

# Faculty Senate Hiring

School \_\_\_\_\_

Date: \_\_\_\_\_

Position Interview for: \_\_\_\_\_

Persons Interviewed \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Start Time	End Time	Total Time

Staff Names	Employee ID #	To Be Completed by Finance Department		
		Hours	1/8 of Daily	Total Due

Account Code: 11.00x85.12491.114. \_\_\_\_\_ location  
 x is = fiscal year

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_

**Policy 5000 Section**

“7.3. Classroom teachers who directly participate in making recommendations for filling classroom teaching positions pursuant to the options set forth in this policy for periods beyond his or her individual contract shall be compensated based on his or her **daily rate of pay, prorated** to an hourly rate. The principal shall require that the participating teachers keep time sheets documenting the actual time spent on the recommendation process and shall verify that the time sheets are accurate before submitting them for payment. **In no event shall a teacher be entitled to payment for more than two hours per position.** However, if there are **more than four qualified applicants** for a single classroom teacher position who are selected for an interview by the hiring committee chair or single designee, the faculty senate members participating in the interviews may be compensated for **an additional hour for actual time spent** on the interview process for that position.”