

## COMPLETED WORK REPORT

### Extended Year for Special Educators - Special Educator Stipends

School:

Name of Special Educator:

Employee ID:

Position:

- Special Education Teacher (preschool)
- Special Education Teacher (school aged)
- Speech-Language Pathologist

I have worked the following days (within two weeks) before the first contract day:

Dates (FTE total 4 days\*):

I have worked the following days (within two weeks) after the last contract day:

Dates (FTE total 4 days\*):

I am in a year-round school and have worked the following off-track days: *(not during vacation periods)*

Dates (FTE total 4 days\*):

During my extended year days I performed the following types of duties: (Please check all that apply.)

- IEP related duties
- Records maintenance
- File preparation
- Report preparation
- Assessment related duties
- Conferring with parents
- Other paperwork related to the implementation of IDEA 2004

#### Timecard Verification

*If any of the following statements are not true, stipend can be declined.*

- My timecard is completed in ink.
- My time is listed in the extra duty section of a separate timecard.
- My time is not listed for a contract day.
- My timecard shows either 3.75 or 7.5 hours per day.
- My timecard is signed by the school administrator.
- I signed my timecard.
- My timecard is attached to this form.
- After the above items are all true, I sent this form and the original timecard to Meridee Litster (school aged special education teachers & related services) and Christine Johns (preschool)  
**no later than**  September 16<sup>th</sup>, 2019 or  June 16<sup>th</sup>, 2020.

Educator's Signature:

Date:

Principal's Signature:

Date:

\*Note the number of days for a full time employee (FTE=1) is 4 days.

- Payment for the Extended Year days is a stipend. Stipend amounts are determined by the Utah State Legislature.
- Each day worked will be paid at the following rate:
  - 7.5 hours or more = \$200
  - 3.75 hours to 7.5 hours = \$100
- The limit for a full time employee is \$800. Part time employee rate is based on the portion of the contract FTE.
- Hours over the 7.5 level will NOT be paid additional monies.
- Hours reported for contract days will NOT be paid.

Updated July 25, 2019