

Claim and Verification Form Contingency Pay – Teachers

Delano Public Schools
INDEPENDENT SCHOOL DISTRICT NO. 879

Pursuant to Article VI, Section 6 Master Agreement 2015-2017

Definition: Contingency pay is for additional activities deemed important for the district's core values and goals targeted to professional development and/or committee work.

PAY TO: Name: _____
Street Address: _____
City, State Zip: _____

Each teacher will be paid .25% each year above current step and lane placement subject to meeting the following criteria:

- CONTINGENCY PAY CRITERIA:**
- 1) Teacher attended one (1) staff development academy class during the school year, or
 - 2) Teacher served on a school sanctioned committee, task force, or advisory council, or
 - 3) Any other mutually agreed upon duty or committee as determined by the teacher and building principal and/or appropriate administrator
 - 4) An additional .25% will be paid for a second academy class or sanctioned committee task force, advisory council or other mutually agreed upon duty or committee.

Date	Item Description	Amount
<p><u>Due Date:</u> Any time after January 1 of current school year, but no later than last day of the current school year. Only one contingency pay claim form may be submitted per year; if the teacher chooses only to apply for one .25% payment, then the claim form may be submitted any time after January 1 of the current school year, otherwise the claim form should be held until both contingency pay criteria have been met.</p>	<p><u>Instructions.</u> Please list which criteria claim is being made (1, 2, or 3) Then list specific details and dates (ie: <u>date of class, name of committee</u>)</p> <p style="font-size: small;"><i>Contingency pay proof submitted after the last day of school will not be paid.</i></p>	<p>To be completed by payroll</p>

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid.

Date: _____ Signed: _____
(Teacher Signature)

Authorized Approval: _____
(Building Principal or Applicable Administrator)

NOTE: Claim must have authorized approval before it will be paid.