



Additional Period Teaching Authorization

For Full Time Employees Only

When a full time employee is teaching a class during their prep hour, fill out this form. This form is yearly and will automatically be removed at the beginning of the following school year.

Forms must be received before the first of the month to be paid correctly

School: _____ Hourly Rate: _____

Teacher's Name: _____ ID #: _____

Subject(s) to be taught: _____

Start Date (if beginning of year put date of first day with students): _____ End Date: _____

Check the appropriate box that coincides with your school's amount of periods and length of teacher assignment:

5th PERIOD Authorization <i>(Brighton High Only)</i> <input type="checkbox"/> Full Year (.167) <input type="checkbox"/> 1 st Trimester (.056) <input type="checkbox"/> 2 nd Trimester (.056) <input type="checkbox"/> 3 rd Trimester (.056)	6th PERIOD Authorization <input type="checkbox"/> Full Year (.143) <input type="checkbox"/> A/B Day Full Year (.0715) <input type="checkbox"/> A/B Day Half Year (.0357) <input type="checkbox"/> 1 st Semester (.0715) <input type="checkbox"/> 2 nd Semester (.0715)	7th PERIOD Authorization <input type="checkbox"/> Full Year (.125) <input type="checkbox"/> 1 st Semester (.0625) <input type="checkbox"/> 2 nd Semester (.0625) <i>(Middle School Only)</i> <input type="checkbox"/> A/B Day Full Year (.0625) <input type="checkbox"/> A/B Day Half Year (.0312)	8th PERIOD Authorization <i>(Eighth periods are high school only)</i> <input type="checkbox"/> Full Year (.125) <input type="checkbox"/> 1 st Semester (.0625) <input type="checkbox"/> 2 nd Semester (.0625)
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FUND	LOCATION	YR	PROGRAM	FUNCTION	OBJECT	FTE	Amount
10				1016	131		100%

Instructions to teachers:

Fifth Period Schedule *(Brighton High Only)*: Teachers will be paid 1.33 hours pay for the extra period.

Sixth Period Schedule *(Middle School Only)*: Teachers will be paid 1.15 hours pay for the extra period.

Seventh Period Schedule *(Middle School Only)*: Teachers will be paid 1.0 hours pay for the extra period.

A/B Block Schedule *(High School Only)*: Teachers will be paid 2.0 hours pay for the extra period(s).

Teacher's daily on-site time will increase by the hours listed above; e.g. 1.0, 1.15, 1.33 or 2.0. This time can be adjusted on a daily basis by the principal with the teacher as is necessary to meet school and personal needs. Teachers are expected to meet all other duties normally required.

*****Teachers Read before signing:** You will be authorized to continue teaching the additional period(s) only as long as the need exists in the school, as assigned by the principal. If the enrollment needs in the school change, the principal is not required to continue the additional period(s) assignment.

Teacher's Signature

Principal's Signature

Human Resource Administrator Signature

Date