

Educator Moving from 30 to 40 Hours a Week Protocol

- All new educators begin working at .75 FTE (30 hours a week)
- An educator may (after being hired as a state classified employee) move to 40 hours a week if they desire if the educator is:
 - Meeting/exceeding performance goals for several, consecutive months (at least 4 months)
 - Participant behavior change meet or exceed state averages for several consecutive months.
 - Successful at recruitment (recruits participants into classes every week; has a waiting list)
 - Doing a thorough and accurate job of completing and turning in paperwork
 - Level 2 or above performance on all standards from performance appraisal.
- If an educator is meeting the expectations listed above, the state office will initiate a conversation with the educator's supervisor to discuss the possibility of moving that educator to 40 hours a week.
- An educator or supervisor may also initiate the conversation with the state office. The state office and supervisor will make a decision about whether or not to move the educator to 40 hours a week – if the educator is interested - based on the expectations lined out above.