

ERE Certified Employee Arrangement

☐ I will be offering an Eagle Recreation and Enrichment course this semester that may meet during my before/after-school prep time.

Day: _____ Time: _____ Course Starts: _____ Course Ends: _____

☐ I will be scheduling a special event for my course. I know this needs to be approved by my principal before it can be placed on the school calendar.

Does your event meet outside of your regularly scheduled course? **Y or N**

If **yes**, please state all the proposed dates, times, spaces requested.

I understand I cannot legally be paid twice for the same time. Thus, I agree to make up this contract time during which I've chosen to provide an ERE opportunity for students. Proposed make up plan:

Teacher signature _____ Date _____

The teacher must obtain the building Principal's approval. The principal will sign off on the plan and then a copy of this agreement should be turned in with the ERE instructor agreement.

Principal: If you agree to the terms please sign. If you are not in favor of the plan, please suggest an alternative plan.

☐ I approve of the plan to make up prep time that is needed for the teacher to lead an Eagle Recreation and Enrichment course.

☐ I approve the special event requested for this course, if applicable.

Principal Signature _____ Date _____

Per Certified Handbook

Hours and Days

Teaching Day – The minimum teacher day consists of seven (7) hours and fifty (50) minutes which shall include (30) minutes of duty-free time. It is impractical to adhere to the exact meaning of "minimum" when in fact the necessity of various meetings occasionally extends beyond the minimum. To that end, meetings that extend beyond the minimum will be handled professionally with student interests first and foremost.

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| • Elementary | 7:40 – 3:30 |
| • Middle Level | 8:05 – 3:55 |
| • High School | 8:00 – 3:50 |

A signed copy of this agreement needs to be turned in with the instructor's course proposal. Send to the ERE office or scan and email to ERAdmin@zionsvilleere.org