



**FEDERAL WAY
PUBLIC SCHOOLS**

Department of Human Resources
Each Scholar: A Voice. A Dream. A BRIGHT Future.

Purpose: Share important information related to the deadline for clock hour completion.

Information Only

To: Certificated Staff

Cc: Shannon McCann, FWEA President
Chuck Hurt, Puget Sound UniServ Representative
Debbie Bickert, Puget Sound UniServ Representative

Regarding: Clock Hour submission

Team,

We recognize that with the move to remote learning and the adjustment of the start of the school year, many of you may be completing some clock hour classes later than you originally planned.

As communicated in section 14.1.D of our Collective Bargaining Agreement (CBA), “earned increments will be credited as of September 1 of each school year,” which means that credits and clock hours have needed to be done by August 31. Given the adjustment of the school year and the changed schedules that have resulted from COVID-19, ***this year, we will be accepting clock hours that were completed by September 30.*** Per our CBA, “Credit and clock hour documentation provided to the District by October 25th each year will be credited for salary schedule movement for that year.”

Please let me know if you have any questions.

In partnership,

David Brower
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