Thermalito Union Elementary School District
Article 6.2.1 Time Log

Name (Please Print) _____ **Signature** _____

Position _____ **Trimester** _____

6.2.1 Teachers may be called upon to perform other duties in addition to their regular hours on a contractual work day. Examples of the duties included, but not limited to, the following:

IEP meetings, site council meetings, district or site committees, and staff meetings.

This requirement shall not exceed five (5) hours, non-cumulative~~,~~ per trimester. The unit member will earn compensatory time off or be paid at the Tier II rate specified in Article 13.1.1.3 for any time in excess of three (3) hours in performance of such duties. Wait time that is 45 minutes or less is excluded from the accumulation of hours. These duties will not exceed two hours per event.

Any compensatory time shall be taken off within the school year in which it was earned. The timing of compensatory time taken must be mutually agreed upon between the supervising administrator and the employee. Compensatory time shall be taken in full or half day increments when a substitute is required. Compensatory time may be combined with other available leave to reach the full or half day absence. When no substitute is required, compensatory time may be utilized in hour increments. Any unused compensatory time off remaining at the end of the school year will be paid off at the Tier II rate.

Date	Begin Time	End Time	Total Hours	Meeting/Activity	Admin Signature

Total Hours = _____

Less 3 Hour per contract= (3)

Comp time Available = _____ Admin Signature: _____