

# Work record for Faculty Senate recommendation



Form HR-007  
Revised 4/30/2015

Pursuant to West Virginia Board of Education Policy 5000 section 7.3, classroom teachers who directly participate in making recommendations for classroom teaching positions in accordance with the same policy and do so outside of their regular contracted time shall be compensated.

## Employee information

Name \_\_\_\_\_

Preferred phone \_\_\_\_\_

Employee ID

Preferred email \_\_\_\_\_

**9 5 4 0 0**

## Work record details

Complete the table below. You may use a single form for multiple recommendations made as part of a single work session, or you may submit a separate form for each recommendation. In either case, the actual time spent on the recommendation must be recorded along with the total hours worked. Pursuant to WVBE Policy 5000, no more than two hours may be paid for each position, except in the case when more than four qualified applicants are interviewed, in this case, up to an additional hour may be paid.

POSITION				
START TIME				
END TIME				
TOTAL HOURS WORKED				
TOTAL HOURS PAID				

Pursuant to West Virginia Board of Education Policy 5000, faculty senate members must complete interview training as designated or approved by the West Virginia Department of Education prior to participation in the recommendation process.

Work records must be submitted by the deadlines established by the Finance Department. Failure to meet these deadlines may result in a delay in payment.

Payments for participation in the recommendation process are considered regular income and are subject to withholdings.

## Employee signature and acknowledgement

By signing here, I certify that I am the above named employee and that I submit this work record in good faith, having participated in the recommendation process for the above named classroom teacher position(s) outside of my regular contracted time. I acknowledge that I have read and understand the provisions of WVBE Policy 5000 and Mingo County Board of Education policies, as applicable.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

### PRINCIPAL'S VERIFICATION

By signing here, I verify that the above named classroom teacher did participate in the recommendation(s) for the above named position(s) and did so outside of his/her regular contracted time.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

### PAYROLL INFORMATION

TOTAL HOURS PAID \_\_\_\_\_

DAILY RATE \_\_\_\_\_

HOURLY RATE \_\_\_\_\_

TOTAL PAYMENT DUE \_\_\_\_\_

FOR OFFICE  
USE ONLY

\_\_\_\_\_  
DATE RECEIVED

\_\_\_\_\_  
SOURCE