

## PART-TIME TEACHERS

### DEFINITIONS.

**Part-Time Teacher:** A part-time teacher is any certificated teacher who is employed less than full-time.

**Percentage of Time:** The percentage of time that a teacher works will be determined by calculating the amount of time that the teacher is required to be at school to teach or supervise classes, plus any assigned preparation time, as a percentage of the entire school day. Extra- curricular assignments shall not be considered in determining a teacher's percentage of time. Part-time and temporary teachers may or may not be assigned preparation time.

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**Acquiring Permanent Status.** A part-time teacher may become a permanent certificated employee pursuant to the provisions of the statute.

**Salary.** The salary of a part-time teacher shall be determined by the percentage of time the individual works, plus his or her placement on the salary schedule. The percentage of time a part-time teacher is required to be on duty shall be determined by the board of education upon the recommendation of the superintendent of schools.

**Horizontal Movement on the Salary Schedule.** A part-time teacher may qualify for movement on the salary schedule by earning graduate hours of college credit as set forth in the guidelines of the school district's salary schedule.

**Vertical Movement on the Salary Schedule.** A part-time teacher may gain credit for movement vertically on the salary schedule based upon the percentage of the teacher's employment by earning a full-time equivalent (FTE) year credit. For example, a .5 FTE teacher would be credited with one year of teaching service and would move one step vertically each two years. A .4 FTE teacher would be credited with two-fifths of a year teaching service per year and would move one step vertically after the third and fifth years of employment.

**Sick Leave.** A part-time teacher will accumulate days of paid sick, bereavement or professional leave pro-rated based on the teacher's percentage of employment.

**Health Insurance.** To participate in the school district's health insurance program, a part-time teacher must meet the minimum requirement for employment of the health insurance carrier. For those part-time teachers who meet the employment requirement, the school district will pay a pro-rata portion of the teacher's health insurance premium based on the teacher's percentage of employment.

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Personal Leave. A part-time teacher will not be eligible to acquire and or accumulate personal leave days. The superintendent of schools may grant personal leave time at his or her discretion.

Attendance at Inservice Meetings, Faculty Meetings, and School Activities. A part-time teacher will be responsible for attending inservice meetings, faculty meetings, and school activities which take place outside the school day without compensation. A part-time teacher shall be responsible for performing such tasks as selling or taking tickets, and will be compensated for such tasks pursuant to the policy, practice or negotiated agreement of the school district.

Continuation of Employment. The school district administration and board of education will deal with the continuation of a part-time teacher's employment pursuant to contract law and the procedures prescribed for full-time employees.