

Name	Description	Default Rate	Approval Routes To
Curriculum - Grant Approved Work	Work that Karen Gelardi approved to be charged to a grant. Please include the account number in the comment	Not defined	1 - Donna Lantz 2 - Iran Ramirez-Ducharme 3 - Executive Director Grants
Curriculum - Extra Work	Additional work that your department's curriculum consultant included in the current fiscal year budget. Please include the account number in the comment. 5197XXXX	\$38.50	1 - Donna Lantz 2 - Shawn Filbin 3 - Asst. Supt Curriculum
Curriculum - Professional Learning	Professional Development that the curriculum department scheduled. Please include the name of PD and account number in the comment. 5197XXXX	\$38.50	1 - Donna Lantz 2 - Shawn Filbin 3 - Asst. Supt Curriculum
GE - Absorbing a Classroom	For staff who absorb another GE class that is at the same grade level for elementary or the same grade level and curricular/subject area at secondary which causes the total number of students to go above the maximum, the rate will be \$20 per hour.	\$20.00	1 - Building Secretary 2 - Donna Lantz 3 - Building Principal
GE - After Hours Meeting	General Ed Meeting after work hours	Not defined	1 - Building Secretary 2 - Donna Lantz 3 - Building Principal
GE - After School Hours Work	General Ed staff completing work after hours that has been approved by an administrator	\$38.50	1 - Building Secretary 2 - Donna Lantz 3 - Building Principal
GE - Building - Professional Learning	General Ed Professional Development completed at the building level	\$38.50	1 - Building Secretary 2 - Donna Lantz 3 - Building Principal
GE - COMP TIME/MISSED PREP/TEACHING ON PREP	Gen Ed Teacher Comp time for missed prep or teaching on your prep. You can only earn 1 day per year. 5 or more hours = 1 day	Not defined	1 - Building Secretary 2 - Donna Lantz 3 - Building Principal
GE - COUNSELOR SUMMER COMP	Counselor summer work comp time	Not defined	1 - Building Secretary 2 - Donna Lantz 3 - Building Principal
GE - Counselor Summer Pay	Counselor summer work for pay	Not defined	1 - Building Secretary 2 - Donna Lantz 3 - Building Principal
GE - Homebound	General Ed Homebound work with student. Please include student's initials or id number in the comment	\$38.50	1 - Building Secretary 2 - Donna Lantz 3 - Building Principal
GE - Loss of Assessment Time	General Ed If you were unable to have your assessment time. Please include in the comment what day you were supposed to have your assessments	\$25.00	1 - Building Secretary 2 - Donna Lantz 3 - Building Principal
GE - Missed Prep	General Ed staff if you missed your prep covering for another class. List the teacher you covered for in comments. If you missed your prep or lunch for another reason note that in the comment section.	\$38.50	1 - Building Secretary 2 - Donna Lantz 3 - Building Principal

Name	Description	Default Rate	Approval Routes To
GE - Moving and Packing	General Ed teacher directed to pack his/her classroom materials in their entirety for moving to a different building or due to building renovation or construction will receive the ad-hoc rate in Section 26.04 to a maximum of ten (10) hours, which includes both packing and unpacking. Unless otherwise agreed to in advance between the supervisor and the teacher, a teacher directed to pack only a portion of his/her classroom materials for moving to a different building, or a teacher working in an office-type setting who is directed to pack his/her materials in their entirety for moving to a different building or due to building renovation or construction, will receive the ad-hoc rate to a maximum of 6 hours, which includes both packing and unpacking. A teacher directed to pack his/her classroom materials in their entirety for moving to a different classroom within the same building will receive the ad-hoc rate to a maximum of 2 hours, which includes both packing and unpacking	\$38.50	1 - Building Secretary 2 - Donna Lantz 3 - Building Principal
Misc - After Hours Community Support	Any staff that have been approved to help assist in an emergency situation with our school/community after work hours or on non work days.	Not defined	1 - Donna Lantz 2 - Emily Stadwick 3 - Tiffany Gauthier
Misc - After Hours ELD PLC	English Language Development Professional Learning Committee	\$38.50	1 - Donna Lantz 2 - Iran Ramirez-Ducharme 3 - Executive Director Grants
Misc - Auditorium Manager	In charge of the theatre managers	\$58.00	1 - Lori Schneck
Misc - EOP Meeting	Emergency Operations Planning Meeting Committee work	Not defined	1 - Lori Schneck
Misc - Theatre Manager	Providing oversight at a school auditorium during an event.	\$38.50	1 - Lori Schneck
Special Ed - Absorbing a Classroom	For SE staff who absorb SE class another that is at the same grade level for elementary or the same grade level and curricular/subject area at secondary which causes the total number of students to go above the maximum, the rate will be \$20 per hour.	\$20.00	1 - Donna Lantz 2 - Building Principal 3 - Emily Stadwick 4 - Tiffany Gauthier
Special Ed - After Hours Meeting	For SE staff who are asked to attend a meeting after work hours	Not defined	1 - Donna Lantz 2 - Emily Stadwick 3 - Tiffany Gauthier
Special Ed - After School Hours Work	SE staff approved to complete work after work hours.	\$38.50	1 - Donna Lantz 2 - Emily Stadwick 3 - Tiffany Gauthier
Special Ed - Building Professional Learning	Special Ed staff participating in Professional Development completed at the building level	\$38.50	1 - Donna Lantz 2 - Building Principal 3 - Emily Stadwick 4 - Tiffany Gauthier

