HUMAN RESOURCES DEPARTMENT

TEACHER EXTRA BLOCK / PERIOD AGREEMENT FORM

School Name: _____ **Today's Date:** _____

If a teacher is asked and agrees to work a(n) extra period(s) beyond the teacher's schedule and in excess of (five (5) periods per day at high school), he/she shall be compensated at the rate of 10% for each additional .1 course (up to .3 FTE) and 25% for an additional block course. Calculation of compensation is based on the teacher's daily rate (annual salary divided by 200 days) times the number of work days in a school year (180) or if less than the school year, it will be the number of days working the additional time out of 180 days

Employee Name: _____ **Employee ID #:** _____
LAST, FIRST

☐ **Extra Block (.25)**
Rochester Early College

☐ **Extra Period (select only one)**
☐ .1* ☐ .2* ☐ .3*

Extra Subject on staffing template: _____

Position # from staffing template: _____

Start Date: _____ **End Date:** _____
REQUIRED REQUIRED

_____ _____
EMPLOYEE SIGNATURE DATE

_____ _____
ADMINISTRATOR SIGNATURE DATE

_____ _____
CHIEF SIGNATURE DATE

----------TO BE COMPLETED BY HUMAN CAPITAL INITIATIVES ----------

Position #: _____

Salary Step: _____

PeopleSoft Entry Date: _____

_____
AUTHORIZED SIGNATURE

Please Return Completed Form to Michelle Maxwell

Extra pay is only paid for classes / periods taught. It is not to continue if teacher is absent (paid leave of absence or unpaid leave of absence). It is not considered part of base compensation.
.1= less than 30 minutes, .2= less than 60 minutes & .3= more than 60 minutes (usually for Science with a lab)