MONTEREY COUNTY OFFICE of EDUCATION

PROFESSIONAL DUTIES LOG

Instructions: This form is used only by MCOETA unit members to record pre-authorized work time (i.e., staff, parent, IEP/IFSP meetings, or committee work) that exceeds the instructional day, as defined in the MCOETA Contract. Each listed duty should be initialed by the authorizing administrator at, or near the time of the duty. If the total hours exceed 25 on or before February 1st and/or 40 on or before the last day of school, submit this form to your administrator for payment at your hourly rate (MCOETA 10.1.3)

Name:_____ Department: _____ School Year _____

DATE	TIME IN	TIME OUT	TOTAL HOURS	DUTY	AUTHORIZATION
		GRAND TOTAL:			

_____ _____

Teacher Signature Date Submitted to Supervisor

Payment warrant date _____

White: Personnel Yellow: Supervisor Pink: Employee Goldenrod: Payroll