

White Cloud Public Schools

PREP TIME REIMBURSEMENT

Teacher's Name: (Printed) _____

Contract Language:

Per the Master Agreement between White Cloud Education Association and White Cloud Board of Education, Article IV Section H requires that "Teachers who teach during their preparation period shall be paid for an additional class as follows on a pro rata basis for all time taught: Example: State reported Clock Hours reporting minute per day with number of assigned class periods = minutes (class period) + 10.8 minutes (prep period) = increase wages % of the teacher's regular daily rate of pay for each day taught." exp: 394 min/6.57 hours=60 + 10.8=70.8/378=18.7%

HS/Jr.High 394 mins-6.57 hrs

Elementary 385 mins-6.42

Directions: Complete the chart below. (Administrator and employee's signature required). Submit to payroll.

Dates		BUILDING	CONTRACT	# of Days (tenure/non-tenure)	DAILY RATE (contract/# of daysx %)	# OF DAYS WORKED	TOTAL PAYMENT
Begin Date	End Date						
EXP: 9/6/2011	1/20/2012	Jr High	56,000	181	\$ 57.86	82	\$ 4,744.52
TOTAL DUE							

I have completed the form to the best of my knowledge and attached all required documentation.

Employee's Signature

Principal's Signature: