



## **SCH Guidelines for Committee Work (not otherwise compensated)**

### **Level 1 = 10 SCH**

- \* Member participation in scheduled meetings

### **Level 2 = 15 SCH**

- \* Occasional additional scheduled meetings
- \* Subcommittee work
- \* Increased expectation of preparation or follow up

### **Level 3 = 20 SCH**

- \* Consistent additional meetings for all members
- \* Multiple subcommittee assignments (for individual)
- \* High level of preparation or follow up expectation (for whole committee)
- \* Demanding special project focus for committee

### **Level 4 = 30 SCH**

Leadership role in:

- \* Subcommittee work
- \* Special initiatives
- \* Committee organizational scheme

### **Level 5 = 40 SCH**

- \* Overall leadership role (Chair, Co-Chair)

SCH awards to individual committee members will be based on meeting one or more of the level criteria listed above. The Administrator or Chairperson proposing the committee work should share the above level criteria with committee members prior to the proposal and engage members in a conversation to determine the level of proposed SCH award for each member. Proposed level placement can be changed at the completion of the committee's work by submission of a new committee list/level by the Administrator. If the committee's work directly connects to district-wide work (ELL, Special Education, Professional Development, Curriculum, etc.) the Committee Proposal should be approved by the appropriate director prior to submission to Human Resources.

As in many other activities that qualify for SCH, eligible committee work is not intended to represent a one to one relationship between the hours of participation necessary to accomplish the work and the SCH awarded. Completion of the proposed committee work is necessary for granting of SCH.