

**EMPLOYEE EXTENDED DAY / YEAR
SALARIES**Date: October 27, 2009

The Columbia County Board of Education recognizes, as necessary, the extension of secondary educational programs through the use of extended day/year funds in the Quality Basic Education Act [20-2-182(d)]. These extended day/year funds are generated through the full-time equivalency funding process for the categories of 9-12 regular high school, the high school **non-Career, Technical and Agriculture Education (CTAE)** laboratory program, and the high school **CTAE** laboratory program.

The Columbia County Board of Education establishes the following criteria that apply to all instructors receiving extended day/year salaries.

- A. The extended time required will be beyond the employee's normal workday and year as defined in policies GBRC and AE.
- B. All approved extended instructional activities will relate to instructional student competencies as outlined in State Department of Education requirements.
- C. Instructors **must be certified in-field for each segment they teach.**
- D. Payment will be made only for work actually performed.
- E. Monthly/yearly documentation of extended salary time and program responsibilities will be maintained by the Superintendent and reported to the State Department of Education.

PROCEDURE: YES**ADOPTED: 5/13/86****REVISED: 10/01/97, 3/10/99**

Columbia County Board of Education