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Special Ed - COMP TIME/MISSED PREP/TEACHING ON PREP	Special Ed staff Comp time for missed prep or teaching on your prep. You can only earn 1 day per year. 5 or more hours = 1 day	Not defined	1 - Donna Lantz 2 - Building Principal 3 - Emily Stadwick 4 - Tiffany Gauthier
Special Ed - ESY Summer	Special Ed Extended School Year Summer Work	Not defined	1 - Donna Lantz 2 - Genet Haise
Special Ed - Extra Duty	Special Ed staff that completes extra duty that is requested/approved by Special Ed leadership	Not defined	1 - Donna Lantz 2 - Emily Stadwick 3 - Tiffany Gauthier
Special Ed - Homebound	Special Ed Homebound work with student. Please include student's initials or id number in the comment	\$38.50	1 - Donna Lantz 2 - Emily Stadwick 3 - Tiffany Gauthier
Special Ed - Missed Prep	Special Ed staff if you missed your prep covering for another class. List the teacher you covered for in comments. If you missed your prep or lunch for another reason note that in the comment section.	\$38.50	1 - Donna Lantz 2 - Building Principal 3 - Emily Stadwick 4 - Tiffany Gauthier
Special Ed - Moving and Packing	Special Ed teacher directed to pack his/her classroom materials in their entirety for moving to a different building or due to building renovation or construction will receive the ad-hoc rate in Section 26.04 to a maximum of ten (10) hours, which includes both packing and unpacking. Unless otherwise agreed to in advance between the supervisor and the teacher, a teacher directed to pack only a portion of his/her classroom materials for moving to a different building, or a teacher working in an office-type setting who is directed to pack his/her materials in their entirety for moving to a different building or due to building renovation or construction, will receive the ad-hoc rate to a maximum of 6 hours, which includes both packing and unpacking. A teacher directed to pack his/her classroom materials in their entirety for moving to a different classroom within the same building will receive the ad-hoc rate to a maximum of 2 hours, which includes both packing and unpacking	\$38.50	1 - Donna Lantz 2 - Emily Stadwick 3 - Tiffany Gauthier
Special Ed - Professional Learning	Special Ed staff participating in Professional Development approved or provided by the Special Ed dept	Not defined	1 - Donna Lantz 2 - Emily Stadwick 3 - Tiffany Gauthier
Special Ed - SXI 200 Day Calendar	SXI Summer Work	Not defined	1 - Donna Lantz 2 - Genet Haise

Name	Description	Default Rate	Approval Routes To
<p>Special Ed - TC SUMMER COMP</p>	<p>Teacher Consultants who are requested to work during the summer on scheduling will be compensated in the following manner for work approved in advance: High School: Teacher Consultants may work a maximum of five (5) days Three (3) days at per diem rate Two (2) days compensatory time Middle School: Teacher Consultants may work a maximum of three (3) days Two (2) days at per diem rate One (1) day compensatory time</p>	<p>Not defined</p>	<p>1 - Donna Lantz 2 - Emily Stadwick 3 - Tiffany Gauthier</p>
<p>Special Ed - TC Summer Work for Pay</p>	<p>Teacher Consultants who are requested to work during the summer on scheduling will be compensated in the following manner for work approved in advance: High School: Teacher Consultants may work a maximum of five (5) days Three (3) days at per diem rate Two (2) days compensatory time Middle School: Teacher Consultants may work a maximum of three (3) days Two (2) days at per diem rate One (1) day compensatory time</p>	<p>Not defined</p>	<p>1 - Donna Lantz 2 - Emily Stadwick 3 - Tiffany Gauthier</p>