

Pro-Rated PIR Guidelines

Please note the following guidelines regarding PIR days for less than full-time or full-year employees. Failure to complete the correct number of days will result in a deduction of pay:

Less than Full Year Teachers That Start Out the Year:

If resigning, retiring or terminating prior to MEA/PIR days in October must account for these PIR days/hours:

- 2 days before school starts

If resigning, retiring or terminating between MEA/PIR days in October and the January PIR day, must account for these PIR days/hours:

- 2 days before school starts
- 12 hours of Flexible/District Directed PIR
- 1 day of Parent/Teacher Conferences

If resigning, retiring or terminating on or after the January PIR Day but prior to school scheduled Parent/Teacher Conferences, must account for these PIR days/hours:

- 2 days before school starts
- 12 hours of Flexible PIR
- 6 hours of District Directed PIR
- 1 day of Parent/Teacher Conferences

If resigning, retiring or terminating anytime after the school scheduled Parent/Teacher Conferences:

- 2 days before school starts
- 12 hours of Flexible PIR
- 6 hours of District Directed PIR
- 2 days of Parent/Teacher Conferences

Less than Full Year Teachers Hired After Start of School

If hired prior to MEA/PIR days in October, must account for these PIR days/hours:

- 12 hours of Flexible PIR
- 6 hours of District Directed PIR
- 2 days of Parent/Teacher Conferences

If hired between MEA/PIR days in October and Thanksgiving, must account for these PIR days/hours:

- 6 hours of District Directed PIR
- 2 days of Parent/Teacher Conferences

If hired between Thanksgiving and January PIR day, must account for these PIR days/hours:

- 6 hours of District Directed PIR
- 1 day of Parent/Teacher Conferences

If hired after January PIR day, must account for these PIR days/hours:

- 1 day of Parent/Teacher Conferences

If hired after spring break, must account for these PIR days/hours:

- No PIR hours are required

Part-time Teachers

Any fraction .5 or less:

- 2 days before school starts
- 2 days of Parent/Teacher Conferences
- 6 hours of District Directed PIR

Any fraction .51 to .85

- PIR Days prior to school starting—2 days
- Parent/Teacher Conferences—2 days
- 6 hours of Flexible PIR
- 6 hours of District Directed PIR

Any fraction .86 to .99—All 7 PIR opportunities

Failure to complete the necessary PIR days/hours will result in a deduction of pay for those days/hours at the daily rate.