those performed during the basic education work year and work day. The employee further verifies those responsibilities include one or more of the following listed in the Collective Bargaining Agreement:

- a. Preparing for school opening or closing;
- b. Conferencing and communicating with parents and students in addition to conference weeks;
- c. Supporting student activities, such as dances, concerts, sporting events, and performances;
- d. Providing individual help to students;
- e. Evaluating student work;
- f. Attending job related workshops, classes, and in-service work;
- g. Researching educational materials and supplies;
- h. Improving and maintaining professional skills;
- i. Preparing and revising materials;
- j. Planning with other staff in areas of instruction, curriculum, and assessment;
- k. Working with computers and other technology as related to educational uses;
- l. Attending District-connected meetings, such as PTSA, Open House, etc.; and
- m. Participating in a reasonable and equitable number of department, building, job alike, and/or District committee meetings.

I verify I have fulfilled the conditions of the Supplemental Contract which recognizes time and responsibilities performed beyond the contracted basic education work year and work day, all in accordance with the Collective Bargaining Agreement between the Snohomish School District and the Snohomish Education Association.

Employee Name (please print): _____ **Date:** _____

Employee Signature: _____

Principal/Supervisor Signature: _____ **Date:** _____