

Staff Development Compensation

Teachers as defined by policy DCAI who deliver staff development presentations to BPS staff will be paid for preparation and presentation time that occurs outside of regular contract hours. To receive reimbursement each presenter must complete the Staff Development Compensation Prior Approval Form and Staff Development Preparation and Presentation Time Log. The Prior Approval Form must be completed and approved by the organizing administrator and Staff Development Coordinator prior to the workshop. After the completion of the workshop the Prior Approval Form and Staff Development Preparation and Presentation Time Log must be sent to the Staff Development Coordinator within 30 days of the workshop.

Preparation Time During Off-Contract Time

Teachers will be paid \$30 per hour for preparation time outside contract hours, not to exceed two hours of prep time for each hour of presentation time. The maximum number of hours of preparation time allowed for a one-day presentation is sixteen hours.

Presentation During Off-Contract Time

Teachers will receive \$50 per hour for each hour they present at a BPS staff development workshop outside of regular contract hours. The maximum amount of compensation for a one day workshop will be \$400 for eight hours of presenting. In order to be reimbursed each presenter must submit the Staff Development Preparation and Presentation Time Log to the Staff Development Coordinator within 30 days of the workshop.

Presentations During BPS Contract Time

BPS teachers will not be compensated for staff development presentations made to BPS staff during their regular contract hours. This includes presentations made during the teacher's Floating Staff Development Day.

Expenses

For reimbursement of expenses such as materials and supplies, approval must be obtained from the Staff Development Coordinator or an Assistant Superintendent before purchases are made. Receipts are required for expenses to be reimbursed. These expenses must be submitted to the Staff Development Coordinator within 30 days of the workshop.