

GUIDELINES REGARDING ANOKA-HENNEPIN STAFF
CONDUCTING IN-SERVICE PROGRAMS

I. PROGRAMS CONDUCTED WITHIN THE ANOKA-HENNEPIN SCHOOL DISTRICT

A. Statement of Intent. It is the intent of the Anoka-Hennepin School District to compensate employees for in-service programs they present as part of the School District's Staff Development program.

B. General Guidelines for All Presenters. The following assumptions are inherent in this structure:

1. Presenters will prepare for presentation of the staff development program outside their duty day.
2. Presenters will volunteer to prepare and present the staff development program.
3. Sessions, for the most part, will be outside of the normal duty day with the exception of preschool and/or staff development day presentations on designated staff development days.
4. Most sessions will not exceed 2 hours at any given time.
5. The District will pay the in-service compensation rate for up to a maximum of two staff per presentation. Compensation will be equally divided if there are three or more presenters per session.
6. In-service programs will be designed to meet staff development needs on a district-wide, building-level or department-level basis.
7. The activity involved would generally not be one conducted at a regularly scheduled faculty meeting.

C. Examples of Appropriate Activities

1. Preschool workshop programs
2. Scheduled staff development days
3. Specific activities of the staff development program

D. Guidelines for Compensation of Teachers

1. For an in-service session occurring within the context of the teacher's basic duty day, a fee of \$15 per hour of presentation is established.
2. For an in-service session occurring outside of the context of the basic duty day, a fee of \$20 per hour of presentation is established.

3. Those people in the district under a teacher's contract, but who have resource, lead, or consultant responsibilities, will comply with the following guidelines:
 - a. For an in-service session occurring outside the context of the basic duty day, where they have major responsibility for organization and presentation of materials, a fee of \$20 per hour of presentation is established.
 - b. For an in-service session occurring within the context of the basic duty day, no extra compensation will be awarded. This is predicated on the basis that staff development and in-service are an inherent part of the position responsibilities.
4. Those people in the district under administrative or supervisory contracts will not be eligible for this compensation. This is predicated on the basis that staff development and in-service are an inherent part of their position responsibilities.

E. Guidelines for Compensation of Classified Staff

1. For an in-service session occurring within the context of the basic duty day, such as a staff development day, where the presenters are already being compensated, the addition to their normal compensation will be the lowest hourly rate of the employee group to which they belong, rounded to the nearest dollar.
2. For an in-service session occurring outside the context of the basic duty day, the compensation will be the hourly rate for in-service conducted during the duty day plus an additional five dollars per hour.

F. Procedures

1. Requests for approval for compensating employees for presenting in-service programs must be submitted to the Staff Development Coordinator at least 15 days prior to the scheduled event.
2. Requests will be channeled through the following "responsible" people:
 - Secondary - Associate Superintendent or Curriculum Coordinator
 - Elementary- Associate Superintendent or Curriculum Coordinator
 - Special Education and Student Services - Director of Special Education
 - Staff Development - Staff Development Coordinator
3. The Staff Development Coordinator will notify the "responsible" person of approval.

4. After the activity is completed, the "responsible" person will submit a written request for payment to the Staff Development Coordinator for processing. Actual payment of the compensation will occur after the activity is completed.

II. PROGRAMS CONDUCTED OUTSIDE THE ANOKA-HENNEPIN SCHOOL DISTRICT

A. Statement of Intent. It is the intent of the Anoka-Hennepin School District to facilitate collegial and collaborative agreements with other school districts and nonprofit educational institutions who request assistance.

B. General Guidelines

1. Employees who are invited to present in-service programs outside the Anoka-Hennepin School District will notify their principal/supervisor as soon as possible after they receive the invitation.
2. Principals will notify the appropriate associate superintendent and work with the associate superintendent in determining a response to the request.
3. Requests will be considered on an individual basis, with consideration given to the Anoka-Hennepin School District's ability to obtain suitable substitute teachers.
4. Sponsoring school districts or agencies (e.g., ECSU, colleges) will reimburse the Anoka-Hennepin School District for all teacher salary costs incurred.
5. Teachers conducting the in-service may request the sponsoring district or agency to reimburse them directly for expenses such as travel, duplication of materials, preparation time and any service which falls outside Anoka-Hennepin duty time. Such reimbursement will not include compensation for presentation time which coincides with "duty time" for which the Anoka-Hennepin School District is already compensating the teacher.

Anoka-Hennepin District No. 11
Coon Rapids, MN 55433
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