
This Memo is a reminder. No content has been changed from the past.

If you need a copy of the Hourly Time Report, please contact the payroll secretary in your office.

LEA and LPS

PROfessional COMmittee

A Joint Contract Committee

The following guidelines have been developed in response to the agreement developed by PROCOM regarding additional compensation for parent/teacher conferences. Hours spent in additional conference time each semester will be in accordance with the following procedure:

1. Parent/teacher conferences will be defined as the period of time designated twice yearly by each building staff.
2. Additional compensatory time will be for the number of conference hours beyond the contractual time of six hours of conference time and one hour of planning time.
3. Time will be accrued before or after regular duty hours. (Regular duty hours are 7.5 hours including a 30 minute duty free lunch as outlined in 5-3 of the *Professional Agreement*.)
4. Time accrued will include:
 - additional face to face conferences
 - telephone conferences in lieu of personal conferences
 - duplicate conferences as requested by families
 - any additional parent contacts for conference purposes with prior approval of building administrators
 - for kindergarten teachers, conference time in excess of comp time already received (3 1/2 or 7 hours)
5. Additional conferences will take place two weeks before or two weeks after designated conference dates.
6. Conference leave will be granted on a one for one basis up to a maximum of 3.5 hours per semester for full time certificated staff and prorated for staff less than full time. Conference leave may be used in accordance with the negotiated agreement and board policy as **special leave** by Option A teachers and as **annual leave** by Option B teachers.
7. Time accrued will be rounded to the nearest half hour.
8. Any unused conference leave will be rolled over at the end of the contract year as accumulated leave.
9. Any previously approved variance will continue.
10. Reporting of additional hours will be completed on the time log distributed to each certificated staff member, signed by the teacher, and turned in to the building administrator. The administrator will complete an NCR Hourly Time Report designating in the comment section, "Additional Conference Time to Conference Time." The Hourly Time Report and the time log should be sent to Marilyn Moore.
11. Conference leave time may be used as soon as it appears on an individual's monthly payment statement.