



Extended Day for Accelerated Instruction

Below are the guidelines that will be followed in conducting the UIL Program on elementary campuses.

1. The Extended Day Program will be named “Extended Day for Accelerated Instruction”
2. The “Extended Day for Accelerated Instruction” program will include the teachers that are coaching UIL students.
3. UIL teachers will submit an “Employee Payroll Sign In Sheet” as do all the teachers who are working in the “Extended Day for Accelerated Instruction” program. **UIL teachers will be paid \$25 an hour WHEN they have from 7 to 10 students in attendance. Should less than 7 to 10 students be in attendance, the coach will not be eligible to receive the \$25 for that hour. Please remember UIL is an enrichment program open to ALL students – not only the competitive team.**
4. All “Employee Payroll Sign In Sheets” will be reviewed and signed by the UIL campus coordinator and then forwarded to the Advanced Academic Services Office at the end of each month.
5. UIL coaches will submit no more than 1 hour per day, 2 days out of the week for each event with a minimum of 7 to 10 students in attendance each day.
6. UIL campus coordinators will be paid a stipend between \$600 to \$800 a year and may coach no more than one subject area.



7. UIL teachers that take students to participate in sanctioned UIL meets on Saturdays will receive extra duty pay of **\$50 per meet up to 4 meets for a maximum of \$200 annually.**
8. Each teacher must maintain a **minimum of 10 students per event. Again remember, UIL is an enrichment program and is open to ALL students – not only the competitive team.**
9. As has been the case, the Principal will be responsible for the “Extended Day for Accelerated Instruction” program and will determine how many coaches to hire.
10. Turn in “Employee Payroll Sign In Sheets” one week prior to the designated time periods.
11. The UIL campus coordinator is responsible for completing the Supplemental Payroll Worksheet for each campus.

NOTE: The deadlines are set by the Payroll office and are firm; all payroll must be submitted ***one week prior to the payroll due date.*** These dates are available online at the district website under Payroll. If a deadline is missed, teachers will be paid the missing days the next pay date period. Call the Advanced Academic Services Office should you have a problem meeting the payroll deadlines.