**ARTICLE 10 2. Additional Required Time** a. In addition to the work day, each unit member in the elementary, intermediate, and comprehensive high schools will be required to perform no more than 40 hours of additional duty time PER YEAR PER UNIT MEMBER. Among these duties which the District assigns within these 40 hours are **mandatory committee meetings, faculty/district meetings, IEP meetings, parent conferences, (additional to those on scheduled conference days),before – and after – school bus duty and/or yard duty, and the supervision of students at extra or co-curricular activities. In addition to the 40 hours required time in** *(a.) above***, the District may require attendance at Back-to-School Night and Open House.**

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| |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Date** | **Mandatory**  **Committee**  **Meeting** | **Faculty**  **Meeting** | **District**  **Meeting** | **IEP**  **Meetings** | **Additional**  **To**  **Scheduled**  **Parent**  **Conferences** | **Before/After**  **School**  **Bus Duty** | **Before/After**  **School**  **Yard Duty** | **Supervising**  **Students at**  **Extra or Co-Curricular**  **Activities** | **Other** | **Other** | **Other** | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  | | **TOTAL**  **HOURS** |  |  |  |  |  |  |  |  |  |  |  | |

**40HourTimesheet 021612 Original to Administrator Copy for personal records**