

**WENATCHEE SCHOOL DISTRICT
 OPTIONAL TEAM DIRECTED PLC
 COLLABORATION TIME (shown on calendar March 12)
 VERIFICATION OF TIME WORKED**

I, _____, verify that I have fulfilled the conditions of this optional team directed time
 (Print Name)

which provides up to one day of per diem pay to work with a PLC team related to your job assignment. Indicate hours, dates worked, team you worked with, and duties performed. You may be compensated for a maximum equivalent of (1) days for the 2020-2021 school year, not to exceed a total of your contract FTE hours on this form (example: full time = 1.0 FTE/7.5 hrs.)

<u>Hours</u>	<u>Date</u>	<u>Team</u>	<u>Explanation</u>
<u>Example</u> 2	<u>9/8/20</u>	<u>3rd grade math</u>	<u>Worksheet development-Number sense</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Hours (cannot exceed one (1) days at contracted FTE _____

Employee Signature _____ Admin. Signature _____

All corrections and cross outs must be initialed by both the Employee and the Administrator. To be paid for this time worked, this form must be received by payroll no later than sixty (60) days following completion of the time worked. All time sheets must be received in payroll no later than July 10th.

FOR PAYROLL USE ONLY

PAY CODE	ACCT #	RATE	HRS	WK DATE	TOTAL
TIME SHEET TOTAL \$					_____