

Career and Technical Education Department

EXTENDED TIME POLICY

Variation from recommended limit on extended hours **must** have prior approval.



DEPARTMENTAL COMMITTEE MEETINGS AND PROGRAM REVIEW MEETINGS

All meetings must be announced from the district office to be eligible for extended hours. Extended hour timesheets will be distributed and completed at the meeting and will be submitted by the CTE coordinator.

CAREER AND TECHNICAL EDUCATION CONFERENCES

CTE teachers may receive a stipend for attending up to two USBE-approved summer conferences *directly related to their teacher assignment*.

To receive the stipend, teachers must: 1) register, 2) earn USBE credit or relicensure points, 3) submit to their CTE coordinator a Participant Accountability form.

Stipend amounts are as follows:

- UACTE Winter Conference - \$200 (**Only paid once**; Participant Accountability Form and proof of payment of registration due to CTE coordinators no later than **February 25**)
- USBE Summer Conference - \$300 (**Only paid once**; Participant Accountability Form and proof of payment of registration due to CTE coordinators no later than **September 25**)

STIPEND FOR SHOPPING HOURS

Teachers must complete the Canyons School district stipend form to receive payment for shopping hours. A stipend will be paid at the end of each semester/trimester according to the following schedule:

SEMESTER SCHOOLS		TRIMESTER SCHOOLS	
High School Food Programs		High School Foods Programs	
1 unique food class	\$200.00	1 unique foods class	\$133.00
2+ unique foods classes	\$400.00	2+ unique foods classes	\$266.00
High School Preschool/Day Care		High School Preschool/Day Care	
Open 2 days per week	\$200.00	Open 2 days per week	\$133.00
Open 3 days per week	\$300.00	Open 3 days per week	\$200.00
Open 4 days per week	\$400.00	Open 4 days per week	\$266.00
High School Marketing School Store	\$200.00	High School Marketing School Store	\$133.00

EXTENDED TIME FOR SEWING LABS

Teachers setting up a new sewing machine lab are allowed to submit an extended time sheet for up to 8 hours for the machines alone; 12-16 hours if they are also dealing with cabinets. Up to 10 hours may be submitted for annual required end-of-year maintenance. This includes but is not limited to oiling, tension adjustments and blowing out machines with air compressors. Hours are paid at the in-service rate.

EXTENDED TIME FOR SKILLED & TECHNICAL SCIENCES/ENGINEERING LABS

Two Skilled & Technical Sciences/Engineering teachers per school (including CTEC) may submit an extended time sheet for up to 10 hours per semester or 7 hours per trimester for safety issues and/or machine maintenance. No time will be given for lab clean up. Hours are paid at the in-service rate.

EXTENDED TIME FOR COMPUTER LAB MAINTENANCE

No computer lab maintenance hours will be covered on extended time. (District technical support will maintain labs.)