Portland Public Schools

Additional Work Form

Building:	Westwood

Employee Name	Employee Signature	Date	Work Type A, B, C, D (see back)	Description	Start Time	End Time	Total Time	Pay Amount

Supervisor Authorization _____ Date _____

Payroll Authorization _____ Date _____

Updated 09/04/2026

Additional Work Type A: **Article VI**

Any teacher who, having direct knowledge of the student, is required to attend an entire IEPC, Behavior Improvement Plan, Section 504, Child Study, and/or administratively scheduled subsequent meetings; with the prior approval of their administrator; that is conducted completely outside of the normal workday will be compensated at $15 per meeting. The teacher's time responsibility shall not exceed 45 minutes.

Additional Work Type B: **Article VI**

Conference time substituting shall be on a rotation basis, with the exception of those teachers who travel between buildings. The substituting teacher shall have the option of being able to find a replacement, if desired.

- Comp Time for teachers providing internal substitution during their designated conference time shall be calculated in twenty (20) minute intervals as follows:
    - 1–20 minutes: one-third (⅓) hour of comp time
    - 21–40 minutes: two-thirds (⅔) hour of comp time
    - 41–60 minutes: one hour of comp time

- Any teacher who is required to attend administratively approved activities (e.g. Activities referenced in Article XX, IEPC, Behavior Improvement Plan, Section 504, Child Study, and/or administratively scheduled subsequent meetings) more than two (2) in a week or four (4) meetings in a month during their conference period shall be paid at the same rate as conference-time substituting.

- Activities that require student-management during their conference period shall be paid at the same rate as conference-time substituting with the exception of any half day testing which includes state and local testing.

Additional Work Type C: **Article V.I.**

When the district requests professional development outside of the contractual academic year, it will be voluntary. When teachers volunteer outside the contractual school calendar they will be paid $21 per hour for conferences and $25 per hour for curriculum work. If such training is required by the administration, then the district will also provide a similar opportunity during the contractual academic year. If release time is offered and declined during the academic year, the stipend payment will be the current substitute daily rate.

Additional Work Type D: **Additional work not defined above**
Please provide additional details of work performed. Times & Rates per the school administrator.