

Professional Development Form Teacher Directed

Employee Name:
Building Location:
My work day begins: and ends:
Date Start Time End Time Total Hours DESCRIPTION OF ACTIVITY
MVEA staff will receive 7.5 hours (full day) of teacher directed Professional Development time regardless of FTE to support professional development, which is chosen at the employee's discretion or to work on the non-student day between the first and second semester.
The professional development must be relevant to the employee's assignment, renewal of certification pursuit of an additional degree or certification to a possible future assignment of the employee and nalready paid for by the District.
1. It is your responsibility to submit this form directly to Jenilee Springer, Payroll & Benefit Specialist via emai in-person or by printing and sending through the inter-district mail. Signature not required by Administrator.
2. Activities must be performed outside of your contracted work day
 Completed Forms must total 7.5 Teacher Directed Hours (regardless of FTE) in order to receive payment. Partial payments will not be processed.
4. Forms received by the 5th business day of the month will have payment issued that month
Deadline to Submit: Completed forms must be submitted to the Business Office by the 5th business day in August
I certify the above is an accurate record of the time worked during this period: Employee Signature / Digital Signature Date
Payroll Use Only Account Code:
Hours 7.5 X Hourly Rate \$= \$ Total Payment

Revised 10/2025