

administrative guidelines

**BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS**

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DISTRICT CLOCK HOURS / GRADUATE CREDITS

- I. The purpose of the guideline is to provide further direction and guidance for the use of district clock hours and graduate credits related to professional growth as outlined on the chart located on the back of this page.
- II. Definition of District Clock Hours
 - A. District Clock Hours are accumulated outside of the contract day
 - B. District Clock Hours may be accumulated for advancement on the pay scale
 - 1. Thirty (30) District Clock Hours is equivalent to one (1) graduate credit
 - 2. A limit of five (5) credits for lane changes may be obtained in this manner
 - C. District Clock Hours may be accumulated for reimbursement
 - 1. Thirty (30) District Clock Hours can be submitted for a \$150.00 reimbursement
 - 2. Teacher must record the applicable District Clock Hours on the District approved "Professional Improvement Program Individual Record Form" and submit this form as their request for reimbursement
- III. Also, it is noted that the Superintendent provides final approval and has the authority to make decisions about clock hours and graduate credits, which may not be specifically addressed in this chart.
- IV. Please refer to Administrative Guideline 3120.02 for additional information related to graduate credits and movement on the pay scale.

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Continuing Education Program / Clock Hour Acquisition for Members of PWSEA

Description of Activity Prior Approval by an Administrator required	District Clock Hours	Advance on salary scale?	Documentation required	Notes for clarification
Graduate courses	Not applicable	If approved by Superintendent. (if District Clock Hours are used)	Transcripts with passing grades and attendance verification.	Option for either salary advancement, district reimbursement of graduate course, <u>or</u> clock hours. Maximum limit 8 clock hours per course
Conference / Workshop / Seminar (Except during WEAC Days)	YES if no cost to the district (including cost of substitute)	Possible (if District Clock Hours are used)	Attendance verification by sponsoring agency. (NOTE: Teacher is responsible for attaching the necessary forms.)	District Clock Hours only if no cost to the district for the conference, including cost of sub Maximum limit: 8 hours per event. Grad Credit Option if staff member pays all costs and receives prior approval of the Superintendent, then this may be used for advancement on the salary scale
Other institutional courses (Non-graduate level credit)	YES	Possible (if District Clock Hours are used)	Transcripts with passing grades and attendance verification.	e.g. Technical Colleges, Learning Institutes
Educational travel with students	YES	Possible (if District Clock Hours are used)	Written documentation/report describing relationship to the curriculum.	District Clock Hours only if no cost to the district for the conference, including cost of sub Maximum limit: 8 hours per event.
Internal staff training	YES	Possible (if District Clock Hours are used)	Attendance sign-in sheet submitted by trainer.	e.g. Employee Support Program training, Lighten Up Focus Group, or other approved training programs.
District committee work	YES	Possible (if District Clock Hours are used)	Attendance sign-in sheet submitted by committee chair and signed by administrative liaison.	All accumulated time must occur past the contract day.
Curriculum writing	NO Hourly rate as outlined in PWSEA contract	NO	Hourly time sheets turned in and approved by administrative liaison.	Prior approval must be approved via the Curriculum Leadership Committee process. The rate of pay is at the "Additional Payment" rate established by the PWSEA contract.
District mentor program (for the mentor)	YES	NO	Attendance and time sheet submitted to administrator and approved by the superintendent.	The rate of pay is at the "Additional Payment" rate established by the PWSEA contract

Cross Reference:

Administrative Guideline 3120.02 – Graduate Credit Advancement on the Pay Scale

Approved: 11/17/04

Revised: 12/18/08; 9/13/11